

**Minutes of the
Albemarle Commission Board of Delegates
August 17, 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 Shepherd, with twelve (12) members present; nine (9) members present in person and three (3) member electronically.

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

Absent Members

Sissy Aydlett- Alternate	Camden
Rob Ross	Dare
Lloyd Griffin	Pasquotank
Wallace Nelson- Alternate	Perquimans
Ann Keyes-Alternate	Washington

Partners, staff, and guests present:

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 Shepherd, Clerk to the Board

Guests and Partners

None.

Amendments of Agenda (VOTE):

Chairperson Davis requested to swap items 13 and 14. Commissioner Tracy Johnson motioned to approve the amendment, seconded by Commissioner Linda Hofler. With no further discussion, the motion carried unanimously with a roll call vote.

Agenda (VOTE):

Commissioner Tim Corprew motioned to approve the agenda as amended, seconded by Commissioner Harriet Dehart. With no further discussion, the motion carried unanimously with a roll call vote.

June 2023 Minutes (VOTE)

Commissioner Kirby motioned to approve the minutes as submitted, seconded by Commissioner Tiffney White. With no further discussion, the motion carried unanimously.

Public Comment:

None.

Old Business

A. Commercial Kitchen Update

The commercial kitchen update was discussed by Executive Director Michael Ervin following a meeting with Henry House. There is no resolution at this time.

Finance

A. Monthly Finance Report for June & July 2023

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

B. Budget Amendment #1B

Finance Officer Sass presented budget amendment 1B to the board.

Commissioner Tiffney White motioned to approve budget amendment 1B as presented, seconded by Commissioner Kirby. With no further discussion, the motion carried unanimously with a roll call vote.

New Business

None.

Staff Reports:

Area Agency on Aging (AAA) Director Laura Alvarico discussed that she will be working on the 2025-29 plan in the coming 2024 year. Director Alvarico mentioned that this is the last year for ARPA funding.

ARPO Director Angela Welsh discussed some contract work for Town of Plymouth and board of adjustment training to be held at the end of the month. Director Welsh mentioned a contract with Eye Candy Digital Video to create highlighting videos for each of the ten counties in our region.

Northeastern Workforce Development Board (NWDB) Director David Whitmer mentioned some issues to be resolved with our three-year monitoring for 2020-2022 conducted by Department of Commerce Division of Workforce Solutions. Executive Director Ervin mentioned he was appointed to a board to address the State on this issue.

Special Projects Administrator Sharon Smith gave a broadband update mentioning that she will be requesting an extension to complete a Digital Inclusion Plan for each county due by December 2023. Director Smith mentioned we have received funding from NC State to have a consultant complete this project.

Closed Session

Commissioner Johnson motioned to enter into closed session and to allow Executive Director Ervin and Board Secretary Ashley Shepherd to remain in the room regarding NCGS 143-318.11(a)(3) in order to consult with the Board Attorney and preserve the attorney/client privilege, and NCGS 143-318.11(a)^ to discuss one or more confidential personnel matters. The motion was seconded by Commissioner Hofler. With a roll call vote, the motion carried unanimously. The Albemarle Commission entered into closed session at 6:29 p.m.

The Albemarle Commission entered into open session at 6:46 p.m. Commissioner Davis suggested that for future matters a committee composed of three board member and the Commission's attorney to handle these personnel matters. The committee will consist of the following board members; Commissioner White, Commissioner Hofler, Commissioner Corprew.

Executive Director Report

Executive Director Ervin discussed details about his meeting in Tryon and requested a future discussion with board delegates regarding suggestions on ways to assist surrounding counties.

Board Member Comments:

Commissioner Clayton Riggs mentioned an income decrease according to the capital income report in most counties east of highway 95. Commissioner Riggs mentioned Lamb's Seafood Restaurant in Camden is closing as of August 18th, 2023 due to lack of employees.

Commissioner White mentioned that the county is still working on South Mills water.

At-Large Delegate Harriet Dehart mentioned that the Edenton Steamers won the 2023 Championship.

Commissioner Owen Etheridge mentioned that the ribbon cutting took place for the new solar farm bought by Verizon. Moyock Middle School Expansion Program also had their ribbon cutting ceremony.

At-Large Delegate Melinda Porter mentioned the new Royal Farms coming soon in Washington County.

Commissioner Earl Pugh discussed that August 25th, 2023 a dedication will take place at an Ocracoke School that has been rebuilt.

Commissioner Johnson discussed a school being built in Washington County and the construction taking place. Commissioner Johnson mentioned she had a conversation including Commissioner Kirby with Dominion about bringing services to our area.

Commissioner Corprew discussed the continuance of excavating in the area.

At-Large Delegate Stephen Swain discussed a meeting with "Mr. Dallas" regarding some of the senior programs in the area.

Commissioner Hofler mentioned the two new charging stations for electric cars that were installed on Hwy 13. She stated that there was no public comment at last night's Commissioner's meeting. Commissioner Hofler expressed an urgent need for teachers ever since COVID-19.

Chairperson Davis discussed the upcoming construction of a Royal Farms gas station. He mentioned the construction of a water tower and sewer systems.

Adjournment

Commissioner Hofler motioned to adjourn the board meeting at 7:14 p.m., seconded by Commissioner Johnson. The motion carried unanimously.



Chairperson of the Board

Attested by:



Clerk to the Board, Ashley Shepherd

10/19/2023

Date