

**Minutes of the  
Albemarle Commission Board of Delegates  
June 21st, 2018  
6:00 PM**

Public Hearing on the FY 2018-19 Budget of the Albemarle Commission.  
Chairwoman Marion Gilbert opened the public hearing asking if anyone had any comments on the Budget. Daily Advance contributing author Holly Audette addressed the Board stating every government budget should be scrutinized line item by line item and that she believes that the move to a new facility is wasteful spending and that the expenses aren't realistic and there needs to be a huge justification to the members on the move. those funds could be better utilized providing services to the residents of the Region. She thanked the Board for their willingness to give their time to review the budget line by line and for asking the questions that goes along with the scrutiny needed of this organization.

With no further comments from the public, Chairwoman Marion Gilbert closed the Public Hearing on the FY 2018-19 Budget of the Albemarle Commission.

**I. Opening**

Chairwoman Marion Gilbert called the meeting to order at 6:34 p.m.

**II. Pledge of Allegiance**

Tyrrell County Board Member Vice Chairman Leroy Spivey led the Board in the Pledge of Allegiance.

**III. Invocation**

Tyrrell County Board Member Vice Chairman Leroy Spivey led the Board in the Invocation.

**IV. Determination of Quorum**

The presence of a quorum was determined by Clerk and Program Administrative Coordinator Laura Rollinson with 11 Members present.

**Name**

Sandra Duckwall  
Clayton Riggs  
John Mitchener  
Marion Gilbert  
Elizabeth White  
Rob Ross  
Linda Hofler

**County**

Camden  
Camden  
Chowan  
Currituck  
Currituck  
Dare  
Gates

Earl Pugh  
Lloyd Griffin  
Leroy Spivey  
Tracey Johnson

Hyde  
Pasquotank  
Tyrrell  
Washington

**Absent Members:**

Garry Meiggs (alternate)  
William Smith  
Fondella Leigh

Camden  
Chowan  
Perquimans

**Partners, guests, and staff present:**

Cathy Davison, David Whitmer, Laura Alvarico, Angela Welsh, Carolyn LaDow, and Laura Rollinson, Golden Leaf Scholars Intern Deja Gainey and Daily Advance contributing author Holly Audette were also present.

**V. Floor Opened to Public Comments**

Golden Leaf Scholars Intern Deja Gainey introduced herself to the Board and thanked Albemarle Commission for the opportunity to gain valuable insight in the workings of local government.

**VI. Approval of March Minutes (VOTE):**

Chairwoman Gilbert asked for a motion to approve the minutes from the April 19<sup>th</sup>, 2018 Board meeting. Board Member Linda Hoffer made a motion to approve the minutes. Her motion was seconded by Board Member Tracey Johnson and, with no further discussion, the motion was carried unanimously.

**VII. Consideration of a Resolution Approving 2018-2019 Budget Ordinance. (VOTE):**

Chairwoman Marion Gilbert opened the floor to Albemarle Commission Executive Director Cathy Davison. Executive Director Davison presented the 2018-2019 Budget Ordinance to the Board. (See Below)

**The Albemarle Commission Board of Delegates**

**FISCAL YEAR 2018-2019**

**BUDGET ORDINANCE RESOLUTION**

WHEREAS, The State of North Carolina requires that Regional Councils of Government comply with NCGS Chapter 159 cited as The Local Government Finance Act; and

WHEREAS, The Local Government Finance Act prescribes a uniform system of budget adoption and administration and fiscal control; and

WHEREAS, NCGS Ch. 159-8 (a) further prescribes that Regional Council of Governments shall operate under an annual balanced budget; and

WHEREAS, NCGS Ch. 159-8 through 159-17 prescribes the procedures and requirements for the adoption, execution, and administration of an annual budget ordinance,

NOW THEREFORE; BE IT RESOLVED, by the Board of Delegates of the Albemarle Commission, the following expenditures and revenues are herewith budgeted in the programs as presented below is hereby adopted in total at the program department level:

<b>PROGRAMS</b>	<b>FY 2018-2019 Expenditures &amp; Revenues</b>
INDIRECT FUND	\$ 650,355
GENERAL TRANSFER FUND	\$ 127,924
SPECIAL GRANTS (CWMTF)	\$ 33,725
ECONOMIC DEVELOPMENT	\$ 112,125
ALBEMARLE RPO	\$ 144,531
AREA AGENCY ON AGING & SENIOR NUTRITION PROGRAM	\$2,637,041
NORTHEASTERN WORKFORCE DEVELOPMENT BOARD	\$3,113,338
REVOLVING LOAN PROGRAM	\$ 31,500
<b>TOTAL BUDGET</b>	<b>\$6,850,539</b>

