



**ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING**

DATE: Thursday, January 17, 2019
TIME: 6 p.m. Board Meeting
LOCATION: Albemarle Commission Offices

a light dinner will be provided at 5:30 Prior to the Board meeting

AGENDA

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Item 3.	Invocation	Page 2
Item 4.	Determination of a Quorum	Page 2
Item 5.	Adoption of Agenda <u>(Vote)</u>	Page 2
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	<p>To discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S. 143-318.11(a)(6).</p>	
Item 7.	Approval of November 2018 Minutes <u>(Vote)</u>	Page 2
Item 8.	New Business (Election of Officers) Personnel Appointments (Phone System <u>Vote</u>)	Page 11
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Item 10.	Public Comment (<i>not to exceed 3 minutes per speaker</i>)	Page 16
Item 11.	Reports of Staff Transportation (RPO) Employment (NWDB) Area Agency on Aging & Senior Nutrition Money	Page 17
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- CAMDEN
- CHOWAN
- CURRITUCK
- DARE
- GATES
- HYDE
- PASQUOTANK
- PERQUIMANS
- TYRRELL
- WASHINGTON
- COLUMBIA
- CRESWELL
- DUCK
- EDENTON
- ELIZABETH CITY
- GATESVILLE
- HERTFORD
- KILL DEVIL HILLS
- KITTY HAWK
- MANTEO
- NAGS HEAD
- PLYMOUTH
- ROPER
- SOUTHERN SHORES
- WINFALL

NEXT MEETING
February 21, 2019 @ 6 p.m.
Albemarle Commission, 512 S. Church St., Herford, NC 27944



Opening

Pledge of Allegiance

Invocation

Determination of a Quorum

Adoption of Agenda



Closed Session

To discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S. 143-318.11(a)(6).



Meeting Minutes

Approval of the Albemarle Commission Minutes from the **November 2018** meeting - **VOTE**

**Minutes of the
Albemarle Commission Board of
Delegates November 15, 2018
6:00PM**

Opening

Chairwoman Marion Gilbert called the meeting to order at 6:00 p.m.

Pledge of Allegiance

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

Invocation

Vice Chairman Leroy Spivey led the Board in the Invocation.

Determination of Quorum

The presence of a quorum was determined by Clerk and Program Administrative Coordinator Laura Rollinson with ten (10) Members present.

Name

Clayton Riggs
Marion Gilbert
Elizabeth White
Rob Ross
Linda Hofler
Earl Pugh
Lloyd Griffin
Fondella Leigh
Leroy Spivey
Tracey Johnson

County

Camden
Currituck
Currituck
Dare
Gates
Hyde
Pasquotank
Perquimans
Tyrrell
Washington

Absent Members

John Mitchener
Sandra Duckwall
Wallace Nelson

Chowan
Camden
Perquimans

Partners, guests, and staff present:

Albemarle Commission Attorney John Leidy of Hornthal, Riley, Ellis and Malland was present.

Staff members:

Robert Murphy, Interim Executive Director
David Whitmer, NWDB Director
Emily Nicholson, Assistant NWDB Director
Laura Alvarico, AAA and Nutrition Director
Angela Welsh, RPO Director
Carolyn LaDow, Finance Officer
Laura Rollinson

Guests and Partners

Revolving Loan Fund Committee member Gary Jordan
Mr. and Mrs. Daughtry' owners of Atlantic Craft Beer and Specialty Wine Distributors in Powell's Point.

Agenda (VOTE):

Board member Linda Hofler made a motion to amend the agenda by moving Item 9a (Closed Session in accordance with NCGS 143-318 (11) (1) (6) Personnel Matter) until the end of the meeting (Item 13a). Her motion was seconded by Vice Chair Leroy Spivey, with no further discussion, the motion carried unanimously.

Approval of October, 2018 Minutes (VOTE):

Chairwoman Marion Gilbert presented the October 18, 2018 Albemarle Commission Board Meeting minutes. Board Member Rob Ross made a motion to approve the minutes as written. His motion was seconded by Board Member Earl Pugh, and with no further discussion, the motion carried unanimously.

Public Comments:

Chairwoman Marion Gilbert opened the floor to Public Comments. No members of the public were present to make comments. Chairwoman Gilbert closed the floor to Public Comments.

Unfinished Business:

a. Personnel Policy (VOTE)

Chairwoman Gilbert opened the floor to unfinished business. She explained that the Board had tabled the discussion of the Personnel Policy Manual at the last meeting.

