



ALBEMARLE COMMISSION  
BOARD OF DELEGATES MEETING

DATE: Thursday, **September 22, 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. Determination of Quorum**

**Item 5. Bylaw Amendment to Allow for Electronic Meetings VOTE**

**Item 6. Amendments of Agenda VOTE**

**Item 7. Approval of Agenda VOTE**

**Item 8. Approval of Minutes from July 2022 VOTE**

**Item 9. Public Comments**

**Item 10. Old Business**

**Item 11. Finance Report – Robin Sass**

- A. Finance Report
- B. Budget Amendment #2B **VOTE**

**Item 12. New Business**

**Item 13. Staff Reports (See Attachment(s))**

- A. AAA Report
- B. ARPO Report
- C. NWDB Report
- D. Special Projects Administrator Report
  - a. Ryan Albertson – Housing Update

**Item 14. Executive Director's Report**

**Item 15. Chairperson & Board Delegates Comments**

**Item 16. 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

M. H. HOOD ELLIS  
MARSHALL H. ELLIS \*  
LOUIS J. HALLOW, III  
ROBERT B. HOBBS, JR.\*\*  
L. PHILLIP HORNTAL, III  
ANDREW W. HOWLE  
JOHN D. LEIDY  
W. BROCK MITCHELL  
DONALD C. PRENTISS

\* BOARD CERTIFIED SPECIALIST IN  
FEDERAL AND STATE CRIMINAL LAW

\*\* BOARD CERTIFIED SPECIALIST IN  
REAL PROPERTY LAW

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*Se Habla Español*

RETIRED

L. P. HORNTAL, JR.  
MARK M. MALAND  
CHARLES W. OGLETREE  
J. FRED RILEY  
THOMAS L. WHITE, JR.

OTHER OFFICE

NAGS HEAD, NC

M E M O

TO: Members of the Board of Delegates, Albemarle Commission;  
Mike Ervin; and Ashley Stallings

FROM: John D. Leidy and Brock Mitchell

RE: Remote Participation/Electronic Meetings

DATE: August 18, 2022

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The Board of Delegates has been expressly authorized to have electronic meetings (i.e. meetings where members participate remotely) by virtue of legislation adopted by the Legislature on May 4, 2020. This legislation expressly authorized all entities subject to the North Carolina Open Meetings Laws to conduct meetings with remote participation during any state of emergency as declared by the Governor or the Legislature. (See N.C.G.S. § 166A-19.24(a). Because the Governor has now rescinded the declaration of a state of emergency, the Board no longer has specific authorization to conduct meetings remotely.

The prospect of remote participation in Board meetings has been discussed by the Board on some occasions in the past. Prior to the pandemic and subsequent declaration of a state of emergency, a proposed Bylaw amendment allowing remote participation was rejected by Board vote. With the benefit of two years of experience in conducting electronic meetings during the state of emergency, the Board may want to revisit this issue.

As of the Board's September meeting, the Board will no longer be authorized to conduct meetings with delegates participating through electronic means unless some action is taken to specifically authorize that. The Board can do this by amending the Bylaws to specifically allow such participation. To facilitate this, I have prepared the following proposed amendment to Article XIV "MEETINGS OF THE BOARD" which, if properly approved by the Board, would amend the Bylaws by adding a new Section 2 as follows:

*Section 2.*

*Board meetings shall be conducted in compliance with the North Carolina Open Meetings Law. To enable all Board members to participate fully in Board meetings, the following requirements shall apply whenever a Board member can only participate in a Board meeting through electronic means:*

- 1. A member of the Board may participate fully in Board meetings through electronic means, without being physically present, as provided for in this Section.*
- 2. The remote participant must be able to hear the Board's discussion and any presentations made to the Board during the meeting.*
- 3. Technical arrangements must be made so that the remote participant's comments can be heard by all present for the meeting, including the public.*
- 4. The remote participant must notify the Executive Director's Office sufficiently in advance of the meeting to ensure that arrangements are made for remote participation, including the technical and equipment needs, can be addressed in advance of the meeting.*
- 5. The member participating through electronic means must be identified when the roll is taken; prior to participating in deliberations, including making motions, proposed amendments, and raising points of order; and prior to voting.*
- 6. All documents to be considered and acted upon during the meeting should be provided to each member.*
- 7. All votes shall be taken by roll call.*
- 8. The Board minutes must reflect that the remote participant was not physically present.*

