

**Minutes of the  
Albemarle Commission Board of  
Delegates April 25, 2019  
6:00PM**

**Opening**

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

**Pledge of Allegiance**

Secretary Linda Hofler led the Board in the Pledge of Allegiance.

**Invocation**

Board Member Fondella Leigh 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.

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

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

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

**Staff members:**

Melody Wilkins, Executive Director  
Carolyn LaDow, Finance Officer  
Jeri Hansen, Finance Officer  
Ashley Stallings, Administrative & Benefits Coordinator

**Guests and Partners**

None.

**Agenda (VOTE):**

Board Member Fondella Leigh made a Motion to adopt the agenda as presented. Her Motion was seconded by Board Member Linda Hofler. With no further discussion, the Motion carried unanimously.

**Approval of March 2019 Minutes (VOTE):**

Board Member Jordan Davis made a Motion to approve as presented. His Motion was seconded by Board Member Earl Pugh. Chairperson Johnson asked that Item C, page 3, first line of the Minutes be corrected. It should read "Executive Director Melody Wilkins stated that the County/Municipal Dues letters were mailed out...". With the correction to be made, the Motion carried unanimously.

**Public Comments:**

None.

**Old Business:**

None.

**New Business:**

**a. Audit Services Contract Resolution (VOTE)**

Executive Director Melody Wilkins discussed the Audit Services Proposed Resolution. Thompson, Price, Scott, Adams & Co., P.A. has proposed to prepare the fiscal year-end June 30, 2019, audit at a cost not to exceed \$26,500.

Board Member Linda Hofler made a Motion to approve Thompson, Price, Scott, Adams & Co., P.A. as the Auditors for the June 30, 2019, year-end audit and accept the Resolution. Board Member Earl Pugh seconded the Motion. With no further discussion, the Motion carried unanimously.

**b. Enhancement Grant Resolution (VOTE)**

Director Wilkins stated that Albemarle Commission (AC) needs to amend its budget between Program Budget line items to eliminate any negative balances within the Program Budgets. She discussed the new Enhancement Grant funding and how it will impact the last three months of the current fiscal year. Budgeted amount for this fiscal year will be \$24,675. Board Member Linda Hofler asked for the total amount of the grant. Director Wilkins stated the total of the grant is \$93,800 with \$4,900 for admin fees.

Board Member Jordan Davis made a Motion to adopt the Resolution. His Motion was seconded by Fondella Leigh. With no further discussion, the Motion carried unanimously.

**c. WIOA Formula Funds Resolution (VOTE)**

Director Wilkins discussed the need to amend the WIOA budget. She stated it is a move of \$35,000 from one line item to another. Therefore, there is no impact on the total budget amount. This is shifting the \$35,000 from WIOA Adult to WIOA Dislocated Worker line item.

Board Member Earl Pugh made a Motion to approve the Resolution. His Motion was seconded by Board Member Jordan Davis. With no further discussion, the Motion carried unanimously.

**d. 2019-2020 Budget Presentation**

Director Wilkins reviewed the Memo provided in the board packets as well as the proposed budget. She advised the board of the recommended changes from the April Board Meeting that were made. She noted the required Public Hearing on the budget would be held at the May Board Meeting. On April 26<sup>th</sup>, the Memo and Budget will be sent out to Member Governments per By-laws. Director Wilkins advised she will present the budget for approval during the June Board Meeting. She advised there would also be a hyperlink of the proposed budget on the

Albemarle Commission website. She stated this budget was the same as was presented in the March Board Meeting with the exception of Commissioner Griffin's request. He asked that the deficit that was going to come from the General Fund be removed. It was about \$37,000, which was removed and deducted from the line item for legal fees. The Enhancement Grant was also added to the budget. Otherwise, this budget is an overall 10% increase from last years budget.

Board Member Robert Kirby asked about the Senior Nutrition Program. He asked if we have 10% more people that we will be serving. Finance Officer Carolyn LaDow spoke about how Senior Nutrition has grown and how the cost of food has risen. Board Member Linda Hofler spoke of new routes in Dare and Pasquotank Counties. He asked if he could have a yearly report to show the trends to back up the verbiage in the budget from the Aging Director. He asked for a similar report for Workforce Development. Board Member Linda Hofler stated Workforce Development may be difficult to look at. Chairperson Tracey A. Johnson advised Director Laura Alvarico should be able to provide a yearly report that will have the cost of meals, who does the routes, what the counties pay in for the routes, etc. She asked staff to send an email to the board members to show the yearly trend.

