

**Minutes of the
Albemarle Commission Board of Delegates
April 18, 2024 6:00 P.M.**

Opening

Chairperson Jordan Davis called the meeting to order at 6:01 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 eleven (11) members present; nine (9) 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
Linda Hofler	Gates
Earl Pugh	Hyde
Lloyd Griffin III	Pasquotank
Jordan Davis	Tyrrell
Steven Swain	Tyrrell
Tracey Johnson	Washington
Melinda Porter	Washington

Absent Members

Sissy Aydlett- Alternate	Camden
Owen Etheridge	Currituck
Robert "Bob" Woodard Sr.	Dare
Tim Corprew	Perquimans
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, 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 10C for a budget presentation. At-Large Delegate Harriet DeHart motioned to approve the amendments, seconded by Commissioner Tiffney White. With no further discussion, the motion carried unanimously with a roll call vote.

Agenda (VOTE):

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

March 21, 2024 Minutes (VOTE)

At-Large Delegate Clayton Riggs motioned to approve the minutes as submitted, seconded by Commissioner Linda Hofler. With no further discussion, the motion carried unanimously with a roll call vote.

Public Comment:

None.

Old Business

None.

Finance

A. Monthly Finance Report for March 2024

Executive Director Ervin presented the monthly finance report to the board.

B. Budget Amendment 8B (VOTE)

Executive Director Ervin presented Budget Amendment 8B to the board. Commissioner Earl Pugh motioned to approve the budget amendment as submitted, seconded by Commissioner Linda Hofler. With no further discussion, the motion carried with a roll call vote with 10 members voted to approve the amendment, one member abstained from voting.

C. Budget Presentation

Commissioner Kirby gave a presentation of the budget projection.

New Business

A. AAA Nutrition Bid Recommendations (VOTE)

Director Laura Alvarico presented updates on the Nutrition Bids requesting that the approval for Trinity Services be delayed until May's board meeting due to an unforeseen issue being resolved. Commissioner Johnson motioned to approve the bids for Captain Bob's, Montero's and Eastern 4-H Center, seconded by Commissioner White. With no further discussion, the motion carried unanimously with a roll call vote.

B. AAA 2025-28 Area Plan on Aging (VOTE)

Director Alvarico presented the AAA 2025-2028 Area Plan on Aging. At-Large Delegate DeHart motioned to approve the Area Plan as presented, seconded by Commissioner Earl Pugh. With no further discussion, the motion carried unanimously with a roll call vote.

Staff Reports:

Area Agency on Aging (AAA) Director Laura Alvarico discussed the 9th Annual Elder Abuse Walk coming soon. Director Alvarico mentioned AAA in the process of closing ARPA funding.

ARPO Planner Angela Welsh mentioned FY 2025 plan was approved. Director Welsh discussed that she has been working with counties on bike and pedestrian funding sources. Director Welsh gave a brief update on the Regional Project Development Specialist for the FEMA grant and the Duke Resilience project videos.

Northeastern Workforce Development Board (NWDB) Director David Whitmer gave an update regarding the Edenton Career Center lease, stating the DWS is willing to continue to hold that lease. Director Whitmer discussed an expungement clinic in the early stages of planning and a healthcare job fair coming up.

Special Projects Administrator Sharon Smith gave an update on the CAB (Continuing Access to Broadband) Grant.

Executive Director Report

Executive Director Michael Ervin gave an update on the financial transition process from Albemarle Regional Health Services (ARHS) including the progress of the AP Clerk and Finance Officer position interviews. Executive Director Ervin gave an overview about some discussions during the past Council of Government Association Meeting including a unique skill set job fair within the state.

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.

Commissioner Johnson motioned to enter into closed session and include the Executive Director, seconded by At-Large Delegate Riggs. With no further discussion, the motion carried unanimously with a roll call vote.

The Albemarle Commission Board of Delegates entered into closed session at 7:15 p.m. All staff and guests in person and online were excused from the room.

The board came out of closed session at 8:00 PM. Commissioner Lloyd Griffin motioned to come out of closed session and adjourn the meeting skipping Delegate comments, seconded by At-Delegate DeHart the motion carried unanimously.

Board Member Comments:

None.

Adjournment

Commissioner Lloyd Griffin motioned to come out of closed session and adjourn the meeting skipping Delegate comments, seconded by At-Delegate DeHart. The motion carried unanimously.



Chairperson of the Board

Attested by:



Clerk to the Board, Ashley Shepherd

5/16/24

Date