

**Minutes of the
Albemarle Commission Board of Delegates
April 20, 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

Commissioner Earl Pugh led the Pledge of Allegiance.

Determination of Quorum

The presence of a quorum was determined by Clerk to the Board, Ashley Stallings, with twelve (12) member present; eleven (11) members present in person and one (1) member electronically.

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

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
Sharon Smith, Special Projects Administrator
Ashley Stallings, Clerk to the Board

Guests and Partners

None.

Agenda (VOTE):

Executive Director Michael Ervin requested to amend the agenda adding Old Business – Accounting Services. Chairperson Davis suggested to amend the agenda with adding Item 9A Accounting Services and moving Item 10A – Commercial Kitchen Presentation to Item 8A.

Commissioner Lloyd Griffin motioned accept the amendments to the agenda with adding Old Business Accounting Services and moving 11A Commercial Kitchen Presentation to 8A, seconded by Commissioner Kirby. With no further discussion, the motion carried unanimously with a roll call vote.

March 2023 Minutes (VOTE)

Commissioner Griffin motioned to approve the Minutes as presented, seconded by Commissioner Pugh. With no further discussion, the motion carried unanimously with a roll call vote.

Public Comment:

None.

A. Commercial Kitchen Presentation – Jessica Wilkinson UNC

Special Projects Administrator Sharon Smith introduced Jessica Wilkinson and Bhumika Rathore from the UNC Kenan Flagler School.

Jessica Wilkinson and Bhumika Rathore presented an informational presentation for a Commercial Kitchen facility that could help with home delivered meals and have a potential impact for economic development.

Chairperson Davis requested for this item to be placed on May’s agenda for further discussion.

Old Business

A. Accounting Services

Executive Director Ervin discussed the three options for our accounting services of continuing with our accounting services as is, bringing all accounting services in house, or moving to another third-party vendor. Executive Director Ervin introduced to the board another option of a hybrid plan that would continue working with our current accounting vendor. Executive Director Ervin stated a meeting was scheduled to take place with our current vendor to discuss this further.

The majority of the board was in favor of the hybrid plan that was discussed. However, the board requested to continue this discussion during the May meeting.

Finance

A. Monthly Finance Report Ending March 31ST, 2023

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

B. Budget Amendment #16 B (VOTE)

Finance Officer Sass presented Budget Amendment #16B to the board.

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

New Business

A. FY 2023-2024 Budget Presentation

Executive Director Ervin presented the proposed FY 2023-2024 Budget to the board.

Commissioner Johnson motion to move forward with holding the public hearing during the May 18, 2023 meeting, seconded by Commissioner Wallace Nelson. With no further discussion, the motion carried unanimously with a roll call vote.

Staff Reports:

Area Agency on Aging (AAA) Director Laura Alvarico discussed upcoming World Elder Abuse Awareness day on June 15, 2023 and the annual walk the AAA host each year. AAA Director Alvarico also discussed Community Care Hub with UNC-Ashville.

ARPO Director Angela Welsh discussed the recent RPO RTCC and RTAC meeting. ARPO Director Welsh mentioned the RTCC and RTAC board approved and awarded mini-grants totaling \$8,712.94 to the Town of Duck, Town of Manteo and Town of Kitty Hawk. These funds will be used to publish bicycle and pedestrian related publications. ARPO Director Welsh mentioned applying for a Duke Energy Resilience Grant.

Northeaster Workforce Development Board (NWDB) Director David Whitmer discussed the NextGen Youth Program in partnership with College of the Albemarle's College and Career Readiness Department and local employers; hosting Employer in the Foyer events for the participating youth in the program. NWDB Director Whitmer explained these events provide information about specific types of careers.

Special Projects Administrator Sharon Smith thanked the board for their help and input on the IEDC CEDs planning sessions that were held over the past month.

Executive Director Report

Executive Director Ervin mentioned no increase in member dues in the upcoming budget year. Executive Director Ervin discussed Albemarle Commission having the lowest indirect cost in the state compared to other COGs. Executive Director Ervin also announced the kick off of the Albemarle Commission Newsletter. Executive Director Ervin discussed Micro Farming and Arts in Crafts. Executive Director Ervin mentioned the Albemarle Commission viewing over 100 funding opportunities over the last year; submitting over 20 grant applications.

Board Member Comments:

Commissioner Tiffney White mentioned Camden County is currently halted on the school. Commissioner White mentioned South Mills Water was back on the table for a vote to sale.

Commissioner Nelson mentioned building a new school in Perquimans County.

Commissioner Griffin discussed 187 and Pasquotank County being in the budget process.

Commissioner Hofler discussed water issues in Gates County. Commissioner Hofler also discussed Gates County's concerns with broadband lines strung on telephone poles causing a potential hazard for the farmers.

Commissioner Kirby discussed signing a contract for Great Grant Connect for broadband.

At-Large Delegate Melinda Porter mentioned the Pines Elementary School was torn down.

Commissioner Pugh discussed Hyde County working on the upcoming years budget. Commissioner Pugh also mentioned the tourist season was starting up on Ocracoke Island.

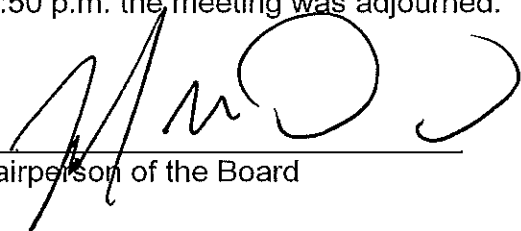
Chairperson Davis discussed starting the budget process in Tyrrell County.

Commissioner Griffin mentioned the upcoming Strategic Planning Committee meeting in May prior

to the Albemarle Commission Board meeting, and invited any board members to attend.

Adjournment

At 7:50 p.m. the meeting was adjourned.



Chairperson of the Board

Attested by:



Clerk to the Board, Ashley Stallings

5/18/2023

Date