ALBEMARLE COMMISSION BOARD OF DELEGATES MEETING

DATE:    Thursday, August 16, 2018
TIME:    7 p.m. Board Meeting
LOCATION:  Albemarle Commission Offices

Item 1.  Opening  Page 2
Item 2.  Pledge of Allegiance  Page 2
Item 3.  Invocation  Page 2
Item 4.  Determination of a Quorum  Page 2
Item 5.  Approval of July 19, 2018 Minutes (VOTE)  Page 3
Item 6.  Chairman, Board and Public Comments  Page 16
Item 7.  Report of Committees  Page 17
Item 8.  Report of the Executive Director  Page 31
Item 9.  Unfinished Business  Page 37
Consideration of Updated By-laws (VOTE)  Page 38
Consideration of Updated Personnel Policy (VOTE)

Item 10.  New Business  Page 47
Budget Amendment #1  Page 48

Item 11.  Closed Session in accordance with NCGS 143-318 (11)(a)(3) for discussion of existing litigation re: Stiletto Mfg., et al.  Page 48

Item 12.  Adjournment  Page 48

Attachment:  Board Travel Reimbursement Sheet

NEXT BOARD MEETING
September 20, 2018 @ 7 P.M.
ALBEMARLE COMMISSION OFFICES
Opening
Pledge of Allegiance
Invocation
Determination of a Quorum
Approval of Meeting Minutes

Approval of the Meeting Minutes from the July 19, 2018 Meeting
I. **Opening**

Chairwoman Marion Gilbert called the meeting to order at 7:00 p.m.

**Introductions:**
Chairwoman Marion Gilbert asked everyone to introduce themselves. Everyone obliged. Chairwoman Gilbert introduced Albemarle Commission Attorney John Leidy. Chairwoman Gilbert advised everyone Attorney Leidy will be acting as the Albemarle Commission Board Parliamentarian, as well as attorney, going forward.

II. **Pledge of Allegiance**

Chairwoman Marion Gilbert led the Board in the Pledge of Allegiance.

III. **Invocation**

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 eleven (11) Members present.

<table>
<thead>
<tr>
<th>Name</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Duckwall</td>
<td>Camden</td>
</tr>
<tr>
<td>Gary Meiggs (alternate)</td>
<td>Camden</td>
</tr>
<tr>
<td>John Mitchener</td>
<td>Chowan</td>
</tr>
<tr>
<td>Marion Gilbert</td>
<td>Currituck</td>
</tr>
<tr>
<td>Elizabeth White</td>
<td>Currituck</td>
</tr>
<tr>
<td>Rob Ross</td>
<td>Dare</td>
</tr>
<tr>
<td>Linda Hefler</td>
<td>Gates</td>
</tr>
<tr>
<td>Earl Pugh</td>
<td>Hyde</td>
</tr>
<tr>
<td>Lloyd Griffin</td>
<td>Pasquotank</td>
</tr>
<tr>
<td>Wallace Nelson ( unofficial alternate)</td>
<td>Perquimans</td>
</tr>
<tr>
<td>Leroy Spivey</td>
<td>Tyrrell</td>
</tr>
<tr>
<td>Tracey Johnson</td>
<td>Washington</td>
</tr>
</tbody>
</table>
Absent Members:
Clayton Riggs
Fondella Leigh
Camden
Perquimans

Partners, guests, and staff present:

County Manager Frank Heath and Nelson Wallace were present on behalf of Perquimans County. Albemarle Commission Attorney John Leidy of Hornthal, Riley, Ellis and Malland was present. Staff members Cathy Davison, David Whitmer, Laura Alvarico, Angela Welsh, Carolyn LaDow, Laura Rollinson, and Golden Leaf Scholars Intern Deja Gainey were present. Also, in attendance were Daily Advance contributing author Holly Audette and her spouse Michael Audette, Daily Advance contributing author Bill West and previous employee Dawn Giordano (previously known as Dawn Kent).

V. Agenda:

Chairwoman Marion Gilbert made a motion to amend the agenda by moving Item nine (9) to Item seven (7), Item seven (7) to Item eight (8) and Item eight (8) to Item nine (9). She stated this was to allow the reports to be heard prior to closed session, allowing the staff, with the exception of Clerk Laura Rollinson, to adjourn prior to closed session. Board member Sandra Duckwall advised Chairwoman Marion Gilbert that according to the current bylaws, Public Comments should also be added to the agenda. Chairwoman Gilbert referred to Albemarle Commission Attorney John Leidy, stating this meeting is a work session. Board member Lloyd Griffin objected, stating this was a regularly scheduled meeting, not a work session. Attorney John Leidy stated if this is a regular meeting, public comments would need to be on the agenda per the current by-laws. Chairwoman Gilbert amended her motion to add Public Comments to Item seven (7) a. Attorney Leidy suggested the public comments be moved to Item eleven (11) a and Chairwoman Gilbert agreed. Her motion was seconded by Board member Lloyd Griffin, and with no further discussion, the motion was carried unanimously.

VI. Approval of June 21st Minutes (VOTE):

Chairwoman Marion Gilbert presented the June 21st 2018 minutes. Board Member Lloyd Griffin made a motion to approve the minutes as written. His motion was seconded by Board Member Rob Ross, and with no further discussion, the motion was carried unanimously.

Approval of June 28th Minutes (Vote):

Chairwoman Marion Gilbert presented the June 28th 2018 minutes. She stated the follow corrections were needed: Chairwoman Marion Gilbert lead the
Pledge of Allegiance and Invocation. Board Member Linda Hofier made a motion to approve the minutes with the noted correction. Her motion was seconded by Board Member Gary Meiggs, and with no further discussion, the motion was carried unanimously.

VII. Reports:

a. Training

Chairwoman Gilbert opened the floor to Northeastern Workforce Development Board Director David Whitmer. Director David Whitmer presented his report. He advised the Board his Northeastern Workforce Development Board is now a full Board with the appointment of Janet Russ. He stated his plan had been approved and will receive funding next year. Director Whitmer advised the Board during his Northeastern Workforce Board meeting, an ad-hoc transportation committee had been formed to try to resolve workforce transportation issues. He advised the Board, Northeastern Workforce Development Board Assistant Director Emily Nicholson agreed to head that committee. Assistant Director Nicholson, RPO Director Angela Welsh, IPTCA Director Herb Mullen, Hyde County transit, HR Directors from Regulator Marine and Jimbo Jumbos, along with representatives from Enterprise, met to discuss these concerns. IPTCA is unable to assist with the specific needs of industries in a ride share project due to Insurance liabilities. Enterprise does currently have a 350-van pool option that includes mapping a company’s current employees addresses for effectiveness that appears to be a possible solution. Regulator and Jimbo Jumbos are two local companies that have agreed to meet with Enterprise to see if this option will resolve the employee transportation issue. Assistant NWDB Director Emily Nicholson will be facilitating this meeting. Board member Tracey Johnson inquired if Riverlight Transit from Washington County was invited to the ad-hoc transportation meeting. ARPO Director Angela Welsh stated they were not invited, that they started by just inviting a few, but it will be opened up to all. She stated ICPITA was invited because they had already attempted to provide a service for the transportation dilemma, but was unable due to insurance regulations. Director Whitmer and ARPO Director Angela Welsh advised the Board that Riverlight would be invited to future discussions. NWDB is in the process of replacing the director of the Elizabeth City career center. This month, the Elizabeth City Career Center has held three hiring events: Harbor Freights, Hard Hat and Paramount Builders. They will have another for Quality Staffing this month. The Business Support Services Career Pathway has received certification from the NC Works Commission. That is the third approved career pathway. Director Whitmer stated his staff have four upcoming Career Cafés that were developed by their Youth Service Coordinator. Washington county has submitted their application to achieve their Work Ready Community status. Chairwoman Gilbert advised the Board she attended the last NWDB Board meeting. She stated all of their Board members are engaged and involved. She encouraged all Board members to attend one of the upcoming NWDB Board meetings. She commended Director Whitmer and all Board members for active participation on their Board and community matters.

b. Economic Development & Administration
Chairwoman Gilbert opened the floor to Albemarle Commission Executive Director Cathy Davison. Executive Director Cathy Davison presented her report. She advised the Board the Broadband results had been rolled out in partnership with State Broadband Office with six (6) counties and their teams in attendance and participating. Three (3) providers were also in attendance at the meeting. She advised the Board that there are funds in the state budget bill for broadband the counties cannot apply for, but the providers can in rural or tier one (1) counties. We will be working with the providers when those applications roll out. Board member Lloyd Griffin questioned if the most up to date information was presented and if the funds for broadband for Eastern North Carolina were still available because it is his understanding those funds are now going to the larger metropolitan areas in the western part of the state. Executive Director Davison assured the Board the most up to date information based on the partnership with the State Broadband Infrastructure office was presented and the state budget bill specifies the funds are for Tier One (1) county providers only. She advised the Board members that Board Packets and Minutes will be uploaded to the Albemarle Commission website. She advised the Board staff luncheons and development are ongoing. Executive Director Davison called the Board's attention to the Economic Development District 101 flyer that will be held at Albemarle Commission on August 9th, 2018. Economic Development Administration North Carolina Hillary Sherman will be presenting at that session. She stated all Albemarle Commission Board members, county managers and economic developers in our region had been sent an invitation to attend. She also asked the Board to review the flyer for the NCDEQ. NCDEQ Staff and Water Resource Division will be presenting a funding infrastructure project session with an overview of the State Infrastructure Plan at Albemarle Commission on September 20th, 2018. This is a joint meeting of County Board of Commissioners, Chair Persons, Mayors, County and Town Managers, as well as our Economic Developers. Executive Director Cathy Davison presented her annual schedule of known meetings to the board. She advised the Board Albemarle Commission had received the 2019 rates for the State Health Plan, we had planned a $51 dollar increase in our budget. The actual amount of the increase is $19.9%. Board member Mitchener asked if the September 20th Infrastructure Plan would be in reference to the meeting he attended at the Whitehouse in March in reference to the funding for Tier One (1) counties. She advised him it would not, this meeting is for state infrastructure plan for water and waste water.