Board Member Lloyd Griffin stated the floor should be opened to questions prior to any vote taking place. Board Member Clayton Riggs question the Indirect Line Item Changes and the placement of new EDA staff position in the budget. Board Member Sandra Duckwall stated she had spoken to Perquimans County and stated they were willing to make the necessary improvements to the Albemarle Commission's current location and she did not see where Indirect Rates should increase as presented in the 2018-2019 Budget Ordinance. RPO Director Angela Welsh stated she does not need to move from her current off-site location, that the issues with her building had been resolved. Albemarle Agency on Aging Director Laura Alvarico stated the rate changes would not affect services offered and that her staff does not currently have the space needed to effectively conduct their services and reiterated the privacy concerns of clients due to the current situation of her staff's office. Northeastern Workforce Development Director David Whitmer also reiterated several of his staff have to rotate in and out of one office and with the current building, he can not grow his programs. Board Member Earl Pugh stated the move has been discussed for a lengthy amount of

time. Board Member Robb Ross concurred with his statement. Board Member Clayton Riggs made a motion to vote to deny the current budget as written. His motion was seconded by Board Member Lloyd Griffin. A roll call vote was taken for the 2018-2019 Budget Ordinance with a Yes vote representing denying the current budget as written and a No vote representing not to deny the 2018-2019 Budget Ordinance as written with the following votes:

<u>Name</u>	<u>Vote</u>
Sandra Duckwall	Yes
Clayton Riggs	Yes
John Mitchener	Yes
Marion Gilbert	No
Elizabeth White	Yes
Rob Ross	Yes
Linda Hofler	Yes
Earl Pugh	No
Lloyd Griffin	Yes
Leroy Spivey	Yes
Tracey Johnson	Yes

With nine (9) Board Members voting to deny the 2018-2019 Budget Ordinance as written, two (2) Members opposing the denial of the 2018-2019 Budget Ordinance as written, the vote carried to deny the 2018-2019 Budget Ordinance as written.

Board Member Lloyd Griffin made a motion to adopt a Continuous Resolution Budget Amendment of the 2017-2018 Budget Ordinance to allow the Finance Officer to pay the current reoccurring bills at the 2017-2018 indirect percentage rate until the 2018-2019 Budget Ordinance could be revised and new vote could be held. Board Member Rob Ross seconded his motion and with no further discussion, the motion was carried unanimously.

**VIII. Consideration of Amended Contract with ARHS (VOTE)**

Chairwoman Marion Gilbert opened the floor to Executive Director Cathy Davison to present the proposed amended contract with Albemarle Regional Health Services. (See Below)

**A RESOLUTION APPROVING A SECOND AMENDMENT TO THE FINANCIAL SERVICES CONTRACT TO PROVIDE FINANCIAL AND INFORMATION TECHNOLOGIES SERVICES**

**BETWEEN ALBEMARLE REGIONAL HEALTH SERVICES**

**AND THE ALBEMARLE COMMISSION**

**ALBEMARLE COMMISSION BOARD OF DELEGATES**

June 21, 2018

WHEREAS, financial services for the Albemarle Commission are required; and

WHEREAS, the government agency of Albemarle Regional Health Services has been selected to continue providing financial and information technology services to the Albemarle Commission; and

WHEREAS, Albemarle Regional Health Services has provided a Contract to provide fiscal management services at a cost of \$32,307 with a 2.5% increase each year.

WHEREAS, Albemarle Regional Health Services has provided a contract to provide information technology and offsite data storage at an annual cost of \$5,200 and \$1,875, respectively.

WHEREAS, the Albemarle Commission will pay an annual contract price for financial software through Munis application services of \$7,685.

NOW THEREFORE BE IT RESOLVED that the Albemarle Commission's Board of Delegates hereby approves entering into an amended contract to provide financial and information technology services by Albemarle Regional Health Services and directs the Chairman to execute the Contract.

This Resolution is adopted pursuant to the provisions of North Carolina General Statutes Chapter 159-34. This Resolution shall become effective upon adoption

Board Member Lloyd Griffin advised the Board Pasquotank County just signed a contract with the SoundSide Group from Washington County due to recent security issues. Board Member Clayton Riggs made a motion to approve resolution to approve a second amendment to the contract between Albemarle Commission and the Albemarle Region Health Services to provide financial and technology services. His motion was seconded by Board Member Linda Hofler and, with no further discussion, the motion was carried unanimously.

