



ALBEMARLE COMMISSION  
BOARD OF DELEGATES MEETING

DATE: Thursday, February 18, 2021  
 TIME: 6:00 p.m. Board Meeting  
 LOCATION: Albemarle Commission Offices & via Zoom Meeting  
*A LIGHT DINNER WILL BE PROVIDED AT 5:30 PRIOR TO THE MEETING*

- 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

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<b>ATTACHMENT: BOARD TRAVEL REIMBURSEMENT SHEET</b>	

**NEXT MEETING: March 18<sup>th</sup>, 2021 at 6 PM**



# 1. Opening

# 2. Invocation

# 3. Pledge of Allegiance

# 4. Determination of a Quorum

# 5. Adoption of Agenda - VOTE



## **6. MEETING MINUTES**

Approval of the Albemarle Commission Minutes from the  
**January 2021** meeting – **VOTE**

**Minutes of the  
Albemarle Commission Board of Delegates  
January 21, 2021 6:00 P.M.**

**Opening**

Attorney John Leidy called the meeting to order at 6:02 p.m. Attorney Leidy asked each member to introduce themselves to the new members.

**Invocation**

Commissioner Robert Kirby led the Invocation.

**Pledge of Allegiance**

Attorney Leidy led the Pledge of Allegiance.

**Determination of Quorum**

The presence of a quorum was determined by Clerk and Administrative & Benefits Coordinator, Ashley Stallings, with thirteen (13) Members present.

<b><u>Name</u></b>	<b><u>County</u></b>
Clayton Riggs	Camden
Robert Kirby	Chowan
Owen Etheridge	Currituck
Rob Ross	Dare
Linda Hofler	Gates
Elizabeth Hedrick	Gates
Janet Russ	Hyde
Lloyd Griffin	Pasquotank
William Hoggard III	Pasquotank
Wallace Nelson-Alternate	Perquimans
Connie Brothers	Perquimans
Jordan Davis	Tyrrell
Tracey A. Johnson	Washington
<b><u>Absent Members</u></b>	
Earl Pugh	Hyde
Fondella Leigh	Perquimans

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

Attorney John Leidy 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):**

Commissioner Clayton Riggs motioned to approve the Agenda as presented, seconded by Commissioner Jordan Davis. With a roll call vote, the motion carried unanimously.

**November 2020 Minutes (VOTE)**

Commissioner Davis motioned to approve the minutes as presented, seconded by Commissioner Linda Hofler. With a roll call vote, the motion carried unanimously.

**Public Comment:**

None.

**New Business:**

**A. Selection of 2021 Officers (VOTE)**

Commissioner Hofler presented the nominations for 2021 Officers recommended by the nomination committee. The nominating committee recommended Commissioner Rob Ross for Chair, Commissioner Davis for Vice Chair, and Commissioner Fondella Leigh for Secretary.

Attorney Leidy stated the board would vote on each office individually beginning with the Chair.

Attorney Leidy opened the floor for any nominations for the Chair. At-Large Delegates William Hoggard and Janet Russ nominated Commissioner Lloyd Griffin for Chair. With no other nominations, the floor nominations were closed.

A roll call vote was conducted for Commissioner Ross for Chair with six (6) in favor and seven (7) against.

A roll call vote was conducted for Commissioner Griffin for Chair with seven (7) in favor and six (6) against.

Attorney Leidy declared Commissioner Griffin as the Chair.

Attorney Leidy opened the floor for any nominations for Vice Chair. Commissioner Tracey Johnson motioned to close the nomination of Vice Chair, seconded by Commissioner Riggs. With a roll call vote, the motion carried unanimously.

A roll call vote was conducted for Commissioner Davis for Vice Chair. With all in favor, Commissioner Davis was declared the Vice Chair.

Attorney Leidy opened the floor for any nomination for Secretary. Commissioner Johnson motioned to close the nomination of Secretary, seconded by Commissioner Kirby. With a roll call vote, the motion carried unanimously.

A roll call vote was conducted for Commissioner Leigh for Secretary. With all in favor, Commissioner Leigh was declared the Secretary.

Attorney Leidy then turned the meeting over to the new Chair, Commissioner Griffin.

**Old Business:**

**A. Consent Order: EDA Housing and Essential Single-Family Rehab Loan Pool (ESFRLP)**

Executive Director Michael Ervin discussed the EDA Revolving Loan Fund program, which was terminated in 2019. The checking account for this program was never closed. Executive Director Ervin stated the account needs to be closed, and any remaining funds should be transferred to

the Commission's general fund.

Executive Director Ervin also discussed closing the ESFRLP checking account that is no longer used.

Commissioner Riggs motioned to close both accounts as soon as possible, seconded by Commissioner Davis. The motion carried unanimously.

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

Executive Director Ervin stated the installation of the AV equipment in the conference room is scheduled for late February. Executive Director Ervin also mentioned coordinating an overview session of the Commission in the coming weeks for new members, and any other board member who may like to attend.

### **Staff Reports**

Area Agency on Aging (AAA) Director, Laura Alvarico, discussed the nutrition bid recommendations that were provided to Executive Director Ervin.

ARPO Director, Angela Welsh, discussed the meeting the Rural Transportation Coordinating Committee (RTCC) and Rural Transportation Advisory Committee (RTAC) had on Wednesday, January 20, 2021. Director Welsh mentioned that NCDOT funding was beginning to stabilize. Chairperson Griffin asked Director Welsh about the status of the Safe Routes to School grant. Director Welsh mentioned the work is still moving forward as best they could.

NWDB Director, David Whitmer, discussed the operations status of the three NCWorks Career Centers.

### **Committee Reports**

Attorney Leidy reported on information regarding ownership of real estate. Attorney Leidy stated the Albemarle Commission (the Commission) can obtain the authority, by statute, to own real estate. The statute also authorizes the Commission to pledge the real estate as security for an indebtedness used to finance the acquisition of said real estate, or for improvements of that property. For this to occur, the Commission would have to amend the Charter to include the specific language to allow this. To amend the Charter, it would have to be approved by all ten (10) member counties in the form of an amendment to the current Charter. Attorney Leidy recommends prior to amending the Charter, notifying the member governments that this is something the board of delegates believes is in the best interest of the organization, and to see if there is any opposition to amending the Charter.

Attorney Leidy discussed prior concerns about whether there would be continuing liability of the member governments if the Commission did own real estate and/or if a mortgage was held on real estate. Attorney Leidy stated in his office's opinion, if the Commission were to acquire real estate, the member governments would not be liable on any debt on the real estate, nor would they have any ownership interest in the real estate; that would remain with the Commission. Attorney Leidy discussed the scenario of a county withdrawing from the Commission. In this case, the county could withdraw; however, the ownership interest and any indebtedness would remain with the Commission. Attorney Leidy mentioned consulting with the UNC School of Government about any concern over whether this indebtedness would be guaranteed by, or accrued to, the individual counties. The UNC School of Government confirmed with Attorney Leidy's office's opinion; there is nothing in the general statute which would make the member counties in any way responsible for that indebtedness. This has been something that has been a concern and discussed in the past. Attorney Leidy states, in his offices opinion, this is not a legal concern.