*A Board member who follows the requirements for remote participation shall not be considered absent from attending the Board meeting.*

*These provisions for remote participation in meetings shall also apply to meetings of committees of the Commission Board.*

To amend the Bylaws, there must be an affirmative vote of at least two-thirds of the Board membership at the meeting. Because remote participation is not currently allowed or available, **this means that two-thirds of the Delegates must attend the meeting in person in order to act upon and adopt this Bylaw Amendment.**

This proposed Amendment, as well as notice of the consideration of this Amendment, are being circulated to all members of the Board at least 10 days in advance of the meeting as required by Article XVII which governs amendments to the Bylaws.

If any member has any questions regarding this matter, please feel free to contact us in advance.

**Minutes of the  
Albemarle Commission Board of Delegates  
July 21, 2022 6:00 P.M.**

**Opening**

Chairperson Lloyd Griffin called the meeting to order at 6:01 p.m.

**Invocation**

Commissioner Fondella Leigh led the Invocation.

**Pledge of Allegiance**

Commissioner Rob Ross 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.

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

**Partners, staff, and guests present:**

Attorney Brock Mitchell 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**

None

**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 carried unanimously.

## **June 2022 Minutes (VOTE)**

Commissioner Anne Keyes 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.

## **Finance**

### **A. Monthly Finance Report Ending June 30, 2022**

Finance Officer Jeri Hansen discussed the monthly finance report.

### **B. Budget Amendment #1B**

Finance Officer Hansen presented the budget amendment #1B to the board.

Commissioner Ross motioned to approve Budget Amendment #1B as presented, seconded by At-Large Delegate Connie Brothers. With a roll call vote, the motion carried unanimously.

## **New Business**

None.

## **Staff Reports:**

Area Agency on Aging Director Laura Alvarico discussed her plan utilizing the newly ARPA funding recently received. AAA Director Alvarico discussed the farmers market vouchers for all of AAA congregate clients.

ARPO Director Angela Welsh discussed receiving transportation dollars in this coming years budget. ARPO Director Welsh mentioned she was participating in an Eastern Transportation Coalition pilot program. ARPO Director Welsh stated this pilot program tests charging for the milage people drive vs paying taxes at the gas pump.

NWDB Director David Whitmer discussed NWDB PY20 financial monitoring concluded; NWDB Whitmer announced there was no findings. NWDB Whitmer thanked the board for passing the Budget Amendment adding funds to the NWDB budget for FY2022-2023. NWDB Director Whitmer mentioned an agreement was renewed this past April for DWS to continue serving as the one-stop operator for the Career Centers; however, in May the agreement was terminated by DWS. NWDB Director Whitmer explained the NWDB Boards are required to competitively procure a one-stop operator for the system. At the last NWDB Board meeting, the NWDB Board approved the Albemarle Commission to serve as the one-stop operator in Pasquotank and Chowan County. NWDB Director Whitmer also discussed DWS closing the Dare County office; however, he stated we do have a career advisor who continues to provide services Dare County in Manteo on the COA campus.

Special Projects Administrator Sharon Smith discussed the hiring of two new individuals a Broadband Projects Coordinator and Special Projects Coordinator. Special Projects Administrator Smith mentioned on July 25 NC Impact would be filming at ECSU, this show broadcasts on PBS. Special Projects Administrator Smith also discussed the successful Funding Summit that the Albemarle Commission hosted with the Town of Hertford.

## **Executive Director Report**

Executive Director Michael Ervin discussed a few outstanding grant opportunities. Executive Director Ervin informed the board of the new hire for Community Housing Coordinator, Ryan Albertson. Executive Director Ervin discussed Mr. Albertson's role in administering the URP (Urgent Repair Program) funds throughout our 10-county region. Executive Director Ervin announced the Albemarle

Commission's Ombudsman and the Finance Officer would be leaving the Albemarle Commission in the coming weeks.