c. AAA& Senior Nutrition
Chairwoman Gilbert opened the floor to Area Agency on Aging and Senior Nutrition Director Laura Alvarico. Director Laura Alvarico advised the Board her department will be hosting an eight (8) week Matter of Balance program in Camden and Currituck counties. She advised the Board this program is for older adults who have a fear of falling that limits their ability to get out in their communities and be active. This is a free program. She stated her staff is also working on the upcoming Power Tools for Caregivers workshop that will be held in Washington county. She advised the Board her staff has partnered with the Washington County Senior Center to provide this eight-week long workshop to provide caregivers resources available to them and tools to use in their caregiving roles. She stated staff are still busy working on the
Dementia Friendly Communities projects, four (4) projects are upcoming. Two
(2) projects will be in Chowan county, and two (2) in Perquimans. Director
Alvarico thanked County Manager Frank Heath for scheduling one of the
Dementia Friends evidence-based programs that present signs of dementia
and how to deal with those individuals to all interested Perquimans County
employees. A First Responders training and a Support Group Facilitator
training is being planned for the fall to be hosted by the Dementia Allegiance
of North Carolina. She advised the Board her department has just signed with
Mid-East Commission to administer Project Care again this year. This will allow
her department to be able to provide fifty (50) to sixty (60) vouchers for
individuals caring for their loved ones in their homes. She reminded the Board
her staff is in the middle of Operation Fan Heat Relief. She advised the Board
she is also in the middle of her annual plan update and asked the Board
members to send her any county or area specific concerns to her to be
included in the plan. Director Alvarico gave each Board member a flyer that
showed a partnership with the Edenton Steamers baseball team which would
provide the public with a discounted Entry fee in exchange for toiletry items
for Meals on Wheels or homebound individuals. The Edenton Steamers also
will feature a Senior Choir at this ball game. Director Alvarico advised the
Board her staff have begun to distribute the Senior Nutrition Farmers Market
vouchers, that although it is open to all 10 counties, only four (4) chose to
participate because the Elizabeth City Farmers Market was the only farmers
market approved in our region. 120 (one hundred twenty) $24.00 vouchers
can be given out. She further stated a new Southern Shores Meals on Wheels
routed has started.

d. Mapping, Planning and Transportation
Chairwoman Gilbert opened the floor to Albemarle Commission RPO Director
Angela Welsh. Director Welsh advised the Board she had attended the
US17/64 Association Board meeting on June 27th, 2018. She stated Governor
Cooper signed the Build NC Bond Act into law on June 20th, 2018. Director
Welsh stated she is hopeful that NC DOT can sell some bonds off by the end of
this year to allow some movement of the state projects. She stated more will
be known in January 2019. Director Welsh stated Director Whitmer had
covered the ad-hoc NWDB Transportation Committee meeting fairly well,
however, there were a few items she would like to add that she felt were of
interest. Director Welsh stated that being in such a rural area, some people
cannot afford to travel ten (10) miles to a job. She advised the Board the
Enterprise staff stated the average travel to and from a job site was 100 (one
hundred) to 120 (one hundred twenty) round trip miles, or 50 (fifty) to 60 (sixty)
miles one way, which will be beneficial to our area. She further advised the
Board Enterprise also provides the mapping for the employer of their current
employees. Director Welsh stated she and Assistant NWDB Director Emily
Nicholson have discussed a consultant producing marketing materials for our
regional area. Director Welsh advised the Board she and Director Nicholson
had discussed splitting the cost of the consultant between their programs.
Director Welsh advised the Boards she would reach out to Washington
County’s Riverlight transit for the next ad-hoc meeting. Director Welsh
advised the Board members that Dare County Donna Creef applied for the
US DOT Federal Grants. The application has been approved by her board.
They are asking for funding to design and build 3.5 miles of a multi-use path
and purchase four (4) trams for use in Hatteras Village and this is to support the passenger ferry. Director Welsh stated she reached out to Hyde county and they are applying to replace sections of missing sidewalks, signage issues, etc., to get ready for the passenger ferry next Spring. Director Welsh advised the Board they are also looking at a section of Board Walk at Silver Lake Harbor. She advised the Board a feasibility study is needed and public support is needed prior to that moving forward. Director Welsh advised the Board members the Freight Plan is still moving forward, every county will be involved in Divisions One (1), and Four (4). She stated once a consultant is selected, she will reach out to the counties to get ideas for stakeholders and economic developers. She advised the Board this would need to be completed by August 2019. Director Welsh stated she has completed the ARPO annual report and Project Dashboard. She advised the Board it has been forwarded to the TCC and TAC Board members. Director Welsh stated the Annual Report and Dash Board have been made available to Executive Director Cathy Davison for use in her Albemarle Commission Annual Report.

**e. Money**
Chairwoman Gilbert opened the floor to Finance Officer Carolyn LaDow. Finance Officer LaDow advised the Board Albemarle Commissions June 2018 Financial Reports were not available due to working with Albemarle Regional Health Services for Year End Adjustments and Close Outs, and budget clean ups. She advised them in order to provide them with the most accurate information, the June Financial Reports will be available at the next Board meeting.

VIII. **Review Commission By-Laws**
Chairwoman Gilbert presented the current Albemarle Commission By-Laws to the board. Chairwoman Gilbert stated to the Board a reoccurring question of Board members being able to call in during the absence to a Board meeting was a question she would like Attorney John Leidy to review. Attorney Leidy advised the Board remote participation is a common topic of concern because there is not opening meeting laws that specifically address this issue, however, the UNC School of Government has presented their observations that there would be a minimal risk as long as remote participants are not used to make quorum, remote participants are not allowed to participate in a closed session, and remote participates are not allowed to cast a vote on a Board issue. Attorney Leidy also stated the number of times a member is allowed to remotely participate should also be monitored and stated in the by-laws. Attorney Leidy advised the Board an amendment to the current by-laws could be made to allow remote participation and could outline the rules governing remote participation. Attorney Leidy also suggested to the Board that steps need to be in place to allow everyone at the meeting to also hear the remote participant. Chairwoman Gilbert requested for Attorney Leidy to submit a draft of the above-mentioned by-laws. Board member Linda Holter stated that remote call ins on a cellular phone would not always be an option due to “spotty” coverage in different areas of the region. Board member Mitchener requested Attorney Leidy be specific in his terminology in what call in capabilities would be acceptable. Board member Lloyd Griffin Article 7, Consecutive Absences, be reviewed. He stated that this should only be for regular scheduled meetings, not for rescheduled and weather delayed meetings. Board member
Earl Pugh requested Article 13, Percentage of Board Presence to Make Quorum, also be reviewed, as it is currently only forty (40)%. Attorney Leidy advised the Board Albemarle Commission Board is a self-governing Board and can set the quorum qualifications, but stated fifty-one (51)% is typical for most boards. Chairwoman Gilbert asked Attorney Leidy to review this article and to present his recommended changes, if any, to the board. Board member Lloyd Griffin requested Article 12 also be reviewed for possible updates. He also requested the formation of the following subcommittees: Revolving Loan Committee, and Appointed Grievance Committee. Chairwoman Gilbert also stated a Finance Committee needed to be added as well. Board member Lloyd Griffin further stated Article fourteen (14) also need to clarify Public Comments and Public Hearing. He stated Public Comments are typically at the beginning of meetings. Chairwoman Gilbert requested Attorney Leidy to address those concerns to the board. Attorney Leidy stated that unlike a Board of Commissioners or a County Board, the Albemarle Commission is not required to have a monthly Public Comment session at its meetings. Attorney Leidy advised the Board the current by-laws do provide an order of business to be followed. Attorney Leidy stated it is common to have Public Comments at the beginning of a meeting, but it is not required to do so. Board member Tracey Johnson inquired if Article fourteen (14) section four (4) is in reference to the committees in Article twelve (12) or does that reference the Directors reports. Attorney John Leidy stated it is in reference to the committees. Board member Tracey Johnson stated the by-laws now state how and when the Directors present the report. Chairwoman Gilbert stated that if the Directors are not going to present their reports, each Board member should be engaged and chair a subcommittee that could keep the Board advised of the productivity of the Albemarle Commission. She further stated she would take and present suggestions for additions or deletions of current Board presentations. Board member Hoffer stated she feels we need to hear the staff reports. Attorney John Leidy addressed the Board and advised them at least two-thirds (2/3) of the Board members would have to vote in favor to amend the current by-laws and only if the suggested amendments were received at least ten (10) day in advance of Board meeting. Chairwoman Gilbert stated the amendments would be sent out prior to the August meeting and that the Board would in fact be meeting in August. Board member Tracey Johnson stated that she believed that State County Commissioners meeting would fall on that same date. Chairwoman Gilbert stated if it did, the Board would meet the following month. Board member Rob Ross asked that the entire document be written gender neutral. Chairwoman Gilbert agreed with his recommendation. Board member Lloyd Griffin stated he wanted clarification on Article eight (8) section "a", Duties of the Executive Director, he noted his concern is if there is a difference of opinion between the Executive Director and the members of the board, that it appeared to be an an over reach. Attorney John Leidy stated it appears the intent is to make the Executive Director the Chief Executive Officer empowered to hire, discipline, and terminate personnel. He further stated the only exception to that would be if the Board approved a contract with an employee to change the "at will". Attorney Leidy informed the Board this it is standard organizational practice for the Executive Director to be Chief Executive Officer. Board member Sandra Duckwall asked Attorney Leidy if that meant the Executive Director could fire an employee without consulting the Board first. Attorney Leidy informed her that is correct. Board member Sandra Duckwall stated she was not sure she was comfortable with that. Chairwoman Gilbert responded they could look at bringing on a new position, a
IX. **Review of Personnel Policy**