Commissioner Riggs mentioned the previous concerns Camden County had in regards to ownership of a building, and being liable if the Commission dissolved. Attorney Leidy stated if the

counties didn't guarantee, the counties would have no obligation. Attorney Leidy discussed if the Commission had the legal authority granted by the Charter, and the Local Government Commission (LGC) approved financing where the counties were not required to guarantee, the counties would have no obligation in the event of a dissolution.

Commissioner Ross spoke of the history of past building discussions.

Chairperson Griffin explained to the new members this discussion is about how the Commission has outgrown the building, and the rental of the building, that we have with Perquimans County. Over the past several years, we have discussed building, or having our own facility vs renting, or working with Perquimans County to expand the current facility, using funds to help with expansion and pay rent.

Attorney Leidy reported on research conducted of the authority the Commission could have, if any, to engage in, or run a supplemental program to provide assistance with local schools under the Roadmap of Need Plan. Commissioner Ross characterizes this as an Economic Development issue. Attorney Leidy articulated the quality of education in the region is an Economic Development consideration. Attorney Leidy explains whether the Commission has the legal authority to engage in this type of program. Attorney Leidy discusses the general statutes and existing Charter may allow the Commission to apply for, accept, and receive funds that may be used for those purposes. Attorney Leidy questions whether this would be consistent with the mission of the Commission. Attorney Leidy states there is nothing stating it isn't consistent. However, Attorney Leidy expressed his concerns about this not falling within the actual expressed and typical programs operated by a Regional Planning organization like the Commission. In the opinion of Attorney Leidy's office, the Commission could create an argument that the Commission has the authority to engage in a partnership in this nature to provide these services. Attorney Leidy recommends requesting an opinion from the Attorney General's Office prior to taking any additional steps.

Chairperson Griffin requested Commissioner Kirby, Commissioner Ross, NWDB Director Whitmer and Executive Director Ervin discuss this further and bring any information and guidance back to the February meeting.

### **Board Member Comments:**

Commissioner Johnson reported Washington County is still fighting COVID. Commissioner Johnson mentioned Washington County has new board members.

Commissioner Owen Etheridge reported Currituck County has completed the third (3<sup>rd</sup>) day of their COVID Clinic. Commissioner Etheridge complimented Albemarle Regional Health Services (ARHS) on the wonderful job they are doing. Commissioner Etheridge spoke about the county starting the budget process.

At-Large Delegate Russ reported an increase in COVID cases. At-Large Delegate Russ mentioned looking forward to working with the Commission.

At-Large Delegate Elizabeth Hedrick reported on COVID cases in Gates County.

Commissioner Davis thanked the board for electing him as Vice Chair. Commissioner Davis reported Tyrrell County is still affected by the Prison closure even though it has reopened at minimal capacity. Commissioner Davis reported the decrease in water revenue is a huge battle the county is facing, along with COVID.

At-Large Delegate Hoggard spoke about the previous Revolving Loan Fund Program. At-Large Delegate Hoggard reported on the COVID cases.

Commissioner Hofler reported schools in Gates are reopening through a gradual process. Commissioner Hofler spoke about COVID cases. Commissioner Hofler spoke about the county starting the budget process. Commissioner Hofler mentioned the sales tax revenues have stabilized and/or increased due to more people shopping local.

Commissioner Ross reported on the COVID increases in Dare County.

Commissioner Kirby reported Chowan County is now a Tier 2 county. Commissioner Kirby reported receiving a \$15M grant from the State Department of Construction for the new high school. Commissioner Kirby reported the county voted to sponsor the Marine Highway Project Designation Application.

Commissioner Riggs reported Camden is now a Tier 3 county. Commissioner Riggs spoke about COVID cases and vaccines. Commissioner Riggs reported Commerce Park is progressing. Commissioner Riggs spoke about the county starting the budget process.

At-Large Delegate Connie Brothers thanked the board for having her as a member.

Commissioner Wallace Nelson thanked Connie for serving on the Albemarle Commission board. Commissioner Nelson reported on the COVID cases and vaccines. Commissioner Nelson also commended ARHS on their efforts during COVID.

Chairperson Griffin reported on the death of County Commissioner Frankie Meads. Chairperson Griffin spoke about the water quality in Pasquotank County. Chairperson Griffin spoke about I87.

**Adjournment**

Chairperson Griffin adjourned the meeting at 7:36 p.m.

\_\_\_\_\_  
Chairperson of the Board, Lloyd Griffin

Attested by:

\_\_\_\_\_  
Clerk to the Board, Ashley Stallings

\_\_\_\_\_  
Date





# 7. PUBLIC COMMENTS



## **8. NEW BUSINESS**

- A. FY 2019-2020 Audit Presentation by Thompson, Price, Scott Adams & Co (TPSA)**
- B. FY 20-21 Budget Amendment #3 **VOTE****
- C. Pay Classification Study**
- D. Economic Development Grant – Sharon**
- E. ESFL 2020-2021**



# **Audit Presentation**

## **Thompson, Price, Scott, Adams & Co (TPSA)**

**BUDGET AMENDMENT #3B**

**BE IT RESOLVED** by the Board of the Albemarle Commission that the following amendment be made to the Budget Resolution for the fiscal year ending June 30, 2021.

**SECTION 1: REVENUES BY SOURCE**

**SPECIAL GRANTS**

Clean Water Management Trust	Grant Funding	\$ (5,476.00)
Fund Grant	Local Match	\$ (2,825.00)
	<b>TOTAL SPECIAL GRANTS</b>	<b>\$ (8,301.00)</b>

**AREA AGENCY ON AGING FUND**

Grants	\$ 130,000.00
Donations	\$ 5,000.00
<b>TOTAL AREA AGENCY ON AGING FUND</b>	<b>\$ 135,000.00</b>

**WORKFORCE DEVELOPMENT FUND**

Federal	\$ 118,680.00
<b>TOTAL WORKFORCE DEVELOPMENT FUND</b>	<b>\$ 118,680.00</b>

**TOTAL REVENUES BY SOURCE** \$ 245,379.00

**SECTION II: EXPENDITURES BY PROGRAM**

Special Grants	\$ (8,301.00)
Area Agency on Aging Fund	\$ 135,000.00
Workforce Development Fund	\$ 118,680.00
<b>TOTAL EXPENDITURES BY PROGRAM</b>	<b>\$ 245,379.00</b>

<b>CURRENT FY 2020-2021 BUDGET</b>	<b>\$ 8,181,800.00</b>
<b>Budget Amendment #3B 2-18-2021</b>	<b>\$ 245,379.00</b>

**TOTAL AMENDED BUDGET FY 2020-2021** \$ 8,427,179.00

BY VOTE OF THE ALBEMARLE COMMISSION BOARD UPON MOTION BY:

\_\_\_\_\_ AND SECONDED BY \_\_\_\_\_

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

\_\_\_\_\_  
Lloyd Griffin, III, Chair of the Board

\_\_\_\_\_  
Ashley Stallings, Clerk to the Board



# Pay Classification Study



# Economic Development Grant



# ESFL 2020-2021



## 9. OLD BUSINESS

### A. Building Needs





# Building Needs



# 10. STAFF REPORTS

# Area Agency on Aging IMPACT Report

January 2021

## Area Agency on Aging Updates:

### Service Updates:

The Area Agency on Aging (AAA) staff continue to provide services and supports to older adults and their caregivers throughout the region.