Board member Rob Ross noted the following: Page 65, Item 10, should read "The panel, by majority vote, may (**instead of my**); Page 69, last paragraph should read "No Board member or employee shall engage in any other conduct ~~that~~ or activity that creates a conflict There was discussion on Page 63, Step 3 where it reads that the Executive Director's decision shall be the final decision, with Board member Ross asking if that is in conflict with Page 64, Section 6, Panel Hearing Alternative. Mr. Leidy explained that there are two alternatives for hearing a grievance; appeal it to the Executive Director or, appeal it to the Grievance Panel for a hearing. In both cases, by law the Executive Director determines the final action to be taken. He referred the Board to Page 66, Item D. which details the Scope of the Decision made by the Grievance Panel indicating the Grievance Panel serves in an advisory rather than a decision-making capacity. Mr. Leidy explained that the Grievance process gives an employee an opportunity to "have their day in court", which can avoid further legal proceedings regarding the grievance.

Board member Elizabeth White noted the following: Page 61, 4th paragraph should be section 4 **below (instead of above)**. There was discussion by the board about whether there should be more consistency in the number of days that each step needs to be addressed. There was also discussion on whether it refers to calendar or business days. Mr. Leidy said the timeline can be extended by agreement of both parties. Board member Lloyd Griffin noted the following:

Page 63, Step 3 should read "The Executive Director shall (**instead of may**) conduct such review." Discussion ensued on how employees would go about reporting a grievance against the Executive Director and how best to handle sexual harassment issues.

There was significant discussion on the use of compensatory time (Page 34), asking whether to have a cap on the amount of time that can be earned, and whether exempt employees should continue to receive this benefit. Executive Director Murphy said that he would take a look at the policy. Mr. Leidy commented that giving compensatory time to exempt employees a benefit as it is not required by law.

Board member Lloyd Griffin referred to Page 36, Section 9, asking if there was a safety manual. Executive Director Murphy said he would look into it. Board member Lloyd Griffin referred to Page 37, Section 10. Substance Abuse Policy, asking what would trigger an investigation for drug abuse as the policy as written only defines a drug free workplace. Shouldn't there be something in writing about the process of investigating potential drug use? He directed the board to Page 38, Section 12 Computer Usage Policy stating that he understands employees will use their personal computers to check e-mail or work from home and asked what we are doing to prevent a virus from infecting our systems?

The board the discussed the cell phone usage policy, asking for the \$25 stipend be re-evaluated as it may need to be adjusted. It was also requested by the board that the Voluntary Shared Leave Policy be reviewed.

Board member Lloyd Griffin made a motion to table the passage of the personnel policy until corrections and clarification can be considered. His motion was seconded by Vice Chair Leroy Spivey, the motion was carried unanimously.

b. Signatory Agent Information (VOTE):

Carolyn stated that after surveying other organizations and Councils of Government on their checking signing policy, she reported that the finance officer and either the ED or

someone from the board should sign checks. Signatures are digital, manual or a combination of both. Wants the board to consider by resolution to change the check writing policy to designate positions rather than people be authorized to sign checks.

Board member Tracey Johnson, made a motion to designate the positions of Finance Officer and an Executive Board member be designated to sign checks, with the alternate being the Executive Director. Her motion was seconded by Board member Lloyd Griffin, the motion was carried unanimously.

New Business-(moved to Item 13 a.)

Reports of Staff

Chairwoman Gilbert opened the floor to the staff to present their reports.

Transportation:

Chairwoman Gilbert opened the floor to RPO Director Angela Welsh. Director Welsh referred the board to her submitted report and proceeded to share that she visited 8 airports with Deputy Secretary Julie White during her visit to the region. Some of the highlights of the tour included Dare County's efforts to increase the airport's runway length, which will entail an Economic Impact Study which they are working on. They have also applied for an FAA grant to purchase an additional 4.5 acres for the project. Director Welsh reported that in Plymouth they discussed plans for a multi-use airport. The airport in Plymouth has been used as a staging area by FEMA and the Red Cross for the region's most recent hurricanes. They have received a 7 million dollar grant for airport improvements. The tour also included Elizabeth City and Edenton. The Deputy Secretary also discussed pedestrian projects and bridge projects in Currituck. She spoke to Deputy Director Welsh about pedestrian projects and bridge projects in Currituck.

