



ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING

DATE: Thursday, **November 18, 2021**
TIME: 6:00 p.m. Board Meeting
LOCATION: Albemarle Commission Offices and Zoom

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 October 2021 VOTE

Item 7. Public Comments

Item 8. Old Business

A.

Item 9. Finance Report – Jeri Hansen

A. Budget Amendment #5B **VOTE**

B. Monthly Finance Report Ending October 31, 2021

Item 10. New Business

A. Audit Presentation by Thompson, Price, Scott, Adams & CO (TPSA) – Allen Thompspon

B. Selection of Nominating Committee – Officers 2022

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
October 21, 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

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 ten (10) Members present.

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

Partners, staff, and guests present:

Attorney John Leidy of Hornthal, Riley, Ellis and Maland

Staff members:

Michael Ervin, Executive Director
David Whitmer, NWDB Director
Laura Alvarico, AAA Director
Angela Welsh, RPO Director
Jeri Hansen, Finance Officer
Ashley Stallings, Clerk and Administrative & Benefits Coordinator
Sharon Smith, Special Projects Administrator

Guests and Partners

Bob Crump – 757 Alliance – Hampton Roads Collaborative Grant

Agenda (VOTE):

Commissioner Linda Hofler motioned to approve the Agenda as presented, seconded by At-Large

Delegate William Hoggard. With a roll call vote, the motion passed unanimously.

September 2021 Minutes (VOTE)

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

Public Comment:

None.

Old Business:

A. Personnel Policy Update-John Leidy

Attorney John Leidy presented the final draft of the Personnel Policy to the Board.

Commissioner Riggs motioned to adopt the Personnel Policy as presented, seconded by At-Large Delegate Hoggard. With a roll call vote, the motion carried unanimously.

Finance

A. Budget Amendment #3B VOTE

Finance Officer Jeri Hansen presented Budget Amendment #3B to the Board.

At-Large Delegate Hoggard motioned to approve the Budget Amendment as presented, seconded by Commissioner Ann Keyes. With a roll call vote, the motion carried unanimously.

B. Monthly Finance Report Ending September 30, 2021

Finance Officer Hansen discussed the monthly finance report

New Business:

A. Bob Crump – 757 Alliance – Hampton Roads Collaborative Grant

Executive Director Michael Ervin introduced Bob Crump to the Board.

Mr. Crump presented various projects being worked on at the Hampton Roads Planning District, with the collaborative efforts of the Albemarle Commission.

Staff Reports:

NWDB Director David Whitmer discussed a couple of grant opportunities NWDB has received.

Special Projects Administrator Sharon Smith discussed the Economic Summit she and Executive Director Ervin participated in the previous week. Special Project Administrator Smith also discussed submitting an EDA-EAA Broadband grant proposal.

Executive Director Report

Executive Director Ervin discussed the EDA-EAA Broadband grant proposal. Executive Director Ervin announced potentially hosting a training course at the Commission, in February 2022, for newly elected officials.

Board Member Comments:

At-Large Delegate Janet Russ reported things moving forward in Hyde County and she looked forward to the collaboration with Mr. Crump in the future.

Commissioner Hofler discussed moving forward with economic development opportunities in Gates County.

At-Large Delegate Hoggard mentioned Pasquotank County hiring an Economic Development Director.

Commissioner Robert Kirby discussed two public hearings scheduled in Chowan County and mentioned Bill HD951.

Commissioner Riggs mentioned the possible fourth sale in the Commercial Park.

Commission Rob Ross discussed COVID in Dare County.

Commissioner Leigh discussed COVID in Perquimans County.

At-Large Delegate Brothers mentioned National "Make a Difference" day.

Commissioner Keyes discussed school meetings and the hosting of a citizen's academy in Washington County.

Chairperson Griffin discussed I87, Highway 99, Highway 94, and the Alligator Bridge. Chairperson Griffin also announced Pasquotank County hired Jeff Berry as the new Economic Development Director.