In addition to the traditional services, the AAA has been focusing on educational information to help older adults to remain safe and independent during this time. Information ranging from Flu and COVID vaccine to scam protection has been distributed to clients and older adults throughout our region to help protect them during this difficult time.

In January 2021, the AAA provided the following services to older adults, 60+, in our 10-county region through the Home and Community Care Block Grant (HCCBG):

- **1,698** hours of in-home aide services
- **44** general and medical transportation trips in nine counties-  
*Due to COVID-19, some transit providers are providing limited services with HCCBG funds.*

## CARES Funding

The AAA has approved **\$77,489.00** in CARES funding to date for local providers, senior centers and in-house purchases for PPE, and bulk cleaning supplies for senior centers and congregate nutrition programs. We have allocated an additional **\$30,000** to local in-home aid providers to provide services to older adults at high risk for institutionalization. Funding will remain open for providers and local programs. The AAA is considering request from nonprofits, older adults and other provider agencies that provide supportive services to seniors throughout the region. For questions about the CARE funding, please contact Ashley Lamb (252-404-7088) or Laura Alvarico (252-404-7078).



## Updates & Reminders:

As the COVID-19 pandemic continues, the health and wellness of our seniors, staff and volunteers remain our top priority. Given the guidelines on large gathering and the high-risk population we serve, the 2021 Albemarle Senior Games will be virtual this year. More information will be provided in the coming months...stay tuned!

Feel free to contact our office if you have any questions or concerns about the Area Agency on Aging or senior services available in your community!

**Laura Alvarico, MBA**  
**AAA Director**  
**252-404-7078**  
[lalvarico@accoq.org](mailto:lalvarico@accoq.org)

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## Senior Nutrition Program:

The Senior Nutrition Program (SNP) has increased the number of meals that we are serving significantly in response to COVID-19.



**57%**

**Home Delivered Meals (HDM):** As of February 10, 2021, we have seen an increase in the HDM program by **60%** throughout the region. We are currently serving **505** older adults daily on the HDM program. That's up from 328 before March 16, 2020.

**Pick-Up Program:** Since our congregate meals programs are still closed for the foreseeable future, we continue to offer the pick-up program in many of our counties. This program continues to increase weekly. We are currently serving **398** clients throughout the region.

In the month of January we served the following meals throughout the region:

- **6,878** - Home Delivered Meals
- **5,918**- Pick-Up Meals

**Thanks to The NEAAT school in Elizabeth City, the Home Delivered Meals program distributed over 550 valentines' gifts to home bound clients this Valentine's Day!**



## More than a Meal...

We were able to assist over **33** older adults with personal care needs such as personal hygiene items, hand soap, toilet paper, paper towels, hand sanitizer, and incontinent supplies and additional food during the month of January! We also provide an additional **150** additional meals to clients in need.

In partnership with a community group in Herford who is feeding homebound, older adults in the Town of Herford on the weekends, we provided over **45** meals in January.

We currently have **74** clients on the Mom's Meals program throughout the region. These clients are either waiting for the traditional HDM program or live in an area that we do not currently serve.

Thanks to a Meals on Wheels grant, we continue to provide flea and tick control for homebound clients who are unable to obtain the necessary medication to protect their beloved pets from these harmful parasites. We also continue to provide pet food for home delivered meals clients in need through a partnership with Eastern Pet Company in Elizabeth City. In January, we distributed **355 lbs** of pet food to our clients.

All Congregate and Home Delivered Meals Clients continue to get telephone reassurance telephone calls to make sure they are doing well. Thank you to our local senior centers for partnering with us to make this possible

Volunteers continue to make friendly visits when delivering meals to check on our clients.

*During the month of January **270** volunteers volunteered **576** hours throughout the region. Additionally, **12** new volunteer applications were received last month.*

*Currently **over 70%** of our volunteers are **inactive** due to COVID! If you are interested in volunteering in your community, please contact Laura Rollinson at 252-404-7091*

*Meals are delivered on Monday, Wednesday and Friday*

## Family Caregiver Support Program (FCSP):

The Family Caregiver Support Specialist continues to provide services and supports to older adults and their caregivers needing respite, supplemental services and case management. The is AAA is also administering the Project CARE (Caregiver's Alternatives to Running on Empty) program for caregivers who are caring for loved ones with dementia in partnership with Mid-East Commission. For more information on these program, contact Lynne Raisor at 252-404-7090 or [lraisor@accoq.org](mailto:lraisor@accoq.org).

During the month of January the FCSP program provided the following services to caregivers throughout the region:

- Care Management for **15** clients/ families
- **98** hours of respite services
- **9** packages of incontinent supplies
- **0** units of nutritional supplements (Ensure)
- Provided information, referrals or technical assistance to over **70** individuals

## Long-Term Care Ombudsman (LTCO) Program:

As of January 11, 2021, the RLTCO suspended visitation to all facilities in light of all 10 counties having a positivity rate above 10%. CMS data is reviewed every two weeks and a determination regarding re-entry will be made based on future positivity rates and facility COVID outbreaks. In the meantime, all complaints will be handled via telephone or zoom, facetime, etc.

In the month of January, the Ombudsman provided the following services to residents of LTC facilities and their families:

- Received **22** complaints
- Opened **5** cases
- Closed **5** cases
- Provided assistance and advocacy for the multiple issues including inappropriate discharges, voter registration concerns, in-person visitation restrictions, facility placements, etc.
- Provided **0** monitoring visits to Nursing Homes, Adult Care Homes and Family Care Homes throughout the region.
- Provided information, education and support to all facilities regarding the states re-entry plan.

For more information, contact Brandi Jordan at 252-404-7086.

## Special Outreach:

The AAA is partnering with Albemarle Regional Health Services (ARHS) and the Inter County Public Transit Authority (ICPTA) to administer a "reverse COVID clinic" for homebound clients. This service will be offered to all homebound clients in the ARHS service area on the home delivered meals program that is interested in receiving the Moderna COVID vaccine in the comfort of their home. Our pilot site will be in Chowan County. We will be moving into neighboring counties within the next few weeks. More information will be provided at the next meeting.

# **ALBEMARLE RURAL PLANNING ORGANIZATION PROGRAM HIGHLIGHTS**

Mid-January 2021 to Mid-February 2021

## **COVID-19 UPDATE**

The ARPO program continues to fully function in the office setting. Most ARPO related meetings continue to be held via Zoom, Microsoft Teams and other teleconferencing avenues.

## **ARPO RTCC AND RTAC MEETINGS**

The ARPO RTCC and RTAC meetings were held on January 20, 2021 via Zoom. The next RTCC and RTAC meetings will be held on April 21, 2021 and we are hoping they will be able to be held in person. If not, they will be held via Zoom.

