

**Minutes of the
Albemarle Commission Board of Delegates
November 17, 2019 5:35 PM**

Opening

Chainwoman Tracey A. Johnson called the meeting to order at 5:35 p.m.

Invocation

Commissioner Robert Kirby led the Invocation.

Pledge of Allegiance

Commissioner Jordan Davis led the Pledge of Allegiance.

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
Robert Kirby	Chowan
Harriett DeHart	Chowan
Linda Hofter	Gates
Earl Pugh	Hyde
Lloyd Griffin	Pasquotank
Fondella Leigh	Perquimans
Jordan Davis	Tyrrell
Tracey A. Johnson	Washington
Marion Gilbert	Ex Officio

Absent Members

Sandra Duckwall	Camden
Paul Beaumont	Currituck
Elizabeth White	Currituck
Rob Ross	Dare
Howard Swain	Dare

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
- Emily Nicholson, Assistant NWDB Director
- Jeri Hansen, Finance Officer
- Ashley Stallings, Clerk and Administrative & Benefits Coordinator

Guests and Partners

None.

Agenda (VOTE):

Commissioner Lloyd Griffin motioned to adopt the agenda with any amendments, seconded by Commissioner Davis, motion carried unanimously.

Approval of October 2019 Minutes (VOTE):

Commissioner Clayton Riggs motioned to approve the Minutes as presented, seconded by Commissioner Earl Pugh, motion carried unanimously.

Public Comment:

None.

Old Business:

None.

New Business:

a. Consideration of Safe Routes to School Non-Infrastructure Project Proposals VOTE

Executive Director Melody Wilkins discussed the Safe Routes to School Non-Infrastructure Project RFP. RPO Director Angela Welsh received two proposals in response to the RFP, which she e-mailed to the Board's Clearinghouse Committee members for consideration.

Commissioner Griffin discussed the budget and plan for the grant compared to the scoring Matrix. He recommended the Board accept the proposal submitted by NC State Institute of Transportation, Research, and Education for the Safe Routes to School Non-Infrastructure project. Chairwoman Johnson previously reached out to Director Welsh asking her to get in touch with the second company, as their proposal was not as detailed as the NC State proposal. Chairwoman Johnson agreed with Commissioner Griffin to accept the NC State proposal. Commissioner Riggs also recommended the NC State proposal based on their performance measures and experience.

Commissioner Griffin motioned to accept the recommendation of NC State, seconded by Commissioner Riggs, motion carried unanimously.

b. Consideration of Essential Single-Family Rehab Loan Pool (ESFRLP) VOTE

Executive Director Wilkins discussed the ESFRLP for 2020 for Chowan, Perquimans, and Washington Counties. Albemarle Commission currently administers this grant for Camden, Currituck, Dare, Hyde, and Pasquotank Counties. The counties can apply for this grant directly; however, some counties prefer the Commission administer the grant. The Commission can apply as the grantee, managing the project. Applications for the three counties are due December 12, 2019. This grant requires no matching funds.

The Commission has issued a RFP for consulting services for this grant, which expires on December 2, 2019. Director Wilkins asked the Board to consider having our current consultant, McDavid Associates, Inc., prepare the applications on behalf of the three eligible counties with the knowledge that the 2020 grant sub-administration will not be awarded until after the RFP expires. Director Wilkins requests the board to review the responses to the RFP and choose a consultant during the January Board Meeting.

Commissioner Davis motioned to accept McDavid Associates, Inc. as preparers of the County applications, seconded by Commissioner Fondella Leigh, motion carried unanimously.

A Resolution approving Executive Director Wilkins to authorize payment to McDavid Associates, Inc. for completion of the county applications was presented.

Commissioner Davis motioned to adopt the Resolution, seconded by Commissioner Linda Hoffer, motion carried unanimously.

Staff Reports

RPO:

RPO Director Angela Welsh announced the DOT is working on transportation awards. She said if any of the counties would like to submit a project she would submit it on their behalf. Projects are due by December 16, 2019 and they must be innovative and transportation related projects.

Commissioner Earl Pugh asked Director Welsh if she knew anything about the passenger ferry. Director Welsh stated it is currently tied up in litigation, and they were not sure if it would be cleared up by the new season.