Employment:

Chairwoman Gilbert opened the floor to Northeastern Workforce Development Board Director David Whitmer. Director Whitmer reported success in filling the position of Assistant Manager at the Elizabeth City Career Center and after finishing a third round of interviews for the Manager of Elizabeth City and Chowan County career centers, have settled on a strong candidate and have sent it off to the State for review. Director Whitmer updated the board on the Cost Sharing project, explaining that Federal law requires all partners of the career centers share in the infrastructure cost of the centers. There was an agreement in place until June 30, 2018 but since most negotiations occur on a statewide level, we had not been provided the information we needed to move forward with local agreements until very recently, so we are working on that now. He reported that we have received applications for the Finish Line grant with COA and we are working with Beaufort Community College to submit an application with them as well. Director Whitmer distributed the new Employer and Job Seeker Resource Guides to the Board members.

AAA& Senior Nutrition:

Chairwoman Gilbert opened the floor to Area Agency on Aging and Senior Nutrition Director Laura Alvarico. Director Alvarico referred the board to her submitted report. Director Alvarico reported that the Nutrition program will be closed as usual, the week of Christmas (12/24/18-1/1/19) to allow volunteers and Volunteer coordinators a break. All clients will receive 7 days of shelf stable meals and those alone at Christmas will be called and checked on by designated volunteer staff. Director Alvarico reported there are currently 37 on the waiting list for home delivered meals in Pasquotank, Chowan, and Washington counties due to a lack of space on an available route. Work is ensuing to expand routes. She reported that we received a \$2,500 grant from the North Carolina Community Foundation to provide additional meals in Currituck and Dare counties and hope to start a Nags Head route. Director Alvarico said there are still Project Care vouchers available for respite care of individuals who are caring for dementia patients. She also noted that there have been two retirements, Faith Mallet and Audrey Holland.

dementia patients.

Money:

Chairwoman Gilbert opened the floor to Finance Officer Carolyn LaDow. Finance Officer LaDow reported that the Health Department was not able to get a financial report this month for the board due to timing and computer issues so she will bring it to the January meeting.

Report of the Interim Executive Director:

Chairwoman Gilbert opened the floor to Albemarle Commission Interim Executive Director Robert Murphy. Director Murphy advised the board that he will be working Mondays, Wednesdays and Fridays.

Report of Committees

a. Chairperson Nomination Committee (VOTE)

Chairwoman Gilbert opened the floor to Chairwoman Tracey Johnson of the Nomination committee. Chairwoman Johnson ask Mr. Leidy to give the background. Mr. Liedy explained the procedures that apply for nominations. He noted that the board is governed by the Bylaws and by the Charter that formed the Albemarle Commission. The Charter provides for the formation and organization of the board of delegates. Each County has an appointee and four additional non-elected members. The Charter and Bylaws both state that to be an officer you have to be a member of an elected body. Bylaws do provide that in the event the Vice-Chair can't serve, the Secretary can serve in his/her place. Nominations are to be provided to the Executive Director 14 days in advance of the notice sent to Board. Elections are to be held at January meeting.

The Charter states that all members of the board serve only one year terms while the Bylaws are for longer terms. The Charter also states that all officers need to have appointing authority repeated each year. The Charter has not been changed since 1997 and any changes have to be adopted by all member counties. Mr. Leidy suggested the Charter and the Bylaws at the January meeting.

Nomination Committee Chairwoman Tracey Johnson announced the slate of delegates to the board. For Chair: Lloyd Griffin and Tracey Johnson; Vice-Chair; Clayton Riggs and Rob Ross; Secretary Linda Hofler. Chairwoman Johnson announced that if anyone else wishes to be nominated, they can so at the January 17, 2019 meeting.

Board Member Comments:

Chairwoman Gilbert thanked all the members and the staff for supporting her during her tenure as the Chairwoman of the Commission. Vice-chair Leroy Spivey said he served 6 years on the Commission, 2 years as Chair, thanking the staff for their hard work. Secretary Linda Hofler thanked the staff for their stability in serving our communities and also thanked Chair Gilbert and Vice-chair Spivey for their service. Board member Rob Ross stated Chairwoman Gilbert and Vice-Chair Leroy Spivey will be missed. Board member Fondella Leigh agreed that both Chairwomen Gilbert and Vice-Chair Spivey will be missed and thanked the staff for their work. Board member Elizabeth White thanked Chair Gilbert and Vice-Chair Spivey. Board member Lloyd Griffin presented Vice-Chair Spivey with a plaque from the RPO for his service. Board member Earl Pugh added his thanks. Board member Tracey Johnson thanked the Chair, Vice-Chair and staff and commented that she truly enjoy volunteering for Meals on Wheels.

