



ALBEMARLE COMMISSION  
BOARD OF DELEGATES MEETING

DATE: Thursday, **September 16, 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 August 2021 **VOTE****

**Item 7. Public Comments**

**Item 8. Old Business**

- A. Personnel Policy Update – Attorney John Leidy
- B. Virtual Meetings

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

- A. Monthly Finance Report Ending August 31, 2021

**Item 10. New Business**

- A. Broadband Project

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

- A. AAA Report
- B. ARPO Report
- C. NWDB Report
- D. Special Projects Administrator Report

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

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

**Item 14. 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  
August 19, 2021 6:00 P.M.**

**Opening**

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

**Invocation**

Chairperson Griffin 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 eleven (11) Members present.

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

**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 Linda Hofler motioned to approve the agenda as presented, seconded by At-Large Delegate Elizabeth Hedrick. With a roll call vote, the motion carried unanimously.

**June 2021 Minutes (VOTE)**

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

**Public Comment:**

None.

**Old Business:**

**A. Personnel Policy Update-John Leidy**

Attorney John Leidy provided a status update from the personnel policy committee, which met prior to the board meeting.

At-Large Delegate Hedrick also informed the board of items discussed during the committee meeting.

**Finance**

**A. Fiscal Year 2020-2021 Year-End Review**

Finance Officer Jeri Hansen discussed the Year-End review.

**B. Budget Amendment - #1B (VOTE)**

Finance Officer Hansen presented Budget Amendment #1B to the Board.

Commissioner Clayton Riggs motioned to approve the Budget Amendment as presented, seconded by At-Large Delegate Connie Brothers. With a roll call vote, the motion carried unanimously.

**C. Monthly Finance Report Ending July 31, 2021**

Finance Officer Hansen discussed the monthly finance report.

**New Business:**

**A. Virtual Meetings**

Chairperson Griffin discussed the Albemarle Commission's virtual meeting policy. After some discussion, Chairperson Griffin stated he would follow up with Attorney Leidy and Executive Director Michael Ervin, and the board would have another discussion during the September Meeting.

**Staff Reports:**

Area Agency on Aging (AAA) Director Laura Alvarico discussed additional funding AAA will be receiving. AAA Director Alvarico also discussed contracting with health and human services to provide COVID vaccines to older adults who are home bound.

Special Projects Administrator Sharon Smith discussed various meetings she attended, and provided a broadband update for our region.

**Executive Director Report**

Executive Director Michael Ervin discussed broadband in our region. Executive Director Ervin mentioned the Albemarle Commission is co-sponsoring an upcoming Regional Economic Summit on October 14 with Elizabeth City State University (ECSU). Executive Director Ervin also discussed the State COG Association meeting he attended with Commissioner Tracey Johnson.

**Board Member Comments:**

At-Large Delegate Brothers announced that on September 11, 2021 Perquimans County will have a community clean-up day.

Commissioner Fondella Leigh discussed the movement of a monument by the courthouse.

Commissioner Johnson discussed the census report.

Commissioner Earl Pugh reported Hyde County had a good tourist season.

At-Large Delegate Hedrick discussed the census, housing, and broadband.

Commissioner Hofler discussed water department issues.

Commissioner Kirby announced Edenton hired a new Town Manager.

Chairperson Griffin discussed the census and some upgrades to the water system.

**Adjournment**

Chairperson Griffin adjourned the meeting at 7:03 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 August 31, 2021

### Program Accounts

	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended YTD
210 - Indirect Fund	\$ 526,991.00	\$ 73,912.00	\$ 28,955.00	\$ 453,079.00	14%
220 - General Transfer Fund	\$ 132,508.00	\$ 4,697.00	\$ 4,697.00	\$ 127,811.00	4%
230 - Essential Single Family Rehab**	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	0%
320 - EDA Planning Grant**	\$ 150,000.00	\$ 12,576.00	\$ 3,381.00	\$ 137,424.00	8%
320 - EDA Cares Act Grant	\$ 272,046.00	\$ 21,649.00	\$ 10,581.00	\$ 250,397.00	8%
365 - Dept. of Transportation (RPO)	\$ 144,531.00	\$ 21,024.00	\$ 10,595.00	\$ 123,507.00	15%
220 - Safe Routes to School Grant**	\$ 180,000.00	\$ 5,470.00	\$ 2,284.00	\$ 174,530.00	3%
520 - Aging Program	\$ 3,267,367.00	\$ 404,496.00	\$ 236,212.00	\$ 2,862,871.00	12%
820 - Revolving Loan Fund	\$ 20,881.00	\$ -	\$ -	\$ 20,881.00	0%

\*\*These grants are awarded for multiple years. Amounts budgeted but not spent carry forward to the next fiscal year.

#### NWDB

735 - WD-Adult	\$ 985,776.00	\$ 111,222.00	\$ 78,729.00	\$ 874,554.00	11%
735 - WD-Dislocated Worker	\$ 668,678.00	\$ 60,776.00	\$ 42,871.00	\$ 607,902.00	9%
790 - WD Administrative Fund	\$ 280,869.00	\$ 26,171.00	\$ 13,145.00	\$ 254,698.00	9%
810 - WD Youth	\$ 877,213.00	\$ 79,172.00	\$ 46,261.00	\$ 798,041.00	9%
814 - WD - Special Grants/Projects	\$ 294,538.00	\$ 24,176.00	\$ 18,015.00	\$ 270,362.00	8%
	<u>\$ 3,107,074.00</u>	<u>\$ 301,517.00</u>	<u>\$ 199,021.00</u>	<u>\$ 2,805,557.00</u>	<u>10%</u>

Budget amounts for NWDB include 2-year fund amounts. NWDB has \$404,136 of their budget earmarked for carry-forward to next fiscal year, making their actual YTD budget spent 11%.

**Albemarle Commission Totals \$ 8,001,398.00 \$ 845,341.00 \$ 495,726.00 \$ 7,156,057.00 11%**

NOTE: MTD amounts are included in the YTD amounts.

### Bank Accounts

#### Ending Balance as of 8-31-2021

Wells Fargo - Commercial Checking	
Public Funds	\$ 129,538.13
NC Cash Management	\$ 2,145,780.61
Atlantic Union-AAA Senior Nutrition	
TOTAL	<u>\$ 2,275,318.74</u>

Not Rec'd as  
of 9/8/21