

**Minutes of the
Albemarle Commission Board of Delegates
November 19, 2020 6:00 P.M.**

Opening

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

Invocation

Commissioner Fondella Leigh led the Invocation.

Pledge of Allegiance

Commissioner Jordan Davis led the Pledge of Allegiance.

Determination of Quorum

The presence of a quorum was determined by Clerk and Administrative & Benefits Coordinator, Ashley Stallings, with ten (10) Members present.

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

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
Sharon Smith, Special Projects Administrator

Guests and Partners

None.

Agenda (VOTE):

Chairperson Tracey Johnson requested to amend the Agenda by removing Item 9-B Roadmap of Need Discussion.

Commissioner Clayton Riggs motioned to approve the Agenda with the deletion as presented, seconded by Commissioner Linda Hofler. The motion carried unanimously.

October 2020 Minutes (VOTE)

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

Public Comment:

None.

New Business:

A. Movement of Workforce Balance Funds VOTE

Executive Director Michael Ervin discussed moving \$59,900 from the General Fund balance to clear out A/R from FY17-18. Executive Director Ervin explained the open A/R needed to be moved off of our books.

Commissioner Davis motioned to approve the transfer, seconded by Commissioner Riggs. The motion carried unanimously.

B. Audit Comments

Executive Director Ervin stated our FY19-20 audit has been completed with no findings. The Auditor plans to present the completed Audit in February 2021.

C. AAA FY21-23 Title III-C Nutritional Services Bid Packet

Area Agency on Aging (AAA) Director Laura Alvarico discussed the bids that were put on hold back in March 2020 due to COVID-19. AAA Director Alvarico said now that they have a better idea of what the next 6 months will be like, they have decided to move forward with collecting bids for the nutritional services.

Chairperson Johnson spoke about the process and the decision for AAA Director Alvarico to choose a committee from her staff to handle the bidding process and review the bids. At-Large Delegate Howard Swain mentioned he was on the committee in March 2020. At-Large Delegate Swain spoke of how well the packets were put together and felt in-house staff would be better to serve on a committee.

Commissioner Riggs motioned to follow the process with the committee as discussed, with the final reviewer being the Executive Director, so this process can be expeditiously finalized, seconded by Commissioner Davis. The motion carried unanimously.

D. AV Equipment

Executive Director Ervin discussed the need for better AV equipment in the conference room due to the increase in Zoom meetings and presentations. Executive Director Ervin discussed the four vendors that provided us with quotes for better equipment. Executive Director Ervin recommended to move forward with Collaborative AV.

Commissioner Davis motioned to accept the Executive Director's recommendation for Collaborative AV, and for the Executive Director to use his discretion to negotiate a better price, seconded by Commissioner Hofler.

Commissioner Davis amended his motion to accept the Executive Director's recommendation for Collaborative AV and for the Executive Director to use his discretion to negotiate a better price, not to exceed the quote provided, seconded by Commissioner Hofler. The motion carried unanimously.

Old Business:

A. Budget Amendments #2 FY 20-21 VOTE

Executive Director Ervin discussed the Budget Amendment #2 FY 20-21.

Commissioner Davis motioned to approve the budget amendment resolution as presented, seconded by Commissioner Riggs. With a roll call vote, the motion carried unanimously.

Staff Reports

Chairperson Johnson thanked all Directors for all their hard work during the COVID-19 pandemic.

Report of the Executive Director:

Executive Director Ervin discussed the Executive Director's report. Executive Director Ervin mentioned the work Special Projects Administrator, Sharon Smith, is working on with finding various grants and the intention of visiting all the counties over the next few months. Executive Director Ervin mentioned the discovery of a USDA grant that could potentially be used for the expansion or purchase of our current building. Executive Director Ervin asked the Board if they wished him to further research this grant opportunity. Commissioner Davis stated if the funds are available, why not pursue it. The Board agreed for Executive Director Ervin to continue to move forward gathering information on different possibilities for expansion of the building.

Committee Reports

Chairperson Johnson recommended Commissioner Riggs, Commissioner Kirby and Commissioner Hofler as the Selection Committee for the Appointment of Officers for 2021.

Chairperson Johnson and the Executive Committee recommended Executive Director Ervin, Attorney John Leidy, and Commissioner Lloyd Griffin for the Personnel Policy Committee.

Board Member Comments:

Chairperson Johnson hoped for everyone to remain safe during the holidays.

At-Large Delegate Sandra Duckwall thanked the board for allowing her to serve on the board and mentioned she enjoyed her time serving. She wished everyone a wonderful new year.

At-Large Delegate Harriet DeHart thanked the board for allowing her to serve on the board.

At-Large Delegate Swain thanked the board for allowing him to serve on the board. At-Large Swain mentioned how much of a pleasure it was to serve.

Chairperson Johnson mentioned she appreciates the At-Large Delegates time and all the contributions they have made. Chairperson Johnson stated even though they are not on the Board they will always be a member of the Albemarle Commission.

Commissioner Hofler congratulated those who ran again and won their seat.

Adjournment

Chairperson Johnson adjourned the meeting at 6:54 p.m.

Tracey A Johnson
Chairperson of the Board
Tracey A Johnson

Attested by:

Ashley Stallings
Clerk to the Board, Ashley Stallings

1/21/21
Date