



ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING

DATE: Thursday, **April 15, 2021**
TIME: 6:00 p.m. Board Meeting
LOCATION: Albemarle Commission Offices and Zoom
A LIGHT DINNER WILL BE PROVIDED AT 5:30 PRIOR TO THE MEETING

Item 1. Call Meeting to Order

Item 2. Invocation

Item 3. Pledge of Allegiance

Item 4. Amendments of Agenda VOTE

Item 5. Approval of Agenda VOTE

Item 6. Approval of Minutes from March 2021 VOTE

Item 7. Public Comments

Item 8. Old Business

A. Personnel Policy Update

Item 9. Finance Report – Jeri Hansen

A. Finance Report

B. Proposed FY 2021-2022 Budget Presentation

Item 10. New Business

A. Approval of Essential Single Family Rehab Loan Pool (ESFRLP) Contracts: Camden, Currituck, Dare, Hyde & Pasquotank County (See attached) VOTE

B. H401/SB349 Resolution VOTE

C. House Bill 384 (See attached)

Item 11. Staff Reports (See Attachment(s))

A. AAA Report

Item 12. Executive Director's Report

Item 13. Chairperson & Board Delegates Comments

Item 14. Closed Session

Purpose of the closed will be to confer with the Board attorney regarding matters within the attorney/client privilege and to preserve that privilege; and to discuss confidential personnel matters (NCGS 143-318.11(a)(3) and (6))

Item 15. ADJOURNMENT

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

**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

Date



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 March 31, 2021**

Program Accounts						
	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended YTD	
210 - Indirect Fund	\$ 487,583.00	\$ 320,717.00	\$ 42,324.00	\$ 166,866.00	66%	
220 - General Transfer Fund	\$ 131,984.00	\$ 49,887.00	\$ 4,011.00	\$ 82,097.00	38%	
220 - CWMTF Grant	\$ 2,584.00	\$ 2,584.00	\$ -	\$ -	100%	
320 - EDA Planning Grant	\$ 100,000.00	\$ 41,173.00	\$ 6,243.00	\$ 58,827.00	41%	
320 - EDA Cares Act Grant	\$ 200,000.00	\$ 92,670.00	\$ 12,442.00	\$ 107,330.00	46%	
365 - Dept. of Transportation (RPO)	\$ 144,531.00	\$ 96,931.00	\$ 10,529.00	\$ 47,600.00	67%	
220 - Safe Routes to School Grant	\$ 98,197.00	\$ 32,639.00	\$ -	\$ 65,558.00	33%	
520 - Aging Program	\$ 3,758,038.00	\$ 2,252,509.00	\$ 295,380.00	\$ 1,505,529.00	60%	
820 - Revolving Loan Fund	\$ 21,175.00	\$ -	\$ -	\$ 21,175.00	0%	
NWDB						
735 - WD-Adult	\$ 1,128,403.00	\$ 592,128.00	\$ 69,768.00	\$ 536,275.00	52%	
735 - WD-Dislocated Worker	\$ 766,138.00	\$ 240,347.00	\$ 32,646.00	\$ 525,791.00	31%	
790 - WD Administrative Fund	\$ 301,065.00	\$ 132,289.00	\$ 8,733.00	\$ 168,776.00	44%	
810 - WD Youth	\$ 922,848.00	\$ 473,326.00	\$ 47,341.00	\$ 449,522.00	51%	
814 - WD - Special Grants/Projects	\$ 364,633.00	\$ 129,868.00	\$ 16,426.00	\$ 234,765.00	36%	
	<u>\$ 3,483,087.00</u>	<u>\$ 1,567,958.00</u>	<u>\$ 174,914.00</u>	<u>\$ 1,915,129.00</u>	<u>45%</u>	
Budget amounts for NWDB include 2-year fund amounts. NWDB has \$821,095 of their budget earmarked for carry-forward to next fiscal year, making their actual YTD budget spent 59%.						
Albemarle Commission Totals	\$ 8,427,179.00	\$ 4,457,068.00	\$ 545,843.00	\$ 3,970,111.00	53%	

NOTE: MTD amounts are included in the YTD amounts.

Bank Accounts	
Ending Balance as of 3-31-2021	
Wells Fargo - Commercial Checking	
Public Funds	\$ 520,409.80
NC Cash Management	\$ 1,836,027.43
Atlantic Union-AAA Senior Nutrition	
TOTAL	<u>\$ 2,356,437.23</u>