



ALBEMARLE COMMISSION  
BOARD OF DELEGATES MEETING

DATE: Thursday, **June 17, 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 May 2021 VOTE**

**Item 7. Public Comments**

**Item 8. Old Business**

**A. Personnel Policy Update – Attorney John Leidy**

**Item 9. Finance Report – Jeri Hansen**

**A. Finance Report**

**B. Modified Budget Ordinance Resolution**

**C. Budget Amendment**

**Item 10. New Business**

**A. Mike Barnette, McDavid Associates Inc – Essential Single Family Rehab Loan Pool (ESFRLP)**

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

**A. AAA Report**

**B. ARPO Report**

**C. NWDB Report**

**D. Special Project Report**

**Item 12. Executive Director's Report**

**Item 13. Chairperson & Board Delegates Comments**

**Item 14. Closed Session**

Purpose of the closed session will be to confer with the Board Attorney regarding matters within the attorney/client privilege. (NCGS 143-318.11(a)(3))

**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  
May 20, 2021 6:00 P.M.**

**Opening**

Chairperson Lloyd Griffin called the meeting to order at 6:00 p.m.

**Invocation**

Commissioner Fondella Leigh led the Invocation.

**Pledge of Allegiance**

At-Large Delegate William Hoggard 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.

**Name**

Clayton Riggs  
Robert Kirby  
Linda Hofler  
Elizabeth Hedrick  
Lloyd Griffin  
William Hoggard III  
Fondella Leigh  
Connie Brothers  
Jordan Davis  
Tracey A. Johnson

**County**

Camden  
Chowan  
Gates  
Gates  
Pasquotank  
Pasquotank  
Perquimans  
Perquimans  
Tyrrell  
Washington

**Absent Members**

Owen Etheridge  
Rob Ross  
Earl Pugh  
Janet Russ

Currituck  
Dare  
Hyde  
Hyde

**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  
Ashley Stallings, Clerk and Administrative & Benefits Coordinator  
Sharon Smith, Special Projects Administrator

**Guests and Partners**

None.

**Agenda (VOTE):**

Chairperson Griffin requested to remove New Business Item 11, Mike Barnette-McDavid Associates, Inc.

Commissioner Clayton Riggs motioned to remove Item 11 and approve the Agenda as presented

with the amendment, seconded by Commissioner Tracey Johnson. With a roll call vote, the motion carried unanimously.

**April 2021 Minutes (VOTE)**

Commissioner Jordan Davis motioned to approve the Minutes as presented, seconded by At-Large Delegate Hoggard. With a roll call vote, the motion carried unanimously.

**Public Comment:**

None.

**Old Business:**

**A. Personnel Policy Update – Attorney John Leidy**

Attorney John Leidy discussed the personnel policy. Attorney Leidy mentioned the Personnel Policy Committee, which consists of Commissioner Johnson, At-Large Delegate Hoggard, and At-Large Delegate Elizabeth Hedrick, met Tuesday, May 18, 2021 to discuss the policy. Attorney Leidy wasn't able to attend due to another obligation.

**Public Hearing: FY 2021-2022 Proposed Budget**

Executive Director Michael Ervin discussed the FY 2021-2022 proposed budget.

Commissioner Linda Hofler motioned to approve the FY 2021-2022 budget as presented, seconded by Commissioner Davis. With a roll call vote, the motion carried unanimously.

**Finance**

**A. Finance Report**

Executive Director Ervin discussed the monthly finance report.

**B. Budget Amendment #5B (VOTE)**

Executive Director Ervin presented the budget amendment.

At-Large Delegate Connie Brothers motioned to approve the budget amendment as presented, seconded by Commissioner Davis. With a roll call vote, the motion carried unanimously.

**New Business:**

None.

**Staff Reports**

Staff reported on various items.

**Executive Director Report**

Executive Director Ervin discussed possible funding that could potentially come to the Albemarle Commission and the region.

Chairperson Griffin asked for a census of the Board of a workshop to discuss and understand where the funding is coming from. The census was the board being in favor of holding a workshop.

Executive Director Ervin mentioned a scheduled meeting with our state representatives on June 1<sup>st</sup> in Raleigh.

