



ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING

DATE: Thursday, **November 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. Determination of Quorum

Item 5. Amendments of Agenda VOTE

Item 6. Approval of Agenda VOTE

Item 7. Approval of Minutes from October 2022 VOTE

Item 8. Public Comments

Item 9. Old Business

Item 10. Finance Report – Robin Sass

- A. Finance Report
- B. Budget Amendment #6B **VOTE**

Item 11. New Business

- A. Selection of Nomination Committee
- B. 50th Anniversary Dinner Discussion

Item 12. Staff Reports (See Attachment(s))

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

Item 13. Executive Director's Report

Item 14. Chairperson & Board Delegates Comments

Item 15. 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 20, 2022 6:00 P.M.**

Opening

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

Invocation

At-Large Delegate Connie Brothers led the Invocation.

Pledge of Allegiance

Commissioner Linda Hofler 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 in person.

<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
Wallace Nelson – Alternate	Perquimans
Connie Brothers	Perquimans
Jordan Davis	Tyrrell
Tracey A. Johnson	Washington
<u>Absent Members</u>	
Owen Etheridge	Currituck
Fondella Leigh	Perquimans

Partners, staff, and guests present:

None.

Staff members:

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

Guests and Partners

None

Agenda (VOTE):

At-Large Delegate William Hoggard requested to add an item to the agenda of a personnel matter under New Business.

Commissioner Clayton Riggs motioned to approve the agenda as amended, seconded by Commissioner Robert Kirby. With no further discussion, the motion carried unanimously.

Bylaw Amendment to Allow for Electronic Meeting (VOTE)

Executive Director Michael Ervin discussed amending the Albemarle Commission Bylaws to allow the Albemarle Commission board to continue using electronic meeting.

Commissioner Jordan Davis motioned to amend the Bylaws to allow remote participation and electronic meeting as prepared by the attorney, seconded by Commissioner Earl Pugh. With no further discussion, the motion passed with nine (9) board member in favor and one (1) member, At-Large Delegate Hoggard, opposed.

The board went on to discuss the attendance provision for allowing electronic meetings.

Commissioner Hofler motioned to leave the attendance policy as it stands, seconded by Commissioner Davis. With no other discussion, the motion passed unanimously.

Executive Director Ervin discussed Article VI - Section 9: "When a quorum is present at any meeting, the vote of the majority of the voting Board shall decide any question brought before such meeting. Absentees are not counted." Executive Director Ervin proposed to amend Article VI – Section 9 by adding one sentence to have the Article VI – Section 9 read: "When a quorum is present at any meeting, the vote of the majority of the voting Board shall decide any question brought before such meeting. Except as stated in Article XVII. Absentees are not counted."

Commissioner Riggs motioned we approved the recommended statement as read by the Executive Director, seconded by At-Large Delegate Brothers. With no further discussion, the motion passed unanimously.

September 2022 Minutes (VOTE)

Commissioner Kirby motioned to approve the Minutes as recorded, seconded by Commissioner Riggs. With no further discussion, the motion carried unanimously.

Public Comment:

None.

Old Business

None.

Finance

A. Monthly Finance Report Ending September 30, 2022

Executive Director Ervin discussed the monthly finance report.

B. Budget Amendment #3B (VOTE)

Executive Director Ervin presented the budget amendment #3B to the board.

Commissioner Riggs motioned to approve Budget Amendment #3B as presented, seconded by Commissioner Pugh. With no further discussion, the motion carried unanimously.

New Business

At-Large Delegate Hoggard brought to the board to discuss potentially hiring an Assistant Director for the Commission. The consensus of the board was to discuss this further at the January meeting.

Staff Reports:

Area Agency on Aging Director Laura Alvarico discussed a grant from Sentara that was recently received to provide meals for older adults that are malnourished upon going into the hospital. This grant will provide these older adults with 2-weeks' worth of meals upon discharge from a hospital stay.

ARPO Director Angela Welsh mentioned to the board they could find the project status at the end of her report that was sent out to the board. ARPO Director Welsh provided an update on where the Mid-Currituck bridge project stands.

NWDB Director David Whitmer mentioned to the board NWDB hosted a successful Real-World simulation for students.

Special Projects Administrator Sharon Smith discussed a zoom meeting that was held with Brightspeed to expand broadband.

Executive Director Report

Executive Director Ervin mentioned to the board the successful statewide COG association the Albemarle Commissions hosted at the beginning of October in Dare. Executive Director Ervin also mentioned an ARPA grant for \$387,000.00 that will be coming in. Executive Director Ervin provided an update on the Audit.

Board Member Comments:

Commissioner Tracy Johnson mentioned the "green-light" project from November 7- November 13 honoring the Veterans. Commissioner Johnson also discussed her initiative with Broadband.

Commissioner Hofler asked for prayers for a Gates County Commissioner. Commissioner Hofler discussed some water concerns in Gates County.

Commissioner Wallace Nelson discussed the marine park construction. Commissioner Nelson mentioned Perquimans County received \$40M to build a new school.

Commissioner Riggs discussed broadband initiative. Commissioner Riggs also discussed water issues in Camden County.

Commissioner Kirby discussed Chowan County looking into a new reverse osmosis plant. Commissioner Kirby mentioned a ground breaking ceremony for the new \$75M school to replace John A. Holmes high school. Commissioner Kirby mentioned legislative goals conference in Raleigh on November 16-18th.

