

**Minutes of the
Albemarle Commission Board of Delegates
March 18, 2021 6:00 P.M.**

Opening

Chairperson Lloyd Griffin called the meeting to order at 6:01 p.m.

Invocation

Commissioner Fondella Leigh led the Invocation.

Pledge of Allegiance

Chairperson Griffin 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.

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

Absent Members

Owen Etheridge	Currituck
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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

Becky Veazey, The MAPS Group

Agenda (VOTE):

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

February 2021 Minutes (VOTE)

Commissioner Robert Kirby motioned to approve the Minutes as presented, seconded by Commissioner Riggs. With a roll call vote, the motion carried unanimously.

Public Comment:

None.

Old Business:

A. Pay Classification Study Update

At-Large Delegate Elizabeth Hedrick, a member of the Pay Classification Study Committee, and Becky Veazey from The MAPS Group discussed the Pay Classification Study performed by The MAPS Group. At-Large Delegate Hedrick discussed the Committees recommendation to move forward with an amended option 1, provided by The MAPS Group, with an implementation of a 4% payroll increase of about \$55,714.

At-Large Delegate Hedrick motioned to approve the recommendation as presented, seconded by At-Large Delegate William Hoggard. With a roll call vote, twelve (12) board members were in favor of the recommendation and one board member was opposed. The motion carried with majority in favor.

Chairperson Griffin asked the Committee their thoughts in regards to the Executive Directors salary. Commissioner Tracey Johnson said the Committee felt the Board should have a closed session to discuss Executive Director Michael Ervin's salary. Chairperson Griffin also discussed sending evaluation forms for Executive Director Ervin out to the board.

B. Building Update – Jordan Davis

Commissioner Jordan Davis presented the opportunity for the Albemarle Commission to rent the Port Building directly behind the current Commission building. Commissioner Davis said if this building is leased, the Northeastern Workforce Development Board (NWDB) could move into the building, providing more space in our current building.

Executive Director Ervin discussed the cost of leasing the building and what services would be included. Executive Director Ervin said the Commission could take possession of the building May 1st; however, it is up to the Board as to whether we take possession May 1st, or at the start of the new fiscal year.

Commissioner Davis motioned to take possession May 1st, and budget for the building for the next calendar year, seconded by Commissioner Leigh. With a roll call vote, the motion carried unanimously.

Finance Report

Finance Officer Jeri Hansen discussed the monthly finance report.

Finance Officer Hansen provided a budget update for FY 2021-2022. Finance Officer Hansen spoke of upcoming items on the Budget calendar.

Finance Officer Hansen presented the Audit Contract provided by Thompson, Price, Scott, Adams & Co (TPSA).

Commissioner Riggs motioned to approve the Audit Contract for 2021, seconded by At-Large Delegate William Hoggard. With a roll call vote, the motion carried unanimously.

Chairperson Griffin discussed holding a Budget meeting the first week of April via Zoom.

Board Member Comments:

Commissioner Riggs discussed spending a day with Special Projects Administrator Sharon Smith touring various businesses in Camden County.

Commissioner Kirby discussed the new high school and windmills in Chowan County.

Commissioner Hofler mentioned Gates County was in the process of working on the upcoming budget.

Commissioner Earl Pugh reported Hyde County reporting zero (0) new COVID cases.

At-Large Delegate Janet Russ spoke about the COVID vaccine clinics in Hyde County.

Commissioner Davis mentioned the decrease of COVID cases in Tyrrell County.

At-Large Delegate Hedrick spoke about COVID and high school students returning to schools in Gates County.

Commissioner Rob Ross spoke about inlets, shoaling, and beach nourishment projects in Dare County.

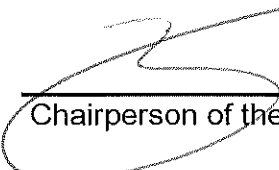
Commissioner Leigh mentioned Perquimans County is in the process of discussing the monument outside of the Courthouse. Commissioner Leigh also spoke of the COVID vaccine clinics.

Commissioner Johnson spoke of the COVID vaccine clinics in Washington County.

Chairperson Griffin discussed Pasquotank County is in the beginning stages of the budget process.


Adjournment

Chairperson Griffin adjourned the meeting at 6:56 p.m.



Chairperson of the Board, Lloyd Griffin

Attested by:



Clerk to the Board, Ashley Stallings

4/15/2021

Date