Closed Session NCSS 143-318 (11) (I) (6):

Board member Lloyd Griffin made a motion to enter into a closed session in accordance with North Carolina General Statue 143-318. (11) (1) (6) for a specific personnel matter. Motion was seconded

by Leroy Spivey and with no further discussion the motion was carried. Board entered into closed session at 8:15 pm.

Open Session:

Board member Rob Ross made a motion to return to open session. His motion was seconded by Board member Linda Hofler and with no further discussion, the motion was carried unanimously. Chairwoman Marion Gilbert returned the Board to open session at 8:47 pm.

Adjournment

Board member Elizabeth White made a motion to adjourn the Board meeting. Her motion was seconded by Board member Linda Hofler and with no further discussion, the motion was carried unanimously. The meeting adjourned at 8:50 pm.

Chairwomen of the Board Marion Gilbert

Date

Attested by:

Clerk to the Board Laura Rollinson



NEW BUSINESS

- a. Executive Committee Nominations **VOTE**
- b. Personnell Appointmets
- c. Phone System – **VOTE**



MEMORANDUM

To: Albemarle Commission Board of Delegates

From: Robert Murphy, Interim Executive Director 

Date: January 4, 2019

Re: Albemarle Commission Board of Delegates Executive Committee Nominations as provided by the Chair of the Nomination Committee Tracey Johnson

CAMDEN
CHOWAN
CURRITUCK
DARE
GATES
HYDE
PASQUOTANK
PERQUIMANS
TYRRELL
WASHINGTON
COLUMBIA
CRESWELL
DUCK
EDENTON
ELIZABETH CITY
GATESVILLE
HERTFORD
KILL DEVIL HILLS
KITTY HAWK
MANFEO
NAGS HEAD
PLYMOUTH
ROPER
SOUTHERN SHORES
WINFALL

I have been informed by the board's nominating committee that the committee recommends the following persons to serve as officers of the Albemarle Board of Delegates for the upcoming year.

Chair: - Lloyd Griffin and Tracey Johnson
Vice Chair: - Clayton Riggs and Rob Ross
Secretary: - Linda Hofler

Elections to fill the above- named offices will be held at the board's January 17, 2019 meeting. Elected officers will assume their responsibilities immediately upon their elections.

cc: John Leidy

Board Chair

Robert Murphy
Interim Executive Director

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Summary of item and recommended action

It is recommended that the board of directors authorize the staff to purchase a new AVAYA VOIP phone system to replace a Norstar key land line system, the core of which is approximately twenty years old and for which replacement parts are no longer manufactured or easily available on the used market. In addition to much improved functionality, the new system will come with significantly lower monthly bills. Our system will be incorporated into the Health Department's server and will be maintained by their IT staff. Service will continue to be provided by Century Link. The purchase cost will, for the most part, be shared by the agency's individual programs, and the impact on the commission's Indirect Fund will be minimal. It is expected that the savings in monthly bills will result in a roughly four- year payback for the system.

Discussion

Several needed building system improvements were deferred with the intention of addressing them when commission offices moved into a different facility. Now that the board has decided to remain in the current building these upgrades need to be scheduled.

Improved Internet speed. The commission's offices are served by Century Link through a DSL link. Service is frequently interrupted and speeds are woefully slow. It can take hours to download large documents. Ms. Rollinson was successful in working with Century Link to obtain fiber line service at a guaranteed 50mb speed for a slightly lower monthly cost than what we are paying for the much inferior DSL service. There are no up- front conversion costs for the upgrade. Securing this improved service was essential to our being able to support a modern VOIP phone system. The switch over will be made very soon.

Replace phone system. As noted above, the core of the current system is over twenty years old. Because of the system's limitations a smaller system serving the nutrition offices was added over ten years ago. A third "system" serves the RPO office. All three systems will be consolidated in the new system and we will receive only one bill. The three systems are completely independent of one another, and calls cannot be transferred between them. Just a few of the systems' deficiencies include:

- The systems are composed of a number of different phones with different configurations and features
- The few features that the phones have are awkward to use and time consuming to access.
- Given the age of the original system, repairs to individual phones have to be made with used parts when available, and these parts can take some time to locate resulting in extended down time.
- There are additional charges for long distance calls.