Commissioner Pugh mentioned Hyde County receiving a needs-based school funding. Commissioner Pugh mentioned having a good tourist year on Ocracoke and successful ferry runs.

At-Large Delegate Brothers reminded everyone to make sure they go out and vote during the elections. At-Large Delegate Brothers announced Hertford Community center would be hosting a free home buyers' workshop for anyone who would be interested to attend.

At-Large Delegate Janet Russ mentioned Mattamusket School hosting Farm Days.

Commissioner Griffin discussed hosting NC Treasure Dale Folwell in Pasquotank County discussing the financial hardships hospitals are pushing patients into. Commissioner Griffin mentioned some updates to Pasquotank County's water system.

Adjournment

At 7:34 p.m. the meeting was adjourned.

Chairperson of the Board, Lloyd Griffin

Attested by:

Clerk to the Board, Ashley Stallings

Date

DRAFT



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, 2022**

Program Accounts

	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended YTD
210 - Indirect Fund	\$ 705,597.00	\$ 163,649.62	\$ 28,902.59	\$ 541,947.38	23%
220 - General Transfer Fund	\$ 173,457.00	\$ 24,775.08	\$ 12,365.64	\$ 148,681.92	14%
230 - Institute for Emerging Issues	\$ 37,500.00	\$ 11,306.17	\$ 5,605.93	\$ 26,193.83	30%
230 - Essential Single Family Rehab**	\$ 200,000.00	\$ 50,395.00	\$ 15,050.00	\$ 149,605.00	25%
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	\$ 31,719.25	\$ 17,988.56	\$ 562,030.75	5%
260 - Legislative Capacity Grant	\$ 1,374,000.00	\$ 209,984.46	\$ 7,000.19	\$ 1,164,015.54	15%
320 - EDA Planning Grant** (Reimb. Quarterly)	\$ 158,380.00	\$ 38,183.92	\$ 10,702.55	\$ 120,196.08	24%
320 - EDA Broadband Grant	\$ 587,527.00	\$ 23,230.78	\$ 10,318.02	\$ 564,296.22	4%
365 - Rural Planning Org. (Reimb. Quarterly)	\$ 159,531.00	\$ 45,138.11	\$ 13,617.68	\$ 114,392.89	28%
365 - Safe Routes to School Grant**	\$ 122,150.00	\$ 2,158.11	\$ -	\$ 119,991.89	2%
520 - Aging Program	\$ 4,219,087.00	\$ 824,655.48	\$ 256,052.71	\$ 3,394,431.52	20%
*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.					
NWDB					
735 - WD-Adult	\$ 938,384.00	\$ 206,268.86	\$ 54,556.21	\$ 732,115.14	22%
735 - WD-Dislocated Worker	\$ 649,414.00	\$ 96,955.18	\$ 29,422.74	\$ 552,458.82	15%
790 - WD Administrative Fund	\$ 248,560.00	\$ 53,023.91	\$ 17,008.24	\$ 195,536.09	21%
810 - WD Youth	\$ 758,502.00	\$ 151,814.14	\$ 44,273.51	\$ 606,687.86	20%
814 - WD - Special Grants/Projects	\$ 1,181,142.00	\$ 12,126.68	\$ 1,868.21	\$ 1,169,015.32	1%
	\$ 3,776,002.00	\$ 520,188.77	\$ 147,128.91	\$ 3,255,813.23	14%

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 \$ 12,420,586.00 \$ 1,945,384.75 \$ 524,732.78 \$ 10,475,201.25 16%

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 10-31-2022

Wells Fargo - Commercial Checking	\$ 441,968.43
NC Cash Management	\$ 1,652,993.89
Atlantic Union-AAA Senior Nutrition	\$ 2,902.51
TOTAL	\$ 2,097,864.83

BUDGET AMENDMENT #6B

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

AREA AGENCY ON AGING FUND

Ombudsman - Federal Revenue	\$	5,784.00
MIPPA - Federal Revenue	\$	2,763.00
Project C.A.R.E. - Federal Revenue	\$	(2,968.00)
SMP - Federal Revenue	\$	5,000.00
DHHS Vaccine Outreach - Federal Revenue	\$	(20,783.00)
SHIP - State Revenue	\$	395.00
Home Delivered Meals - Food Lion Expansion Grant	\$	40,983.00
Total Area Agency on Aging Fund	\$	31,174.00

WORKFORCE DEVELOPMENT FUND

NWDB - Finish Line Grant	\$	(8,000.00)
Total Workforce Development Fund	\$	(8,000.00)

TOTAL REVENUES **\$ 23,174.00**

SECTION II: EXPENDITURES BY PROGRAM

AREA AGENCY ON AGING FUND

Area Agency on Aging Operating Expenses	\$	31,174.00
Total Area Agency on Aging Fund Expenditures	\$	31,174.00

WORKFORCE DEVELOPMENT

NWDB - Finish Line Operating Expenses	\$	(8,000.00)
	\$	(8,000.00)

Total Workforce Development Expenditures **\$ (8,000.00)**

TOTAL EXPENSES **\$ 23,174.00**

CURRENT FY 2022-2023 BUDGET **\$ 12,420,586.00**

Budget Amendment #6B 11-17-2022 **\$ 23,174.00**

TOTAL AMENDED BUDGET FY 2022-2023 **\$ 12,443,760.00**

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