## **SAFE ROUTES TO SCHOOLS GRANT**

The Safe Routes to Schools grant continues to move forward. Reimbursement documentation for expenditures is submitted to the NCDOT quarterly and we are receiving our reimbursements in a timely manner. For the 2nd quarter reporting period, the following are some of the items completed:  
Developed detailed schedule for grant scope and plan of work, theme and copy for Art Contest flyer, draft radio PSAs and submitted for approval, social media graphics and submitted for approval, bumper sticker draft and submitted for approval, Parent and Child Interview questions. Contacted Outer Banks partners for potential collaboration. Researched local events in target region for future public engagement.

## **LEAD PLANNING AGENCY (LPA) AGREEMENT**

At the request of COG Directors, the NCARPO President submitted our comments on the new Lead Planning Agency (Albemarle Commission) agreement in late May. The NCDOT provided us an updated LPA agreement in mid-September but it did not include some the items we asked them to address. During the RPO Quarterly meeting on January 28, 2021, we were told there is one Department within the NCDOT that still needs to review the LPA agreement.

## **HIGHWAY 17/64 ASSOCIATION**

The Highway 17/64 Association continues to meet quarterly via GoTo Meeting. I participated in their January 27, 2021 meeting where information was presented regarding the NC First Commission findings.

## **NCDOT RISK AND RESILIENCY WORKGROUP**

I participated in the NCDOT Risk and Resiliency workgroup meeting on February 3. The focus of the plan is to outline the core components the NCDOT should focus on to make our future roads, and bridges more resilient to natural disasters. The plan will focus on the protection of NCDOT assets, long term solutions to future events (including pandemics), developing coordinated and comprehensive policies, addressing economic impacts and helping the NCDOT solve community-wide problems related to natural disasters.

## **PRIORITIZATION 6 (P6)**

The P6 process will pause after quantitative scoring is completed and before the local input point assignment window to reassess the NCDOT financial situation and determine next steps. We were asked to forward our Methodology to the STIP unit for review so that we can move forward with the local scoring process at the end of the summer.

## **PASSENGER FERRY FEASIBILITY STUDY**

On February 10, the NCDOT Ferry Division and Research and Development Unit held a kickoff meeting to discuss the upcoming research project being completed by the Institute for Transportation Research and Education (ITRE) at NCSU. This project will include exploring the feasibility of passenger ferry opportunities at other locations whether that be by using existing routes or creating new routes.



**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 January 31, 2021**

	Program Accounts					
	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended	YTD
210 - Indirect Fund	\$ 487,583.00	\$ 255,675.00	\$ 31,693.00	\$ 231,908.00	52%	
220 - General Transfer Fund	\$ 131,984.00	\$ 36,634.00	\$ 8,854.00	\$ 95,350.00	28%	
220 - CWMTF Grant	\$ 10,885.00	\$ 2,584.00	\$ -	\$ 8,301.00	24%	
320 - EDA Planning Grant	\$ 100,000.00	\$ 29,557.00	\$ 5,564.00	\$ 70,443.00	30%	
320 - EDA Cares Act Grant	\$ 200,000.00	\$ 69,267.00	\$ 31,870.00	\$ 130,733.00	35%	
365 - Dept. of Transportation (RPO)	\$ 144,531.00	\$ 75,876.00	\$ 10,678.00	\$ 68,655.00	52%	
220 - Safe Routes to School Grant	\$ 98,197.00	\$ 32,639.00	\$ 26,153.00	\$ 65,558.00	33%	
520 - Aging Program	\$ 3,623,038.00	\$ 1,717,994.00	\$ 206,928.00	\$ 1,905,044.00	47%	
820 - Revolving Loan Fund	\$ 21,175.00	\$ -	\$ -	\$ 21,175.00	0%	
<b>NWDB</b>						
735 - WD-Adult	\$ 1,163,697.00	\$ 453,091.00	\$ 99,912.00	\$ 710,606.00	39%	
735 - WD-Dislocated Worker	\$ 591,166.00	\$ 178,001.00	\$ 33,763.00	\$ 413,165.00	30%	
790 - WD Administrative Fund	\$ 291,381.00	\$ 114,715.00	\$ 12,866.00	\$ 176,666.00	39%	
810 - WD Youth	\$ 956,697.00	\$ 373,869.00	\$ 63,280.00	\$ 582,828.00	39%	
814 - WD - Special Grants/Projects	\$ 361,466.00	\$ 100,764.00	\$ 17,105.00	\$ 260,702.00	28%	
	\$ 3,364,407.00	\$ 1,220,440.00	\$ 226,926.00	\$ 2,143,967.00	36%	
Budget amounts for NWDB include 2-year fund amounts. NWDB has \$645,190 of their budget earmarked for carry-forward to next fiscal year, making their actual YTD budget spent 45%.						
<b>Albemarle Commission Totals</b>	<b>\$ 8,181,800.00</b>	<b>\$ 3,440,666.00</b>	<b>\$ 548,666.00</b>	<b>\$ 4,741,134.00</b>	<b>42%</b>	

NOTE: MTD amounts are included in the YTD amounts.

**Bank Accounts**

**Ending Balance as of 1-31-2021**

Wells Fargo - Commercial Checking	\$	650,730.23
Public Funds	\$	1,718,632.07
NC Cash Management	\$	8,797.30
Atlantic Union-AAA Senior Nutrition	\$	2,378,159.60
<b>TOTAL</b>	<b>\$</b>	<b>2,378,159.60</b>





Northeastern Workforce Development Board Report to Albemarle Commission Board:  
February 2021

Dave Whitmer, NWDB Director

I. **Organization Structure/Staffing:**

We are currently recruiting for a Career Advisor for our Center in Dare.

II. **Counts**

Below are numbers from our three NCWorks Career Centers for January:

	New Customers	Total Customers Served	Services Provided
NCWorks Career Center, Chowan County	24	203	492
NCWorks Career Center, Dare County	72	524	2,032
NCWorks Career Center, Elizabeth City	74	805	3,517
<b>TOTAL</b>	<b>170</b>	<b>1,532</b>	<b>6,041</b>

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 and Youth services are as follows:

**114 Adults**  
**25 Dislocated Workers**  
**85 Youth**

### III. Board Organization and Updates

#### Board Membership:

Our Board Chair, Zach Bray, has accepted a new job outside of our region and will be leaving the board. Zach has served on our board for 11 years, including 6 years as Chair. We are truly thankful for all he has done for NWDB and he will definitely be missed.

We now have two vacancies – One for Higher Education which needs to be filled by ECSU and one for a Business Representative, preferably from Perquimans County.