Purchase and installation of the system, which will be handled by the health department, will cost approximately \$10,100. The department's monthly charge will be \$431 as compared to a typical current monthly bill, which averages about \$625. There are no long distance charges in a VOIP system.

The purchase and installation costs will be divided among the user programs according to their number of instruments.

Aging, 9 instruments: \$3,618

WFD, 7 instruments: \$2,814

RPO, 1 instrument: \$402

Indirect, 8 instruments: \$3,216

The Indirect Fund contribution will be covered by funds originally budgeted to pay for office wall replacement for some of the Aging staff. We have determined that Aging has sufficient funds to cover the approximate \$4,000 renovation cost. The purchase and installation of the new system will not require approval for any additional funds.

Computer upgrades. The health department, which also administers our information technology, has recommended that we replace our five servers that have reached the end of their useful lives. The cost of replacing the servers and related upgrades (licenses, software, etc.) is expected to be approximately \$11,500. The staff will work with our health department IT support staff to plan for the upgrade and will include funding in next year's recommended budget. If the details of the upgrade can be developed in the next few months and if funding permits, staff may recommend moving ahead on this project this fiscal year. I have attached an email from Ty Adams, our health department IT person, describing the status of our computer hardware and software status. We were guided as much as anything by the 2020 EOL date mentioned in Ty's memo as the reason to proceed with the phone system ahead of the IT replacement.



UNFINISHED BUSINESS

a. Charter* VOTE

b. Bylaws VOTE

**** The charter draft from Attorney Leidy was unavailable at the time this agenda was prepared. Once available, a follow up email and hard copy will be sent out. We apologize for any inconvenience this may cause. ****



PUBLIC COMMENTS NOT TO EXCEED 3 MINUTES



Reports of Staff

Transportation

Employment

Area Agency on Aging & Senior Nutrition

Money

November 16, 2018 – January 16, 2019

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



Eastern North Carolina Regional Freight Plan

In late November, I provided a list of stakeholders in the ARPO region to the consultants. The list consisted of farming operations, freight carriers, seafood distributors, tug service providers, pallet manufacturers, pulp manufacturers, military, and economic developers, chamber presidents or county managers for our member counties. I was asked to serve on the Regional Freight Advisory Committee for the plan as well. The committee will meet four times throughout the drafting of the plan and continue to meet once the plan is completed to implement the study recommendations and vision. The committees' first meeting will be held on January 8th in Greenville.

Title VI

The Draft plan was completed and submitted to the NCDOT Title VI Office in September of 2018. The only items outstanding, for the ARPO, are the adoption of the Title VI plan, which is still under review, and the RTCC and RTAC Board Title VI training. We have not been given a timeline as to when the NCDOT Title VI office will have the reviews complete as they are short staffed. As an adopted Title VI plan is a requirement of the pass through federal funding the ARPO receives, we will move forward with consideration of adoption of the plan and the Title VI Board training during our January RTCC and RTAC Board meetings. If we receive comments on the plan, we can amend the plan and readopt it at a later date.

Drone Workshop

I have been in touch with the NCDOT UAS Division to host another Drone workshop in our region. They will be able to come back out this way in the early spring. The workshop will focus on drone operator's rules and regulations from an airport stand point.

Upcoming Events Hosted by the ARPO

The ARPO will host the ARPO RTCC and RTAC meetings on January 23, 2019 in Hertford.

ARPO RTCC and RTAC Boards



East Coast Greenway

We held our first planning discussion meeting November 14 at the Dismal Swamp Welcome Center in Camden. During the meeting, we discussed the current “coastal” route and whether we wanted to include a coastal “loop” to incorporate Dare and Hyde counties. We also discussed supporting the proposal to include the East coast Greenway multi-use path on the I-87 design plans where the greenway runs adjacent to I-87 in Pasquotank and Camden counties. The group understood the funding for the greenway would not be included in the funding of the I-87 projects but thought it was important for it to be included on the plans. We intend to schedule another meeting and/or meetings with individual stakeholders early this year.

P5.0

During the ARPO RTCC and RTAC meetings, on October 10, 2018, the ARPO RTAC Board assigned local input points to ARPO projects in the “Division Needs” category. Those points have been submitted to the SPOT Online system and we should know which projects will be funded sometime in January. We will start the P6.0 process in April.