**Board Member Comments:**

Commissioner Ross mentioned the new dredge was scheduled to complete the sea trials in New Orleans and would hopefully be heading to the Outer Banks soon.

Commissioner Keyes mentioned continued work on Washington County's school project.

At-Large Delegate Janet Russ spoke about the passenger ferry possibly being used as a charter.

At-Large Delegate Brothers announced August 27 the Town of Hertford would be hosting a Luau.

At-Large Delegate Elizabeth Hederick announced Gates County hosting a National Day Out for the community on August 2.

Commissioner Leigh discussed the new boat project in Perquimans County. Commissioner Leigh also announced she would be serving on the North Carolina African American Heritage Commission.

Commissioner Jordan Davis announced Tyrrell County receiving two new grants. Commissioner Davis stated the monies would be used to build a new water tower and pumping station in the south end of the county, and to expand sewer in the Alligator community.

Commissioner Hofler stated Gates County was waiting to hear back from the Great Grants announcement. Commissioner Hofler also stated Gates County is applying for a \$15 million grant to help with waste water.

At-Large Delegate Hoggard discussed the growth in downtown Elizabeth City.

Chairperson Griffin discussed monies Pasquotank County received thought out the county. Chairperson Griffin announced the ground breaking of the new hospital.

**Adjournment**

At 7:07 p.m. the meeting was adjourned.

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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 Financial Report  
FISCAL YEAR 21-22**

Program Accounts				
	Amount Budgeted	Actual Revenues		Annual Expenses
		Collected		
210 - Indirect Fund	\$ 526,991.00	\$ 416,443.52	\$	416,443.52
220 - General Transfer Fund	\$ 132,508.00	\$ 131,494.04	\$	99,606.73
The difference in revenues and expenses in the General Fund is rolled up into the fund balance for future use.				
230 - Essential Single Family Rehab**	\$ 200,000.00	\$ 139,157.00	\$	139,157.00
320 - EDA Planning Grant**	\$ 150,000.00	\$ 67,251.35	\$	67,251.35
320 - EDA Cares Act Grant**	\$ 272,046.00	\$ 272,046.39	\$	272,046.39
365 - Dept. of Transportation (RPO)	\$ 144,531.00	\$ 134,059.38	\$	131,441.72
The excess revenue in RPO originates from county dues and is rolled up into the fund balance for future use.				
220 - Safe Routes to School Grant**	\$ 180,000.00	\$ 148,976.64	\$	148,976.64
520 - Aging Program	\$ 4,743,152.00	\$ 3,355,980.31	\$	3,547,908.93
The difference in revenues and expenses in the Aging fund is rolled up into the aging fund balance for future use.				
820 - Revolving Loan Fund	\$ 20,881.00	\$ 22,575.85	\$	-
The Revolving Loan Fund is a revenue only fund. These funds will be rolled into the fund balance for future use.				
<b>NWDB</b>				
735 - WD-Adult	\$ 985,776.00	\$ 536,502.75	\$	536,502.75
735 - WD-Dislocated Worker	\$ 678,678.00	\$ 274,182.92	\$	274,182.92
790 - WD Administrative Fund	\$ 280,869.00	\$ 153,719.98	\$	153,719.98
810 - WD Youth	\$ 877,213.00	\$ 472,353.27	\$	472,353.27
814 - WD - Special Grants/Projects	\$ 296,591.00	\$ 221,268.89	\$	152,931.07
	\$ 3,119,127.00	\$ 1,658,027.81	\$	1,589,689.99
NWDB Budgeted amounts include carry-forward amounts. Those amounts will be determined and included in Budget Amendment 1B.				
<b>Albemarle Commission Totals</b>	<b>\$ 9,489,236.00</b>	<b>\$ 6,346,012.29</b>	<b>\$</b>	<b>6,412,522.27</b>

\*Excess expenses paid from Aging Fund Balance

Excess revenue is from the Infrastructure Grant. These grant funds are now paid in advance and ours to use until they are depleted.