Chairwoman Gilbert opened the floor to a review of the Personnel policy. Board member Lloyd Griffin asked Attorney Leidy if he was able to provide guidance at this time on the current personnel policy. Attorney Leidy responded he was prepared to discuss the grievance policy and overtime professions, including compensatory time. Attorney Leidy stated a grievance policy is not mandated by law for this organization, but they are standard. The policy varies greatly when there is one in place. He stated he has written the policies to allow for a review from a third party or that allows with a meeting of some sort with the CEO, the only one who has disciplinary authority over the employee. These both give the employee as chance to present their concerns through a process, with the intent to resolve the issues at the lowest step possible, while still giving the employee a chance to be heard. Board member Sandra Duckwall asked if an employee wanted to submit a grievance, could it be refused. Attorney Leidy responded it would depend on how the policy is written, Board member Lloyd Grifflins suggested a Grievance Committee made up of volunteers of local head of Human Resources Departments to allow employees to present a grievance to a third party. Board member Griffin further suggested a county manager could head the three-member (3) committee, with two (2) Human Resource Directors. Board member Griffin elaborated that would keep all Boarc members and partiality or impartiality out of the equation if there is an employee grievance. Attorney Leidy clarified for the Board that a Grievance Committee could make a recommendation, not a directive, the Chief Executive Director as the by laws are currently written. Chairwoman Gilbert requested Attorney Leidy to review and submit recommended changes to the current Grievance personnel policy. Board member Sandra Duckwall stated she wants to ensure there is a grievance policy in place and that if an employee wants to submit a grievance, that it is not ignored. Board member Lloyd Griffin stated he is not comfortable with the current step 3 in the current Grievance Policy, because it stops at the employee’s supervisor. He stated with his suggestion, it would take it outside to a third party.

Chairwoman Gilbert opened the floor to Attorney Leidy to discuss Albemarle Commission’s current Compensatory Time Policy. Attorney Leidy explained the difference to the Board of Exempt and Non-Exempt employees and the difference in compensatory time rate earned. Attorney Leidy explained there is no monetary value for an Exempt employee’s comp time in the Albemarle Commission current personnel policy. He stated most personnel policies require non-exempt employees to use their comp time first. Chairwoman Gilbert advised the Board all employees at the commission keep a timesheet. Board member Lloyd Griffin inquired if travel time, working at time, etc. was considered work time and could result in an employee receiving comp time. Attorney Leidy stated travel time is considered work time. He further stated any time spent towards work is considered work time. Board member Lloyd Griffin inquired if the Executive Director comp hours are currently over the stated amount of allowed comp time per the Albemarle Commissions personnel policy. Executive Director Cathy Davison advised the Board the personnel policy only caps comp time for non-exempt employees because there is a monetary value on their comp time,
whereas there is not for exempt employees. Board member Sandra Duckwall stated most companies prohibit the accumulation of comp time for exempt employees. Chairwoman Gilbert responded the Albemarle Commission is not a private company, that comp time is allowed for exempt employees per the personnel policy. Attorney Leidy further stated a supervisor must enforce the policy and ensure staff are not working additional work hours without permission. Chairwoman Gilbert suggested wording be put into the personnel policy that employees must receive a supervisor's direct consent prior to working over their schedule. Board member Elizabeth White asked exempt employees are automatically earn comp time because they complete a timesheet. Chairwoman Gilbert advised her that is correct.

Chairwoman Gilbert allowed the Board to take a water break at 8:43 pm. Chairwoman Gilbert called the Board back into session at 8:47 pm.

Chairwoman Gilbert asked the Board if there were any other sections of the Personnel Manual they wanted the legal counsel to review to discuss at the next Board meeting. Board member Lloyd Griffin stated Sections Three (3), Four (4), Five (5) of Article Five (5). He stated he wanted clarification of Outside Employment, Employment of Relatives and Conflict of Interest. He also stated he would like consideration of an outside committee in place for a grievance remedy for Section six (6) of Article nine (9).

X. **County Updates**

Chairwoman Gilbert opened the floor to the Board to provide county updates. Board member Linda Hofler advised the Board Gates County had been approved by LGC to borrow money for the school construction project. Board member John Mitchener advised the Board that Chowan County Board of Education and County Commissioners have put together a committee to discuss a future high school. No other counties provided an update.

XI. **Public Comments**

Chairwoman Gilbert opened the floor to public comments. Each speaker was given three (3) minutes for their public comments. The first speaker introduced herself as Holly Audette of Main St., Elizabeth City, NC. Mrs. Audette advised the Board she was excited to address a Board who oversees an agency that spends public funds. She further stated it was her hope public comments would not be taken out of the agenda when discussing by-laws and the such. She stated that what gives confidence in governing process and when that process is consistently followed. She further stated she loved all the dirty looks and nasty public body language that is given when the public stands up to addresses their people. Mrs. Audette stated that it was pretty typical. She stated people are cynical about things like this. Mrs. Audette went on to say if employee A is supervised by a supervisor A, when employee A has a grievance about something that supervisor A did something to her or him, and you all think the process ought to be for that person to appeal directly to that person they felt they have a grievance with and that that person should have the full authority to
determine if the grievance has merit. Mrs. Audette stated this is why the public is absolutely crazy about governing, because they seem no common sense in those kinds of decisions. She stated she was grateful for a number of things, first being seeing the County Manager from Perquimans and to see a Perquimans County Commissioner, because as a member of the Public who has observed this body for a while now, I want to be able to say to Perquimans thank you so much for hosting a governing organization like the Albemarle Commission and spending exorbitant amounts of money to try to please them about their facility. I think it’s been one-hundred thousand dollars ($100,000), is that right Mr. Manager, I personally think that is extraordinary and as a member of the general public I want to thank you for being willing to do that. Mrs. Audette went on to say that she wanted to thank everyone for their public service and she had made major request to Albemarle Commission for public records and both the attorneys representing the Commission and the Commission staff were very generous with their time and responding to her requests for those records. I got almost everything I asked for and it was hundreds and hundreds of pages, so I think it’s only appropriate that if I’m going to get up and complain about something; that I am also willing to compliment also when I think things are done very well and it was incredibly responsive and I thank them. She further stated she wanted to thank the members of the board, when I passed on public records to them and my concerns I got a lot of really positive response thanking the public for having an interest in the boards that oversee public expenditures. Mrs. Audette went on to say it is very discouraging when you have a simple set of by-laws like this Board does, I mean it is brief, it is simple, and it is direct, and we don’t even have the agenda outlined in the order that your bylaws set out. She questioned and how many years has the Board been around, how many years have these employees been here. Mrs. Audette stated the website does not have Board agendas or meeting minutes, there has been some improvement in the past week or two however and I am glad of that because I did send some input about how useless the website was as a tool for the public, and there has been some stepping up with that and I think that is very good, but I think your by-laws are critical and I can’t believe anyone would agree to serve on a body that’s not familiar with them, let alone the employees of the organization. She stated she hoped with all the revisions were done you remember you agreed to represent her as member of the public on the Board that you take the time to be familiar with the by-laws and at least make sure the basic processes are followed, because that’s what make the public confident with governing, when there is a process in place that it looks like people are following, consistently, not selectively. Mrs. Audette was advised by Attorney Leidy her three (3) minutes were up at this point.

The second public speaker introduced herself Dawn Giordano, formerly Kent. She stated she didn’t know there was a three-minute time limit. She stated she worked for the Albemarle Commission for nearly 9 years and was the former Finance Director. Ms. Giordano stated she and Executive Director Davison became instant friends even before she started working for the Albemarle Commission, as soon as they discovered her middle name and my first name were the same, they were connected. She stated for almost 3 years, they were the best of friends. Ms. Giordano stated when she decided to leave an abusive marital situation in March of 2016, Mrs. Davison was one of the first people she confided in – for both personal and professional reasons, that Mrs. Davison was one her best friends, but in the spring of 2017, for reasons still unknown to her, all that changed. Ms. Giordano
continue on by stating she had received a full 2% merit-based increase on July 1, 2017 for a job well done and then six weeks later she was holding a letter outlining all the things that I had done and was doing wrong. Mrs. Giordano stated the letter included the following bullets:

- It was stated Mrs. Giordano was working too many hours. This complaint was mostly based on Mrs. Davison’s misunderstandings of situations. Mrs. Giordano stated her comp hours were a small in comparison to the number of hours that other staff were allowed to accrue.
- It stated Mrs. Giordano failed to correct Board members at Board meetings in front of all other Board members. Ms. Giordano stated she still feels that there is a place and time for this and the middle of a Board meeting was not the place nor the time.
- The letter stated Ms. Giordano’s financial reports to the Board needed work. She stated she had been providing the same type of reports for nearly 9 years and there had been no complaints or requests to change them until the summer of 2017. Mrs. Davison suggested that she meet with Rob Ross to discuss how the reports could be more meaningful. She states she did this but just not quickly enough for her liking.
- Ms. Giordano states she was told she needed to organize my office to Cathy’s standards so that she could find things. She stated she herself knew where things were and the organization made sense to her, but she was instructed to reorganize for Cathy.
- All Albemarle Commission staff were told to write down their top 5 work tasks and to provide procedures for these tasks. All staff were given a deadline of October 1st to accomplish their list, however Ms. Giordano states her due date was 3 months prior to all other staff; she had to provide all of my procedures documented by mid-September.
- Ms. Giordano stated she used her own discretion when deciding when to email documents to Cathy for signature and when to hold them for her to sign when she was in the office. She stated she based her decisions on what she knew about her timelines, etc. She states Mrs. Davison began to question her decisions even if she could defend them and wanted her to do it the way Mrs. Davison told her to.
- During the RPO’s FHWA audit, Ms. Giordano stated she was asked for additional documentation. She states she excused myself from the meeting provided the requested documents. She states she failed to keep copies of the additional documents that she pulled and forgot to high-light the charges that were RPO specific. Ms. Giordano stated she knew exactly where she pulled the documents from so she did not see the need in making copies.