### IV. Updates

- Career Centers:

- Center Operational Status: Concerns about COVID number increases were brought by the center management team. As a result, the NWDB Leadership Committee met and invited Larry Donley (DWS Regional Operations Manager, and One-Stop Operator for NWDB) to discuss those concerns. This is what the committee agreed to and was implemented starting 2/1/2021:
  - Appointments will be encouraged and recommended for customers.
  - We will still serve “walk-ins” as staffing levels allow, but they will be encouraged to make appointments for additional services. Doors will be locked, so “walk-ins” will still have to call/text upon arrival.
  - Customers with appointments and walk-in customers will not wait inside the center. They will be instructed to call/test when arriving and wait in their vehicles until that are called in. Exceptions will be made for those without vehicles especially during inclement weather.
  - We are encouraging services to be delivered virtually as much as possible and drop boxes are installed outside of the center for customers who just need to drop off paperwork.
  - We are moving to staggered schedules where half of the staff work in the office one week and the other half works from home.
- Virtual Services Assessment: Since we are focusing on providing services virtually, we will be conducting an assessment of virtual service delivery in our region, including a SWOT analysis with recommendations for improvements. The NWDB Career Center Committee will review the assessment and make recommendations for improvement. We are assessing things including:
  - Do all staff have appropriate equipment to provide services virtually - is anything additional needed?
  - What services do we currently offer virtually - how do they compare to when they are delivered in-person? How can they be improved?
  - What services do we not offer virtually that could be?
  - etc.
- Mystery Shopper: At the January NWDB meeting, based on a recommendation from the NWDB Career Center Committee, the Board approved staff moving forward with procuring a contractor to conduct a mystery shopper campaign for the NWDB Career Centers. The idea is to find areas of strength and areas in which improvement is needed. We will move forward with this as soon as we are able to procure a contractor.

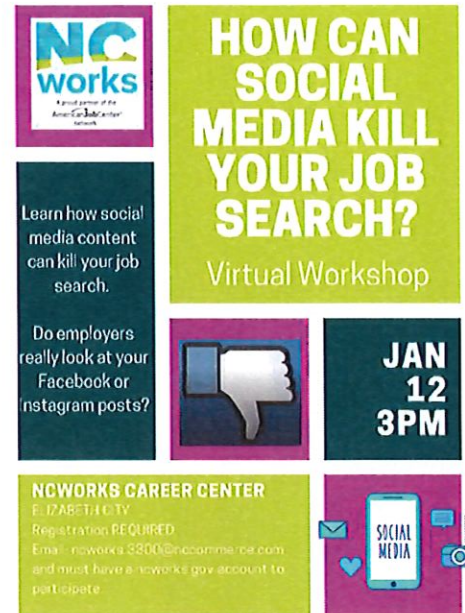
- The Centers continue to work on offering virtual workshops.

Workshops held in January:

- Jan 5: Are You Ready for Employment?
- Jan 7: Job Search & NCWorks
- Jan 12: How Can Social Media Can Kill Your Job Search?
- Jan 14: Resume Writing Roundup
- Jan 20: Job Search for Veterans
- Jan 21: Interview Tips & Tricks
- Jan 26: Communication 4 the Win
- Jan 28: Dress for Success

Upcoming workshops are as follows:

- Feb 3: Resume Writing Roundup
- Feb 4: Networking 4 the Win
- Feb 10: How Social Media Can Kill Your Job Search
- Feb 18: Interviewing Tips and Techniques
- Feb 25: NCWorks and Job Search



- We continue with our live broadcast on ECSU’s radio station (WRVS FM – 89.9), **NCWorks Career Center Corner**. The show airs at 7:30am on the fourth Wednesday each month.

- **ECSU Project GAP**: I have previously reported that we partnered with ECSU to help them obtain a grant from Golden Leaf to fund a project called GAP (Granting Advanced Preparation). The intent of Project GAP is to help individuals with significant barriers to employment to obtain the skills and credentials needed to accomplish their career goals. This is directly in line with what we do through our career centers. **We continue to work with ECSU on project GAP as Center staff have been working with our ECSU partners to plan for the first cohort, to recruit participants, and to conduct joint workshops.**

- **Career Pathways**: We continue our regional career pathway work. We have created four pathways, three 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, ECSU, 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](http://www.nencpathways.org)

**Aviation:** We have identified Aviation as the next Career Pathway/Sector Strategy to pursue. We will be working on this, at least initially, locally and not regionally with Rivers East and Turning Point. We have identified an initial scope of work with the main goal of creating a talent pipeline for aviation related employers in and within commuting distance from the NWDB 10-county region.

**Nothing new to report.**

- [#worklocal](#): This initiative is intended to help our high school students realize that there are promising local job opportunities in industry sectors that offer sustainable wages. The tangible product of this work are large posters that are featured in our high schools showcasing individuals in Hyde County that have secured self-sustaining careers in a growing field. Additional parameters include individuals that have graduated sometime after 2005, are in occupations that have some sort of short-term postsecondary degree and have overcome obstacles to succeed. We have done this Chowan and Perquimans Counties.

**Dare County is up next. We have schedule of presentation of the posters to the Dare County High Schools for February 25. Hyde, Tyrrell, and Currituck will be following soon.**

- [RFP's – Adult/DW; Youth](#): 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 NWDB 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 and should a proposal be accepted, it would then need to go to the Consortium for approval. The process is currently underway and we have received one letter of intent to bid on both the Adult/DW and Youth RFP's from a company called Ross, IES.
- [ACT Certified Work Ready Communities](#): **Nothing new to report.**  
Below is an update on where we are with Work Ready Certification in our region.
  - Gates, Chowan, Perquimans, Washington, Hyde and Tyrrell Counties have been certified.
- [Enhancement Grant: Enhancement Grant](#): We continue to implement our Enhancement Grant. Below is a summary of the grant.

The theme of the NWDB Enhancement Grant revolves about the theme of B.O.O.S.T. NWDB needs a boost in many areas to reach its goal of fostering the employment of individuals in its 10-county region. NWDB seeks to **BOLSTER** the technology used for center customers, human resource development students and employer services, **OPTIMIZE** the course offerings of the newly created Career Essentials program at the College of the Albemarle's Edenton-Chowan campus, **OBTAIN** updated aptitude assessments for center customers, **SUSTAIN** the NCWorks Outreach Coordinator to continue the offering of career services at partner agencies and community events and to **TEACH** teachers of the region about the dynamics of manufacturing occupations with the goal of

encouraging the emerging workforce of students to enter the growing field. Fulfilling the B.O.O.S.T. components presented in this grant will allow the workforce board and career center personnel to make a concerted and strong push to increase the center services to job-seekers and employers in the region and to fill the workforce gaps that plague employers.

- **“Test Drive” event:** We continue to partner with COA to plan what we are calling a test drive event. We currently plan to hold this event in mid to late March. This event is intended to help expose more members of our emerging and current workforce to educational opportunities. The event will be a four-night event held at COA’s Currituck Campus where participants will be exposed to CAD and Machining and Aviation Technology through a hands-on experience with instructors. On the fourth night, the participants will participate in a forklift class and receive a forklift certification. We will also integrate a presentation from NWDB/NCWorks staff regarding pre-employability skills/assessments/labor market information, a presentation from COA admission staff and a presentation regarding the FAFSA application process.
- **Finish Line Grants (FLG):** FLG’s are an initiative from Governor Cooper’s administration. They 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 50% 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 FLG grants in partnership with COA. To date, we have approved 126 grant applications for students – 42 have been approved this program year.** The recipients received tires, money to cover rent, tuition, money for gas, etc.
- **Facebook:** If you have not done so already, please like our Facebook page.  
<https://www.facebook.com/NWDBworks/>
- Please see attached list of accomplishments for 2020 and our latest newsletter.