**IX. Consideration of the Albemarle Commission's Accounting Policy and Procedures Manual (VOTE)**

Chairwoman Marion Gilbert opened the floor to Executive Director Cathy Davison to discuss the Albemarle Commission's Accounting Policy and Procedures Manual approval consideration. (A copy of the Albemarle Commission Accounting Policy and Procedures Manual was included in the Board Members Agenda Packets). Executive Director Cathy Davison stated that while the Albemarle Commission has had financial procedures in place and have followed state statute for our financial policies, we have not had a formal Financial Policy. Based on the requirements for our financial monitoring, we are requesting consideration in approving the resolution on Albemarle Commissions Accounting Policy and Procedures Manual. (See Below)

**RESOLUTION**

**APPROVING THE ACCOUNTING**

**POLICIES AND PROCEDURES MANUAL**

**ALBEMARLE COMMISSION'S BOARD OF DELEGATES**

**June 21, 2018**

RESOLVED, by the Board of Delegates of the Albemarle Commission, that

WHEREAS, this Albemarle Commission's Board of Delegates needs to adopt the Accounting Policies and Procedures Manual pursuant to NC G.S. 159;

NOW THEREFORE BE IT RESOLVED that the Albemarle Commission's Board of Delegates hereby approves:

**Albemarle Commission's Accounting**

**Policies and Procedures Manual dated June 2018**

This Resolution is adopted pursuant to the provisions of the NC G.S. 159, Local Government Finance. This Resolution shall become effective upon adoption.

Board Member Sandra Duckwall stated consideration should be giving to adopting a policy capping the amount of comp time that can be earned in the future. Board Member Rob Ross made a motion to approve the Albemarle Commission Accounting Policy and Procedures Manual, his motion was seconded by Board Member John Mitchener and with no further discussion, the motion was carried unanimously.

**X. Consideration of Assistance Policy, Procurement and Distribution Policy, and Requisition Approval and Project Access Authorization for the Albemarle Commission's 2018 Essential Single-Family Rehabilitation Projects (Camden, Currituck, Dare, Hyde and Pasquotank Counties)**

Chairwoman Marion Gilbert opened the floor to Executive Director Cathy Davison to discuss the request for Board approval on the Assistance Policy, Procurement and Distribution Policy and Requisition Approval and Project Access Authorization for the Albemarle Commission's 2018 Essential Single-Family Rehabilitation Projects for Camden, Currituck, Dare, Hyde and Pasquotank Counties. Executive Director Cathy Davison stated The Albemarle Commission has been designated as a Rehab Loan Pool Agency for the Region. The North Carolina Housing Finance Agency has made available \$175,000 for each of the following counties: Camden, Currituck, Dare, Hyde and Pasquotank Counties. The repairs for the homes are income based and are generally less than \$25,000 hard costs per home and \$10,000 soft costs per home that include administration, intake and applications, inspections and project oversight. The loans are forgiven at a rate of \$3,000 each year. As in the past, the following documents must be approved for the counties identified:

1. Assistance Policy

2. Procurement and Disbursement Policy
3. Requisition Approval and Project Authorization

These are standard State Housing Agreements that must be entered into prior to the distribution of any funds or providing any housing repairs. A copy of all counties Assistance Policies, Procurement and Disbursement Policies and Essential Single-Family Rehabilitation Loan Pool Portal Requisition Approval and Project Access Authorizations were provided in the Board Members Agenda Packets.

**A RESOLUTION**

**APPROVING THE ASSISTANCE POLICY, PROCUREMENT AND DISBURSEMENT POLICY, AND REQUISITION APPROVAL AND PROJECT ACCESS AUTHORIZATION FOR THE ALBEMARLE COMMISSION FOR 2018 ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN PROGRAM WITH THE NORTH CAROLINA HOUSING FINANCE AGENCY PROJECTS IN CAMDEN, CURRITUCK, DARE, HYDE, AND PASQUOTANK COUNTIES**

**ALBEMARLE COMMISSION BOARD OF DELEGATES**

June 21, 2018

**RESOLVED**, by the Board of Delegates of the Albemarle Commission's Board of Delegates, that

**WHEREAS**, the Albemarle Commission Board of Delegates approves the Albemarle Commission Assistance Policy for Camden, Currituck, Dare, Hyde and Pasquotank Counties for the 2018 Essential Single-Family Rehabilitation Loan Program;

**WHEREAS**, the Albemarle Commission Board of Delegates approves the Procurement and Disbursement Policy for Camden, Currituck, Dare, Hyde and Pasquotank Counties for the 2018 Essential Single-Family Rehabilitation Loan Program;

**WHEREAS**, the Albemarle Commission Board of Delegates approves the Albemarle Commission's Requisition Approval and Project Access Authorization for Camden, Currituck, Dare, Hyde and Pasquotank Counties for the 2018 Essential Single-Family Rehabilitation Loan Program.