Ms. Giordano stated she corrected everything outlined in the letter. On October 18, 2017 Ms. Giordano had a follow-up meeting with Executive Director Davison and Director Whitmer and stated she was told at that meeting that, after nearly 9 years with the Commission, she was being let go because Mrs. Davison had no confidence in my ability to perform my job. She states she was was escorted to her office to pack. When she got to her car, she noticed that there was a police car parked next to hers. Ms. Giordano also stated all other Albemarle Commission staff who were in the building were in a fake meeting in this very room. At this time, Attorney John Leidy informed Ms. Giordano her time was up, to conclude her statement quickly. Ms. Giordano went on to state Mrs. Davison has told the
Commission staff she was a theft and that was not true. Mr. Giordano stated Mrs.
Davison told staff of the Commission not to speak to her if I were to call or email
them, she told them to delete me from their social media. Ms. Giordano stated
staff did not remove her from their social media accounts until after the previous
Board meeting, at which time four (4) staff members did remove her, because
they said they were afraid for their jobs and had to remove her. Ms. Giordano
stated Executive Director Davison has slander her name in the public and created
an atmosphere of fear and that she had no recourse, no avenue to take her
grievance, that she had reached out to Chairwoman Gilbert several times with no
response.

Chairwoman Marion Gilbert asked if there were any other speakers. She closed
the floor to public comments when no other speakers came forward.

XII. Chairwoman’s Comments

Chairwoman Gilbert applauded all Board members for reviewing the by-laws and
personnel policy. She stated as a unit, they would all bring Albemarle Commission
forward.

XIII. Closed Session

Board member Tracey Johnson made a motion to go into closed session in
accordance with North Carolina General Statue 143-318.11(a)(3) to allow the
Board to confer with their legal counsel and General Statue 143-318.11(a)(6)
for a specific personnel matter. Board member Tracey Johnson request
Attorney John LeClay and Executive Director Cathy Davison to remain for
closed session. Her motion was seconded by Board member Rob Ross and
with no further discussion, the motion was carried unanimously. The Board
entered into closed session on 9:05 pm.

XIV. Open Session/Other Business

Board member Tracey Johnson made a motion to return to open session. Her
motion was seconded by Board member Rob Ross and with no further
discussion, the motion was carried unanimously. Chairwoman Marion Gilbert
returned the Board to open session at 10:02 pm. Board member John
Mitchener made a motion for Albemarle Commission to accept a $11,000
cashier check from Executive Director Cathy Davison. His motion was
seconded by Board member Leroy Spivey, and with no further discussion, the
motion was carried unanimously. Board member Elizabeth White stated
Albemarle Commission should consider a Communication Public Relations
strategy if it does not already have one in place. Chairwoman Marion Gilbert
asked if there was any other business and no one came forward.

XV. Adjournment

Board member Lloyd Griffins made a motion to adjourn the Board meeting.
His motion was seconded by Board member Garry Meiggs and with no further
discussion, the motion was carried unanimously. The meeting adjourned at
10:07 p.m.

Chairwoman Marion Gilbert

Attested by:

Clerk to the Board, Laura M Rollinson

Date
Chairman, Board and Public Comments

Public Comments not to exceed 3 minutes
Report of Committees

Reports of any Committees of the Board will be presented
Northeastern Workforce Development Board Report to Albemarle Commission Board:
Mid-July 2018 – Beginning of August 2018
Dave Whitmer, NWDB Director

I. Organization Structure/staffing:
We are currently fully staffed.

II. Counts
Below are numbers from our three NCWorks Career Centers for June and July:

<table>
<thead>
<tr>
<th></th>
<th>New Customers</th>
<th>Total Customers Served</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCWorks Career Center, Chowan County</td>
<td>69</td>
<td>289</td>
<td>524</td>
</tr>
<tr>
<td>NCWorks Career Center, Dare County</td>
<td>24</td>
<td>72</td>
<td>241</td>
</tr>
<tr>
<td>NCWorks Career Center, Elizabeth City</td>
<td>188</td>
<td>469</td>
<td>1,259</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>281</strong></td>
<td><strong>830</strong></td>
<td><strong>4,563</strong></td>
</tr>
</tbody>
</table>

Some of the services provided include the following:

- Creating and Posting a resume
- Applying for a job
- Obtaining instructions on how to use NCWorks Online
- Job search assistance and career counseling
- Interview preparation

Current participant counts for WIOA Title I training services are as follows:

**79** Adults
**11** Dislocated Workers

III. Board Organization

**Board Membership:** The Consortium appointed Janet Russ as a business representative. Janet is VP of coastal electric contracting in Hyde County. We now have a full board.

**NWDB Finance Committee:** The board is working on obtaining volunteers to serve on the new Finance Committee.

IV. Updates
• Career Centers:
  o We have completed our live broadcast on ECSU’s radio station, WRVS – NCWorks Career Center Corner for the year and will resume in the Fall.
  o Larry Donley (NCWorks Regional Operations Director, Northeast Prosperity Zone (NEPZ)) and I continue working with our Center Managers to complete the new Career Center Certification requirements (developed by the NCWorks Commission) to have our system re-certified. We are behind the original deadline that we set for ourselves to have this completed and submitted but continue to work on it and will be done soon.
  o We continue with the process of recruiting a new Center Manager for the Elizabeth City and Edenton offices. This is a Division of Workforce Solutions (DWS) funded position. The interview team consists of Larry Donley (DWS Regional Operations Director), Dave Whitmer (NWDB Director), Tameka Gibbs (NWDB Board Member/Career Center Committee Member), and Annette Barnes (NWDB Adult/DW Program Manager). The Elizabeth City Center is currently being managed by Kenny Kee (Dare County Career Center Manager), Emily Nicholson (NWDB Assistant Director), and Annette Barnes.
  o We are partnering with COA-Edenton and the Edenton-Chowan Chamber of Commerce to host a career fair on August 2. The Career Fair had great attendance with over 80 job seekers and 20 employers in attendance.
  o There were four more hiring events at the Center in EC – Quality Home Staffing, Harbor Freight, Paramount Builders (2 events).

• Career Pathways/Pathways to Prosperity: We continue our regional career pathway work. We have created four pathways, two of which have received certification from the NCWorks Commission. The pathways are regional and are intended to be used as a template either as is, or for making improvements to existing local pathways. The pathways were created with input from numerous partners including eight community colleges, ESCU, Economic Developers, CTE Directors, three workforce boards, and employers. You can find more information on our three pathways at the following website: www.nencpathways.org

  o We were presented with our Business Support Services career pathway certification by the NCWorks Commission at their meeting in Asheville on August 8.
  o Deep Fried Creative has completed their work developing career pathways outreach materials. We now have brochures and career ladders for each of our four pathways and video success stories.

• ACT Certified Work Ready Communities: Staff continues to assist Beaufort County Community College with applications for Tyrrell, Hyde Counties to help earn their Work Ready Community Certification. The application for Washington County has been submitted.

• Innovation Grant: We continue to move forward with the implementation of our Innovation Grant.

  o Heidi O’Neal, NCWorks Outreach Specialist, continues to lead a project to standardize the materials that our centers provide to job seekers and employers. We have hired a professional to design these materials.

  o Heidi O’Neal continues her work with the libraries throughout the region, training library staff on NCWorks Online and conducting workshops for library customers on a monthly basis and by appointment at the following libraries:
- Pettigrew Library System: Perquimans, Chowan, Washington, Tyrrell
- East Albemarle Regional Library System: Camden, Currituck, Dare, Pasquotank
- Hyde County: Engelhard and Ocracoke
  
  o Heidi also conducts a monthly workshop for the Coastal Horizon Center in Tyrrell. The Coastal Horizon Center works with individuals who have had legal issues and substance abuse issues.
  
  o Heidi and the NCWorks Outreach Coordinators from Region Q and Turning Point continue working with Christy Harris, Regional CTE Coordinator and have set a goal to have all high school graduates to be trained and registered in NCWorks Online by 2019.
  
- Cost Sharing (Career Center Infrastructure Costs): We are currently working on the cost sharing agreement for PY 2018. The template to be used for this was just released at the end of June. The deadline for completion of this was initially set for the end of July but Danny Giddens, Assistant Secretary of the Division of Workforce Solutions, has indicated that this deadline will be extended since the template was just released.
  
- Facebook: If you have not done so already, please like our Facebook page. Every day we post information about everything we are doing throughout the region. https://www.facebook.com/NWDBworks/

V. WIOA NCWorks NEXTGEN Program, July 2018:
- Active Youth – 47
- Youth in Follow Up – 32
- Youth Enrolled in July – 2
- Out-of-School Youth (OSY)
  o OSY enrollments is currently at 72.34%
  
  (Goal is to meet 75% minimum expenditure requirements on OSY)

- Sylvan – Tutoring hours as of July 31, 2018 – 19 hours (new PY)

- Program Updates:
  o Staffing:
    - The vacant Career Advisor position was filled with a planned start date of Aug 15, 2018.
  o Staff Training:
    - NSTR

- Community Collaboration:
  o NEXTGEN was awarded a $1500.00 grant for the Real World Simulation 2018 for Southern Bank Foundation.

