

Minutes of the
Albemarle Commission
Board of Delegates
January 17th, 2019

Opening

Executive Committee Delegate Linda Hofler called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Executive Committee Delegate Linda Hofler led the Board in the Pledge of Allegiance.

Invocation

Board Delegate Fondella Leigh led the Board in the Invocation.

Determination of Quorum

The presence of a quorum was determined by Clerk and Program Administrative Coordinator Laura Rollinson with thirteen (13) members present.

<u>Name</u>	<u>County</u>
Clayton Riggs	Camden
Sandra Duckwall	Camden
Robert Kirby	Chowan
Paul Beaumont	Currituck
Elizabeth White	Currituck
Rob Ross	Dare
Hard Swain	Dare
Linda Hofler	Gates
Earl Pugh	Hyde
Lloyd Griffin	Pasquotank
Fondella Leigh	Perquimans
Jordan Davis	Tyrrell
Tracey Johnson	Washington
Marion Gilbert	Ex Officio

Absent Members

None

Partners, guests, and staff present:

Albemarle Commission Attorney John Leidy of Hornthal, Riley, Ellis and Malland was present.

Staff members:

Robert Murphy, Interim Executive Director
David Whitmer, NWDB Director
Angela Welsh, RPO Director Carolyn LaDow, Finance Officer
Laura Rollinson, Clerk and Program Coordinator

Guests and Partners

None

Agenda (VOTE):

Interim Robert Murphy requested the agenda be amended to all for a discussion to take place concerning the audit and audit contract. Board delegated made a motion to audit and audit contract on the agenda, His motion was seconded by Board Delegate Jordan Davis, and with no further discussion, the motion carried unanimously.

Closed Session:

Board Delegate Tracey A Johnson made a motion to enter into Closed Session to discuss and prevent the disclosure of information that is confidential by law, pursuant to NCGS 143-318.11 (a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to NCGS 143-318.11 (a)(3); and to discuss one or more confidential personnel matters as allowed by NCGS 143-318.11 (a)(6). Her motion was seconded by Board Delegate Fondella Leigh, and with no further discussion, the motion carried unanimously. The Board entered into closed session at 6:04 pm. Board Delegate Tracey A Johnson made a motion to return to Open Session. Her motion was seconded by Board Delegate Fondella Leigh, and with no further discussion, the motion carried unanimously. The Board returned to Open Session at 6:54 pm.

Approval of November 2018 Minutes (VOTE):

Board Delegate Linda Hofler presented the November 2018 Albemarle Commission Board Meeting minutes. Board Delegates Tracey A Johnson and Lloyd Griffin requested grammatical and spelling corrections. Board Delegate Lloyd Griffin made a motion to approve the minutes with the stated corrections made. His motion was seconded by Board Delegate Rob Ross, and with no further discussion, the motion carried unanimously.

New Business:

Executive Committee:

Attorney John Leidy proceeded of the nominations and voting for the new Albemarle Commission Board of Delegates Executive Committee. The Nomination Committee Chairperson, Delegate Tracey A Johnson, announced the slate of delegates to the Board as follows: Delegate Lloyd Griffin and Tracey A Johnson were nominated for Executive Chair, Delegates Clayton Riggs and Rob Ross were nominated for Vice Chair, and Delegate Linda Hofler running unopposed for Secretary. Delegate Earl Pugh made a motion to close nominations from the floor. His motion was seconded by Board Delegate Linda Hofler, and with no further discussion, the motion carried unanimously. Attorney Leidy asked for a show of hands vote for the Executive Committee Chair

position. In a show of hands, Board Delegates voted seven (7) to six (6) to appoint Board Delegate Tracey A Johnson to Executive Committee Chair. With a majority vote, the vote to appoint Board Delegate Tracey A Johnson as the Executive Committee Chair carried. Attorney Leidy asked for a show of hands vote for the Executive Committee Vice Chair position. In a show of hands, Board Delegates voted ten (10) to three (3) to appoint Rob Ross as the Executive Committee Vice Chair. With a majority vote, the vote to appoint Rob Ross as the Executive Committee Vice Chair carried. Attorney Leidy requested a show of hands vote for Board Delegate Linda Hofler to be appointed as the Executive Committee Secretary. Board Delegates voted unanimously to appoint Board Delegate as the Executive Committee Secretary. All Executive Committee Members thank the board for their support. Board Delegate Earl Pugh made a motion to close the voting of Executive Committee members. His motion was seconded by Board Delegate Fondella Leigh, and with no further discussion, the motion carried unanimously.

New Albemarle Commission Executive Director:

Attorney John Leidy introduced potential Albemarle Commission Executive Director, Melody Wilkins, to the Board. Attorney Leidy advised the Board Delegates Executive Director Wilkins had been selected after an extensive search and interview process by himself, his staff, as well as the Interview Selection Committee which consisted of Board Delegates Lloyd Griffin, Linda Hofler, Rob Ross and Interim Executive Director Robert Murphy. The terms of her employment if approved by the Board would be a yearly salary of \$98,000, all benefits currently offered by the Albemarle Commission, and up to \$5,000 in moving expenses reimbursed. Attorney Leidy informed the Board Ms. Wilkins had been advised if she was selected for the position, she would not be eligible to receive and compensatory time. If approved, her start date would be January 28th, 2019. A motion was made by Board Delegate Linda Hofler to appoint Melody Wilkins as the Albemarle Commission Executive Director. Her motion was seconded by Board Delegate, and with no further discussion, the motion carried unanimously.

