



ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING

DATE: Thursday, **January 19, 2023**
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. Selection of 2023 Officers VOTE

Item 8. Staff Recognition

Item 9. Approval of Minutes from November 2022 VOTE

Item 10. Public Comments

Item 11. Old Business

Item 12. Finance Report – Robin Sass

- A. Finance Report
- B. Budget Amendment #9B **VOTE**

Item 13. New Business

Item 14. Staff Reports (See Attachment(s))

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

Item 15. Executive Director's Report

Item 16. Chairperson & Board Delegates Comments

Item 17. 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
November 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

Commissioner Clayton Riggs 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; six (6) in person and six (6) electronically.

<u>Name</u>	<u>County</u>
Clayton Riggs	Camden
Robert Kirby	Chowan
Owen Etheridge	Currituck
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

Absent Members

Rob Ross	Dare
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
Robin Sass, Finance Officer
Ashley Stallings, Clerk and Administrative & Benefits Coordinator
Sharon Smith, Special Projects Administrator

Guests and Partners

None

Agenda (VOTE):

Commissioner Leigh motioned to approve the agenda as presented, seconded by At-Large Delegate Janet Russ. With no further discussion, the motion carried unanimously.

October 2022 Minutes (VOTE)

Commissioner Linda Hofler motioned to approve the Minutes as recorded, seconded by At-Large Delegate William Hoggard. With no further discussion, the motion carried unanimously.

Public Comment:

None.

Old Business

None.

Finance

A. Monthly Finance Report Ending October 31, 2022

Finance Officer Robin Sass discussed the monthly finance report.

B. Budget Amendment #6B (VOTE)

Finance Officer Sass presented the budget amendment #6B to the board.

Commissioner Riggs motioned to approve Budget Amendment #6B as presented, seconded by Commissioner Jordan Davis. With no further discussion, the motion carried unanimously.

New Business

A. Selection of Nomination Committee

Chairperson Griffin selected Commissioner Riggs, Commissioner Bob Kirby, and Commissioner Hofler to serve on the nomination committee for the 2023 Officers.

B. 50th Year Celebration Discussion

Executive Director Ervin announced December 6, 2022 the Commission would host a celebratory dinner in celebration for the Albemarle Commission celebrating 50 plus years of service in the region.

Staff Reports:

Area Agency on Aging Director Laura Alvarico mentioned all the congregate sites were returning to five (5) days a week meal service. AAA Director Alvarico mentioned Perquimans and Chowan returning to five (5) day a week meal delivery by end of December.

ARPO Director Angela Welsh addressed a question Commissioner Tracey Johnson had on the Safe Routes to School Grant not being completely spent out. ARPO Director Welsh explained the 20% of the funding that was left over was from the first-year rollover that was not spend due to COVID.

NWDB Director David Whitmer mentioned a new app available for download for NWDB services. NWDB Director also mentioned the NC Works Commission re-certifying the centers for 3 years.

Special Projects Administrator Sharon Smith discussed the CEDS project and what the counties could do to assist with providing their feedback of the county needs. Special Projects Admin Smith also discussed a meeting that was coordinated by North Carolina Office of Recovery and Resiliency (NCORR).

Executive Director Report

Executive Director Michael Ervin disused the plan to hire a Planner for the Albemarle Commission. Executive Director Ervin new money we will be receiving from the Office of State Management and Budget will allow us to hire this position. Executive Director Ervin announced at the present time we

have received no negative comments from the auditor.

Board Member Comments:

At-Large Delegate Russ mentioned the return of Farm Days in Hyde County.

At-Large Delegate Brothers announced 103.7 radio station would be doing a live broadcast at the Brew 2 Rescue in downtown Hertford. At-Large Delegate Brothers also announced December 2, 2022 would begin the Grand Illumination Festival of Light in downtown Hertford and the following day December 3rd is the Christmas parade.

At-Large Delegate Elizabeth Hedrick mentioned the Christmas light display at Merchants Millpond Park.

Commissioner Owen Etheridge mentioned the oyster roast in Currituck County. Commissioner Etheridge also asked for prayer for a Currituck County school board member's family.

Commissioner Robert Kirby announced Chowan County appointed Harriet Dehart to fill the Chowan County At-Large seat.

Commissioner Riggs mentioned Camden County was in the process of re-thinking the new high school.

Commissioner Hofler discussed the water system challenges in Gates County. Commissioner Hofler also spoke on improving school safety.

At-Large Delegate Hoggard discussed the county enhancing the school resource officer presence in the school system.

Commissioner Leigh mentioned the county in discussion of building a new middle school. Commissioner Leigh thanked the board for allowing her to serve as this was her last meeting.

Commissioner Davis discussed Tyrrell County's water system expansion.

Chairperson Griffin thanked all the outgoing At-Large Delegates for their service on the Albemarle Commission board over the last two years. Chairperson Griffin also thanked the Commissioner Riggs and Commissioner Leigh for their time and service on the Albemarle Commission board over the years.

Adjournment

At 6:50 p.m. the meeting was adjourned.