P6.0

The P6.0 workgroup will meet once per month through May of June of 2019. We have been receiving regular communication through our representatives on the workgroup and have been asked to provide our comments to them. The communication is much better than years past as we are receiving all of the meeting minutes, agendas and presentations in time to provide comment.

NC 2050 Plan

In late September, I participated in the kick-off for the NC 2050 Plan at the request of the NCARPO President Dana Stoojenke. On October 29, 2018, I attended the first meeting in Raleigh along with the new Eastern Carolina RPO Director Eric Howell. Since this project has turned into an NCARPO Committee assignment, Eric will be taking it over since I already serve on three NCARPO committees and he serves on none. The NC 2050 Plan is the NCDOT update to its long-range transportation plan. When complete, the document will provide a 30-year transportation blueprint for the state. The Plan will focus on regional priorities as well as statewide benefits. While I am no longer on the committee, I still provide comments to the committee representatives.

Planning Work Program (PWP)

I have been working on the FY 2019-2020 PWP which will be considered at the RTCC and RTAC meetings on January 23, 2019. The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks. The PWP is reviewed, and approved by the ARPO Rural Technical Coordinating Committee (RTCC), Rural Technical Advisory Committee (RTAC), and the NCDOT Transportation Planning Division. Revisions to the PWP are allowed if the ARPO needs to make significant changes to the overall budget or a specific work

task, however, no additional dues will be requested from County members. An approved PWP is required for the Lead Planning Agency, the Albemarle Commission, to be reimbursed for work task expenses incurred by the ARPO.

Merger project participation

1. R-3419 US 158 in Dare County
2. B-5610 scoping meeting (Bridge no. 8 replacement over canal in Hatteras Village

Projects related to the current ARPO Planning Work Program

Public Participation Plan

Citizens Guide to Transportation Planning



Northeastern Workforce Development Board Report to Albemarle Commission Board:
Early November 2018 – Early January, 2019
 Dave Whitmer, NWDB Director

I. Organization Structure/staffing:

We hired a NEXTGEN (Youth)/Adult Career Advisor for the Center in Dare. We also hired an Administrative, Technical, and Financial Support Specialist. Our NEXTGEN Program Coordinator accepted a new position out of state. We will soon be recruiting to fill this position.

II. Counts

Below are numbers from our three NCWorks Career Centers for November and December:

	New Customers	Total Customers Served	Services Provided
NCWorks Career Center, Chowan County	55	291	1,725
NCWorks Career Center, Dare County	60	295	2,525
NCWorks Career Center, Elizabeth City	129	484	5,804
TOTAL	244	1,070	10,054

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:

- 80 Adults
- 8 Dislocated Workers

III. Board Organization

Board Membership: We have a full board

IV. Updates

- Career Centers:

- We are continue our live broadcast on ECSU's radio station (WRVS FM – 89.9), NCWorks Career Center Corner, on October 16 at 7:30am. We have switched from the second Tuesday of the month to the third Tuesday.
- I am very excited to report that a Center Manager and Assistant Manager have been hired for the Elizabeth City Center!! Sheryl Stevens, Assistant Manager, started on December 4th, and Mathew Fowler, Center Manager, will start on January 16. We are very excited to have them join our TEAM!
- We have submitted our application to have are Career Center System re-certified. We are awaiting the certification team to come for a site visit.
- The EC Career Center continues to host hiring events for numerous local employers conducting 9 events in December.
- Career Pathways: 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
- ACT Certified Work Ready Communities: Staff continues to assist Beaufort County Community College with applications for Tyrrell, Hyde Counties to help the earn their Work Ready Community Certification. **I am very pleased to report that Washington County has become the third county in our region to earn their Work Ready Certification!!** Staff has also started working with Gates County.
- Innovation Grant: We continue to move forward with the implementation of our Innovation Grant.
 - 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 libraries listed below. **To date, 69 sessions have been held with 94 job seekers assisted.**
 - Petigrew Library System: Perquimans, Chowan, Washington, Tyrrell
 - East Albemarle Regional Library System: Camden, Currituck, Dare, Pasquotank
 - Hyde County: Engelhard and Ocracoke
 - 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.
 - 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. **To date 6 sessions in high schools for CTE students have been held assisting 324 students.**