- Outreach/Recruitment:
  o NEXTGEN hosted four Career Café’s in Currituck, Hyde, Pasquotank & Perquimans.
• Youth Activities
  o Alternative Secondary Schools: Eleven participants are currently enrolled in Adult Education classes. Eight participants graduated with their High School Equivalence.
  o Work Experiences (WEX): Five work experiences for youth are in progress and two more WEX are being coordinated.
  o Support Services: Transportation, childcare and other services are provided to participants on a regular basis as needed for educational & career pursuits.
  o Occupational Skills Training: Eighteen participants are currently enrolled in post-secondary education.
  o Tutoring: Two youths are currently participating in tutoring services with Sylvan this program year.
  o Leadership Development: Fifty-one youth & young adults attended the Career Café.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Details</th>
</tr>
</thead>
</table>
| WIOA Service Delivery Innovation Grant | NWDB continues to administer a $250,000 Innovation Grant across 20 counties in Northeastern NC.  
Staff will be writing an “Enhancement Grant” to continue certain components of this innovation grant, set to expire December 31st. |
| Employee Training Grant             | NWDB continues to accept applications for the Employee Training Grant ($10,000) from businesses to use to train their employees in areas where skills deficiencies exist.  
NWDB has awarded a total of six ETG contracts with area businesses. |
| On-the-job Training (Update from Business Engagement Coordinator) | Two new OJT contracts have been established (Hyde County DSS and Hoffer Flow Controls). |
| Career Pathways                     | NWDB is working to procure services for another year of a career exploration/personality assessment tool known as Traitify (a division of Monster.com). Traitify is a 2-minute image-assessment that students at high schools and community colleges across the northeast can take, and job-seekers can take at career centers. It integrates with openings in NCWorks and provides a commonality between these organizations/agencies since we all share common customers/students/job-seekers. |
| Economic Development/Miscellaneous | Staff is assisting EDPNC with their plans to host a “Manufacturers’ Resource Event” in Williamston on Sept. 13th.  
Staff continues to provide extensive labor market information to NCEast for economic development purposes.  
Staff co-led a Career Fair in Edenton alongside COA. 20 employers from across the northeast participated and over 80 job-seekers attended. |
Home and Community Care Block Grant Services:

**Home and Community Care Block Grant Services** (not including Congregate/ Home Delivered Meals):

Due to the Aging Resources Management System (ARMS) deadline for reporting being August 11, many HCCBG providers have not entered units of service into the system as of August 8, 2018. An updated report will be provided at the next board meeting.

**Senior Nutrition Program (SNP):**

Due to the Aging Resources Management System (ARMS) deadline for reporting being August 11, many Site Managers have not provided their monthly reports as of August 8, 2018. An updated report will be provided at the next board meeting.

**Family Caregiver Support Program:**

- 13 home/office visit were conducted for respite, supplemental and/or case management.
- Staff facilitated Alzheimer’s Support Group in Perquimans- 13 in attendance
- Hours of In-Home Respite services provided to family’s across the region were unavailable as of August 8, 2018.
- 0 hours of Institutional Respite was provided to 0 family in the region.
- Supplemental Services: Incontinent Supplies and Ensure were provided to several families.

**Regional Long Term Care Ombudsman Program:**

- 14 Resident complaint cases were opened
- 24 Resident complaint cases were closed
- 34.4 Hours were invested in complaint/case management
- 2 monitoring visits were made to local Nursing Homes
- 2 monitoring visits were made to local Adult Care Homes
- 0 monitoring visit was made to local Family Care Homes
- CAC Members are needed in Chowan, Currituck, Dare, Pasquotank, Perquimans, Tyrrell and Washington Counties (see attached flyer).

**Other AAA Initiatives/ Events:**

- The AAA distributed over 120 fans to local partners to distribute for Operation Fan Heat Relief. If you know of an older or disabled adult in need of a fan, contact Ashley Lamb at 252-426-5753 ext 232.
- The AAA will be partnering with the Attorney General’s Office, Secretary of State’s Office and Department of Insurance to host 2 Scam Jam’s (see attached flyers).
- The AAA staff will be having a strategic planning meeting on August 9 to plan for services and events for FY 2019. If you have goals that you would like for the AAA to consider, please contact Laura Alvarico at 252-426-5753 ext 224.
- The AAA continues to work with various communities throughout the region to support dementia friendly communities and dementia awareness. If you are interested, contact Laura Alvarico at 252-426-5753 ext 224.
Volunteers Needed

The Albemarle Commission Area Agency on Aging is seeking volunteers to join the Community Advisory Committee.

**Major Responsibilities:**
- To uphold the intent of the NC Resident Bill of Rights
- Advocate for residents in long-term care facilities
- Required by North Carolina General Statutes to complete 15 hours of initial orientation and training
- CAC members spend an average of 10 hours per quarter fulfilling their primary responsibilities

**Requirements:**
Appointees must be 18 years or older and must reside in the county that they serve. They cannot have an immediate family member residing in or employed by the type of home that their committee covers, nor can they have a financial interest in a long-term care facility.

For more information contact
Camille Craft (252) 426-5753 ext. 222
ccraft@accog.org
www.albemarlecommission.org
SCAM JAM

Avoid becoming a victim of identity theft, scams and fraud! Come learn from our experts.

September 5, 2018 • 10:00 am—2:00 pm
Registration Begins at 9:30 am

Washington County Senior Center
198 NC Hwy 45 N
Plymouth, NC 27926

*Pre-Registration Required by August 31, 2018*

To Register Contact: (252) 793-3816

Representatives from the NC Dept. of the Secretary of State’s Office, NC Attorney General’s office, NC Dept. of Insurance, and the Albemarle Commission Area Agency on Aging are scheduled to speak.

Sponsored by:
SCAM JAM

Avoid becoming a victim of identity theft, scams and fraud! Come learn from our experts.

September 6, 2018 • 1:00 pm– 4:00 pm
Registration Begins at 12:30 pm

Merchant’s Millpond State Park
176 Millpond Road
Gatesville, NC 27938

*Pre-Registration Required by August 31, 2018*

To Register Contact: (252) 426-5753 ext.222

Representatives from the NC Dept. of the Secretary of State’s Office, NC Attorney General’s office, NC Dept. of Insurance, and the Albemarle Commission Area Agency on Aging are scheduled to speak.

Sponsored by:
Avoid becoming a victim of identity theft, scams and fraud! Come learn from our experts.

September 7, 2018 • 9:00 am– 12:00 pm
Registration Begins at 8:30 am

Pasquotank County Cooperative Extension
1209 McPherson Street
Elizabeth City, NC 27909

*Pre-Registration Required by August 31, 2018*

To Register Contact: (252) 426-5753 ext.222

Representatives from the NC Dept. of the Secretary of State’s Office, NC Attorney General’s office, NC Dept. of Insurance, and the Albemarle Commission Area Agency on Aging are scheduled to speak.

Sponsored by:
Albemarle Rural Planning Organization project highlights for the Albemarle Commission Board of Delegates

Eastern North Carolina Regional Freight Plan

We have selected Cambridge Systematics as the preferred consultant for the Eastern North Carolina Regional Mobility Plan and we have begun to work out the contract and scope of work for the project. Cambridge Systematics was also part of the team that drafted the Hampton Roads Regional Freight Study so we will have a solid base of information for the Hampton Roads region to tie into our plan. We are on schedule to have Cambridge kick off in late August as anticipated and will be reaching out to stakeholders, throughout our member counties, to help us draft the plan soon.

Title VI

During the NCARPO quarterly meeting in Boone, we were provided more guidance as to how to draft the required Title VI plan. I am in the process of drafting the plan which also requires a thorough Limited English Proficiency (LEP) analysis. I will have the draft complete, and submitted to the TPD for review, by their September 27 deadline. The only items outstanding, for the ARPO, are the Title VI plan and the RTCC and RTAC Board training which will be done at their September Board meetings.

Transportation Planning Division annual review of the ARPO program

The Transportation Planning Division (TPD) review of the ARPO program will take place on September 10. The review will focus on ARPO performance and tasks and give the ARPO the opportunity to discuss successes and challenges for FY 17-18 as well as identify opportunities for FY 18-19. The TPD does not compute a quantitative score to evaluate RPO’s any longer, however, Kerry Morrow, NCDOT Statewide Plan Engineer/RPO Administrator, recently notified me, “TPD has noticed the ARPO has shown strong performance over the past few years and serves as a great facilitator of communication among its RPO peers”. I do not expect their evaluation of the ARPO to be any different during our upcoming annual review.

Upcoming Events

September 10
TPD annual review of the ARPO program

September 25
NCDOT Deputy Director of Multi-Modal Transportation, Julie White, visit to the ARPO region (hosted by the ARPO)

September 26
ARPO RTCC and RTAC Board meetings in Hertford (hosted by the ARPO)

October 25 and 26
RPO quarterly meeting in Manteo (hosted by the ARPO)

ARPO RTCC and RTAC Boards
Committees

During the RPO quarterly meeting in Boone, I was asked to sit on two additional RPO committees. The first is a new sub-committee under the SPOT 6.0 committee. The sub-committees’ role will be to “crunch” the numbers when new scoring criteria is proposed by the SPOT workgroup. We will be able to listen into all SPOT workgroup meetings as well. The intent is to eventually move the SPOT 6.0 sub-committee members into the five (5) RPO seats on the SPOT workgroup. Seeking rotation of SPOT workgroup members has been one of the ARPO legislative priorities for the past 2 years. I will also now be on the Administrative Documents committee which helps our funding agency, the NCDOT Transportation Planning Division, with changes to the RPO manual and other documents. I will also keep my seat on the RPO Legislative committee in which we report proposed legislation to our fellow RPO Directors across the state. None of my new roles will require extensive travel or time away from the office.

