

**Minutes of the
Albemarle Commission Board of Delegates
January 16, 2020 6:00 P.M.**

Opening

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

Invocation

Commissioner Robert Kirby led the Invocation.

Pledge of Allegiance

Staff member, NWDB Director, David Whitmer led the Pledge of Allegiance.

Determination of Quorum

The presence of a quorum was determined by Clerk and Administrative & Benefits Coordinator, Ashley Stallings, with Eleven (11) Members present.

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

Partners, staff, and guests present:

Attorney John Leidy of Hornthal, Riley, Ellis and Maland was present.

Staff members:

Melody Wilkins, Executive Director
Angela Welsh, RPO Director
Laura Alvarico, AAA Director
David Whitmer, NWDB Director
Jeri Hansen, Finance Officer
Ashley Stallings, Clerk and Administrative & Benefits Coordinator

Guests and Partners

Alan Thompson of Thompson, Price, Scott, Adams & Co (TPSA)

Agenda (VOTE):

Chairwoman Johnson amended the Agenda adding Item 13-A Closed Session in accordance with North Carolina General Statute 143-318.(11)(a)(6) for a specific personnel matter.

Commissioner Jordan Davis motioned to adopt the agenda as amended, seconded by Commissioner Linda Hofler, motion carried unanimously.

Approval of November 2019 Minutes (VOTE):

Commissioner Kirby motioned to approve the Minutes as presented, seconded by Commissioner Davis, motion carried unanimously.

Public Comment:

None.

Old Business:

Commissioner Clayton Riggs asked the board about a previous discussion allowing Board Members to call in vs. being present during a board meeting. Chairwoman Johnson recalled this action being turned down. Attorney John Leidy discussed the background of this request as it was considered during the amendments to the Bylaws; however, the request was not approved. Commissioner Riggs asked if that meant it is not out of the question, just not approved at this time. Attorney Leidy responded by stating that is correct.

New Business:

a. Selection of the 2020 Officers VOTE

Commissioner Fondella Leigh presented the nominations for 2020 Officers recommended by the nominating committee. The nominating committee recommended the current Executive Officers, Commissioner Tracey A. Johnson as Chairperson, Commissioner Rob Ross as Vice-Chairperson, and Commissioner Linda Hofler as Secretary to remain in their positions for 2020. Commissioner Leigh asked for any other nominations.

With no other names presented, Commissioner Leigh motioned to close the nominations, seconded by At-Large Delegate Harriet DeHart, motion carried unanimously.

Chairwoman Johnson called for a vote on the nominations as submitted. All were in favor for the nominations as submitted.

b. Audit Presentation by Thompson, Price, Scott & Adams Co (TPSA)

Alan Thompson from TPSA presented our Audit to the board. Mr. Thompson stated our Audit was free and clear from any errors. There was one finding regarding timing of reimbursements for Northeastern Workforce Development Board (NWDB). The finding is currently being resolved by the new Finance Officer, Jeri Hansen.

c. Selection of Consultant for 2020 Essential Single-Family Rehab Loan Pool Program VOTE

Executive Director Melody Wilkins discussed the 2020 Essential Single-Family Rehab Loan Pool Program (ESFRLP) for Chowan, Perquimans, & Washington. Director Wilkins advised the board Mike Barnett with McDavid Associates, Inc. was the only one to respond in the time frame to the RFP that was advertised. Director Wilkins asked the board to consider McDavid Associates, Inc. as the Albemarle Commissions consultant to the ESFRLP.

Commissioner Davis motioned to approve McDavid Associates, Inc. as consultant to the ESFRLP, seconded by Commissioner Riggs.

Commissioner Rob Ross questioned the rates listed for McDavid Associates, Inc. as listed on page 24. Director Wilkins stated their fee will not exceed \$10,000 per house. The grant is \$190,000 per county, with \$50,000 set aside for soft costs. McDavid Associates, Inc. services will be included in the soft cost.

With no further discussion the motion carried unanimously.

d. Area Agency on Aging Bank Change

Finance Officer Jeri Hansen and Area Agency on Aging (AAA) Director Laura Alvarico discussed changing the AAA bank account from Atlantic Union Bank to Wells Fargo Bank to simplify the banking process for the AAA and Albemarle Regional Health Services.

Commissioner Riggs motioned to allow AAA to switch to Wells Fargo Bank, as long as fees and penalties are not incurred. The motion was seconded by Commissioner Hofler, motion carried unanimously.

Staff Reports

AAA:

AAA Director Laura Alvarico discussed her thoughts on the Audit presentation. Commissioner Ross mentioned how great it was to see 972 volunteers in Director Alvarico's report. Director Alvarico discussed the need for more volunteers to help reduce the waiting list for services.

Chairwoman Johnson asked Director Alvarico about the mandatory bid conference coming up on January 24th. Director Alvarico stated she sent out over 150 emails and notices to food vendors in our region. It is anticipated the current vendors would re-apply. There is a bidder's conference next Friday from 10 am – 11 am for new vendors. Director Alvarico is hopeful the cost of meals doesn't rise too much; however, she anticipates a slight increase in costs. Director Alvarico mentions she will need a committee of 3 board members to review bids. AAA will collect the bids due March 6, analyze the bids, collect additional options if needed, and then present them to the committee. Bids will be presented to the full board during the March Board meeting. Chairwoman Johnson asked the board for volunteers for the committee. At-Large Delegate Howard Swain, Commissioner Hoffer and Commissioner Kirby volunteered to be on the committee.

