



ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING

DATE: Thursday, **March 17, 2022**
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 February 2022 VOTE

Item 7. Public Comments

Item 8. Old Business

Item 9. Finance Report – Jeri Hansen

A. Staff Recommendation & Resolution VOTE

B. Finance Report

Item 10. New Business

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
February 17, 2022 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 twelve (12) 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
Tracey A. Johnson	Washington
<u>Absent Members</u>	
Owen Etheridge	Currituck
Jordan Davis	Tyrrell

Partners, staff, and guests present:

Attorney M.H. Hood Ellis 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

Agenda (VOTE):

Commissioner Clayton Riggs motioned to approve the agenda as presented, seconded by Commissioner Linda Hofler. The motion carried unanimously.

January 2022 Minutes (VOTE)

Commissioner Tracey Johnson motioned to approve the Minutes as presented, seconded by At-Large Delegate Elizabeth Hedrick. With a roll call vote, the motion carried unanimously.

Public Comment:

None.

Finance

A. Monthly Finance Report Ending January 31, 2022

Finance Officer Hansen discussed the monthly finance report. AAA Director Laura Alvarico discussed the ARPA funding plan.

Staff Reports:

NWDB Director David Whitmer provided an update on the consolidation of the Workforce Development Boards.

ARPO Director Angela Welsh provided an update from the RPO meetings held earlier in the day.

Special Projects Administrator Sharon Smith discussed a broadband project.

Board Member Comments:

Commissioner Riggs spoke of the growth happening in Camden County and mentioned Camden County is still in search of a new county manager.

Commissioner Robert Kirby discussed the issues Chowan County is running into with moving forward with the wind turbines under the current State of Emergency.

Commissioner Leigh mentioned Perquimans County had a scheduled meeting with CenturyLink.

At-Large Delegate Connie Brothers spoke of a movie night on Feb. 25 at Perquimans County High School.

At-Large Delegate Hedrick reported Gates County schools lifted the mask mandate and mentioned how busy the Community Center has been.

Commissioner Rob Ross discussed meeting with housing development, stated the election is back on, and Dare County schools are making masks optional.

At-Large Delegate Janet Russ mentioned the closing of a successful hunting season, farmers are gearing up for new season. Delegate Russ also mentioned a recent plane crash from a hunting trip carrying 8 passengers, most of which were youth. She asked for prayers for each of those families.

Commissioner Earl Pugh discussed building a new school to replace the school that was damaged due to flooding, and he spoke of monies received for dredging in Hatteras.

At-Large Delegate Hoggard discussed small businesses opening in downtown Elizabeth City, the reopening of the Pines golf course, and the work NCDOT is doing with stop lights in the City.

Commissioner Johnson reported a number of projects in the beginning stages in Washington County. She also spoke about a grant for electric car charging stations.

Commissioner Hofler spoke of Representative Hunter's attendance at the Gates County Commissioner Meeting, and the funds he helped Gates obtain to do repairs on the Community

Center. She mentioned Executive Director Ervin and Special Projects Admin. Specialist Smith attended the Commissioner Meeting, and agreed to help the county with providing contractors/workers to do work to homes in the community that need assistance. She also discussed the vote made by the Gates County Board of Commissioners to purchase land at the Commerce Center, with hopes of encouraging Economic Development in the County.

Chairperson Griffin mentioned an issue at Pasquotank County High School. He also discussed items from the RPO meeting held earlier in the day.

Adjournment

At 6:49 p.m. the meeting was adjourned.

Chairperson of the Board, Lloyd Griffin

Attested by:

Clerk to the Board, Ashley Stallings

Date

DRAFT



CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

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To: Albemarle Commission
Board of Delegates

From: Jeri Hansen
Finance Officer

RE: Inactive Funds on the Balance Sheet

Date: March 17, 2022

The Albemarle Commission has identified the below inactive funds on the balance sheet.

Fund Name	Fund Balance	Year Last Active
EDA Rural Center	\$62.56	2000
EDA FEMA	\$94.60	2000
Incentive & Capacity Bldg	\$0.21	2008
Enhancement Funds	\$0.75	2008
Chowan Job Link	-\$157.56	2008
Dare Job Link	-\$5.12	2008
Emergency Medical Services	\$862.41	2011
JJ Planning	\$48.47	2011
Pasquotank Joblink	\$1,549.34	2016
Community Dev. And Building Grant	\$20,565.14	2016
Special Grants – WD	-\$2,228.13	2016
Total	\$20,792.67	

Staff Recommendation: It is recommended we close these inactive fund accounts from past grants and roll the residual amounts up to the general fund in an effort to clean up the balance sheet.



