

**Minutes of the
Albemarle Commission Board of Delegates
March 16, 2023 6:00 P.M.**

Opening

Chairperson Jordan Davis called the meeting to order at 6:00 p.m.

Invocation

Commissioner Robert Kirby led the Invocation.

Pledge of Allegiance

At-Large Delegate Stephen Swain led the Pledge of Allegiance.

Determination of Quorum

The presence of a quorum was determined by Clerk to the Board, Ashley Stallings, with thirteen (13) member present; eleven (11) members present in person and two (2) members electronically.

<u>Name</u>	<u>County</u>
Tiffney White	Camden
Clayton Riggs	Camden
Robert Kirby	Chowan
Harriet DeHart	Chowan
Rob Ross	Dare
Linda Hofler	Gates
Earl Pugh	Hyde
Lloyd Griffin III	Pasquotank
Tim Corprew	Perquimans
Jordan Davis	Tyrrell
Stephen Swain	Tyrrell
Tracey A. Johnson	Washington
Melinda Porter	Washington
<u>Absent Members</u>	
Owen Etheridge	Currituck

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 to the Board

Guests and Partners

Wallace Nelson, Alternate Perquimans County Delegate.

Agenda (VOTE):

Commissioner Tracey Johnson motioned to approve the agenda as presented, seconded by Commissioner Linda Hofler. With no further discussion, the motion carried unanimously with a roll

call vote.

February 2023 Minutes (VOTE)

Commissioner Kirby motioned to approve the Minutes as recorded, seconded by Commissioner Johnson. With no further discussion, the motion carried unanimously with a roll call vote.

Public Comment:

None.

Old Business

A. FPLC Response Letter

Executive Director Michael Ervin discussed the FPLC Response Letter. Executive Director Ervin stated under the new rules of auditing in the state of North Carolina and Local Government Commission (LGC) if the agency doesn't meet certain criteria the agency must submit a letter of explanation; even if there was a clean audit. Executive Director Ervin explained FPLC Response Letter the Albemarle Commission was submitting was due to timing of the audit submission. Executive Director further explained that was due to the changeover of the Finance Officer, supplying the information to the audit firm, and the audit firm getting the Albemarle Commission back on schedule. Executive Director Ervin stated the auditor had already submitted their letter to the LGC; the Albemarle Commission needed to send the FPLC Response Letter signed by at least a quorum of the Albemarle Commission Delegates.

Finance

A. Monthly Finance Report Ending February 28th, 2023

Finance Officer Robin Sass presented the monthly finance report to the board.

B. Budget Amendment #14 B (VOTE)

Finance Officer Sass presented Budget Amendment #14B to the board.

Commissioner Lloyd Griffin motioned to approve the Budget Amendment #14B as recorded, seconded by Commissioner Hofler. With no further discussion, the motion carried unanimously with a roll call vote.

New Business

A. CEDS Resolution (VOTE)

Executive Director Ervin discussed the CEDs Resolution to the board.

Commissioner Kirby motioned to approve the CEDs Resolution as presented, seconded by At-Large Delegate Clayton Riggs. With no further discussion, the motion carried unanimously with a roll call vote.

Staff Reports:

Area Agency on Aging (AAA) Director Laura Alvarico discussed Senior Games has begun with over 400 participants signed up to participate; stating Senior Games events will run through May. AAA Director Alvarico also discussed March for Meals; thanking those who participate in delivering meals for the older adults. AAA Director Alvarico also mentioned working on the upcoming year's budget.

ARPO Director Angela Welsh discussed the Outer Banks Workforce Transportation Plan.

Northeaster Workforce Development Board (NWDB) Director David Whitmer discussed NexGen Youth Program hosting Adulting Day for youth ages 16-24. NWDB Director Whitmer explained Adulting Day is

for the youth in the NexGen Program to learn about different topics. NWDB Director Whitmer stated a survey of different topics was provided to the participants in the program for them to choose what they would like to learn about.

Executive Director Report

Executive Director Ervin discussed attending the National Association of Development Organization (NADO) conference in Washington D.C. Executive Director Ervin stated the Albemarle Commission is an Economic Development District (EDD). Executive Director Ervin discussed meeting Nancy Gillbert Economic Development Integrator, Senator Ted Budd, Senator Thom Tills, Assistant Secretary of Transportation Chris Coes, Rural Utility Service Administrator Andrew Burke, and the Deputy Assistant Secretary for Sustainable Transportation in the Office of Energy Efficiency and Renewable Energy Michael Berube. Executive Director Ervin also discussed Legislative Week May 17th. Executive Director Ervin provided an update on the preliminary budget.

Executive Director Ervin discussed some ongoing issues with our third-party accounting. Executive Director Ervin discussed three options being explored to resolve the issues. Those options being stay with the current third-party vendor, bring the accounting in house, or to find a different third-party vendor to handle our accounting. The Board of Delegates requested for staff to gather more information and bring it back to the board at another time to discuss further.

Executive Director Ervin discussed the potential of bringing in new employees with grant monies. Executive Director Ervin also discussed building modifications in the Albemarle Commission building to accommodate space for staff. Executive Director Ervin mentioned Perquimans County is helping with the cost of these modifications.

Board Member Comments:

Commissioner Johnson discussed House Bill 122; which will reimburse late audit cost with sales tax revenue with the board.

Commissioner Griffin discussed the upcoming budget and looking at the indirect cost.

Commissioner Wallace Nelson stated he would like to learn more about our issues with our third-party accounting vendor.

Commissioner Corprew discussed fiber in Perquimans County. Commissioner Corprew discussed his thoughts on the accounting vendor issues; he stated if the current third-party vendor didn't work out he would rather bring the accounting back in house. Commissioner Corprew also mentioned the ditch work and new school progress in Perquimans County.

At-Large Delegate Swain mentioned the replacement of the Alligator River Bridge.

Commissioner Hofler discussed the termination of contract work with McDavid Associates Inc in Gates County.

Commissioner Kirby discussed the status of the windmill project in Chowan County. Commissioner Kirby also discussed the relocation of a monument in Edenton. Commissioner Kirby also discussed a meeting that occurred in Williamsburg, VA for America 250 Commission.

Commissioner Tiffney White discussed hiring a new DSS Director and looking to hire additional staffing, as well as, trying to fill a Building Inspector position for Camden County. Commissioner White also mentioned some of the water issues still ongoing in the county. Commissioner White also gave an update on the new High School Camden is planning to build.

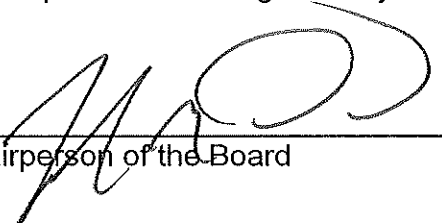
Commissioner Rob Ross discussed the ongoing issues with the housing projects in Dare County.

Chairperson Davis mentioned the announcement for the Alligator Bridge replacement. Chairperson Davis discussed the closing of the memory unit in the nursing home and the upcoming closure of a commercial bank in Tyrrell County.

Chairperson Davis also discussed the need for a Strategic Planning Committee. Chairperson Davis nominated Commissioner Ross, Commissioner Griffin, Commissioner Johnson, Commissioner Pugh and Commissioner Kirby for the Strategic Planning Committee.

Adjournment

At 7:26 p.m. the meeting was adjourned.



Chairperson of the Board

Attested by:



Clerk to the Board, Ashley Stallings

4/20/23

Date