

**Minutes of the  
Albemarle Commission Board of Delegates  
August 20, 2020 6:00 P.M.**

**Opening**

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

**Invocation**

Commissioner Robert Kirby led the Invocation.

**Pledge of Allegiance**

Commissioner Rob Ross led the Pledge of Allegiance.

**Determination of Quorum**

The presence of a quorum was determined by Clerk and Administrative & Benefits Coordinator, Ashley Stallings, with twelve (12) Members present.

<b><u>Name</u></b>	<b><u>County</u></b>
Clayton Riggs	Camden
Sandra Duckwall	Camden
Robert Kirby	Chowan
Harriett DeHart	Chowan
Owen Etheridge	Currituck
Elizabeth White	Currituck
Rob Ross	Dare
Howard Swain	Dare
Linda Hofler	Gates
Earl Pugh	Hyde
Lloyd Griffin	Pasquotank
Fondella Leigh	Perquimans
Jordan Davis	Tyrrell
Tracey A. Johnson	Washington

**Absent Members**

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

Attorney Hood Ellis of Hornthal, Riley, Ellis and Maland

**Staff members:**

Michael Ervin, Executive Director

David Whitmer, NWDB Director

Angela Welsh, ARPO Director

Laura Alvarico, AAA Director

Jeri Hansen, Finance Officer

Ashley Stallings, Clerk and Administrative & Benefits Coordinator

**Guests and Partners**

None.

**Agenda (VOTE):**

Commissioner Clayton Riggs motioned to adopt the agenda as presented, seconded by Commissioner Linda Hofler. The motion carried unanimously.

### **July 2020 Minutes (VOTE)**

Commissioner Jordan Davis motioned to approve the minutes as presented, seconded by Commissioner Riggs. The motion carried unanimously.

### **Public Comment:**

None.

### **Old Business:**

None

### **New Business:**

#### **A. Roadmap of Need Discussion**

Commissioner Ross discussed the Roadmap of Need with the Board. The Roadmap of Need was a study completed for the child need in our state, produced by the Public-School Forum.

Commissioner Ross had a discussion with the board regarding what the Albemarle Commission could do to support the young children in our region. After much discussion, it was decided a bit more research was needed, and this would be put back on the Agenda for discussion in September.

#### **B. FY 20-21 Budget Amendment #1 (VOTE)**

Commissioner Riggs motioned to accept the budget amendments as presented, seconded by Commissioner Davis. The motion carried unanimously.

### **Staff Reports**

Commissioner Ross asked the Area Agency on Aging (AAA) Director, Laura Alvarico, if she had any insight on the nutrition issues discussed in the Roadmap of Need for children. AAA Director Alvarico responded she did not, but she could point him in the direction of Agencies that could provide that information.

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

Executive Director Michael Ervin discussed the \$400,000 CARES Act Grant the Albemarle Commission received, and the primary use of these funds; however, he explained the scope of work has not yet been narrowed down. Executive Director Ervin mentioned the EDA is in the final phase of determining who will receive the competitive grant for tourism. Harbor Town is still in the running to receive the grant. Executive Director Ervin mentioned the Commission Directors continue to gather information for the salary study and he hopes to have the information turned into the MAPS Group in September. Executive Director Ervin informed the Board the Northeastern Workforce Development Board (NWDB) audit was completed, with no findings. Additionally, a letter was received from DAAS approving the 20-24 area plan for the Area Agency on Aging. Executive Director Ervin discussed the CREDS and his plans to review and update. Executive Director Ervin discussed the meeting he had with Perquimans County Manager Frank Heath in regards to expansion of the Albemarle Commission building. They discussed the two open offices in the building next to the Albemarle Commission; however, the offices will not be available until after November. They discussed the need for more space, and expanding and/or possibly renovating our current building. Mr. Heath informed Executive Director Ervin that any renovations would likely be at the expense of the Albemarle Commission. Another option offered was for Albemarle Commission to purchase the building from the county. Finally, Executive Director Ervin mentioned he would like to work on milestones of 1, 3, and 5-year plans.

### **Committee Reports**

Chairperson Johnson discussed the goals she, Commissioner Kirby, and Commissioner Lloyd Griffin created for Executive Director Ervin.

**Board Member Comments:**

Chairperson Johnson discussed impacts of COVID-19, lack of internet, and the effects of COVID with the schools in Washington County.

Commissioner Davis announced the prison was back open with limited capacity; however, he was hopeful in the future to be back to full capacity.

Commissioner Kirby announced there is a new sheriff in town, Sheriff Edward Basnight.

**Adjournment**

Chairperson Johnson adjourned the meeting at 7:35 p.m.



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Chairperson of the Board  
Tracey A Johnson

Attested by:



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Clerk to the Board, Ashley Stallings

9-17-2020

Date

