

**Minutes of the  
Albemarle Commission Board of Delegates  
September 16, 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**

Commissioner Jordan Davis led the Pledge of Allegiance.

**Determination of Quorum**

The presence of a quorum was determined by Clerk and Administrative & Benefits Coordinator, Ashley Stallings, with twelve (12) Members present.

| <b><u>Name</u></b>               | <b><u>County</u></b> |
|----------------------------------|----------------------|
| Clayton Riggs                    | Camden               |
| Robert Kirby                     | Chowan               |
| 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           |
| <br><b><u>Absent Members</u></b> |                      |
| Owen Etheridge                   | Currituck            |
| Rob Ross                         | Dare                 |

**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  
Jeri Hansen, Finance Officer  
Ashley Stallings, Clerk and Administrative & Benefits Coordinator  
Sharon Smith, Special Projects Administrator

**Guests and Partners**

None.

**Agenda (VOTE):**

Finance Officer Jeri Hansen requested to amend the agenda, adding Item 9B - Budget Amendment 2B. Executive Director Michael Ervin requested to also add Item 10B - Grant Opportunity Discussion.

Commissioner Linda Hofler motioned to approve the requested amendments and approved the amended Agenda, seconded by Commissioner Robert Kirby. As a double motion, with a roll call vote, the motion passed unanimously.

**August 2021 Minutes (VOTE)**

Commissioner Davis 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 Leidy presented three (3) items from the personnel policy committee, to the Board, which required guidance from the Board to finalize. These items were the FMLA policy, the Sick Leave Transfer policy, and the Executive Director Salary Classification.

FMLA policies require an employee to have completed 1 year of service, worked at least 1250 hours, and work at a location with at least 50 employees within a 75-mile radius. Albemarle Commission employs less than 50 people; therefore, under FMLA laws, no employee at the Commission qualifies for FMLA. It has been recommended by the personnel policy committee to adopt an FMLA policy, but not impose the 50 employees within a 75 mile radius requirement.

Currently, Albemarle Commission policy allows employees coming from other state agencies to transfer their sick leave from their previous employer to Albemarle Commission when hired. It has been recommended by the personnel policy committee to grandfather in all existing employees who have transferred leave, but not allow leave transfer for any new employees going forward.

At-Large Delegate Hoggard motioned to accept the recommended changes for the FMLA Policy and the Sick Leave Transfer Policy as stated above, seconded by At-Large Delegate Connie Brothers. With a roll call vote, the motion carried unanimously.

Finally, Attorney Leidy and members of the personnel policy committee discussed whether the Executive Director's salary should be contract-based, or included on the pay classification scale.

At-Large Delegate Hoggard motioned to accept the recommendation to continue to include the Executive Director's salary on the pay classification study as a guideline for hiring, seconded by Commissioner Tracey Johnson. With a roll call vote, the motion carried unanimously.

**B. Virtual Meetings**

Attorney Leidy discussed the virtual meetings policy. Attorney Leidy informed the board that NC is still under the State of Emergency that was declared by the Governor in March of 2020. Attorney Leidy recommends revisiting the Albemarle Commission Bylaws to potentially allow virtual meetings when the State of Emergency is lifted.

**Finance**

**A. Monthly Finance Report Ending August 31, 2021**

Finance Officer Hansen discussed the monthly finance report

**C. Budget Amendment - #2B (VOTE)**

Finance Officer Hansen presented Budget Amendment #2B to the Board.

Commissioner Davis motioned to approve the Budget Amendment as presented, seconded by Commissioner Clayton Riggs. With a roll call vote, the motion carried unanimously.

**New Business:**

**A. Broadband Project**

Special Projects Administrator Sharon Smith discussed the broadband project, "Albemarle Connect".

**B. Grant Opportunity Discussion**

Executive Director Ervin discussed a grant opportunity for a planning grant, working with the Hampton Roads Planning District.

Commissioner Davis motioned to approve drafting a letter of support for the planning grant, seconded by At-Large Delegate Brothers. With a roll call vote, ten (10) board members were in favor and one (1), Commissioner Johnson, opposed.

**Staff Reports:**

NWDB Director David Whitmer discussed the Workforce Development component of the planning grant opportunity.

Area Agency on Aging (AAA) Director Laura Alvarico discussed incoming ARPA funds and CARES funding.

**Executive Director Report**

Executive Director Ervin discussed the Algae Bloom Study award of \$72,500.00.

**Board Member Comments:**

At-Large Delegate Janet Russ reported a huge harvest in Hyde County.

Commissioner Riggs reported the corn harvest is doing well in Camden County.

Commissioner Earl Pugh thanked AAA Director Alvarico for her help with Home Delivered Meals on Ocracoke.

At-Large Delegate Brothers reported 62 Covid cases in Perquimans County. She also announced that municipality general elections are Nov. 2<sup>nd</sup> and she is a candidate for the town of Hertford.

At-Large Delegate Elizabeth Hedrick reported COVID is coming back to Gates County.

Commissioner Johnson stated she will be following up with the US Department of Commerce in regard to the MSA report, as it pertains to the planning grant with Hampton Roads.

Commissioner Hofler reported Representative Butterfield visited Gates County.

Commissioner Davis reported there has been no prison relief in Tyrrell County.

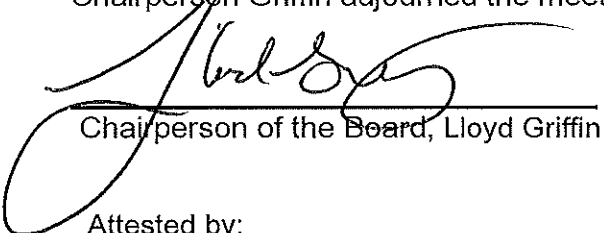
Commissioner Kirby discussed the potential vaccine mandate for individuals in the EMS field.

At-Large Delegate Hoggard discussed COVID.

Chairperson Griffin discussed an upcoming meeting with the NC Secretary of Transportation.

**Adjournment**

Chairperson Griffin adjourned the meeting at 7:33 p.m.

  
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Chairperson of the Board, Lloyd Griffin

Attested by:

  
\_\_\_\_\_  
Clerk to the Board, Ashley Stallings

10/21/2021  
Date