**NOW THEREFORE BE IT RESOLVED** that the Albemarle Commission's Board of Delegates hereby approves:

1. The Albemarle Commission's Assistance Policy for Camden, Currituck, Dare, Hyde and Pasquotank Counties
2. Procurement and Disbursement Policy for Camden, Currituck, Dare, Hyde and Pasquotank Counties
3. Albemarle Commission's Requisition Approval and Project Access Authorization for Camden, Currituck, Dare, Hyde and Pasquotank Counties

This Resolution is adopted pursuant to the provisions of the North Carolina Housing Finance Agency's Funding Agreement with the Albemarle Commission. This Resolution shall become effective upon adoption.

Board Member Lloyd Griffin advised the Board there had been an incident in the past where a contractor had not provided adequate services and it cost that county a substantial amount of money to correct the issue. Board Member Tracey Johnson made a motion to approve the resolution on the Assistance Policy, Procurement and Distribution Policy and Requisition Approval and Project

Access Authorization for the Albemarle Commission's 2018 Essential Single-Family Rehabilitation Projects for Camden, Currituck, Dare, Hyde and Pasquotank Counties. Her motion was seconded by Board Member Clayton Riggs. Board Member Lloyd Griffin opposed, all others were in favor of approval. With the majority approving, the motion passed.

#### **XI. TEAMM Reports**

##### **Training: Workforce**

Workforce Development Director David Whitmer provided his update during the Northeastern Workforce Development Consortium meeting; no additional updates were provided.

##### **Area Agency on Agency**

Chairwoman Gilbert opened the floor to Area Agency on Aging Director Laura Alvarico. Director Laura Alvarico. Director Alvarico informed the Board her staff is currently working to distribute 132 fans to clients in need. She requested that anyone knowing of an elder person in need of a fan in our service areas to contact her staff. Director Alvarico also informed the Board the service trays used to deliver meals to clients were in need of replacing. She stated she will need to replace forty (40) trays, each costing roughly \$250.00. Director Alvarico advised the Board Family Caregiver Support Specialist Lynne Raisor is currently working on the Block Grant Contracts. Director Alvarico stated her staff has had a heavy monitoring year, all reviews have received positive feedback. Board Member Lloyd Griffin questioned if a Pasquotank Church could be used as a soup kitchen. Director Alvarico informed him someone would need to volunteer as a site manager. **Economic Development and Administration**

Chairwoman Gilbert opened the floor to Executive Director Davison. Director Davison review the ongoing work of the Commission, including an update on the NADO Board meeting in LaJolla, California. Director Davison further explained some of the ideas that came out of the meeting which can be implemented in the Region, including expanding our advocacy for the Region with other federal agencies including EPA, NOAA, and NTIA. Further reviewing the ideas provided around tourism, agriculture and the faith-based community, it is apparent that we are on the right track with the balancing nature and commerce work we are already doing. In addition we have the opportunity to create a food council with USDA Rural development and the cooperative extensions throughout the Region. Director Davison indicated that there is not a formal food council in our Region where agriculture is the second largest industry. We have the opportunity to expand our services not only to our local governments but also the agricultural industry. The other area of opportunity we have is in partnership with our broadband project, is to work with existing medical providers to expand access to healthcare through telemedicine.

Director Davison went on to discussed the Broadband project. The recommendations and data for the Regional Broadband Project has been finalized. In partnership with the



State Broadband Infrastructure Office, we will be hosting a roll-out meeting on July 11th from 10 a.m.—12 p.m. This is a meeting for County Managers, Economic Developers, County IT Professionals, and any Broadband Team Members that the County's would like to have at the meeting. Space will be limited for this roll-out.

Finally, Director Davison provided an updated on the InnovatEC Project. Director Davison stated that the Commission continues to work with NCGrowth, Elizabeth City State University and our economic development partners on the InnovatEC Project. The visitation teams are being developed along with outreach materials based on the marketing and implementation plan that was developed for the Project by NCGrowth. This is an example of exceptional Regionalism being implemented through a collaborative effort in our Region.

