

**Minutes of the
Albemarle Commission Board of
Delegates June 20, 2019
6:00PM**

Opening

Chairwoman Tracey A. Johnson called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Board Member Rob Ross led the Board in the Pledge of Allegiance.

Invocation

Board Member Robert Kirby led the Board in the Invocation.

Determination of Quorum

The presence of a quorum was determined by Clerk and Administrative Benefits Coordinator, Ashley Stallings, with ten (10) Members present.

<u>Name</u>	<u>County</u>
Clayton Riggs	Camden
Sandra Duckwall	Camden
Robert Kirby	Chowan
Elizabeth White	Currituck
Howard Swain	Dare
Rob Ross	Dare
Linda Hofler	Gates
Lloyd Griffin	Pasquotank
Wallace Nelson (Alternante)	Perquimans
Tracey A. Johnson	Washington

Absent Members

Harriett DeHart	Chowan
Paul Beaumont	Currituck
Earl Pugh	Hyde
Fondella Leigh	Perquimans
Jordan Davis	Tyrrell
Marion Gilbert	Ex Officio

Partners, staff, and guests present:

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

Staff members:

Melody Wilkins, Executive Director
Jeri Hansen, Finance Officer
Laura Alvarico, AAA Director
David Whitmer, NWDB Director
Cynthia Gossage, Financial Support Specialist
Carolyn LaDow, Financial Support Specialist
Ashley Stallings, Administrative & Benefits Coordinator

Guests and Partners

Guest speaker Senator Bob Steinburg.

Agenda (VOTE):

Chairwoman Johnson requested to move item 9-A to 6-A. Board Member Wallace Nelson made a

Motion to adopt the Agenda as amended. His Motion was seconded by Board Member Linda Hofler. With no further discussion, the Motion carried unanimously.

Approval of May 2019 Minutes (VOTE):

Board Member Clayton Riggs made the Motion to approve the Minutes as presented. His Motion was seconded by Board Member Rob Ross. With no further discussion, the Motion carried unanimously.

A. Senator Bob Steinburg

Chairwoman Johnson introduced and welcomed Senator Steinburg.

Senator Steinburg thanked the Board for inviting him and for their service and hard work in their communities. He briefly discussed working on the state budget. He stated candidates will begin filing for re-election again in December and primary's will be in March.

Board Member Rob Ross asked if there was any interest in the Senate to move to 4-year terms vs. 2-year. Senator Steinburg didn't think that would happen anytime soon. He discussed the prison system which is a major focus of his. The goal is to make prisons safer.

Chairwoman Johnson asked about status of the situation with Vidant Health Care. He discussed how Vidant and Pitt County made some changes to the formation of their Board. There are only two teaching hospitals in the state, UNC School of Medicine and Brody School of Medicine-ECU. Both of these schools get funding that hospitals don't get. The feeling among many in the General Assembly is they should have a say of that Board from someone that represents North Carolina. He also discussed how this is a concern and hoped to be able to come to an agreement with them, however, he wasn't sure what the outcome would be.

Board Member Clayton Riggs asked what Senator Steinburg's thoughts are on the requests to lower the tax percentage that is being written off for solar farms. Senator Steinburg stated it wasn't on the table this year and there are bigger issues with renewables being discussed.

Chairwoman Johnson asked Senator Steinburg's opinion on Hemp? He believed this product of Industrial Hemp will be very important to North Carolina moving forward.

Board Member Rob Ross asked about HB 483 bill passed through the House. Board Member Ross is concerned about what will happen to the fishing industry. This bill will restrict what fisherman can catch. Senator Steinburg discussed his thoughts and how he didn't think this would pass in the Senate.

Board Member Howard Swain asked the Senator to discuss the state of the State revenues. Senator Steinburg responded how well the State is doing.

Board Member Robert Kirby asked about Interstate-87 (I-87). Senator Steinburg responded John Torbett was going to be meeting with Pasquotank County in Elizabeth City on June 21st. He stated that I-87 was going to happen but is still probably several years away.

Board Member Lloyd Griffin asked about Broadband. Senator Steinburg responded that more money has been placed into the program. Chairwoman Johnson asked if her county could apply again for broadband grants. Senator Steinburg suggested that Washington County re-apply.