Chairperson of the Board

Attested by:

Clerk to the Board, Ashley Stallings

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 Monthly Financial Report
For the Month Ending December 31, 2022**

Program Accounts

	Budget	YTD Expenditures	MTD Expenditures	Available Budget	% Expended YTD
210 - Indirect Fund	\$ 705,597.00	\$ 235,422.29	\$ 37,344.57	\$ 470,174.71	33%
220 - General Transfer Fund	\$ 173,457.00	\$ 43,103.89	\$ 14,192.33	\$ 130,353.11	25%
230 - Institute for Emerging Issues	\$ 37,500.00	\$ 18,862.70	\$ 1,950.60	\$ 18,637.30	50%
230 - Essential Single Family Rehab**	\$ 200,000.00	\$ 63,496.00	\$ 11,301.00	\$ 136,504.00	32%
230 - Urgent Repair Program	\$ 264,000.00	\$ 100,345.00	\$ 37,088.67	\$ 163,655.00	38%
230 - NC Land & Water Fund	\$ 36,630.00	\$ -	\$ -	\$ 36,630.00	0%
240 - ARPA Capacity Grant	\$ 593,750.00	\$ 62,843.83	\$ 14,500.91	\$ 530,906.17	11%
260 - Legislative Capacity Grant	\$ 1,374,000.00	\$ 226,692.15	\$ 18,976.67	\$ 1,147,307.85	16%
320 - EDA Planning Grant** (Reimb. Quarterly)	\$ 158,380.00	\$ 54,294.87	\$ 8,110.50	\$ 104,085.13	34%
320 - EDA Broadband Grant	\$ 587,527.00	\$ 37,903.59	\$ 7,170.99	\$ 549,623.41	6%
365 - Rural Planning Org. (Reimb. Quarterly)	\$ 159,531.00	\$ 68,940.33	\$ 11,311.95	\$ 90,590.67	43%
365 - Safe Routes to School Grant**	\$ 122,150.00	\$ 50,279.27	\$ -	\$ 71,870.73	41%
520 - Aging Program	\$ 4,250,261.00	\$ 1,386,751.84	\$ 302,810.40	\$ 2,863,509.16	33%
*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	\$ 340,387.52	\$ 84,711.00	\$ 597,996.48	36%
735 - WD-Dislocated Worker	\$ 649,414.00	\$ 152,524.94	\$ 28,722.64	\$ 496,889.06	23%
790 - WD Administrative Fund	\$ 248,560.00	\$ 82,785.30	\$ 14,150.51	\$ 165,774.70	33%
810 - WD Youth	\$ 758,502.00	\$ 239,658.80	\$ 38,740.77	\$ 518,843.20	32%
814 - WD - Special Grants/Projects	\$ 1,171,342.00	\$ 22,279.77	\$ 3,661.51	\$ 1,149,062.23	2%
	\$ 3,766,202.00	\$ 837,636.33	\$ 169,986.43	\$ 2,928,565.67	22%

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 \$ 12,441,960.00 \$ 3,186,572.09 \$ 634,745.02 \$ 9,255,387.91 26%

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 12-31-2022

Wells Fargo - Commercial Checking	\$ 313,155.18
NC Cash Management	\$ 1,566,204.93
Atlantic Union-AAA Senior Nutrition	\$ 1,675.90
TOTAL	\$ 1,881,036.01

BUDGET AMENDMENT #9B

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

ARPA Disaster Recovery Grant

ARPA Disaster Recovery	\$ 331,250.00
Total ARPA Capacity Fund	\$ 331,250.00

AREA AGENCY ON AGING FUND

Home Delivered Meals - Sentara Cares Grant	\$ 14,850.00
Total Area Agency on Aging Fund	\$ 14,850.00

WORKFORCE DEVELOPMENT FUND

NWDB - Real World Donations	\$ (1,750.00)
NWDB - Business Service Funds	\$ (5,000.00)
NWDB - Infrastructure Funding	\$ (46,373.00)
Total Workforce Development Fund	\$ (53,123.00)

TOTAL REVENUES \$ **292,977.00**

SECTION II: EXPENDITURES BY PROGRAM

ARPA Disaster Recovery Grant

ARPA Disaster Recovery	\$ 331,250.00
Total ARPA Capacity Fund	\$ 331,250.00

AREA AGENCY ON AGING FUND

Area Agency on Aging Operating Expenses	\$ 14,850.00
Total Area Agency on Aging Fund Expenditures	\$ 14,850.00

WORKFORCE DEVELOPMENT

NWDB - NextGen OSY Operating Expenses	\$ (1,750.00)
NWDB - Business Service Funds Operating Expense	\$ (5,000.00)
NWDB - Infrastructure Funding	\$ (46,373.00)
	\$ (53,123.00)

Total Workforce Development Expenditures \$ **(53,123.00)**

TOTAL EXPENSES \$ **292,977.00**

CURRENT FY 2022-2023 BUDGET	\$ 12,441,960.00
Budget Amendment #9B 1-19-2023	\$ 292,977.00
TOTAL AMENDED BUDGET FY 2022-2023	\$ 12,734,937.00

BY VOTE OF THE ALBEMARLE COMMISSION BOARD UPON MOTION BY:

_____ AND SECONDED BY _____

THIS THE _____ DAY OF _____ 2023.

Chair of the Board

Ashley Stallings, Clerk to the Board