Merger projects

As part of the Merger team, I have participated in the following:

- Bridge No. # 060066, US 264 over the Pungo River in Beaufort / Hyde Counties.

Other

- I am working with Kris Noble, the Hyde County Manager, on some possible pedestrian safety related striping and signage improvements in Ocracoke village.
- I continued providing the APRO Transportation updates to our member counties, and others who have signed up for them, each Friday.
INSERT Finance report HERE
Report of the Executive Director

The Executive Director will provide a report of the activities of the Albemarle Commission
Executive Director Report
August 2018
Updated Calendar Attached

REMEMBER: STAR AWARD NOMINATIONS

Star Award Nominations are due on September 1st. We need volunteers to sit on the Committee to review the nominations. Please sign up on the sheet that will go around to volunteer. The awards will be presented at the Annual

RLF COMMITTEE

The RLF Committee has a meeting scheduled for August 28th to review two applications, one for a beer and wine distributor and the second for the Montessori academy in Elizabeth City. The committee’s recommendation will come before the Board at the September meeting.

NADO INNOVATION AWARD

The NextGen’s Career Café program has been nominated for the NADO Innovation Award for its innovation in introducing youth to career services and opportunities in a rural setting; similar to “pop-up” events that are held in urban areas. Currently there are 50 youth throughout the Region participating in the Career Café program. Award winners will be announced at the end of Au-

STAFF DEVELOPMENT

We continue to host staff potlucks. On August 29th, the next potluck will be both a potluck and training session for staff regarding the Accounting Policies and Procedures Manual adopted by the Board at the June 21, 2018 meeting.

BROADBAND “GREAT” GRANT PROGRAM

We are working with the State Broadband Infrastructure Office to identify census tracts within the Region’s Tier 1 Counties that have a 10:1 capacity for broadband. This is the starting point for providers both legacy and new provides to apply for the $10 million in broadband funds as indicated in the State Budget. The Demand Aggregation Results will be the utilized to identify this capacity.
REGIONAL PICTURES WANTED FOR NADO CONFERENCE

The NADO Conference is being held in Charlotte this year. NADO is holding a contest for pictures that illustrate our Region in the following ways:

* Building Vibrant Places
* Sustaining Our Communities
* Strengthening the Built and Natural Environments
* Investing in Our Regional Economy

Email your pictures to me cdavison@accog.org with the photo credits and description so they can be submitted them to NADO by Friday August 31st.

ALBEMARLE OVERDOSE PREVENTION COALITION UPDATE

We continue to participate in the Coalition and working with our communities to distribute information on overdose prevention as well as organize the MayDay and Prescription Drug Take Back Events. There will be a MayDay event on September 15th at the Museum of the Albemarle from 9 a.m. - 2 p.m. On October 27th there will be a Regional Prescription Drug Take Back Day. More details will follow.

ADDITIONAL FUNDING OPPORTUNITY

The COGs along with the Area Agency on Aging are working with the Division on Aging to provide managed care services to the residents throughout the State. One advantage for this program for our AAA is that we are already providing the services to our aging population to enable them to stay in their homes for as long as possible while reducing patient readmittance rates. We currently are not paid for these services, however with the proposed services, the AAA will be paid for what we are already doing. As more details become available, we will provide them to you.

UPCOMING FY 2017-2018 AUDIT

The Commission’s annual fiscal audit has been scheduled for September 17th & 18th. Staff, along with the health department have been diligently prepping for the audit. As a reminder, please return your questionnaires to the auditor if you have not already done so.
INNOVATEC PROJECT

We continue to work with NC Growth, Elizabeth City State University and our economic development partners on the InnovatEC Project. Our work also continues to include NC Growth the EDA University Center from UNC Chapel Hill on the 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 NC Growth. This is a project that is being piloted in Elizabeth City and will have the opportunity to be replicated throughout the Region. Further, NC Growth will host the SmartUp component of this project in partnership with Sun Trust Foundation on September 28th.

NCDEQ INFRASTRUCTURE FUNDING MEETING

The Albemarle Commission is hosting with NC DEQ an Infrastructure Funding Meeting for all local governments within our Region. The meeting will be on September 20th 10 a.m.—1 p.m. at the Commission Offices. RSVP is required by September 14th Irollinson@accog.org or 252.426.5753 ext. 235

GRANT / PROJECT UPDATES

Perquimans County Marine Industrial Park EDA Grant: The updates have been submitted to EDA for their review with final changes as requested by EDA. The Committee will be meeting shortly to make their decision on funding.

Edenton Chowan Farmers Market USDA Grant: It is anticipated that a decision will be made in late September.

Building Reuse & Duke Endowment Grants: We are working with Currituck County on a project that would entail a building reuse grant. This project is just in the beginning stages. This project allows the Commission to write and manage the grants creating expanded revenue for the Commission.

GoldenLeaf Community Based Initiative Grants (CBIG): We continue to work with Perquimans, Chowan, Pasquotank, Tyrrell, and Washington Counties on their CBIG proposals which are due in September.
Does your community have infrastructure needs?

If so, plan to join

**NCDEQ Staff**

on

**September 20th 10 a.m.-1 p.m.**

(lunch provided)

for a Session on Funding Infrastructure Projects with an Overview of the State Infrastructure Plan

Albemarle Commission
512 S. Church St.
Hertford, NC 27944

**Audience:**
County Board of Commission Chairpersons
Mayors
County Managers
Town Managers
Economic Developers
Public Works Directors

**RSVP REQUIRED by Friday, September 14, 2018**
to Laura Rollinson *rollinson@accog.org* or 252.426.5753 ext. 235
Executive Director's Known Meeting / Training Calendar July 2018 – June 2019
As of August 7, 2018
All meetings out of the region are identified *

August
- Program Directors Meeting
- *COG Directors / Forum Members Meeting – Kernersville
- Golden Leaf Community Based Grant Initiative Meeting
- Albemarle Overdose Coalition Meeting
- Duke Endowment Conference Call
- Building Reuse – Rural Health Call
- Forward Cities Grant Conference Call
- EDA/Economic Development Meeting and Tours throughout the Region
- Off August 13th & 14th - approved
- *Economic Development District Training in Raleigh
- Dare County Economic Diversity Committee Mtg.
- NCARCOG Executive Committee Conference Call
- AC Board Meeting
- Regional Aging Advisory Council Mtg.
- Revolving Loan Fund Committee Mtg.
- *Hampton Roads Planning District Joint Legislative Meeting in Chesapeake
- All Staff Potluck
- EDA Conference Call
- NextGen Real World Volunteers Luncheon
- InnovateEC Meeting

September
- Sept 3rd Office Closed for Labor Day
- Program Directors Meeting
- Off September 7th and afternoon of Sept 10th - approved
- RPO Annual Evaluation
- Interfaith Community Coalition Meeting
- NextGen Council Meeting
- NCARCOG Executive Committee Conference Call
- AC Fiscal Audit
- NWDB Meeting
- Infrastructure Planning Meeting with DEQ for County / Town Managers/Chair and Mayors
- AC Board Meeting
- NCEast Project Conference Call
- RPO Meeting
- Real World Simulation
- EDA Conference Call
- InnovateEC / Smart-Up Meeting

October
- Program Directors Meeting
- *COG Directors & Forum Meeting in Raleigh
- *NADO Annual Training Conference in Charlotte
- *NADO Board Meeting in conjunction with Annual Training Conference in Charlotte
- Albemarle Commission Annual Meeting
- NCEast Project Conference Call
- EDA Conference Call
- InnovateEC Meeting

November
- Albemarle Overdose Coalition Meeting
- Program Directors Meeting
- NCARCOG Executive Committee Conference Call
- Nov. 12th Office Closed for Veterans Day
- NextGen Council Meeting
- *HRPDC Mtg in Chesapeake
- AC Board Meeting
- *Rural Center Assembly in Raleigh
- NWDB Meeting
- Nov. 21st - 22nd, 23rd Closed for Thanksgiving
- NCEast Project Conference Call
- EDA Conference Call
- InnovateEC Meeting
- Regional Aging Council Mtg.
- Aging Conference

December
- Program Directors Meeting
- *COG Directors & Forum Meeting (Location TBD)
- Staff Appreciation & Christmas Get Together
- Dec. 24, 25, 26th Office Closed for Christmas
- EDA Conference Call
- InnovateEC Meeting

January
- Program Directors Meeting
- NextGen Committee Meeting
- NWDB Meeting
- NCARCOG Executive Committee Conference Call
- *HRPDC Mtg in Chesapeake
- AC Board Meeting
- EDA Conference Call
- InnovateEC Meeting

February
- Program Directors Meeting
- *COG Directors Meeting (Location TBD)
- AC Board Meeting
- EDA Conference Call
- InnovateEC Meeting
- Regional Aging Council Mtg.

March
- Program Directors Meeting
- NCARCOG Executive Committee Conference Call
- NWDB Meeting
- *HRPDC Mtg in Chesapeake
- AC Board Meeting
- *NADO Policy Conference in Washington DC
- *NADO Board Meeting in conjunction with the NADO Policy Conference
- EDA Conference Call
- InnovateEC Meeting

April
- Program Directors Meeting
- *COG Directors/Forum Meeting (Location TBD)
- AC Board Meeting
- EDA Conference Call
- InnovateEC Meeting

May
- Program Directors Meeting
- NextGen Committee Meeting
- NWDB Meeting
- NCARCOG Executive Committee Conference Call
- *HRPDC Mtg in Chesapeake
- AC Board Meeting
- *SERDI Annual Training Conference in Wilmington
- EDA Conference Call
- InnovateEC Meeting
- Regional Aging Council Mtg.