Adjournment

Chairperson Griffin adjourned the meeting at 6:57 p.m.

Chairperson of the Board, Lloyd Griffin

Attested by:

Clerk to the Board, Ashley Stallings

Date

BUDGET AMENDMENT #5B

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, 2022.

SECTION 1: REVENUES BY SOURCE

AREA AGENCY ON AGING FUND

Senior's Health Insurance Information Program	\$ 3,700.00
Supplemental Nutrition Funding - Title IIIC-2	\$ 106,129.00
TOTAL AREA AGENCY ON AGING FUND	\$ 109,829.00

TOTAL REVENUES \$ 109,829.00

SECTION II: EXPENDITURES BY PROGRAM

AREA AGENCY ON AGING

Senior's Health Insurance Information Program Salaries	\$ 3,700.00
Supplemental Nutrition Funding Operating Expenses	\$ 106,129.00
TOTAL AREA AGENCY ON AGING FUND	\$ 109,829.00

TOTAL EXPENSES \$ 109,829.00

CURRENT FY 2021-2022 BUDGET	\$ 9,200,606.00
Budget Amendment #5B 11-18-2021	\$ 109,829.00
TOTAL AMENDED BUDGET FY 2021-2022	\$ 9,310,435.00

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



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 October 31, 2021

Program Accounts

	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended YTD
210 - Indirect Fund	\$ 526,991.00	\$ 149,579.00	\$ 34,621.00	\$ 377,412.00	28%
220 - General Transfer Fund	\$ 132,508.00	\$ 22,514.00	\$ 10,105.00	\$ 109,994.00	17%
230 - Essential Single Family Rehab**	\$ 200,000.00	\$ 7,650.00	\$ 1,650.00	\$ 192,350.00	4%
320 - EDA Planning Grant** (Reimb. Quarterly)	\$ 150,000.00	\$ 23,625.00	\$ 3,728.00	\$ 126,375.00	16%
320 - EDA Cares Act Grant (Reimb. Quarterly)	\$ 272,046.00	\$ 44,432.00	\$ 11,812.00	\$ 227,614.00	16%
365 - Rural Planning Org. (Reimb. Quarterly)	\$ 144,531.00	\$ 42,134.00	\$ 10,619.00	\$ 102,397.00	29%
220 - Safe Routes to School Grant**	\$ 180,000.00	\$ 22,873.00	\$ 14,004.00	\$ 157,127.00	13%
520 - Aging Program	\$ 4,466,575.00	\$ 1,008,599.00	\$ 325,463.00	\$ 3,457,976.00	23%
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	\$ 187,431.00	\$ 37,717.00	\$ 798,345.00	19%
735 - WD-Dislocated Worker	\$ 668,678.00	\$ 99,868.00	\$ 20,668.00	\$ 568,810.00	15%
790 - WD Administrative Fund	\$ 280,869.00	\$ 62,007.00	\$ 20,601.00	\$ 218,862.00	22%
810 - WD Youth	\$ 877,213.00	\$ 145,153.00	\$ 32,200.00	\$ 732,060.00	17%
814 - WD - Special Grants/Projects	\$ 294,538.00	\$ 53,447.00	\$ 14,390.00	\$ 241,091.00	18%
	<u>\$ 3,107,074.00</u>	<u>\$ 547,906.00</u>	<u>\$ 125,576.00</u>	<u>\$ 2,559,168.00</u>	<u>18%</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 20%.

Albemarle Commission Totals \$ 9,200,606.00 \$ 1,869,312.00 \$ 537,578.00 \$ 7,331,294.00 20%

NOTE: MTD amounts are included in the YTD amounts.

Bank Accounts

Ending Balance as of 10-31-2021

Wells Fargo - Commercial Checking	\$ 603,919.09
NC Cash Management	\$ 1,893,819.43
Atlantic Union-AAA Senior Nutrition	\$ 5,070.26
TOTAL	<u>\$ 2,502,808.78</u>