

**Minutes of the
Albemarle Commission Board of
Delegates February 21, 2019
6:00PM**

Opening

Chairwoman Tracey A. Johnson called the meeting to order at 6:02 p.m.

Pledge of Allegiance

Chairwoman Tracey A. Johnson led the Board in the Pledge of Allegiance.

Invocation

Board member Fondella Leigh led the Board in the Invocation.

Determination of Quorum

The presence of a quorum was determined by Clerk and Program Administrative Coordinator Ashley Stallings with twelve (12) Members present.

<u>Name</u>	<u>County</u>
Clayton Riggs	Camden
Sandra Duckwall	Camden
Robert Kirby	Chowan
Harriett DeHart	Chowan
Paul Beaumont	Currituck
Elizabeth White	Currituck
Rob Ross	Dare
Linda Hofler	Gates
Lloyd Griffin	Pasquotank
Fondella Leigh	Perquimans
Jordan Davis	Tyrrell
Tracey A Johnson	Washington

Absent Members

Howard Swain	Dare
Earl Pugh	Hyde
Marion Gilbert, Ex-Officio	Currituck

Partners, guests, and staff present:

Albemarle Commission Attorney John Leidy of Hornthal, Riley, Ellis and Maland was present.
Alan Thompson of TPSA Certified Public Accountants was present.

Staff members:

Melody Wilkins, Executive Director
David Whitmer, NWDB Director
Laura Alvarico, AAA and Nutrition Director
Angela Welsh, RPO Director
Carolyn LaDow, Finance Officer
Ashley Stallings, Administrative & Benefits Coordinator
Laura Rollinson, Administrative & Volunteer Coordinator

Guests and Partners

None.

Agenda (VOTE):

Board Member Lloyd Griffin made a Motion to amend the agenda by moving Item 9a (Audit Presentation by TPSA) up to 7A. His Motion was seconded by Board Member Fondella Leigh, with no further discussion, the Motion carried unanimously.

Approval of January, 2019 Minutes (VOTE):

Chairwoman Tracey A Johnson presented the January 17, 2019 Albemarle Commission Board Meeting minutes. Board Member Lloyd Griffin made a Motion to remove sentence under Open Session, "Chairwoman Marion Gilbert returned the Board to open session at 8:24 pm" and then to approve as amended. His Motion was seconded by Board Member Linda Hofler, and with no further discussion, the Motion carried unanimously.

Public Comments:

None.

a. Audit Presentation by TPSA

The annual financial audit for the fiscal year ending June 30, 2018, was presented by Alan Thompson of TPSA Certified Public Accountants. There were no significant findings. There were two findings of workforce NWDB paper work that was not filed in a timely manner and the contract with Cathy Davison's spouse. Board Member Lloyd Griffin requested a separate entry be noted concerning the need for a record of separation of duties for the Finance Director while adding that corrective actions are in place.

Board Member Linda Hofler made a Motion to accept the audit as presented with the above modifications. Her Motion was seconded by Board Member Jordan Davis. The Motion carried unanimously.

Unfinished Business:

a. VOiP Phone System (VOTE):

Chairwoman Tracey A Johnson opened the floor to unfinished business. Melody Wilkins, Executive Director, presented staff recommendation of approval by the Board of Delegates to replace the 25 aged office telephones combining the current three systems into one. Staff concludes Century Link is the most cost-effective vendor for the replacement of the telephones meeting the Commission's service needs with the best price and no conflict with the State of North Carolina as a provider. Board Member Clayton Riggs requested to have conference call capabilities with the new system. He was informed this feature is included in the contract as proposed.

Board Member Lloyd Griffin made the Motion to approve the replacement of the phone system as proposed. His Motion was seconded by Jordan Davis. The Motion was carried unanimously.

b. Server Replacement (VOTE):

Melody Wilkins, Executive Director, presented staff recommendation of approval by the Board of Delegates to replace the aged server. Director Wilkins stated this replacement will increase the overall security of the network by utilizing best practices, security controls and privacy policies. She shared with the Board of email issues we had the day prior to the meeting. All emails were down the entire day. Hopefully a server upgrade would resolve some of the issues staff has been experiencing.

Board Member Clayton Riggs made a Motion to approve the server replacement as presented. His Motion was seconded by Board Member Lloyd Griffin. The Motion carried unanimously.

c. Charter Bylaws (VOTE):

Board Member Lloyd Griffin had concerns with there being an even number of Board Members, the term "minority", and if a Board Member wanted to apply for an Albemarle Commission job, what would the waiting period be for that member.

Perquimans, Pasquotank, Washington, Hyde and Camden have not reviewed nor approved the updated Bylaws at this time.

Per Attorney John Leidy, Charter Bylaws are not effective unless every county adopts. Attorney John Leidy asked the Board approve the purposed revision as presented. He suggested formalizing the request that someone makes a Motion to include in the amended charter the sentence, "The member governments are encouraged to consider making appointments that will result in at least four delegates being racial minorities."

Board Member Rob Ross made a Motion in regards to the sentence "The member governments are encouraged to consider making appointments that will result in at least four delegates being racial minorities." Board Member Jordan Davis seconded that Motion. The Motion was carried unanimously.

The vote on the Charter/Bylaws was tabled until the March 21, 2019 Board Meeting.

d. Personnel Policy

The Board Members discussed the amount of compensatory time for exempt employees on page 20 of the Personnel Policy. Changes were made to make clear that compensatory time is not paid out at termination of employment. Attorney John Leidy advised the board to give a suggestion on a cap of compensatory time. The Board discussed placing the cap at 80; however, by the end of the discussion the majority of the board agreed to 40 hour maximum.