June
- Program Directors Meeting
- *NADO Summer Board meeting in Florida
- *COG Directors Meeting (Location TBD)
- AC Board Meeting
- EDA Conference Call
- InnovateEC Meeting

Contact Information:
Cathy Davison
Executive Director
512 S. Church St.
Hertford, NC 27944
Email: cdavison@acccoig.org
Phone: 252.426.5753 ext. 227
Cell: 252.312.2176
Website: www.albemarlecommission.org
Facebook, Twitter, Instagram @AlbemarleCOG
Unfinished Business

Items that are unfinished business from previous Board of Delegates meetings

**Consideration of Updated By-laws of the Albemarle Commission**
The updates to the By-laws were mailed to board delegates as well as member governments on Thursday, August 2nd per the requirements of the bylaws. A marked-up copy is included in this packet for your approval. As of August 7, 2018, no comments have been received regarding the proposed changes to the By-laws of the Albemarle Commission.

**Consideration of Updated Personnel Policy**
At the time of issuance of the agenda packet, Mr. Leidy's office is finalizing the updates to the Personnel Policy. A redlined version will be e-mailed out as soon as it is received with hard copies available at the meeting.
BYLAWS
OF THE
ALBEMARLE COMMISSION
as Approved on January 15, 2015

ARTICLE I
NAME OF COMMISSION

SECTION 1. The name of this organization shall be “Albemarle Commission”, hereinafter referred to as the Commission.

GEOGRAPHIC REGION

SECTION 2. The Region in which this Commission will be active for state and federal purposes is identified as Region R and includes the Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington. The headquarters of the Commission shall be in Hertford, North Carolina, or as otherwise determined by the Board from time to time.

ENABLING LEGISLATION

SECTION 3. This Commission is established as authorized pursuant to acts of the General Statutes ratified in 1973 by the General Assembly of the State of North Carolina as set forth in by Chapter 153A, Sections 391 through 397.

ARTICLE II
COMMISSION MEMBERSHIP

SECTION 1. The membership of the Commission shall be composed of county governments identified in Article I, Section 2, supra.

SECTION 2. Any member government may withdraw from the Commission as set out in the General Statutes.

SECTION 3. The autonomy of local governments shall at all times be respected by the Commission.

SECTION 4. All of the rights and privileges of membership in the Commission shall be exercised on behalf of its member governments by representatives on the Commission Board.

ARTICLE III
PURPOSE

The Commission is designed for the purpose of providing a continuous program of comprehensive assistance to the Region. This includes the areas of human services (Aging, Job Training Partnership Act and Senior Community Services Project, etc...), as well as economic and community development and general technical assistance. In pursuit of this general overall objective, the Commission shall prepare studies and plans designed to promote, with the greatest efficiency, the coordinated orderly development and growth of the Region. The Commission shall promote intergovernmental cooperation in establishing a framework for joint Federal, State and local efforts in a program of regional development. The Commission shall work closely with local governing bodies and the private sector in providing those services needed to strengthen the economic base of the Region.
ARTICLE IV
POWERS AND DUTIES

The Albemarle Commission may:

1. Apply for, accept, receive, and disburse funds, grants, and services made available to it by the State of North Carolina or any agency thereof, the federal government or any agency thereof, any unit of local government or any agency thereof, or any private or civic agency;
2. Employ personnel;
3. Contract with consultants;
4. Contract for services with the State of North Carolina, any other state, the United States, or any agency of those governments;
5. Study and inventory regional goals, resources, and problems;
6. Prepare and amend regional development plans, which may include recommendations for land use within the region, recommendations concerning the need for and general location of public works of region, recommendations concerning the need for and general location of public works of regional concern, recommendations for economic development of the region, and any other relevant matters;
7. Cooperate with and provide assistance to federal, State, other regional, and local efforts toward economic development;
8. Make recommendations for review and action to its member governments and other public agencies that perform functions within the region;
9. Exercise any other power necessary to the discharge of its duties.

ARTICLE V
GOALS OF THE COMMISSION

The Commission shall, within the limitation of state law and resources provided by member governments and other resources, have the following goals within the parameter established by its powers and duties of the Board:

1. To serve as the Lead Regional Organization for Region R as the Regional Clearinghouse.
2. To study regional problems and develop, as directed by the Commission Board, regional plans affecting such areas as human resources, education, housing, manpower, transportation, emergency medical services, recreation, land use and open space, economic development, natural resources and water quality.
3. To assist and promote the economic stability and development of the Region.
4. To promote intergovernmental cooperation by serving as a forum for discussion of intergovernmental concerns, assisting cooperative arrangements and coordinated action among local governments, and developing policy recommendations concerning matters of regional significance.
5. To facilitate effective communication and information transfer among units of local government, other levels and agencies of government, and other institutions and organizations by serving as a central data center for the collection and dissemination of information on topics of local and regional interest.
6. To request and receive funds from its member governments, from other levels of government, and other agencies, organizations, foundations, or institutions; to appropriate and expend, in accordance with approved budgets and the requirements of any applicable law, contract, or regulation, funds to carry out the duties and responsibilities of the Commission.
7. To employ personnel, purchase supplies, equipment, and services, execute contracts, and engage in similar business activities as authorized by approved budgets and the Commission Board.
8. To adopt additional policies, rules and procedures, consistent with applicable statutes and these bylaws, needed to carry out the business of the Commission.
9. To provide other assistance as requested and approved by the Commission Board.
10. To perform other duties and responsibilities authorized by enabling legislation and directed by the Commission Board.

ARTICLE VI
THE GOVERNING BODY OF THE ALBEMARLE COMMISSION

SECTION 1. The governing body of the Albemarle Commission shall be known as the Albemarle Commission Board or the Board and it shall consist of two classes of members:

Class one (voting): (a) one representative from the elected County Board of each member government; and (b) four additional members who do not hold an elective office, appointed by member County Boards on an alphabetical rotating basis beginning on the first Monday in December 2013 with Currituck, Dare, Gates and Hyde Counties to serve one two-year term.

Class two (non-voting): the immediate past Chairman shall serve as an ex-officio non-voting member unless he/she has been appointed by his/her appointing authority, in which case he/she shall have full Board voting privileges.

SECTION 2. All Board appointments shall be memorialized by a resolution or letter of the respective Board of County Commissioners and a copy of said resolution or letter shall be filed in the office of the Commission.

SECTION 3.

(a) All elected Board members from member counties shall be appointed for a term ending with resignation, or appointment of a successor by the appointing County Board, or the Albemarle Commission Board member is no longer a member of the County Board.

(b) The four additional members serving on a rotating basis shall each serve a two-year term beginning January 1.

SECTION 4. After three consecutive absences by a Board member from regular Board meetings or 50% of those held during the calendar year the chairman-Chairman will notify the appropriate governing officials and request a replacement, unless the Chairman determines there are extenuating circumstances.

SECTION 5. An alternate may be named by a respective governing body in the same manner as for regular members. In the absence of the regular member the alternate shall exercise all the privileges of the office.

SECTION 6. The Board shall meet on the third Thursday of each month except August and December, unless the schedule is modified by the Board, and at the other times upon the call of the Chairman or two of the three officers, or any four of the Class One members. Special meetings shall be announced by written notice served upon or mailed by U.S. Postal service or electronic mail to each Board member at least five days prior to the meeting. The written notice shall specify the time, place and purpose of the called meeting.

SECTION 7. The election of officers shall take place at the regular January meeting each year and the new officers shall be installed immediately upon election.
SECTION 8. The annual budget shall be approved in accordance with the Local Government Fiscal Control Act.

SECTION 9. When a quorum is present at any meeting, the vote of the majority of the voting Board members present shall decide any question brought before such meeting. Absentees are not counted.

SECTION 10. All business shall be conducted in accordance with rules of order, adopted by the Board.

ARTICLE VII
EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the following officers: the Chairman, Vice-Chairman and Secretary.

SECTION 2. The Executive Committee shall meet upon call by the Chairman, and shall receive recommendations from Board committees and the Executive Director. These recommendations shall be discussed and brought before the Board with comments or recommendations from the Executive Committee.

SECTION 3. The Chairman of the Board, or in his/her absence, the Vice-Chairman, shall preside at all meetings of the Executive Committee. Attendance of all three members of the Executive Committee shall be necessary to constitute a quorum at any meeting of the Executive Committee.

ARTICLE VIII
DUTIES OF EXECUTIVE DIRECTOR

The Commission Board shall employ an Executive Director who shall be qualified by training and experience and shall serve at the pleasure of the Board. His/Her duties shall be as follows:

a. The Executive Director shall be the chief administrative officer and, subject to the rules and regulations of the Board, and shall act for and in the name of the Commission, and appoint and remove all subordinate employees of the Commission as an "at will" employer.

b. The Executive Director shall direct and supervise the administration of all Commission programs and employees subject to the general direction and control of the Commission Board.

c. Unless excluded by the Board, the Executive Director shall attend all meetings of the Board and Executive Committee (if requested by the Chairman) and recommend any measures that he/she considers expedient.

d. The Executive Director shall see that all policies, programs and orders adopted by the Board are faithfully executed.

e. The Executive Director shall prepare and submit the annual budget for the Commission. In addition, he/she shall submit an estimate of the annual membership fees of member governments by the March Board meeting.

f. The Executive Director shall make a complete report on the finances, activities and programs of the Commission to the Board annually, and at such other times as directed by the Board.

g. The Executive Director shall make any other reports to the Board and Executive Committee as directed.
ARTICLE IX
DUTIES OF THE ALBEMARLE COMMISSION BOARD

The Board is empowered to determine and establish policy and take such actions on those matters as will best carry out the purposes and responsibilities as provided for in these bylaws. The duties are the following:

a. Establish policy.
b. Adopt and approve the annual program of work setting forth the goals, objectives and work activities.
c. Adopt and approve the annual budget.
d. Determine the annual membership dues.
e. Approve all grants and funding.
f. Approve all professional staff positions, salaries and pay classification plans.
g. Approve all contracts, which require the expenditure of funds, except such contracts as may be provided for in the approved budget.
h. Select officers of the Board annually.
i. Direct the work and activities of advisory committees and give final approval to such committee actions and recommendations.