# Northeastern Workforce Development Board

**ALBEMARLE COMMISSION**  
REGION R COUNCIL OF GOVERNMENTS

## 2020 ACCOMPLISHMENTS

Proudly serving Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell & Washington Counties

### 7,233 **JOB-SEEKERS**



Provided employment services including: resume assistance, interview preparation, skills assessments, and job search assistance

### \$129K **TO EMPLOYERS**



Grant funding to local businesses to help offset the costs of training new employees & to upskill their current employees, resulting in increased competitiveness of their businesses

### \$172K **SCHOLARSHIPS**



To help pay tuition for our customers, allowing them to earn in-demand certifications, diplomas, and degrees

### \$209K **TO PARTICIPANTS**



In supplies, tools, books, and other items as well as transportation expenses & child care expenses, allowing our customers to go to school, training, and work

### \$40K **EMERGENCY GRANTS**



to community college students to help them overcome emergency situations that could have prevented them from completing their educational goals

### 23 **COMMUNITY EVENTS**



Hosted around the region, including virtual events, serving 1,493 job seekers

### 2 **GOVERNOR'S AWARDS**



Awarded Governor's NCWorks Awards of Distinction for Outstanding Young Adult & Outstanding Employer

### 412 **EMPLOYERS**



served to help them recruit, train and retain quality employees

### \$42K **YOUTH WAGES**



to young adults while they worked with local employers to help them develop soft and hard skills, and explore potential career choices

## GROWING PARTNERSHIPS



- Expanded #Worklocal initiative to expose local high school students to career opportunities in Northeastern NC
- Increased virtual employability assessments, workshops and outreach strategies (ex: customer texting platform)
- Assisted with Golden Leaf grant project at Elizabeth City State University to assist individuals with barriers to employment and/or training
- Developed and executed new Manufacturing Career Essentials training and a "Teach-the-Teacher" Bootcamp alongside College of the Albemarle
- Worked with Beaufort County Community College staff to develop collaboration opportunities for the benefit of our region's students, job-seekers, and employers

[WWW.NWDBWORKS.COM](http://WWW.NWDBWORKS.COM)

[WWW.NCWORKS.GOV](http://WWW.NCWORKS.GOV)



A proud partner of the  
American Job Center  
network



Northeastern Workforce  
Development Board

**ALBEMARLE COMMISSION**  
REGION R COUNCIL OF GOVERNMENTS

# 2020 ACCOMPLISHMENTS

- Provided \$172K in scholarships to help pay tuition for our customers, allowing them to earn in-demand certifications, diplomas, and degrees
- Provided \$90K in child care expenses, allowing our customers to go to school and complete training
- Provided \$74K in transportation assistance allowing our customers to go to school and complete training
- Provided \$45K for supplies, tools, books, and other items allowing our customers to go to school, training, and work
- Provided \$34K of grant funding to local businesses to help them upskill their current employees, resulting in increasing the competitiveness of their business and helping them retain staff
- Provided \$95K in grant funding to local businesses to help offset the costs of training new employees
- Provided \$40K in grant funding to community college students to help them overcome emergency situations that could have prevented them from completing their educational goals.
- Through our NCWorks Career Centers, provided services to 412 employers to help the recruit, retain, and train staff
- Provided \$42K in wages to young adults while they worked with local employers to help them develop soft and hard skills, and explore potential career choices
- Provided 46 work-based learning opportunities for young adults to gain hands-on occupational experience working with local employers
- Passed 20 of 22 Federal WIOA Performance Measures
- Through our NCWorks Career Centers, provided employment services, including resume assistance, interview preparation, and skills assessments, and job search assistance to 7,233 job seekers in our region
- Moved our NCWorks Career Center in Elizabeth City to a new location with more space and modern amenities including a classroom and expanded computer lab
- Started offering employability workshops virtually, allowing our customers to participate from anywhere throughout our 10-County region
- Developed a new partnership with Elizabeth City State University to assist them with a Golden Leaf grant project intended to assist individuals with barriers to employment to obtain skills needed to accomplish their career goals
- Expanded our #worklocal initiative into Perquimans, Dare, Currituck, Hyde and Tyrrell Counties, to expose local high school students to career opportunities with local employers
- Hosted 23 Community/Virtual Community Events serving 1,493 job seekers (including 1 drive through and 4 virtual hiring events utilizing our texting platform)
- Added 1,943 new Facebook followers/friends
- Added 1,228 new recipients to the weekly NCWorks Blast
- Sent 9 press releases to local news agencies; created 49 new flyers to promote NWDB and NCWorks services
- Won NCWorks Governor's Awards of Distinction for Outstanding Young Adult and Outstanding Employer
- Partnered with COA to begin a new short-term training course to help create a pipeline of manufacturing employees in Chowan County; Implemented a summer "bootcamp" to expose teachers in the region to the manufacturing industry through hands-on experiences with training programs and tours at local employers
- Worked with Beaufort County Community College staff to develop collaboration opportunities for the benefit of our region's students, job-seekers, and employers

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WWW.NCWORKS.GOV



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February, 2021



# Northeastern Workforce Development Board

**ALBEMARLE COMMISSION**  
REGION R COUNCIL OF GOVERNMENTS

## News from the Northeast

MESSAGE FROM THE DIRECTOR

Dear Colleagues,

To say that 2020 was a challenging year might be a bit of an understatement. In 2020 we faced situations unlike any I have seen in my lifetime. However, I have the privilege of working with an outstanding group of professionals who are able to adapt and overcome even the most challenging situations. Our administrative staff at the Northeastern Workforce Development Board and our front-line staff at our NCWorks Career Centers continue to work together as a team to provide much needed services throughout the 10-county region we serve.

To recognize and celebrate the hard work of our staff, I wanted to share with you some of our key accomplishments from 2020. On the following pages you will find an infographic highlighting some of those key accomplishments. While this certainly isn't an exhaustive list, I do believe the accomplishments outlined show the impact that our organization has on the communities we serve.

When I look at these achievements from 2020, I see more than just numbers and dollars, I see many lives that have been transformed with the help of our staff. That's what our staff do every day – they help people change their lives. I have said it many times before, and I will continue to say that I couldn't be prouder to be part of such an outstanding team.

Best Wishes,

Dave Whitmer, Director  
Northeastern Workforce Development Board



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### SPECIAL POINTS OF INTEREST

- Partnerships within the Region
- Events
- Workshops
- Staff Appreciation
- Weekly Blast
- Veterans



## NCWorks Virtual Workshops

The NCWorks Career Center staff in Elizabeth City hosts weekly virtual workshops for job seekers to sharpen their skills. Topics include resume writing, interviewing, networking, work ready skills, dressing for success, and various other topics that are relevant to job seekers in today's job market. Text "NCWorks" to 56512 to view and register for the virtual workshops offered throughout the NWDB region!

## AVIATION PATHWAY

Career Pathways are an integrated collection of both regional and local programs and services that connects youth and adults to the workforce through education and training for highly skilled, sustainable careers in high demand industries. Our region is the first in NC to have a Career Pathway certified by the state. Currently, Northeastern NC has four Career Pathways: Health Care, Advanced Manufacturing, Agriscience and BioTechnology, and Business Support Services. As a region we continue to lead the way in this work, identifying and pursuing Aviation as our next career pathway.