Board Member Lloyd Griffin made a Motion to amend paragraph 9 to cap compensatory time at 40 hours at any given time unless approved otherwise by the Executive Director and Chairperson. His Motion was seconded by Board Member Clayton Riggs. There were eleven (11) Board Members in favor and Board Member, Fondella Leigh, opposing. With majority in favor, the Motion carried.

Other Personnel Policy changes discussed:

Page 22: Where as an employee has a complaint against the Executive Director, the employee can now contact the Chair of the Board of Delegates, or any other member of the Executive Committee, of a complaint. The Board of Delegates will take appropriate action to ensure the complaint is reviewed and an appropriate investigation is conducted. This will not result in retaliation against the employee.

Page 23, Section 10: This section was very vague with a one to two sentence discussion of substance abuse. This has been replaced with a detailed section of a standard substance abuse policy.

Page 25, Section 12: The computer usage policy was very simply written. This was replaced with a much more detailed policy.

Page 49, Section 2: Grievance Defined. The need for a Safety Policy was discussed. A Committee has been created consisting of Staff Members Ashley Stallings, Angela Welsh, and Emily Nicholson.

Pages 50-54: Several corrections have been made to correct typos and grammatical errors.

Director Wilkins reported there are other portions of the Personnel Policy that need to be revised. She added there will be some additional updates to the Policy in the near future.

Clayton Riggs suggested approving as presented and using this as a "working living document". This updated Personnel Policy and all future revised Personnel Policies will require Albemarle Commission Staff to sign a Statement acknowledging receipt of the revised versions.

Board Member Clayton Riggs made a Motion to approve until such time further changes are necessary. Board Member Elizabeth White seconded his Motion.

Board Member Elizabeth White suggests adding the language of complaint against the Executive Director on page 22, also be added to the Grievance procedure. John Leidy recommends adding it to section 5 of the Grievance Procedure.

Board Member Elizabeth White makes a Motion to amend page 56 to include the language of the complaint of the Executive Director to the Grievance Procedure. Her Motion was seconded by Board Member Lloyd Griffin. The Motion carried unanimously.

Policy was approved as presented as a living document.

Board Member Jordan Davis made the Motion for those that currently have over the 40 hour maximum compensatory to be grandfathered in until the end of 2019 to use their compensatory time; so the hours currently earned would not be lost. Also, that said employee cannot accumulate any additional time. His Motion was seconded by Board Member Lloyd Griffin. The Motion carried unanimously.

Board Member Lloyd Griffin asked when staff would start educating employees on new personnel policy. Chairwomen Tracey A. Johnson stated the Executive Director should educate at the next staff meeting. Attorney Leidy suggested the Executive Director should send out a memo with the changes. Employees are to sign a Statement acknowledging receipt of the new Policy each time a change is made to place in their personnel files.

New Business:

a. Audit Presentation

Audit Presentation by TPSA moved up to items 7-A

b. Equipment Surplus Resolution

Carolyn LaDow stated Aging and Nutrition bought some new cars last year. It was part of the Amendment when the new cars were bought the old cars would be put on surplus. Staff requests these and an old desk be put on Gov Deals to sell.

Board Member Lloyd Griffin made a Motion to approve the Equipment Surplus Resolution and accept the staff recommendation to place the vehicles on Gov Deals with supporting data, titles and records pertaining to the vehicles and other surplus items. Board Member Jordan Davis seconded his Motion. The Motion to approve the Resolution carried unanimously.

c. Budget Amendment Resolution #3 (VOTE)

occur at the end of May. Annual Programmatic monitoring will occur at the beginning of June.

Next month is the annual NWDB Board retreat.

The NWDB Board has started discussions on the issue of substance abuse and the issue of substance abuse as a barrier to employment. Specifically, members are discussing how to have a positive effect on this matter. Career Center Managers have been asked to develop a plan to show how the front line staff is being made aware of resources available for individuals.

RPO Notes:

Angela Welsh spoke about Safe Routes to Schools programs. Dare County currently uses this program in their schools. This is a federal program that was going to end in May. NCDOT was scrambling to find money to continue the program. They are going to use TAP funds, Transportation Alternative Program Funds, to continue the program. This will be \$1.5 million in TAP Funds. However, this will be on a grant basis. This will be an 80%/20% match, 80% of the federal funding from TAP program and 20% would be local match. There is maximum grant of \$150,000 per year and will be a three-year agreement with the community.

Report of the Executive Director:

Chairwoman Tracey A Johnson opened the floor to Albemarle Commission Executive Director Melody Wilkins. Director Wilkins stated that Albemarle Commission was not being charged for the investigative audit recently performed by NC Office of the State Auditors.

The Revolving Loan Fund (RLF) Committee had two members resign. RLF uses a Financial Screening Committee of three people. Michael Twiddy of North Carolina Small Business Center is assisting in the search for replacements.

Report of Committees

None.

Chairwoman Comments:

Chairwomen Tracey A Johnson spoke of the Hospital shut down in Washington County.

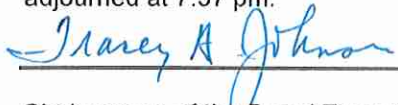
Board Member Comments:

Board Member Lloyd Griffin discussed solar panels in the communities, and effects of the solar panels on the land and community.


Board Member Clayton Riggs asked if anyone wanted a commercial coffee urn.

Adjournment

Board Member Lloyd Griffin made a Motion to adjourn the Board meeting. His Motion was seconded by Board Member Rob Ross with no further discussion, the Motion carried unanimously. The meeting adjourned at 7:57 pm.



Chairwomen of the Board Tracey A.
Johnson
Attested by:



Date



Clerk to the Board Ashley Stallings