ARTICLE X
OFFICERS

SECTION 1. The officers of the Board must be Class One (a) members and shall consist of a Chairman, Vice Chairman, and Secretary, all of whom are to be elected from and by the voting members of the Board.

SECTION 2. The officers shall be elected at the regular January meeting each year and shall assume office immediately.

SECTION 3. The Chairman, Vice Chairman and Secretary, shall be elected for a term of one (1) year to expire January 1st unless earlier terminated by the Board or by resignation. Officers may succeed themselves in any office they may have held for the preceding term but may not serve more than two successive full terms in the same office. No more than one (1) officer shall come from any one county.

SECTION 4. Vacancies in any office, arising from any cause, may be filled by the Board at any regular or special meeting for the remainder of that term, which shall not constitute a “full” term under Section 3 of this Article.

SECTION 5. The Chairman of the Board shall be an ex-officio member of all committees with the exception of the nominating committee.

SECTION 6. Officers will continue to serve until their successors are elected, unless they no longer qualify to hold the office.

ARTICLE XI
DUTIES OF OFFICERS

SECTION 1. The Chairman of the Board shall:
a. Preside, if available, at all regular and special meetings of the Board.

b. See that all orders and resolutions of the Board are carried out and provide general supervision to all officers.

c. Execute all conveyances, bonds, notes, contracts and agreements authorized by the Board.

d. Appoint committees as may be directed by the Board and appoint such advisory committees as the Chairman to him/her may be deemed helpful.

e. Represent the Board at various public meetings, etc., at which Commission affairs may be discussed and considered.

f. Carry on a variety of public relations activities, such as speaking before citizen groups, holding news conferences, radio and television interviews, etc., where Commission proposals, programs and accomplishments may be discussed.

SECTION 2. The Vice Chairman shall perform such duties as may be assigned by the Chairman or by the Board in carrying out the objectives of the Commission. In the event the Chairman is unable to act for reasons of absence and/or other temporary causes, the Vice Chairman shall act during that duration. In the event the Vice Chairman is absent, the Secretary shall act.

SECTION 3. The Secretary shall be responsible for all permanent records of the Board, its minutes, contracts and other documents and for official notifications and correspondence as may be required. The Secretary may assign the taking of the minutes to the Commission staff.

ARTICLE XII

AUDIT COMMITTEES IN ADDITION TO THE EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall comprise the Audit Committee.

STANDING COMMITTEES

SECTION 2. The Chairman may appoint standing and special committees as directed by the Board and may appoint such advisory committees as may be beneficial in his/her discretion. Each committee shall submit a report to the Board or the Chairman at such time as the Chairman may direct.

NOMINATING COMMITTEE

SECTION 3. At or before the November meeting of the Board, the Chairman shall appoint a nominating committee consisting of three voting members, no more than one from a single county, and shall name the Chairman of the committee. The nominating committee shall notify the Executive Director, in writing, at least 15 days before the date of the regular January meeting of the names of the recommended nominee-candidates for all the offices of the Board, and the Executive Director shall mail a copy thereof to each Board member at least ten days before the meeting. Nominations may also be made from the floor. Elections will be held at the regular January meeting and officers will assume their responsibilities immediately. No nominations require a second.

FINANCE COMMITTEE

SECTION 3. At or before the November meeting of the Board, the Chairman shall appoint a finance committee consisting of three voting members, no more than one from a single county, and shall name the Chairman of the committee. The finance committee will be responsible for monitoring and making regular reports and recommendations to the Board regarding the financial status and policies of the Albemarle
Commission, including fiscal planning, budgeting, policy development, and financial performance. Each year, on or before the MarchFebruary Board meeting, the finance committee shall propose to the Board a budget for the Albemarle Commission for the coming fiscal year, which budget shall comply with the provisions of Article VI, Section 2 of these bylaws. The finance committee shall recommend to the Board relevant financial policies for the Albemarle Commission, as may be appropriate.

REVOLVING LOAN COMMITTEE

SECTION 4. At or before the November meeting of the Board, the Chairman shall appoint a revolving loan committee consisting of three voting members, no more than one from a single county, and shall name the Chairman of the committee. The revolving loan committee will be responsible for monitoring and making regular reports and recommendations to the Board regarding the Albemarle Commission's revolving loan. The revolving loan committee shall recommend to the Board relevant policies for the Albemarle Commission as may be appropriate with regard to the Albemarle Commission’s revolving loan. Notwithstanding the provisions of this paragraph, the revolving loan committee shall NOT have the authority to cause any new indebtedness to be incurred on behalf of the Albemarle Commission unless such new indebtedness is authorized pursuant to applicable laws and the revolving loan committee is expressly authorized to act on behalf of the Albemarle Commission to incur such indebtedness.

ARTICLE XIII

VOTING QUORUM

SECTION 1. At least 40Fifty percent (50%) of the members of the Commission Board shall constitute a quorum at any regular or special meeting.

SECTION 2. At least two members of the Executive Committee shall constitute a quorum at any regular or special meeting.
ARTICLE XIV
MEETINGS OF THE BOARD
CONDUCT OF BUSINESS

SECTION 1-1.

--- At regular meetings of the Board the following shall be the order of business:

1. Establish Quorum
2. Approval of minutes—Minutes
3. Chairman, Board and public comments
   Public Comment not to exceed 3 minutes per speaker
4. Reports of Staff of Committees
5. Report of the Executive Director
7. Chairman and Board member comments
8. Unfinished Business—New Business
9. Adjournment

SECTION 2.

--- Board meetings shall be conducted in compliance with the North Carolina Open Meetings Law. To enable all Board members to participate fully in Board meetings, the following requirements shall apply whenever a Board member can only participate in a Board meeting through electronic means:

1. A quorum of the Board must be physically present for the meeting.
2. The remote participant must be able to hear the Board’s discussion and any presentations made to the Board during the meeting.
3. Technical arrangements must be made so that the remote participant’s comments can be heard by all present for the meeting, including the public.
4. The remote participant must notify the Board Chair and Executive Director sufficiently in advance of the meeting to ensure that all requirements for remote participation, including technical and equipment needs, can be addressed in advance of the meeting.
5. The remote participant may not vote on any matter.
6. The remote participant will not be included in determining whether a quorum is present for the meeting.
7. The remote participant may not participate in a closed session.
8. The Board minutes must reflect that the remote participant was not physically present.
9. A Board member is discouraged from participating remotely in more than 12 regular Board meetings in a 12 month period.

A Board member who follows the requirements for remote participation shall not be considered absent from attending a regular Board meeting.

ARTICLE XV
BUDGETS AND DISBURSEMENTS

SECTION 1. The fiscal year for the Commission will normally be from July 1 to June 30 unless otherwise approved by the Commission Board.
SECTION 2. The Board shall adopt an annual budget in accordance with the Local Government Fiscal Control Act which shall be presented to the respective member governments setting out the specific membership fees. Such requests shall be in amounts proportioned among the respective members in accordance with the most recent decennial population figures and other economic guidelines approved by the majority vote of the Board. A preliminary budget plan shall be submitted to each county on or before May 15th of each budget cycle.

SECTION 3. All disbursements of funds, except nominal petty cash items, shall be made by check and countersigned by any two of the following persons: the Executive Director, Board Chairman, or designated Finance Officer.

SECTION 4. Expenditures must be disbursed in accordance with adopted budgets, special terms and conditions of grants and contract, and other fiscal management policies and procedures established by the Board and the N. C. Local Government Budget and Fiscal Control Act.

SECTION 5. Annually, a single audit shall be made, by an independent Certified Public Accountant, of all the funds of the Commission.

ARTICLE XVI
DATE OF EFFECTIVENESS

These Bylaws shall become effective on such date as the Board has set in a resolution approving these bylaws, and has mailed by first class mail a copy of such resolution addressed to the Chairman of the Board of Commissioners of each member-County. On that date the previous bylaws of the Commission shall become null and void.

ARTICLE XVII
AMENDMENTS

The Bylaws heretofore in effect are repealed as of effective date of these Bylaws and these Bylaws may be amended, supplemented or superseded only by an affirmative vote of not less than a two-thirds majority of the members of the Board; provided, however, members shall be given at least ten days written notice of such proposed amendments.

Amended, approved and adopted on the ______ day of ____________, 201__

Marion Gilbert, Robert L. Woodard, Sr. Chairman of the Board

Attested:__________________________

Cathy Davison, Executive Director
New Business
Any new items being brought before the Board for consideration

BUDGET AMENDMENT #1

Closed Session
Call a Closed Session in accordance with NCGS 143-318 (11)(a)(3) for discussion of existing litigation re: Stiletto Mfg., et al.

Adjournment

REMEMBER TO TURN IN YOUR BOARD TRAVEL REIMBURSEMENT SHEET TO LAURA ROLLINSON

NEXT BOARD MEETING
September 20, 2018 @ 7 P.M.
ALBEMARLE COMMISSION OFFICES
# ALBEMARLE COMMISSION
## TRAVEL REIMBURSEMENT-Board Member Travel

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>Miles</th>
<th>Miles X .545</th>
<th># of Meals</th>
<th>Meal Expense</th>
<th>Other</th>
<th>Total By Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

Total Reimbursement Due

Vendor #

---

**SIGNATURES**

Board Member Signature

Date

**ADMINISTRATION USE ONLY**

Budget Code

52100-523775

This instrument has been preaudited in the manner required by the Local Govt Budget and Fiscal Control Act.