

**Minutes of the  
Albemarle Commission Board of Delegates  
December 19, 2024 6:00 P.M.**

**Opening**

Chairperson Jordan Davis called the meeting to order at 6:00 p.m.

**Invocation**

Chairperson Davis led the Invocation.

**Pledge of Allegiance**

Commissioner Tracey Johnson led the Pledge of Allegiance.

**Determination of Quorum**

The presence of a quorum was determined by Clerk to the Board, Amber Morse, with twelve (12) members present in person. One (1) member was present electronically.

| <b><u>Name</u></b>       | <b><u>County</u></b> |
|--------------------------|----------------------|
| Tiffney White            | Camden               |
| Clayton Riggs            | Camden               |
| Robert Kirby             | Chowan               |
| Harriet DeHart           | Chowan               |
| Robert "Bob" Woodard Sr. | Dare                 |
| Linda Hofler             | Gates                |
| Lloyd Griffin III        | Pasquotank           |
| Tim Corprew              | Perquimans           |
| Jordan Davis             | Tyrrell              |
| Stephen Swain            | Tyrrell              |
| Tracey Johnson           | Washington           |
| Melinda Porter           | Washington           |
| Earl Pugh                | Hyde                 |

**Absent Members**

|                           |            |
|---------------------------|------------|
| Sissy Aydlett- Alternate  | Camden     |
| Owen Etheridge            | Currituck  |
| Wallace Nelson- Alternate | Perquimans |
| Ann Keyes- Alternate      | Washington |

**Partners, staff, and guests present:**

**Staff members:**

David Whitmer, Acting Executive  
Director  
Amber Morse, Assistant Director,  
Clerk to the Board

**Guests and Partners**

Brock Mitchell, Attorney

### **Amendments of Agenda:**

Chairperson Davis requested to add item 10c: approve audit extension contract and to add item 11c: RPO discussion.

Commissioner Johnson motioned to approve agenda with the amendments requested by Chairperson Davis, seconded by Ms. Harriet DeHart. With no further discussion, the motion was carried out unanimously.

### **October 17, 2024, Minutes (VOTE)**

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

### **Public Comment:**

None.

### **Old Business**

None.

### **Finance**

- A. **Finance Report:** Director Whitmer presented the financial report as of 11/30/24. Commissioner Lloyd Griffin requested that the board be presented with the monthly bank account balances from June 2024 at the next meeting. Commissioner Kirby suggested coming up with limits for the Wells Fargo account balances to determine when funds should be transferred into the NC Cash Management account next year. Commissioner Tim Corprew requested a report that shows monthly breakdown of expenses.
- B. **Christmas Bonus:** Commissioner Tiffney White motioned to approve the Christmas bonus as presented as \$200 for part-time staff and \$300 for full-time staff, seconded by Ms. Dehart. With no further discussion, the motion was carried out unanimously.
- C. **Audit Extension Contract:** Mr. Clayton Riggs motioned to approve the audit extension contract as presented, seconded by Commissioner Corprew. With no further discussion, the motion was carried out unanimously.

### **New Business**

- A. **ARHS Contract:** Chairman Davis reported that Director Whitmer was able to mend the relationship with ARHS and they are willing to help us by providing payroll and MUNIS training during this transitional period. Commissioner Bob Woodard requested that the MUNIS contract be reviewed, and the training hours included in that contract and what has been utilized and what is left, if any as well as what training is offered. Commissioner Griffin motioned to approve the ARHS contract as presented, seconded by Commissioner Corprew. With no further discussion, the motion was carried out unanimously.
- B. **Salary Grade Assignment for Assistant Director:** Director Whitmer presented the proposed salary grade assignment for the Assistant Director and HR Administrator position. Commissioner Griffin requested a copy of the job description, and all board members were provided a copy. Mr. Riggs motioned to amend the job title to be Assistant Executive Director and approve the position at salary grade 28, seconded by Commissioner Kirby. With no further discussion, the motion was carried out unanimously.
- C. **RPO:** Director Whitmer reported that the Mid East Commission has offered to keep the RPO department running according to the workplan during the hiring process of a new RPO Director. Mid-East Commission would conduct the work defined in the Albemarle Commissions RPO workplan. This would be paid directly from the DOT funds that funded the RPO Director's salary. Commissioner Griffin stated that the RPO board must meet to accept the recommendation of

using the Mid East Commission and that there is a meeting scheduled in January for this board. Commissioner Griffin stated that the job description has not been updated as new duties have been established and needs to be rewritten. Commissioner Griffin motioned to rewrite the RPO job description based on researched descriptions and salaries to reflect updated duties and repost on or before January 31, 2025, seconded by Commissioner Johnson. With no further discussion, the motion was carried out unanimously. Commissioner Griffin made a second motion that the Albemarle Commission notify the RPO Chairman and board of interim MOU with the Mid-East Commission while the position is posted, seconded by Commissioner White. With no further discussion, the motion was carried out unanimously.

**Executive Director's Report**

Acting Executive Director Whitmer reported that Triangle J COG would be coming to the Albemarle Commission in January to assist with financials. He also reported that the EDA Broadband and Planning grant are out of compliance, and he has been working to get those into compliance as soon as possible. There has been a significant amount of time that reimbursements that were not submitted, and staff are meeting with the grant administrators and working to complete requests. Director Whitmer presented the board with the fiscal year 2024 Albemarle Commission highlights and the NWDB performance measures.

**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, and NCGS 143-318.11(a)(6) to discuss one or more confidential matters.

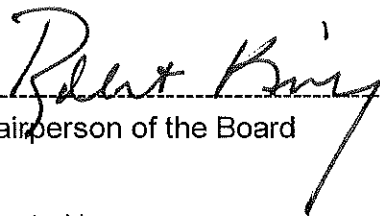
Mr. Riggs motioned to enter into closed session, seconded by Commissioner White. With no further discussion, the motion carried unanimously with a roll call vote.

The Albemarle Commission Board of Delegates entered into closed session at 7:20 pm. All staff were excused from the room.

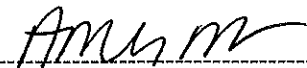
The Board came out of closed session at 7:41pm.

**Adjournment**

Commissioner Griffin motioned to adjourn the meeting at 7:42pm, seconded by Commissioner Earl Pugh. The motion carried unanimously.

  
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Chairperson of the Board

Attested by:

  
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Clerk to the Board, Amber Morse

Date 1/16/25