New VoIP Phone System and Fiber Internet

Interim Executive Director Robert Murphy presented the Board with a proposal to upgrade from their current DSL internet to Fiber. Mr. Murphy presented information from CenturyLink and IT staff supporting the upgrade, as well as a quote for the upgrade. Board Delegate Clayton Riggs made a motion to approve the upgrade. His motion was seconded by Board Delegate Fondella Leigh, and with no further discussion, the motion carried unanimously. Interim Director Robert Murphy presented the board with a proposal to update the twenty-year-old dual account phone system. After a discussion was held on the matter, Board Delegate Clayton Riggs and Delegate Lloyd Griffin advised Interim Director Robert Murphy to research State Contract options, speed requirements and to resubmit a cost analysis at the next Board meeting. Board Delegate Lloyd Griffin advised Interim Director Murphy to consider researching Soundside for cyber security.

Amendment to Contract Audit Accounts (Agenda Add On)

Interim Executive Director Robert Murphy requested the Board of Delegates allow an Amendment to the Contract to Audit Accounts. Interim Executive Director Murphy explained to the Board of Delegates that Albemarle Commission did not request an OPEB actuarial study in time to receive their audit by the due date, thereby delaying the completion of the audit. In addition, there has been significant turnover at the commission, including the Executive Director and Finance Officer. Board Delegate Lloyd Griffin made a motion to approve the amendment to

contract audit accounts. His motion was seconded by Board Delegate Paul Beaumont, and with no further discussion, the motion passes unanimously.

Unfinished Business:

Charter & ByLaws:

Attorney Leidy presented a resolution requesting an amendment to the 1997 resolution modifying and amending resolutions creating the Regional Planning Commission known as the Albemarle Commission and the first amendment to the 1997 resolution modifying and amending resolutions creating the Regional Planning Commission known as the Albemarle Commission in an effort to bring the Albemarle Commissions Bylaws and Charter in line with one another. Attorney Leidy explained all ten (10) counties would have to agree to the changes. A discussion was had and it was determined additional changes were needed. Board Delegate made a motion for the Ex Officio to carry a one-year term and be a non-voting delegate. Board Delegate Lloyd Griffin seconded his motion and by a majority vote, the motion carried. Chairperson Tracey A Johnson requested Attorney Leidy to clarify the Executive Committee members would have two (2) years terms and that there would be no term limits to be a Board Delegate in the updated version. Board Delegate Rob Ross made a motion to update the charter to reflect Board Delegates would receive compensation plus mileage reimbursement. His motion was seconded by Paul Beaumont, and with not further discussion, the motion carried unanimously. Board Delegate Jordan Davis made a motion to approve the resolution requesting an amendment to the 1997 resolution modifying and amending resolutions creating the Regional Planning Commission known as the Albemarle Commission and the first amendment to the 1997 resolution modifying and amending resolutions creating the Regional Planning Commission known as the Albemarle Commission with the revisions noted. His motion was seconded by Board Delegate Earl Pugh, and with no further discussion, carried unanimously.

New Business

Reports of Staff:

Department Directors Angela Welsh, David Whitmer and Carolyn LaDow provided the Board of Delegates with an update of their respective programs. Director Alvarico was not present at the Board meeting due to the passing of her mother. The Board of Delegates requested flowers to be sent and expressed their condolences to Director Alvarico.

Report of the Interim Executive Director:

Interim Director Robert Murphy expressed his gratitude to the staff and Board and welcomed Executive Director Melody Wilkins to Albemarle Commission.

Report of Committees

No Committee Reports were presented.

Board Member Comments:

Chairpersons Tracey E Johnson thanked her fellow delegates for their vote of confidence in her ability the chair the Board of Delegates. Chairperson Johnson welcomed the newly appointed Board Delegates

Robert Kirby, Paul Beaumont, Howard Swain and Jordan Davis. Vice Chairperson Rob Ross thanked the Board Delegates for their vote of confidence in him. Board Secretary Linda Hofler thanked her fellow Board Delegates for their vote for her and welcomed Executive Director Melody Wilkins to the Albemarle Commission.

Closed Session NCS 143-318 (11) (1) (6):

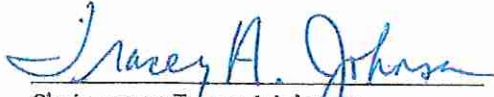
Board Delegate Earl Pugh made a motion to enter into a closed session in accordance with North Carolina General Statute 143-318. (11) (1) (6) for a specific personnel matter. His motion was seconded by Board Delegate Linda Hofler and with no further discussion the motion was carried. The Board entered into closed session at 8:15 pm.

Open Session:

Board member Rob Ross made a motion to return to open session. His motion was seconded by Board member Linda Hofler and with no further discussion, the motion was carried unanimously. Chairperson Tracey A Johnson returned the Board to open session at 9:20 pm.

Adjournment

Chairperson Tracey A Johnson made a motion to adjourn the Board meeting at 9:21 pm. Her motion was seconded by Board Delegate Linda Hofler and with no further discussion, the motion was carried unanimously.


Chairperson Tracey A Johnson

Attested by:


Clerk to the Board Laura Rollinson