

**Minutes of the
Albemarle Commission Board of Delegates
June 15, 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

Chairperson Davis 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; nine (9) members present in person and three (3) member electronically.

Name

Sissy Aydlett – Alternate
Clayton Riggs
Robert Kirby
Harriet DeHart
Rob Ross
Linda Hofler
Earl Pugh
Lloyd Griffin III
Tim Corprew
Jordan Davis
Tracey A. Johnson
Melinda Porter

County

Camden
Camden
Chowan
Chowan
Dare
Gates
Hyde
Pasquotank
Perquimans
Tyrrell
Washington
Washington

Absent Members

Tiffney White
Owen Etheridge
Stephen Swain

Camden
Currituck
Tyrrell

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):

At-Large Delegate Clayton Riggs 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.

May 2023 Minutes (VOTE)

Commissioner Tracey Johnson requested to correct her board member comment in the minutes changing "Washington County" to "North Carolina Association of County Commissioners (NCACC)", correcting "Potato Festive" to "Potato Festival", and spelling out the NCORR acronym to North Carolina Office of Resilience and Recovery (NCORR).

Commissioner Aydlett requested to correct Commissioner Corprew's comment in the minutes changing "Medicare Expansion" to "Medicaid Expansion".

Commissioner Tracey Johnson motioned to approve the Minutes with said corrections, seconded by Commissioner Sissy Aydlett. With no further discussion, the motion carried unanimously with a roll call vote.

Public Comment:

None.

Old Business

A. Albemarle Regional Health Services (ARHS) Contract

Chairperson Davis briefly introduced the discussion regarding the ARHS Contract. Executive Director Mike Ervin further presented a contract overview between ARHS & Albemarle Commission.

At-Large Delegate Clayton Riggs motioned to approve Old Business: A, seconded by At-Large Delegate Harriet DeHart. With no further discussion, the motion carried unanimously with a roll call vote.

B. Commercial Kitchen Update

The commercial kitchen discussion was presented by Executive Director Michael Ervin. Executive Director Ervin gave a presentation of projected costs to operate the Commercial Kitchen with assistance from UNC Kenan Flagler School.

After careful deliberation and several opinions presented, the board discussed a committee composed of At-Large Delegate Riggs, Commissioner Kirby, and Commissioner Johnson to visit existing three commercial kitchens in the state to gather further information.

Finance

A. Monthly Finance Report Ending May 31ST, 2023

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

B. Budget Amendment #20B

Finance Officer Sass presented budget amendment 20B to the board.

Commissioner Johnson motioned to approve budget amendment 20B as presented, seconded by At-Large Delegate Riggs. With no further discussion, the motion carried unanimously with a roll call vote.

Staff Reports:

Area Agency on Aging (AAA) Director Laura Alvarico mentioned that June 15th, 2023 is World Elder Abuse Day. In celebration of World Elder abuse day, AAA organized an annual walk in Elizabeth City last week. Director Alvarico also mentioned that Albemarle Commission's Family Caregiver Support Specialist, Lynne Raisor, is retiring at the end of June.

ARPO Director Angela Welsh gave an update regarding the NCDOT is going to increase funding to 15% for RPO's. Director Angela mentioned that we received \$65,000 in funding from the Duke Grant and gave a brief description as to what that funding will be distributed for.

Northeastern Workforce Development Board (NWDB) Director David Whitmer announced that we have been awarded \$60,000 through the Sentara Cares Grant.

Special Projects Administrator Sharon Smith gave a broadband update mentioning a Gates County volunteer keeping their commissioners up to date on things for the Gate County area. Administrator Smith mentioned a correction in our broadband QR code survey to administer out to the public. The North Carolina Rural Center came on June 9th, 2023 and gave a presentation on broadband in our area.

Executive Director Report

Executive Director Ervin presented an update that the Southeastern Crescent received federal funding to be distributed out to the counties. Director Ervin mentioned that we are also working on several small grants due to the ARPA grant money not being projected in a proper manner. Director Ervin brought it to the board's attention that June 20, 2023 will be Ashley Stallings' last day with the Albemarle Commission. Ashley Shepherd (previously Ashley Webb) will be taking her position as Board Secretary going forward.

Board Member Comments:

Commissioner Griffin mentioned Pasquotank County approving the county's budget.

Commissioner Earl Pugh discussed a few budget issues with the ferries. Commissioner Pugh also discussed Hyde County passing their budget.

At- Large Delegate Melinda Porter brought the board's attention to the sign for the Royal Farms Store coming soon to our area.

Commissioner Johnson discussed the Harbor Town Ferry.

Commissioner Corprew discussed the charity event he was involved in for The Open Door Food Pantry for Perquimans County.

Commissioner Linda Hoffer mentioned Gates County approving the county's budget.

Commissioner Kirby discussed Chowan County budget for the local school system.

At-Large Delegate Aydlett mentioned Camden County approving the county's budget discussing funds for the High School.

Chairperson Davis mentioned Tyrell County approving the county's budget.

Closed Session

Commissioner Johnson motioned to enter into closed session regarding matters within the Attorney/Client privilege (NCGS 143-318.11(a)(6)), seconded by Commissioner Corprew. With a roll call vote, the motion carried unanimously. The Albemarle Commission board entered into

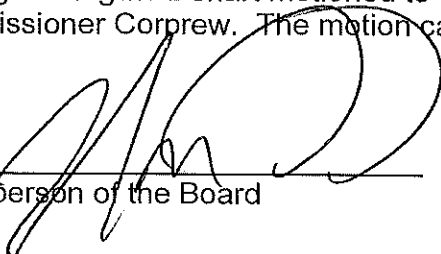
closed session at 7:20 p.m.

The Albemarle Commission board entered into open session at 8:13 p.m.

Commissioner Corprew motioned to increase the Executive Directors salary by the percentage agreed upon by the board in closed session, seconded by Commissioner Hofler. With a roll call vote, the motion carried unanimously.

Adjournment

At-Large Delegate Dehart motioned to adjourn the board meeting at 8:16 p.m., seconded by Commissioner Corprew. The motion carried unanimously.



Chairperson of the Board

Attested by:



Clerk to the Board, Ashley Shepherd

8/17/23

Date