The initial groundwork for the Aviation Pathway began in the fall of

2020, with the goal of creating a talent pipeline for aviation related employers within commuting distance of the Northeastern Workforce Development Board's (NWDB) 10-county region. An Aviation Roundtable discussion was held in December that included Elizabeth City State University and College of The Albemarle. Topics included: academic offerings, relationships with K-12 and the business community, and additional ways to work together to create an aviation talent pipeline. As this work continues, the NWDB will keep you posted on the progress of creating an aviation pathway.



*"Believe you can and you're halfway there."  
Theodore Roosevelt*

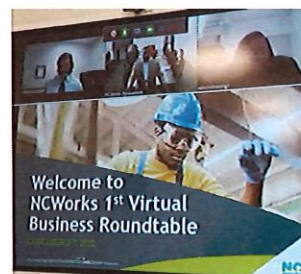
## NCWorks Virtual Conference

Assistant Director Emily Nicholson presented "Influencing the Influencers" at the NCWorks Virtual Conference. Emily's presentation focused on our regional partnerships with K-12 teachers and how our best practices can be utilized in other areas of our state. The presentation featured the CTE teacher "Boot Camps" held the last 2 summers by grant partnerships with College of The Albemarle.

## BUSINESS ROUNDTABLE

The NCWorks Career Center in Elizabeth City held their first virtual Business Round Table on December 9th, 2020. Eight businesses attended from a variety of industries across the Northeastern region. Business participants had the opportunity to learn about all of the services offered to them through the NCWorks Career Centers and the Northeastern Workforce Development Board. Presentations included: NCWorks Career Center Manager, Matthew Fowler, giving an overview of the NCWorks Career Center; Business Engagement Coordinator, Amber Morse and Veteran Representative, Marcus Cutrell reviewed business services, such as On-the-

Job Training, grant prospects, hiring veterans and labor market information relevant to the industries in attendance; and Janaye Clark, NCWorks NextGen Coordinator, presented opportunities available to businesses through the NextGen program such as work experiences and job shadowing. The session concluded with Christian Lockamy, former Director of Economic Development Elizabeth City/Pasquotank County Economic Development Commission, who gave a presentation on growth in the Elizabeth City Pasquotank region. The last hour of the event included time for discussion between attendees regarding their most pressing issues, retention techniques and philosophies, and success stories.



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Northeastern Workforce Development Board  
**ALBEMARLE COMMISSION**  
 REGION R COUNCIL OF GOVERNMENTS

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NWDBWORKS IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF EMPLOYMENT AND TRAINING SERVICES. AUXILIARY FEES AND SERVICES ARE AVAILABLE UPON REQUEST. DIAL 711 TO PLACE A FREE RELAY CALL IN NORTH CAROLINA.

## Celebrating Staff

The month of October was Workforce Professionals month. Managers celebrated the staff by posting staff affirmations daily on social media.



The Dare County NCWorks Career Center staff celebration, mask edition.



## ELIZABETH CITY CAREER CENTER OPENS

Residents seeking employment and career-related information have a new and expanded location where they can seek assistance. The NCWorks Career Center in Elizabeth City reopened in its new location at 111 Jordan Plaza, directly beside Domino's Pizza, Monday morning. The center relocated from its long-time address at 422 McArthur Drive. Heidi O'Neal, outreach coordinator for the center, said its new location is larger and includes classroom space to hold workshops for resume writing, improving interview skills and other job-search training, plus more computers that residents can use to write and print resumes. These services are offered at no cost to jobseekers. "It's all free," O'Neal said. "Anything that's job related they can do for free." The career center is assisting residents by appointment only, there are social distancing and other COVID-19 precautions in

place, she added. O'Neal says residents need to call to set an appointment or text "NCWorks Appointment" to 56512. By visiting the website [ncworks.gov](http://ncworks.gov), job-seekers can find out more information about upcoming virtual workshops and job search opportunities. The Career Center also offers free services to business owners, such as posting job vacancies at its website, O'Neal said. Business owners also can access resumes for potential job candidates. In addition to the Career Center's website, residents can text NCWORKS to 56512 to receive job postings and other job-related information.

Source: Daily Advance



## PROJECT GAP

David Whitmer, and Matthew Fowler, meet with ECSU Staff, October 30, 2020, to work on project GAP (Granting Advanced Preparation). Project GAP is



a grant project funded by Goldenleaf and awarded to ECSU. The intent of Project GAP is to help individuals with significant barriers

to employment to obtain the skills and credentials needed to accomplish their career goals. Following the meeting the ECSU team toured the new NCWorks

Career Center in Elizabeth City. NWDB and the NCWorks Career Center are proud partners with ECSU on Project GAP.

## NEXTGEN CORNER

Have you ever heard the old saying, “take the lemons life gives you and make lemonade?” With the many challenges of the ongoing pandemic there are opportunities to put this saying into action. NCWorks NextGen took this opportunity to teach our young adults that many inventions, businesses and jobs are born out of economic hard times and the desire to solve a problem through entrepreneurial ventures. NextGen hosted a virtual entrepreneurial training entitled, HBCU-nomics: How to Leverage Education to Make Money at Any Age During a Recession. Along with introducing information about HBCUs, the seminar highlighted

developing an entrepreneurial outlook, changing mindsets, creating businesses, and protecting money generating ideas. HBCUnomics author, Jamerus Payton and Intellectual Property & Business Attorney, Alicia Williams volunteered to facilitate this training by sharing their experiences, successes and tips about entrepreneurship and how to use talents to create jobs and drive economic growth while making money and building a career. Entrepreneurship training is one programming element NextGen uses to empower young adults to participate in contributing to their personal wealth and stimulate economic growth. Source: Lora Aples, NCWorks

## #WORKLOCAL PERQUIMANS COUNTY

The Northeastern Workforce Development Board (NWDB) presented three posters to Perquimans County High School (PCHS) Superintendent Tanya Turner on Thursday, November 19, 2020, as part of its #worklocal Initiative. The #worklocal Initiative was created by the NWDB to encourage local high school students to remain in or return to their local community for employment. Posters created as part of the #worklocal Initiative are hung in the high schools of the NWDB 10 county region to create awareness of career pathways available to students in their local area that will provide them a stable and sustainable income. The graduates featured on the #worklocal Initiative

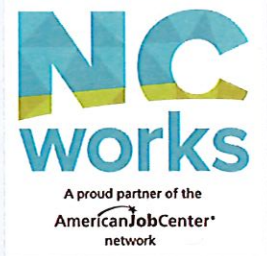
posters that represent Perquimans County are Calvin Boone, Owner of CB Auto, Tire & Service; Rebecca Story, Owner of Story’s Seafood Market & Restaurant; and Deputy Leroya Banks, with Perquiman’s County Sheriff’s Office and School Resource officer at Perquiman’s Middle School. NWDB’s Local Career Pathways Specialist, Amanda Patrick, works closely with the Career and Technical Education (CTE) Directors in each county to create partnerships for the #worklocal initiative. PCHS offers a variety of CTE courses, striving to prepare students for local career opportunities. These courses include: Health Care, Advanced Manufacturing, Animal Science, Firefighter Tech-

nology, and Aquaculture. Jill Cohen, PCHS CTE Director states, “While small, PCHS offers many pathways and have a strong partnership with the College of the Albemarle. We have strived to make our courses align to our regional economic needs.” Source: Daily Advance



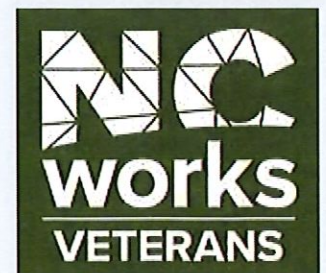
## NCWorks Blast

Do you receive the NCWorks Weekly Blast for our region? Sign-up today to see the latest job postings on NCWorks and information from our Business Services team and local partner agencies! To sign-up, email Heidi O’Neal, NCWorks Outreach Coordinator at [honeal@accog.org](mailto:honeal@accog.org).



