

**Minutes of the
Albemarle Commission Board of Delegates
February 15, 2024 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 Lloyd Griffin led the Pledge of Allegiance.

Determination of Quorum

The presence of a quorum was determined by Clerk to the Board, Ashley Shepherd, with ten (10) members present; eight (8) members present in person and two (2) member electronically.

Name

Tiffney White
Clayton Riggs
Robert Kirby
Harriet DeHart
Linda Hofler
Lloyd Griffin III
Tim Corprew
Jordan Davis
Tracey Johnson
Melinda Porter

County

Camden
Camden
Chowan
Chowan
Gates
Pasquotank
Perquimans
Tyrrell
Washington
Washington

Absent Members

Sissy Aydlett- Alternate
Owen Etheridge
Robert "Bob" Woodard Sr.
Earl Pugh
Wallace Nelson- Alternate
Steven Swain
Ann Keyes- Alternate

Camden
Currituck
Dare
Hyde
Perquimans
Tyrrell
Washington

Partners, staff, and guests present:

Staff members:

Michael Ervin, Executive Director
David Whitmer, NWDB Director
Laura Alvarico, AAA Director
Angela Welsh, ARPO Transportation Planner
Sharon Smith, Special Projects Administrator
Ashley Shepherd, Clerk to the Board

Guests and Partners

Brock Mitchell, Attorney

Amendments of Agenda:

Chairperson Davis requested to add item 11B. to the agenda for the approval of the audit presented in January's board meeting. Chairperson Davis requested that a Closed Session be added as item 15. Commissioner Linda Hofler motioned to approve the amendments for the agenda, seconded by At-Large Delegate Harriet Dehart. With no further discussion, the motion carried unanimously with a roll call vote.

Agenda (VOTE):

Commissioner Tiffney White motioned to approve the agenda, seconded by At- Large Delegate Clayton Riggs. With no further discussion, the motion carried unanimously with a roll call vote.

January 15, 2024 Minutes (VOTE)

Commissioner Robert Kirby motioned to approve the minutes as submitted, seconded by Commissioner White. With no further discussion, the motion carried unanimously with a roll call vote.

Public Comment:

None.

Dominion Energy Presentation

Katherine Wade and Shaun Reilly gave a presentation regarding Dominion Energy's pole attachment process.

Old Business

None. Chairperson Davis did make a statement appointing a budget committee consisting of Commissioner White, Commissioner Tracey Johnson, and Commissioner Kirby.

Finance

A. Monthly Finance Report for January 2024

Executive Director Ervin presented the monthly finance report to the board. Commissioner Griffin requested that the unrestricted fund balance be reevaluated by the budget committee.

B. Audit Approval

Commissioner Kirby motioned to approve the Audit Report presented by Mr. Hill, TPSA & Co, P.A. during January 15, 2024 board meeting, seconded by Commissioner Griffin. 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 a few events coming up for this month including the March for Meals and Scam Jam events. Director Alvarico gave updates on ARPA funding obligations, bid packets 2025-2027, area plans, and the Equity Grant.

ARPO Planner Angela Welsh mentioned the new Regional Project Development Specialist, Kelly Hoeltzel, starting and her current progress since the start of her employment. Planner Welsh updated the board regarding the county videos from Eye Candy Digital Videos.

Northeastern Workforce Development Board (NWDB) Director David Whitmer discussed the preliminary results of the FY 21-22 monitoring. Director Whitmer addressed a concern of a possible layoff of Career Advisors totaling 7 employees that Albemarle Commission would be losing. Director Whitmer mentioned the lease for the Edenton location approaching an end in October 2024, and a decision to either takeover

the lease or consider closing the Career Center needing to be made to resolve the issue.

Special Projects Administrator Sharon Smith discussed the one-year work plan from IEDC.

Executive Director Report

Executive Director Michael Ervin discussed the Pay Classification overview needing to be reviewed due to the time frame of the company, M.A.P.S., currently behind in projects by possibly 6 to 9 months.

Closed Session

The closed session motion should be to enter closed session pursuant to NCGS 143-318.11(a)(3) in order to consult with the Board Attorney and preserve the attorney/client privilege, NCGS 143-318.11(a)(6) to discuss one or more confidential personnel matters, and NCGS 143-318.11(a)(7) to plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

At-Large Delegate Dehart motioned to enter into closed session, seconded by Commissioner Hofler. With no further discussion, the motion carried unanimously with a roll call vote.

The Albemarle Commission Board of Delegates entered into closed session at 7:04 p.m. All staff were excused from the room, with Michael Ervin entering into closed session only during the second phase of the session.

Commissioner Johnson excused herself from the meeting after closed session.

The board came out of closed session at 7:36 PM. At-Large Delegate Riggs motioned to come out of closed session, seconded by Commissioner White. The motion carried unanimously.

At-Large Delegate Riggs made a motion to relocate Albemarle Commission's server equipment to a more secure location for security purposes as recommended by Cloud Server Techs, seconded by Commissioner White. With no further discussion, the motion carried unanimously with a roll call vote.

Board Member Comments:

Commissioner White mentioned getting a Dollar General in Camden.

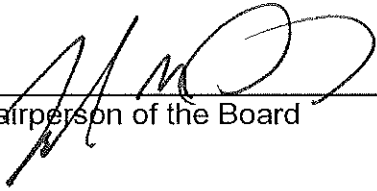
Commissioner Kirby mentioned the construction of the replacement for John A. Holmes High School.

Commissioner Hofler discussed broadband in Gates County.

Chairperson Davis discussed funds awarded to Tyrrell County to renovate the boardwalk.

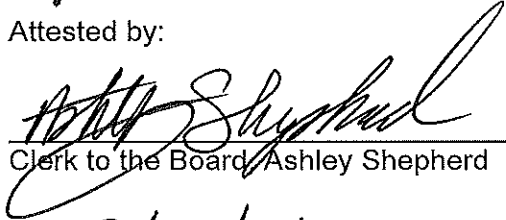
Adjournment

Commissioner Corprew motioned to adjourn the board meeting at 7:40 p.m., seconded by Commissioner Hoffer. The motion carried unanimously.



Chairperson of the Board

Attested by:



Clerk to the Board, Ashley Shepherd

03/21/24

Date