### **Mapping and Transportation**

Chairwoman Gilbert opened the floor to Regional Planning Director Angela Welsh. Director Welsh advised the Board that the Drone Workshop were a success, future Drone workshops are being planned. Director Welsh advised the Board on the awarding of the mini grants. She advised the Board the Passenger Ferry completion could be expected in the fall, possibly as early as September. Director Welsh advised the Board she, along with Northeastern Workforce Development Board Assistant Director Emily Nicholson would be meeting with Enterprise to further their investigation into possible ways to assist with the local areas know issue for some workers having reliable, affordable transportation to and from possible jobs. She also informed the Board she has been working the DashBoard project which will help the public see the projects on which she is working on and those that have been completed.

### **Money/Finance**

Chairwoman Gilbert opened the floor to Finance Officer Carolyn LaDow. Finance Officer LaDow presented the Board with the Albemarle Commission Monthly Financial Report, for the month ending May 31<sup>st</sup>, 2018. She advised the Board the month to date expenditures are included in the year to date expenditures. Finance Officer LaDow reminded the Board the budget amounts include two (2) year fund amounts for some programs. Finance Officer LaDow advised the Board it is apparent to her the Program Directors and Managers have been good stewards of their funding.

### **Budget Amendment Request-NWDB Career Pathways (Vote)**

Chairwoman Marion Gilbert opened the floor to Northeastern Workforce Development Board Director David Whitmer. Mr. Whitmer requested the Board approve the NWDB Career Pathways Budget Amendment Request. Director Whitmer stated additional funds were allocated and received for dislocated workers that could not be utilized. Board Member Lloyd Griffin made a motion to approve the requested NWDB Career Pathways Budget Amendment, his motion was seconded by Board Member Clayton Riggs and with no further discussion, the motion was carried unanimously.

**Budget Amendment Request-NWDB Adult and Dislocated Worker (Vote)**

Director Whitmer requested the Board approve the NWDB Adult and Dislocated Worker Budget Amendment Request. Director Whitmer stated due to the low number of Dislocated Workers compared to Adults, more funds are needed to serve our Adult participants than our Dislocated Worker participants. Board Member Lloyd Griffin made a motion to approve the requested NWDB Adult and Dislocated Worker Budget Amendment, his motion was seconded by Board Member Clayton Riggs and with no further discussion, the motion was carried unanimously.

**Economic Development**

**Budget Amendment Request-Special Grants-Farmers Market (Vote)**

Chairwoman Marion Gilbert opened the floor to Executive Director Cathy Davison. Cathy Davison request the Board approve the Special Grants-Farmers Market Budget Amendment Request. Executive Director Cathy Davison stated documentation had finally been received allowing the release of the funds. Board Member Lloyd Griffin made a motion to approve the Special Grants-Farmers Market Budget Amendment, his motion was seconded by Board Member Clayton Riggs and with no further discussion, the motion was carried unanimously.

**XI. Chairwoman Comments**

Chairwoman Marion Gilbert advised the Board the Albemarle Commissions Annual meeting, which usually has 125 in attendance, would be held in October. She asked the Board if any Member would like to sponsor having the meeting in their county. Assistant Chair Leroy Spivey graciously offered for the annual meeting to be held in Tyrrell county.

**XII. Other Business/Old Business**

Chairwoman Marion Gilbert opened the floor for any old or other business. Board Member Clayton Riggs advised the Board he did not recall being told the NADO meeting was to be held in California. Board Member Elizabeth White stated after reviewing last year's Albemarle Commission's audit, there were very good comments made by the auditor. She suggested if outcome indicators, predicted indicators of increased services to be provided and benchmark measures had been submitted in the 2018-2019 Budget Ordinance, it might have reflected better on the request to move. She suggested that this should be kept in mind for future requests.

**Closed Session**

Pursuant to NCGS 143-318 (11)(a)(3), (5) and (6) for discussion of existing litigation, lease negotiations, and personnel on a motion by Board Member Leroy Spivey and a seconded by Board Member Clayton Riggs the board entered Closed Session.

On motion by Board Member Lloyd Griffin and seconded by Board Member Clayton Riggs, the Board went back into open session.

**XIII. Adjourn:**

With no further action, Board Member Lloyd Griffin made a motion to adjourn the meeting at 10:15 p.m. and his motion was seconded by Board Member Tracey Johnson. The meeting was adjourned at 10:15 p.m.

Marion Gilbert  
Chairwoman Marlon Gilbert

8/2/18  
Date

Attested by: Laura M Rollin  
Clerk to the Board, Laura M Rollinson

8/2/18  
Date