**Board Member Comments**

Commissioner Leigh reported things were okay in Perquimans County, and the county was in the budget process.

At-Large Delegate Brothers mentioned Parks & Rec food distribution provided over 400 meals, and they are getting ready for the Downtown Hertford Summer Stroll happening on the second Friday of June, July, August, and September.

At-Large Delegate Hedrick reported that things are going back to normal, and more residents have stopped wearing masks. Schools are getting out for the summer soon.

Commissioner Johnson mentioned Washington County is holding their annual Black Bear Festival on June 5th. Commissioner Johnson mentioned a meeting on June 2 with Senator Thom Tillis. Commissioner Johnson mentioned the county needs a new school.

At-Large Delegate Hoggard reported on the fuel crisis. At-Large Delegate Hoggard praised the citizens for their peaceful demeanor conducting their right to assembly.

Commissioner Hofler reported Gates County ended their County State of Emergency. Gates County is working on their budget.

Commissioner Davis reported Tyrell County is in the budget process. Commissioner Davis reported having to increase water rates due to the Prison still not operating at full capacity.

Commissioner Riggs reported Camden County is in the budget process.

Commissioner Robert Kirby congratulated Camden County's softball team. Commissioner Kirby reported Chowan County is in the budget process and in the process of designing a new high school.

Chairperson Griffin reported Pasquotank County is in the budget process, and also mentioned water issues in the County.

**Adjournment**

Chairperson Griffin adjourned the meeting at 7:09 p.m.

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Chairperson of the Board, Lloyd Griffin

Attested by:

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Clerk to the Board, Ashley Stallings

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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 May 31, 2021**

Program Accounts						
	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended YTD	
210 - Indirect Fund	\$ 487,583.00	\$ 397,953.00	\$ 37,179.00	\$ 89,630.00	82%	
220 - General Transfer Fund	\$ 131,984.00	\$ 68,267.00	\$ 9,214.00	\$ 63,717.00	52%	
230 - CWMTF Grant	\$ 2,584.00	\$ 2,584.00	\$ -	\$ -	100%	
230 - Essential Single Family Rehab**	\$ 50,000.00	\$ 18,035.00	\$ -	\$ 31,965.00	36%	
320 - EDA Planning Grant**	\$ 100,000.00	\$ 49,925.00	\$ 4,469.00	\$ 50,075.00	50%	
320 - EDA Cares Act Grant**	\$ 200,000.00	\$ 113,598.00	\$ 13,249.00	\$ 86,402.00	57%	
365 - Dept. of Transportation (RPO)	\$ 144,531.00	\$ 125,953.00	\$ 20,623.00	\$ 18,578.00	87%	
220 - Safe Routes to School Grant**	\$ 98,197.00	\$ 58,655.00	\$ -	\$ 39,542.00	60%	
520 - Aging Program	\$ 3,764,669.00	\$ 2,868,252.00	\$ 304,141.00	\$ 896,417.00	76%	
820 - Revolving Loan Fund	\$ 21,175.00	\$ -	\$ -	\$ 21,175.00	0%	
**These grants are awarded for multiple years. Amounts budgeted but not spent carry forward to the next fiscal year.						
<b>NWDB</b>						
735 - WD-Adult	\$ 1,378,403.00	\$ 708,598.00	\$ 65,554.00	\$ 669,805.00	51%	
735 - WD-Dislocated Worker	\$ 519,097.00	\$ 294,528.00	\$ 26,631.00	\$ 224,569.00	57%	
790 - WD Administrative Fund	\$ 301,394.00	\$ 153,689.00	\$ 13,692.00	\$ 147,705.00	51%	
810 - WD Youth	\$ 1,047,848.00	\$ 563,658.00	\$ 44,381.00	\$ 484,190.00	54%	
814 - WD - Special Grants/Projects	\$ 364,633.00	\$ 173,376.00	\$ 27,045.00	\$ 191,257.00	48%	
	\$ 3,611,375.00	\$ 1,893,849.00	\$ 177,303.00	\$ 1,717,526.00	52%	
Budget amounts for NWDB include 2-year fund amounts. NWDB has \$775,960 of their budget earmarked for carry-forward to next fiscal year, making their actual YTD budget spent 67%.						
<b>Albemarle Commission Totals</b>	<b>\$ 8,612,098.00</b>	<b>\$ 5,597,071.00</b>	<b>\$ 566,178.00</b>	<b>\$ 3,015,027.00</b>	<b>65%</b>	

NOTE: MTD amounts are included in the YTD amounts.