- **To date 743 partners agencies, employers, and job seekers have been provided services through innovations grant.**
- Staff were asked to submit a proposal for a workshop at the SETA (Southeastern Employment and Training Association) and NCETA (North Carolina Employment and Training Association) spring conference. Their proposal was accepted. The session is titled “Whose Box Are You Living In?” – Best Practices for Innovative Approaches to WIOA”.
- **Cost Sharing (Career Center Infrastructure Costs):** We have completed and obtained all required signatures on our Career Center MOU and IFA (Infrastructure Funding Agreement). It has been submitted to DWS and approved.
- **Enhancement Grants:** We have been awarded an Enhancement Planning Grant in the amount of \$17,894. This grant will allow us to plan our larger Enhancement Grant project which we can apply for and Enhancement Implementation grant up to \$200,000. There are numerous components to the grant including continuing the work that our NCWorks Outreach Coordinator, Heidi O’Neal, is doing through our current Innovation Grant. **We have continue working to administer this planning grant and have started working on the application for the Enhancement Implementation Grant.**
- **Finish Line Grants (FLG):** Governor Cooper recently announced the new Finish Line Grants. These are grants that Community Colleges can apply for in partnership with their workforce boards to help students “cross the finish line”. The grants are for students who are at least 75% complete with their academic program and have experienced some type of emergency – such as needing auto repairs, help with rent or utilities, unexpected medical expenses, etc. They can be eligible to receive a grant in the amount of up to \$1,000. **We continue to administer our \$50,000 FLG grant in partnership with COA. To date, we have had 13 applications and have approved 3. The recipients received tires, money to cover rent, and tuition. Grant expenditures statewide have been very low. Because of this the Governor’s office called a statewide conference call and relaxed the requirements including reducing the 75% completion requirement to 50%.**
- **RFP’s – Adult/DW; Youth; One-Stop Operator:** Each year we are required by WIOA to bid out our Adult/DW and Youth Services. We do this through an RFP (Request for Proposals) process which is overseen by the Leadership Committee. Should we receive any proposals, they are scored by the Leadership Committee and a member of the Consortium. Their recommendation will go to the full board for a vote at the May meeting. We will also have to resubmit for bid for One-Stop Operator services.
- **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. NCWorks NEXTGEN Program, Dec 2018:

- Active Youth – 63
- Youth in Follow Up – 24
- Youth Enrolled in Dec – 4
- Out-of-School Youth (OSY)
 - OSY enrollments is currently at 73.02%
(Goal is to meet 75% minimum expenditure requirements on OSY)
- **Sylvan** – Tutoring hours as of November 30, 2018 – 62.66 hours

- **Program Updates:**
 - **Staffing:**
 - Erica Banks started as the new Career Advisor serving Chowan, Gates & Perquimans on Nov 15.
 - **Staff Training:**
 - NSTR

- **Community Collaboration:**
 - Staff presented an orientation of NextGen services to River City YouthBuild Staff participated in NDEAM event associated with Voc Rehab.
 - Staff attended at least on Community Collaborative.
 - Staff participated in COA's Community Resource Fair.
 - Staff participated in Hyde County Domestic Violence Hotline Board Meeting
 - Staff host a Real World 2018 Follow Up & 2019 prep meeting.

- **Outreach/Recruitment:**
 - NEXTCEN hosted one Career Café in Perquimans.
 - Staff met with Hyde County School Superintendent and CTE Director providing an overview of NextGen services and Career Café.

- **Program Elements/Youth Activities:**
 - Alternative Secondary Schools: Twelve participants are currently enrolled in Adult Education classes.
 - Traditional Secondary Schools: Three participants are currently enrolled in traditional High School.
 - Work Experiences (WEX): Six work experiences for youth are in progress or completed in Nov.
 - OJT – One currently in progress
 - Support Services: Nineteen participants received supportive services including but not limited to transportation, childcare and other services as needed for educational and career pursuits.
 - Occupational Skills Training: Thirty-three participants are currently enrolled in post-secondary education.
 - Tutoring: Five youth are currently participating in tutoring services with Sylvan this program year.



Area Agency on Aging & Senior Nutrition Program

January 2019

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 January 11, many HCCBG providers have not entered units of service into the system as of January 9, 2019. 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 January 11, many Site Managers have not provided their monthly reports as of January 9, 2019. An updated report will be provided at the next board meeting.