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, 2022**

**Program Accounts**

	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended YTD
210 - Indirect Fund	\$ 525,026.00	\$ 73,579.00	\$ 38,935.00	\$ 451,447.00	14%
220 - General Transfer Fund	\$ 129,457.00	\$ 8,273.00	\$ 4,136.00	\$ 121,184.00	6%
230 - Institute for Emerging Issues	\$ 37,500.00	\$ 5,700.00	\$ 5,700.00	\$ 31,800.00	15%
230 - Essential Single Family Rehab**	\$ 200,000.00	\$ 12,300.00	\$ 12,300.00	\$ 187,700.00	6%
230 - Urgent Repair Program	\$ 264,000.00	\$ -	\$ -	\$ 264,000.00	0%
230 - NC Land & Water Fund	\$ 36,630.00	\$ -	\$ -	\$ 36,630.00	0%
240 - ARPA Capacity Grant	\$ 593,750.00	\$ 7,738.00	\$ 7,738.00	\$ 586,012.00	1%
260 - Legislative Capacity Grant	\$ 1,374,000.00	\$ 53,100.00	\$ 52,965.00	\$ 1,320,900.00	4%
320 - EDA Planning Grant** (Reimb. Quarterly)	\$ 140,000.00	\$ 20,629.00	\$ 9,296.00	\$ 119,371.00	15%
320 - EDA Broadband Grant	\$ 587,527.00	\$ 4,047.00	\$ 4,047.00	\$ 583,480.00	1%
365 - Rural Planning Org. (Reimb. Quarterly)	\$ 159,531.00	\$ 22,198.00	\$ 11,116.00	\$ 137,333.00	14%
220 - Safe Routes to School Grant**	\$ 140,000.00	\$ 2,158.00	\$ 1,073.00	\$ 137,842.00	2%
520 - Aging Program	\$ 4,069,795.00	\$ 377,867.00	\$ 264,271.00	\$ 3,691,928.00	9%
*The Aging Program has \$334,420 of their budget earmarked for carry-forward for the next two fiscal years, making their actual YTD budget spent 10%					
820 - Revolving Loan Fund	\$ 12,975.00	\$ -	\$ -	\$ 12,975.00	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	\$ 934,334.00	\$ 115,213.00	\$ 80,259.00	\$ 819,121.00	12%
735 - WD-Dislocated Worker	\$ 660,448.00	\$ 49,552.00	\$ 31,306.00	\$ 610,896.00	8%
790 - WD Administrative Fund	\$ 256,896.00	\$ 25,904.00	\$ 11,636.00	\$ 230,992.00	10%
810 - WD Youth	\$ 795,386.00	\$ 72,155.00	\$ 39,366.00	\$ 723,231.00	9%
814 - WD - Special Grants/Projects	\$ 198,914.00	\$ 5,350.00	\$ 4,208.00	\$ 193,564.00	3%
	\$ 2,845,978.00	\$ 268,174.00	\$ 166,775.00	\$ 2,577,804.00	9%

Budget amounts for NWDB include 2-year fund amounts. NWDB has \$405,839 of their budget earmarked for carry-forward to next fiscal year, making their actual YTD budget spent 11%.

**Albemarle Commission Totals \$ 11,116,169.00 \$ 855,763.00 \$ 578,352.00 \$ 10,260,406.00 8%**

Actual Albemarle Commission YTD budget spent, after accounting for budgeted carry-forward amounts in Aging and NWDB, is 8%

NOTE: MTD amounts are included in the YTD amounts.