## NCWorks Veteran’s Portal

Did you know that NCWorks.gov has a portal designed specifically for veterans? Visit [veterans.ncworks.gov](http://veterans.ncworks.gov) to take a look! Veterans can find jobs based on their military occupational code translated into the civilian sector. There are also links for resources such as how to get a copy of a DD-214 or how to find a local veteran service



## Board of Directors

**Zach Bray**, NWDB CHAIR  
Albemarle Electric Membership Corporation

**Janet Russ**, NWDB VICE CHAIR  
Coastal Electric Contracting Company

**Dave Carroll**  
Labor Organization, AFL-CIO

**Larry Donley**  
Wagner-Peyser Act  
NC Division of Workforce Solutions

**Larry Lombardi**  
Economic Development  
Currituck County

**Rex Anderson**  
Business Representative  
Regulator Marine

**Dr. David Loope**  
Community Based Organization  
yde Partnership for Children

**Tameka Gibbs**  
The Division of Vocational  
Rehabilitation Services

**Sean Lavin**  
Business Representative  
TCOM, L.P.

**Debra Falstad Keenan**  
Business Representative  
Moneysworth Linen Services

**Vernon Brinkley**  
Business Representative  
A.W. Brinkley Hardware, Inc.

**JD Williamson**  
Business Representative  
Williamson CPA, PLLC

**Diane White**  
Business Representative  
Domtar Company

**Sandi Brickhouse Smith**  
Business Representative  
Cherry Farms Seed Company, Inc.

**Terri Gallop**  
Labor Organization  
North Carolina Association of  
Educators

**Dr. Kimberly Gregory**  
Adult Education  
College of The Albemarle

**Richard Thorne, Jr.**  
Business Representative  
HDM Associates

**Montique McClary**  
Apprenticeship  
City of Elizabeth City

The **Northeastern Workforce Development Board (NWDB)** is a group of community leaders appointed by local elected officials. The NWDB serves North Carolina's 10 most northeastern counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington Counties. The purpose of the NWDB is to provide policy, planning and oversight for local workforce development programs and to address workforce issues as identified by the communities that they represent. NWDB's mission is to foster employment of northeastern North Carolinians by enriching the skills and suitability of candidate employees for the businesses of the region.

### Our Vision

Citizens and businesses of the Northeast region will rely on the board to promote the growth of well-paying jobs in new and existing businesses. Citizens in the region will be able to find satisfying employment here, and will choose not to move away.

### Our Mission

The NWDB fosters employment of Northeastern North Carolinians by enriching the skills and suitability of candidate employees for the businesses of the region.

### Our Core Purpose

To resolve workforce issues and challenges to meet Northeastern North Carolina employment needs.

### Our Values

- One community, one team
- Forward looking and responsive to customer needs
- Embrace creativity • Nurturing hope for the future
- Integrity first and excellence in all we do
- Data driven, fact focused, relevant results



Northeastern Workforce  
Development Board  
**ALBEMARLE COMMISSION**  
REGION R COUNCIL OF GOVERNMENTS

## NCWorks Career Centers and Outposts

Albemarle Commission  
512 S. Church Street  
Hertford, NC 27944  
Phone: 252-426-5753

Elizabeth City NCWorks Career Center  
111 Jordan Plaza  
Elizabeth City, NC 27909  
Phone: 252-621-6350

Dare NCWorks Career Center  
2522 South Croatan Hwy.  
Nags Head, NC 27959  
Phone: (252) 480-3500

Edenton-Chowan NCWorks Career Center  
118 Blades Street, Building 3  
Edenton, NC 27932  
Phone: (252) 482-2195

Currituck DSS  
2793 Caratoke Highway  
Currituck, NC 27929  
Phone: (252) 232-3083

College of the Albemarle Elizabeth City  
1208 N. Road Street  
Elizabeth City, NC 27909  
Phone: (252) 335-0821

College of the Albemarle Manteo  
132 Russell Twiford Rd.  
Manteo, NC 27954  
Cell: (252) 312-6852

Hyde County DSS  
35015 US Hwy 264  
Engelhard, NC 27824  
Cell: (252) 312-6859

Hyde County Gvt. Bldg.  
P.O. Box 5, 30 Oyster Creek Road  
Swan Quarter, NC 27885  
Cell: (252) 312-6859

Beaufort County Community College Roper  
P.O. Box 503, 100 Hwy 32 N.  
Roper, NC 27970  
Cell: (252) 312-6859

Tyrrell County Finance Building  
108 Water Street  
Columbia, NC 27925  
Cell: (252) 312-6859

Gates DSS  
P.O. Box 185, 122 Main Street  
Gatesville, NC 27938  
Cell: (252) 312-7357

Visit [nwdbworks.com](http://nwdbworks.com) or [networks.gov](http://networks.gov)



# 11. EXECUTIVE DIRECTOR REPORT



# EXECUTIVE DIRECTOR REPORT TO FOLLOW



# 12. REPORTS FROM COMMITTEES





# 13. CHAIRMAN & BOARD DELEGATE COMMENTS



## **14. ADJOURNMENT**

**Delegate Members, please don't forget to turn  
in your mileage sheet**

**NEXT MEETING**

**Thursday, March 18<sup>th</sup>, 2021 at 6:00 PM**

# ALBEMARLE COMMISSION TRAVEL REIMBURSEMENT

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

Employee Name \_\_\_\_\_

Page 1 of 1

Employee Number \_\_\_\_\_

Date	Is the Out of District Travel Form Attached?	Destination FROM TO	Purpose/Explanation	Budget Account Number or Name	Miles (523100)	Miles X 0.560	Breakfast Per Diem \$13 (Base Rate)	Lunch Per Diem \$14 (Base Rate)	Dinner Per Diem \$23 (Base Rate)	Total Meals (523300)	Other (Must include explanation and receipt)
						\$ -					
						\$ -					
						\$ -					
						\$ -					
						\$ -					
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						\$ -					
						\$ -					
						\$ -					
						\$ -					
Total Reimbursement Due						\$ -				\$ -	\$ -

Total Reimbursement Due \$ -

SIGNATURES		ADMINISTRATION USE ONLY	
I hereby certify that these expenses were actually incurred and that I will not or have not received reimbursement for any of these expenses by another party or organization.		Program	Budget Code
Employee	Date _____		Amount
Supervisor /Reviewed By	Date _____		