A RESOLUTION APPROVING AMENDMENTS TO THE
FY 2021-2022 BUDGET OF THE ALBEMARLE COMMISSION

ALBEMARLE COMMISSION BOARD OF DELEGATES

March 17, 2022

CAMDEN

RESOLVED, by the Board of Delegates of the Albemarle Commission, that

CHOWAN

CURRITUCK

WHEREAS, the Albemarle Commission needs to close inactive fund accounts from past grants and roll the residual amounts up to the general fund.

DARE

GATES

NOW THEREFORE BE IT RESOLVED that the Albemarle Commission's Board of Delegates hereby approves:

HYDE

PASQUOTANK

Closing eleven (11) inactive fund accounts and rolling the residual amounts, totaling \$20,792.67, up to the general fund.

PERQUIMANS

TYRRELL

This Resolution is adopted pursuant to the provisions of North Carolina General Statutes Chapter 115C-433. This Resolution shall become effective upon adoption.

WASHINGTON

COLUMBIA

CRESWELL

Adopted this 17th day of March, 2022.

DUCK

EDENTON

Lloyd E. Griffin, III, Chairperson

ELIZABETH CITY

ATTEST:

GATESVILLE

HERTFORD

Ashley Stallings, Administrative
and Benefits Coordinator

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL



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 February 28, 2022

Program Accounts

	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended YTD
210 - Indirect Fund	\$ 526,991.00	\$ 269,427.00	\$ 22,264.00	\$ 257,564.00	51%
220 - General Transfer Fund	\$ 132,508.00	\$ 48,359.00	\$ 9,308.00	\$ 84,149.00	36%
230 - Essential Single Family Rehab**	\$ 200,000.00	\$ 34,900.00	\$ -	\$ 165,100.00	17%
320 - EDA Planning Grant** (Reimb. Quarterly)	\$ 150,000.00	\$ 42,700.00	\$ 4,927.00	\$ 107,300.00	28%
320 - EDA Cares Act Grant (Reimb. Quarterly)	\$ 272,046.00	\$ 87,078.00	\$ 10,746.00	\$ 184,968.00	32%
365 - Rural Planning Org. (Reimb. Quarterly)	\$ 144,531.00	\$ 88,130.00	\$ 10,747.00	\$ 56,401.00	61%
220 - Safe Routes to School Grant**	\$ 180,000.00	\$ 72,433.00	\$ 1,459.00	\$ 107,567.00	40%
520 - Aging Program	\$ 4,743,152.00	\$ 2,092,261.00	\$ 268,652.00	\$ 2,650,891.00	44%
*The Aging Program has \$610,000 of their budget earmarked for carry-forward for the next two fiscal years, making their actual YTD budget spent 51%					
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	\$ 361,292.00	\$ 34,695.00	\$ 624,484.00	37%
735 - WD-Dislocated Worker	\$ 668,678.00	\$ 183,381.00	\$ 17,951.00	\$ 485,297.00	27%
790 - WD Administrative Fund	\$ 280,869.00	\$ 107,879.00	\$ 12,583.00	\$ 172,990.00	38%
810 - WD Youth	\$ 877,213.00	\$ 268,456.00	\$ 30,068.00	\$ 608,757.00	31%
814 - WD - Special Grants/Projects	\$ 294,538.00	\$ 121,638.00	\$ 10,796.00	\$ 172,900.00	41%
	\$ 3,107,074.00	\$ 1,042,646.00	\$ 106,093.00	\$ 2,064,428.00	34%

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 39%.

Albemarle Commission Totals \$ 9,477,183.00 \$ 3,777,934.00 \$ 434,196.00 \$ 5,699,249.00 40%

Actual Albemarle Commission YTD budget spent, after accounting for budgeted carry-forward amounts in Aging and NWDB, is 45%

NOTE: MTD amounts are included in the YTD amounts.

Bank Accounts

Ending Balance as of 2-28-2022

Wells Fargo - Commercial Checking	\$ 619,698.92
NC Cash Management	\$ 1,836,809.71
Atlantic Union-AAA Senior Nutrition	
TOTAL	\$ 2,456,508.63

Not received as of
3/10/2022