Bank Accounts	
Ending Balance as of 5-31-2021	
Wells Fargo - Commercial Checking	
Public Funds	\$ 117,203.56
NC Cash Management	\$ 1,822,657.11
Atlantic Union-AAA Senior Nutrition	\$ 5,983.44
<b>TOTAL</b>	<b>\$ 1,945,844.11</b>



**The Albemarle Commission Board of Delegates  
FISCAL YEAR 2021-2022  
BUDGET ORDINANCE RESOLUTION**

WHEREAS, The State of North Carolina requires that Regional Councils of Government comply with NCGS Chapter 159 cited as The Local Government Finance Act; and

WHEREAS, The Local Government Finance Act prescribes a uniform system of budget adoption and administration and fiscal control; and

WHEREAS, NCGS Ch. 159-8 (a) further prescribes that Regional Council of Governments shall operate under an annual balanced budget; and

WHEREAS, NCGS Ch. 159-8 through 159-17 prescribes the procedures and requirements for the adoption, execution, and administration of an annual budget ordinance,

NOW THEREFORE; BE IT RESOLVED, by the Board of Delegates of the Albemarle Commission, the following expenditures and revenues are herewith budgeted in the programs as presented below and are hereby adopted in total at the program department level:

PROGRAMS	FY 2021-2022 Expenditures & Revenues
Albemarle Commission Administration	<b>\$526,991.00</b>
<b>PROGRAMS</b>	
Rural Planning Organization	<b>\$144,531.00</b>
Safe Routes to School Grant	<b>\$119,390.00</b>
Area Agency on Aging	<b>\$3,148,460.00</b>
Workforce Development	<b>\$3,307,324.00</b>
EDA Cares Act	<b>\$200,000.00</b>
<b>GRANTS</b>	
EDA Planning Grant	<b>\$100,000.00</b>
Essential Single-Family Rehab Loan Pool	<b>\$200,000.00</b>
<b>GENERAL FUND</b>	<b>\$132,508.00</b>
<b>REVENUES ONLY</b>	
Revolving Loan Fund	<b>\$20,881.00</b>
<b>TOTAL BUDGET</b>	<b>\$7,900,085.00</b>

ADOPTED on this the 17<sup>th</sup> Day of June, 2021.

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Lloyd E. Griffin, III, Chairperson

ATTEST:

\_\_\_\_\_  
Michael Ervin, Executive Director

**BUDGET AMENDMENT #8B**

**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**

**WORKFORCE DEVELOPMENT FUND**

Federal Funds	\$ 79,860.00
<b>TOTAL WORKFORCE DEVELOPMENT FUND</b>	<b>\$ 79,860.00</b>
<b>TOTAL REVENUES BY SOURCE</b>	<b>\$ 79,860.00</b>

**SECTION II: EXPENDITURES BY PROGRAM**

Workforce Development Fund	\$ 79,860.00
<b>TOTAL EXPENDITURES BY PROGRAM</b>	<b>\$ 79,860.00</b>

**SECTION III: TRANSFERS BY PROGRAM**

**AREA AGENCY ON AGING**

Transfer To	Nutrition - Congregate	\$ 100,000.00
Transfer From	Nutrition - Home Delivered	\$ (100,000.00)
Transfer To	OBX Alzheimer's Walk	\$ 6,000.00
Transfer From	Special Projects	\$ (6,000.00)

<b>CURRENT FY 2020-2021 BUDGET</b>	<b>\$ 8,612,098.00</b>
<b>Budget Amendment #8B 6-17-2021</b>	<b>\$ 79,860.00</b>

**TOTAL AMENDED BUDGET FY 2020-2021 \$ 8,691,958.00**

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