Chairwoman Johnson thanked Senator Steinburg for coming and speaking to the Board.

Public Comments:

None.

Old Business:

None.

New Business:

Chairwoman Johnson asked Executive Director Melody Wilkins to review the email received from ECSU. Executive Director Wilkins stated that ECSU asked for a letter of support to include with a grant application for InnovatEC to the U.S. Economic Development Administration. Chairwoman

Johnson stated the Executive Committee met prior to the Board Meeting. In that meeting, the model letter provided by ECSU was reviewed. In the template letter, there were a few things that were unclear and Albemarle Commission didn't feel comfortable with supporting as drafted. Chairwoman Johnson created a general support letter to provide ECSU for the InnovatEC grant application.

a. **Senator Bob Steinburg**

Moved from 9-A to 6-A.

b. **NWDB Vehicle Recommendation (VOTE)**

NWDB Director David Whitmer requested that NWDB be able to purchase the two 2007 Chevy HHRs, currently owned and surplus by the Albemarle Commission Area on Aging. These vehicles would be used to transport participants for activities, events, appointments and other program related activities as transportation is very limited in our region.

Board Member Lloyd Griffin made a Motion to accept the staff's recommendation to purchase both vehicles. His Motion was seconded by Board Member Robert Kirby. With no further discussion, the Motion carried unanimously.

c. **2018-2019 Budget Revisions (VOTE)**

Executive Director Wilkins presented the 2018-19 Budget Revisions. Each department head has reviewed his or her 2018-19 budget for the purpose of clearing any negative line items.

Board Member Lloyd Griffin asked if any adjustments impact the overall spending of each group (sector) in addition to their approved budget? No adjustments impacted overall department budgets.

Board Member Lloyd Griffin made a Motion to accept the Staff's recommendation to approve budget revisions of 2018-19. His Motion was seconded by Board Member Robert Kirby.

Chairwoman Johnson opened the floor for discussion.

Board Member Rob Ross asked about NWDB 13B on the hand out specifically the carry forward decrease. NWDB Director Whitmer discussed NWDB received more money last year than expected. They revised their revenues to show what the true allocations were, which meant they had additional money for their program. They did that by taking the additional monies out of the carry forward and used it for the expenses. Board Member Rob Ross also asked about item 16B. NWDB Director Whitmer replied they received more allocations than expected. Also, every year NWDB transfers Dislocated Worker (DW) funds over to the Adult funds. This is because there are more adult participants than DW. The law allows this transfer.

With no further discussion, the Motion carried unanimously

d. **2019-2020 Budget (VOTE)**

Executive Director Wilkins presented the final 2019-20 proposed budget for the Albemarle Commission. She presented three options for a Budget Ordinance Resolution. Option one, if the budget is adopted, has verbiage that reads "the Finance Officer is hereby authorized to transfer funds within divisions without prior approval of the Board of Delegates". Option two is the resolution without the sentence "the Finance Officer is hereby authorized to transfer funds within divisions without prior approval of the Board of Delegates". Option three has some additional verbiage added to the sentence; "the Finance Officer is hereby authorized to transfer funds within divisions without prior approval of the Board of Delegates. These transfers shall not result in increases or decreases in recurring obligations, such as salaries or fringe benefits, without prior approval of the Board of Commissioners".

Board Member Lloyd Griffin stated he would like to see the budge amendments. He feels any amendments should be reported to the Board.

Board Member Lloyd Griffin made a Motion to adopt Budget Ordinance Resolution Option two. His Motion was seconded by Board Member Robert Kirby.

Board Member Lloyd Griffin stated the order of the budget presentation next year should be the overview, discussion, and then the adoption.

With no further discussion, the Motion carried unanimously

Staff Reports

RPO:

Director Angela Welsh discussed Safe Routes to School Program. The RPO was informed earlier this year the federal government was discontinuing funding for the Safe Routes to School program. A Grant was created to provide funding for innovative non-infrastructure projects. She completed the application and brought it before the Board for approval during the March Meeting. The Board approved to apply for the Grant. She advised on May 13th we were notified of receiving the Grant. The agreement went before the Board of Transportation in early June. We should receive our agreements back mid-June. She hoped to have an update in August.

AAA:

Director Laura Alvarico stated that the Home and Community Block Grant contracts will be going out to each county in July to be approved.