**Bank Accounts**

**Ending Balance as of 8-31-2022**

Wells Fargo - Commercial Checking	\$ 360,384.45
NC Cash Management	\$ 1,793,040.51
Atlantic Union-AAA Senior Nutrition	
<b>TOTAL</b>	<b>\$ 2,153,424.96</b>

Not received as of  
9/11/22



**BUDGET AMENDMENT #2B**

**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, 2023.

**SECTION 1: REVENUES BY SOURCE**

**INDIRECT FUND**

NC Land & Water Fund Program Income	\$ 3,300.00
Institute for Emerging Issues Program Income	\$ 7,738.00
ARPA Capacity Grant Program Income	\$ 28,442.00
Legislative Capacity Grant Program Income	\$ 53,058.00
<b>Total Indirect Fund</b>	<b>\$ 92,538.00</b>

**SPECIAL GRANTS**

General Transfer Fund - From URP	\$ 44,000.00
Grant - EDA Planning Grant Carry-Forward	\$ 18,380.00
Grant - Safe Routes to School Carry-Forward	\$ (17,850.00)
<b>Total Special Grants</b>	<b>\$ 44,530.00</b>

**AREA AGENCY ON AGING FUND**

Grant - ARPA	\$ 149,292.00
<b>Total Area Agency on Aging Fund</b>	<b>\$ 149,292.00</b>

**WORKFORCE DEVELOPMENT FUND**

Grant - Youth Initiative Grant	\$ (1,295.00)
Adult Actual Allocations	\$ 4,050.00
Dislocated Worker Actual Allocations	\$ (11,034.00)
Admin Actual Allocations	\$ (8,336.00)
Out-of-School Youth Actual Allocations	\$ (20,338.00)
In-School Youth Actual Allocations	\$ (9,169.00)
Work Based Learning Actual Allocations	\$ (7,377.00)
Infrastructure Funding Actual Allocations	\$ 13,361.00
Finish Line Grant Actual Allocations	\$ 1,800.00
<b>Total Workforce Development Fund</b>	<b>\$ (38,338.00)</b>

**TOTAL REVENUES** **\$ 248,022.00**

**SECTION II: EXPENDITURES BY PROGRAM**

**INDIRECT FUND**

Indirect Operating Expenses	\$ 92,538.00
<b>Total Indirect Fund Expenditures</b>	<b>\$ 92,538.00</b>

**SPECIAL GRANTS**

General Transfer Fund - Operating Expenses	\$ 44,000.00
EDA Planning Grant Operating Expenses	\$ 18,380.00
Safe Routes to School Grant Operating Expenses	\$ (17,850.00)

	<b>Total Special Grant Expenditures</b>	<b>\$ 44,530.00</b>
<b>AREA AGENCY ON AGING</b>		
	Grant - ARPA Operating Expenses	\$ 149,292.00
		<u>\$ 149,292.00</u>
	<b>Total Aging Expenditures</b>	<b>\$ 149,292.00</b>
<b>WORKFORCE DEVELOPMENT</b>		
	Youth Initiative Operating Expenses	\$ (1,295.00)
		<u>\$ (1,295.00)</u>
	Adult Operating Expenses	\$ 4,050.00
	Dislocated Worker Operating Expenses	\$ (11,034.00)
	Admin Operating Expenses	\$ (8,336.00)
	Out-of-School Youth Operating Expenses	\$ (20,338.00)
	In-School Youth Operating Expenses	\$ (9,169.00)
	Work Based Learning Operating Expenses	\$ (7,377.00)
	Infrastructure Fund Operating Expenses	\$ 13,361.00
	Finish Line Grant Operating Expenses	\$ 1,800.00
		<u>\$ (37,043.00)</u>
	<b>Total Workforce Development Expenditures</b>	<b>\$ (38,338.00)</b>
	<b>TOTAL EXPENSES</b>	<b>\$ 248,022.00</b>
	<b>CURRENT FY 2022-2023 BUDGET</b>	<b>\$ 11,116,169.00</b>
	<b>Budget Amendment #2B 9-22-2022</b>	<b>\$ 248,022.00</b>
	<b>TOTAL AMENDED BUDGET FY 2022-2023</b>	<b><u>\$ 11,364,191.00</u></b>

BY VOTE OF THE ALBEMARLE COMMISSION BOARD UPON MOTION BY:

\_\_\_\_\_ AND SECONDED BY \_\_\_\_\_

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

\_\_\_\_\_  
Lloyd Griffin, III, Chair of the Board

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