Family Caregiver Support Program:

- 5 home/office visit were conducted for respite, supplemental and/or case management.
- Staff facilitated Alzheimer's Support Group in Perquimans
- 1 client were added to ProjectCARE, a statewide respite program for caregivers caring for loved ones with dementia.
- 52 Hours of In-Home Respite services were provided to family's across the region.
- 96 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:

- 15 Resident complaint cases were opened
- 20 Resident complaint cases were closed
- 52.7 Hours were invested in complaint/case management
- 3 monitoring visits were made to local Nursing Homes
- 3 monitoring visits were made to local Adult Care Homes
- 7 monitoring visit was made to local Family Care Homes

Other AAA Initiatives/ Events:

- Along with Eastern AHEC and the Outer Banks Dementia Task Force, the AAA will be co-sponsoring "A Day In The Life Of Dementia." This conference will held on March 5, 2019 in Dare County. National Dementia Expert, Teepa Snow, will be the key-note speaker. Contact Laura Alvarico for more information.



Proudly serving Northeastern NC Counties and Municipalities:
 Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans,
 Tyrrell, Washington, Creswell, Duck, Edenton, Elizabeth City, Gatesville,
 Hertford, Kill Devil Hills, Kitty Hawk, Manteo, Nags Head, Plymouth,
 Roper, Southern Shores and Winfall

**The Albemarle Commission
 Monthly Financial Report
 For the Month Ending December 31, 2018**

Program Accounts				
	Budget	YTD Expenditures	MTD Expenditures	Available Budget
210 - Indirect Fund	\$ 428,892.00	\$ 248,022.64	\$ 41,691.02	\$ 180,869.36
320 - Economic Development Admin	\$ 112,125.00	\$ 12,753.54	\$ -	\$ 99,371.46
820 - Revolving Loan Fund	\$ 67,500.00	\$ 43,894.74	(443.49)	\$ 23,605.26
365 - Dept. of Transportation (RPO)	\$ 144,531.00	\$ 60,217.15	\$ 9,938.61	\$ 84,313.85
520 - Aging Program	\$ 2,637,041.00	\$ 1,012,339.15	\$ 196,279.72	\$ 1,624,701.85
Workforce Development				
735 - WD-Adult/Dislocated Worker	\$ 1,631,572.00	\$ 383,235.21	\$ 107,529.79	\$ 1,248,336.79
790 - WD Administrative Fund	\$ 236,133.00	\$ 106,240.91	\$ 20,208.89	\$ 129,892.09
810 - Youth	\$ 957,775.00	\$ 209,383.48	\$ 42,502.17	\$ 748,391.52
814 - WD - Special Grants/Projects	\$ 124,088.13	\$ 92,769.00	\$ 29,018.55	\$ 31,319.13
	\$ 2,949,568.13	\$ 791,628.60	\$ 199,259.40	\$ 2,157,939.53
NOTE: MTD amounts are included in the YTD amounts.				
Total	\$ 6,339,657.13	\$ 2,168,855.82	\$ 446,725.26	\$ 4,170,801.31

Talking Points

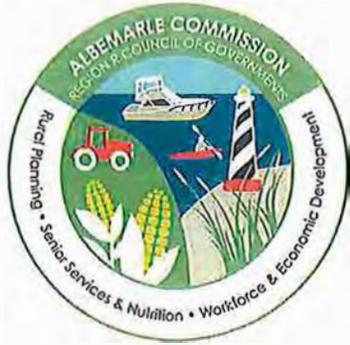
* Report is based on the September 2018 Revenue & Expenditure Report.

*MTD Expenditures are included in the YTD Expenditures.

* Budget amounts include 2-year fund amounts for some programs.

*Overall, 34% of total budget has been spent. Breakdown by program/fund is listed below:
 - Indirect - 58%
 - Economic Development Admin - 11%
 - Revolving Loan Fund - 65%
 - RPO - 42%
 - Aging & Senior Nutrition - 38%
 - Workforce Development - 27%

Bank Accounts	
Ending Balance as of 11-30-2018	
Wells Fargo - Commercial Checking	
Public Funds	\$ 342,970.35
Wells Fargo - Money Market	\$ 342,345.93
NC Cash Management	\$ 1,225,152.75
NC Cash Management - EDA Acct	\$ 207,791.38
Xenith Bank - AAA Senior Nutrition	\$ 2,320.46



Report of Committees



Chairman and Board Member Comments



Closed Session

To discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S. 143-318.11(a)(6).



Adjournment

**PLEASE MAKE SURE TO TURN IN YOUR
MILEAGE REIMBURSEMENTS**

Next Meeting:

NEXT MEETING

February 21, 2019 @ 6 p.m.

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