NWDB:

Board Member Rob Ross asked Director Whitmer to explain what the B.O.O.S.T Enhancement Grant is. Director Whitmer explained the Enhancement Grant is a grant opportunity to enhance whatever the Workforce Boards believe they can enhance. NWDB first applied for the Enhancement Planning Grant, which they were granted. Then NWDB applied for the Enhancement Grant, which was also received. The theme of the Enhancement Grant revolved around the B.O.O.S.T them:

Bolster the technology used for the center customers, human resource development students & employer services.

Optimize the course offerings of the newly created Career Essentials program at COA's Edenton-Chowan campus.

Obtain updated aptitude assessments for centers customers.

Sustain the NCWorks Outreach Coordinator to continue the offerings of career services at partner agencies and community events.

Teach teacher of the region about the dynamics of manufacturing occupations with the goal of encouraging the emerging workforce of students to enter the growing field.

Report of the Executive Director:

Executive Director Wilkins shared with the Board the phone upgrade from Century Link has been completed. Each employee housed in Hertford at the Commission has a direct line now.

Chairwoman Johnson asked that a phone directory with each employee's phone number be emailed to board members. Executive Director Wilkins also shared that the Albemarle

Commission's computer server is now in process of being replaced. She also mentioned she held a Commission wide staff meeting on June 12th and reviewed the newly revised Personnel Policy.

During the same meeting, Angela Welsh and Emily Nicholson presented the new Health and Safety Manual.

Report of Committees

At this time, there are no Committees.

Chairwomen Johnson asked the Board to think about if there needed to be any created or if this could be removed from the agenda.

Board Member Lloyd Griffin suggested creating a "Clearing House Committee" for some things that come across Executive Director Wilkins desk such as requests for grant assistance. Director Wilkins shared she receives requests on a regular basis for grant assistance from non-profits, individuals, groups, etc. It would be helpful if she and the board had a discussion clarifying the Commission's role in grant writing and administration. She prepared and reviewed a draft resolution addressing this subject matter to be discussed in July's board meeting. Board Member Elizabeth White has agreed to assist with any proposed resolution or policies regarding same.

Chairperson Comments:

Chairwoman Johnson asked Director Welsh what the position of the RPO is on Representative Ed Goodwin's initiatives regarding the two passenger ferries. Director Welsh discussed RPO isn't looking at the economic impact of this. They are more concerned of where the money is coming from for the ferries due to not wanting the monies to come out of the Transportations funds.

Board Member Lloyd Griffin discussed how there is no Dare County connection in the proposal which includes Plymouth, Columbia, Hertford, Edenton and Elizabeth City. He spoke of how there are only five counties participating; however, there are 14 counties in Division One. The concern being there has already been 3 ferries, a dredge, three barges and two tug boats using STIP money for the Ferry Division for Hyde. We won't be able to have any competitive projects for 3/6 years.

Board Member Wallace Nelson discussed how he would like to see a study done because he sees some potential for this to bring in and develop the infrastructure. He also shares the concern as to where the funding will come from.

Chairwoman Johnson shared Board Member Rob Ross had trouble with some attachments that were emailed that were in the format of "WIN-Mail". She asked staff to check with IT to try resolve this for future proposes.

Board Member Comments:

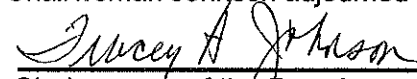
Board Member Robert Kirby stated Chowan County had a presentation from a demographic specialist. The reason for the demographic study was Chowan County is looking to renovate the High School or build a new High School. The study found from 2018-19 school year and 2028-29 school year enrollment could drop by 15%.

Board Member Robert Kirby also discussed a Policy Chowan County produced. In that Policy it states Chowan County Commissioner can no longer receive compensation or reimbursement for serving on Boards. However, they can receive travel reimbursement.

Board Member Clayton Riggs stated Camden County received a grant from the Rural Establishment of the Chesapeake Regional Hospitals Outpatient Clinic. Camden will be getting an Urgent Care.

Adjournment

Chairwoman Johnson adjourned the meeting at 7:39 p.m.



Chairwoman of the Board
Tracey A. Johnson

7/18/2019

Date

Attested by:



Clerk to the Board Ashley Stallings