AAA:

Area Agency on Aging (AAA) Director Laura Alvarico received notice AAA would be receiving a \$10,000 grant from the Southeast Area Agencies on Aging Association to provide relief for Hurricane Dorian. The Agency will be focusing on Dare and Hyde Counties, as well as Ocracoke. AAA was also included in a grant awarded to UNC Asheville. AAA staff are working with UNC Asheville staff to get AAA Medicare Accredited. This would allow AAA to provide diabetes self-management programs and bill Medicare. AAA is currently doing outreach via surveys and meetings to determine the area's needs for the Area Plan due May 2020. The Santa for Seniors project is currently underway. This project will provide gifts for 32 home delivered meal clients that do not have family in the area. In October, AAA partnered with the American Red Cross to install 48 smoke detectors for home bound clients in Camden and Currituck Counties. Finally, Director Alvarico advised the Board that nutrition bids need to go out in January. She would like a committee to be chosen, from the Board Members, at the January Board meeting, to review all bids. Bid decisions must be made by March.

NWDB:

Assistant NWDB Director Emily Nicholson discussed their partnership with College of the Albemarle for a Telephonics event in Pasquotank County, which will bring 75 new jobs to the County. These jobs will be mostly technical positions. This event had over 180 people in attendance. COA will provide customized training for the prospective applicants. Assistant Director Nicholson mentioned NWDB is in need of two private sector representatives, from any county, for the NWDB Board. Finally, Assistant Director Nicholson announced all three Career Centers have received their certifications from the Governor.

Finance:

Finance Officer Jeri Hansen briefly spoke about the Audit report. Chairwoman Johnson advised the Board the Auditors would be at the January meeting to discuss the report in details.

Report of the Executive Director:

Executive Director Wilkins informed the Board the application for the 2020 Economic Development Planning Grant has been submitted and passed the first level of review with the EDA. The progress reports for the current Planning grant are due December 1, 2019. Director Wilkins has been talking to Commissioner Kirby, as well as fellow COG Directors about Broadband connectivity challenges in rural areas. Additionally, Director Wilkins reached out to James Corrin with the NC Broadband Infrastructure Office about the topic. Mr. Corrin has agreed to lead a Broadband 101 session at the Commission for any County Managers, Economic Developers, IT personnel, etc. The session will be from 10:00 a.m. – 2:00 p.m., on a date to be announced, with lunch provided by the Commission.

Director Wilkins recently presented services offered by Albemarle Commission at the Hyde and Dare County's Board of Commissioners meetings. Director Wilkins also attended the quarterly Manager/Chairperson meeting on November 5, 2019 at the Perquimans library. At the meeting, it was agreed to change the meeting date to the second Tuesday of the month since Tyrrell County holds their monthly commissioners' meetings on the first Tuesday and therefore unable to attend.

Committee Report

a. **Selection of Nominating Committee – Officers 2020**

Chairwoman Johnson asked the following Board Members to be on the Nominating Committee for 2020 Officers:

- Commissioner Earl Pugh
- Commissioner Fondella Leigh
- At-Large Member Harriet DeHart

All members agreed to be a part of the Nominating Committee for 2020 Officers.

Chairperson Comments:

Chairwoman Johnson asked Commissioner Davis about the prison closing in Tyrrell County. Commissioner Davis stated the prison was scheduled to close the second week in December for 6 months, after which time they will re-evaluate whether or not the prison will re-open. This closure will create a large loss of revenue for the County, as well as the possible inability to repay bonds for new sewer lines. The current employees are being transferred to the prison in either Bertie or Pasquotank Counties, both medium security prisons. Commissioner Davis thinks the prison system will lose these employees, creating more of a revenue loss for the County. Chairwoman Johnson suggested a letter of support be sent by Albemarle Commission to keep the prison open. Commissioner Davis said a petition has been signed throughout the County and a resolution has been written. Chairwoman Johnson asked that the resolution be sent to all Board members.

Board Member Comments:

Commissioner Griffin received an e-mail from the Commissioner's Association about the Golden Leaf Disaster Funds currently available in the amount of \$15 million. Golden Leaf has posted the counties that are eligible for this funding, which include the whole coastal state. He will forward the email he received to the Board.

Chairwoman Johnson received an invitation to meet the new Director of Golden Leaf, but will be unable to attend. She and Executive Director Wilkins agreed to invite him to one of Albemarle Commission's Board meetings to learn what we are about, and get an understanding of the direction he is taking Golden Leaf.

Commissioner Pugh informed the Board Ocracoke was opening up to visitors on December 2, 2019. He mentioned issues with Highway 12 being closed due to storms, as well as the ferries being full every run with supplies, volunteers and debris. Commissioner Pugh said there are about 40-45 homes that will need to be rebuilt.

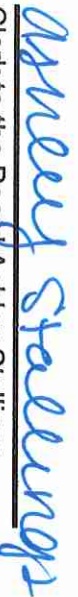
Adjournment:

Commissioner Leigh motioned to adjourn the meeting at 6:22 pm, seconded by Commissioner Davis, motion carried unanimously.



Chairwoman of the Board
Tracey A. Johnson

Attested by:



Clerk to the Board Ashley Stallings