Board Robert Kirby also asked about salaries for two additional Career Advisors for Workforce Development. He asked the reason for the two new positions. Finance Officer LaDow stated this was added due to the increase of participants getting out in the workforce, on the job trainings, recruiting new people, and helping people know the services that are available through WIOA. He asked for a report showing how many people we were serving prior and how many we are serving now. Director Wilkins advise she would invite Aging Director Laura Alvarico and NWDB Director David Whitmer to May's meeting.

Director Wilkins stated Workforce is funded every 2 years. The figure in the budget for Workforce of almost \$3,000,000, is actually for two years of income and expenditures.

Alternate Board Member Wallace Nelson asked about what appeared to be significate changes in salaries. He asked why the percentages were so big. Finance Officer LaDow stated its an allocation change of where the person is being paid from vs. where the person was paid from last year. She stated the only proposed across the board salary increase is a 2.5% cost of living raise.

Director Wilkins introduced the new Finance Officer Jeri Hansen.

### **Staff Reports**

Chairperson Johnson advised since it is budget time, it would be beneficial to invite the Aging Director Laura Alvarico and the NWDB Director David Whitmer to May's meeting.

### **Report of the Executive Director:**

Director Wilkins mentioned the required Public Hearing 2019-2020 proposed budget will be held at the regular Board Meeting on May 16<sup>th</sup>. She also mentioned the request of final approval of the proposed budget would be held during the June 20<sup>th</sup> meeting. Director Wilkins informed the board of some agenda items coming in May's meeting. She spoke about a meeting that was held with the Executive Committee. At that meeting, they spoke about contracts that are being sent to the attorney's office for review. With majority of the contracts being standard, it was proposed to generate a contract addendum addressing conflicts of interest. This would be attached to each contract in lieu of sending every contract to the attorney. She informed the board of an upcoming meeting Albemarle Commission is hosting, a joint County Manager/County Commission Chairperson for all ten (10) counties at the Perquimans County Library on May 7<sup>th</sup> from 5:30 p.m. to 7:30 p.m. She stated she had asked Attorney Leidy to complete the update of the Personnel Policy. She spoke of a Staff Meeting that is planned for June 12 to go over the personnel policy. It is also

open enrollment for voluntary insurance so speakers will include Steve Worgan from Guardian and a representative from Prudential. She also spoke of a 2020 Census workshop being held at the Commission for the County Managers and/or appropriate staff. Dr. Wilhelmenia Rembert from Census Bureau will be speaking and it should last about 2 hours. This will be held on May 23<sup>rd</sup> from 10 a.m. to 12 p.m.

**Report of Committees**

None.

**Chairwoman Comments:**

Chairwoman Johnson announced tentatively Washington County Hospital would be re-opening on May 1<sup>st</sup>. She mentioned the Annual Bear Festival happening in June.

**Board Member Comments:**

Board Member Robert Kirby reported all is well in Chowan County.

Board Member Fondella Leigh announced Perquimans County was having a River Bash May 3<sup>rd</sup>-5<sup>th</sup>. Also stated it was budget time.

Board Member Lloyd Griffin reported having the RPO meeting the week prior. He spoke of Interstate 87. He also mentioned House Bill 541, change in the exclusion and solar energy systems. This where Senators Dixon and Bell have proposed changing the ordinance from an 80% tax to a 60% tax. He also noted we are seeing a higher rate of construction with not enough building inspectors.

Board Member Linda Hofler reported of some budget concerns in Gates County. She also spoke about the progress of the construction happening at the middle school.

Board Member Jordan Davis reported all is well in Tyrrell County.

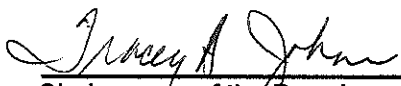
Board Member Earl Pugh spoke about the passenger ferry being delayed. He spoke about the state leasing a ferry for the summer.

Ex Officio Marion Gilbert reported the Currituck Bridge was moving forward to be built in 2021.

Alternate Board Member Wallace Nelson spoke about 14-million-dollar governor's budget.

**Adjournment**

Chairperson Tracey A. Johnson adjourned the Board Meeting at 6:55 p.m.

  
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Chairperson of the Board  
Tracey A. Johnson

6/20/19  
Date

Attested by:

  
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Clerk to the Board Ashley Stallings