Director Alvarico advised the board AAA received a grant from the Southeast Area on Aging Association, for those impacted by Hurricane Dorian. She will be making visits to individuals in Tyrrell County and Hyde County in the upcoming week.

Director Alvarico advised the board she is working on an area plan to be presented to the Division of Adult Services on May 1st. The plan will also be presented to the Albemarle Commission board at the March or April Board meeting.

NWDB:

NWDB Director David Whitmer presented their second newsletter. Director Whitmer stated the November/December total customers served was up 82% since last year. Additionally, tuition and books for participants in training is up 25%. In September 2019, a new service location opened at COA Elizabeth City called the Career Development Center. That location is averaging 52 customers a month. Starting in February, the Career Center in Chowan will be opening 3 days a week on Tuesday, Wednesday and Thursdays. Director Whitmer discussed the work they are implementing with the enhancement grant and the Career Essentials Program. Director Whitmer discussed his thoughts on the Audit and mentioned NWDB has numerous Audits throughout the year.

Chairwoman Johnson asked Director Whitmer if the Northeastern Workforce Development Board was still in need of a business person. Director Whitmer responded yes, the board is still in need of a business representative from Camden and Dare Counties.

RPO:

RPO Director Angela Welsh discussed a paving project in Dare County that Commissioner Ross was questioning. She spoke of the budget issues Secretary Trogden spoke on when he attended a previous Albemarle Commission Board meeting. Director Welsh mentioned the NCDOT was recently audited.

Chairwoman Johnson asked Director Welsh about the SPOT 6 mentioned in her report. Director

Welsh said it stands for Strategic Prioritization Office of Transportation, the prioritization of the STI Law, where they score projects.

Report of the Executive Director:

Executive Director Wilkins advised the Board Albemarle Commission was awarded the Economic Development Planning Grant of \$210,000 over the next 3 years. Director Wilkins mentioned the staff is in the beginning stages of the 2020-2021 budget for the Albemarle Commission. Director Wilkins discussed the upcoming Broadband 101 session at the Albemarle Commission on January 29, 2020. Director Wilkins spoke of the upcoming Quarterly Manager/Chairperson meeting scheduled on February 11, 2020. Director Wilkins addressed term limits for our At-Large Members. Attorney Leidy stated with the amendments to the Bylaws our current At-Large members will remain on the board until December 2020. The counties that will hold the At-Large seats for the 2021 year would be Gates, Hyde, Pasquotank and Perquimans.

Director Wilkins discussed proposed signage to be placed on the building and at our entrance door by R.O. Givens Signs. Commissioner Ross expressed his support of the signage. At-Large Delegate Swain asked if it would be designed with lights on the sign. Director Wilkins responded by stating at this time there were no lights in the proposal.

Director Wilkins discussed the GREAT Grants that are open for applications. Director Wilkins mentioned she received a call from a gentleman from the Dare County area, whom she believes is with the North Carolina Coastal Federation. He asked if the Albemarle Commission would be willing to sponsor a grant for him, as the grant is only available to COG's. Director Wilkins stated she will gather the information and bring this to the Clearing House Committee.

Committee Report

None.

Chairperson Comments:

None.

Board Member Comments:

Commissioner Riggs asked about the discussions from almost a year ago about moving buildings, repairs or expansions. Chairwoman Johnson stated the repairs were completed; however, she wasn't sure about any expansions. Chairwoman Johnson stated it could be looked into during the budget process if the space was still a need.

Commissioner Riggs mentioned Camden has 2 new sewer systems online and 2 new businesses coming to the county.

Commissioner Kirby mentioned he would like to see an update on the progress of the CREDS.

Commissioner Ross mentioned Dare County had their 150 anniversary of Dare County's founding.

Commissioner Hofler mentioned Gates County Commissioner Henry Jordan passed away in December. He was a former Albemarle Commission board member.

Chairwoman Johnson mentioned the passing of Marion Gilbert.

Closed Session

Commissioner Davis motioned to enter into closed session in accordance with North Carolina General Statute 143-318.(11)(a)(6) in order to discuss a confidential personnel matter. The motion was seconded by Commissioner Ross, the motion carried unanimously. The Board entered into closed session at 7:42 p.m. The same members who were present for the open session were

present for the closed session, along with Director Wilkins and Attorney Leidy.

Under Closed Session, Executive Director Wilkins submitted her resignation of employment, providing a two (2) week notice. Her last day of employment with the Albemarle Commission will be January 31st, 2020.

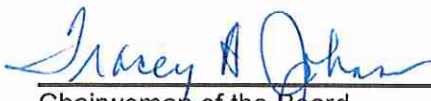
Commissioner Riggs made a motion to return to open session. The motion was seconded by At-Large Delegate DeHart, the motion carried unanimously. The board returned to open session at 8:06 p.m.

Commissioner Davis made a motion to accept the resignation of Director Wilkins. The motion was seconded by Commissioner Riggs, the motion carried unanimously.

Adjournment

Commissioner Hofler motioned to adjourn the meeting, the motion was seconded by Commissioner Ross, the motion carried unanimously.

The meeting adjourned at 8:08 p.m.

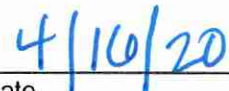


Chairwoman of the Board
Tracey A. Johnson

Attested by:



Clerk to the Board Ashley Stallings



Date