

**Minutes of the  
Albemarle Commission Board of Delegates  
January 16, 2025 6:00 P.M.**

**Opening**

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

**Invocation**

Commissioner Tim Corprew 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 six (6) members present in person. One (1) member was present electronically.

<b><u>Name</u></b>	<b><u>County</u></b>
Sissy Aydlett	Camden
Robert Kirby	Chowan
Dave Forsythe	Gates
Jan Moore	Hyde
Tim Corprew	Perquimans
Jordan Davis	Tyrrell
Tracey Johnson	Washington

**Absent Members**

Tiffney White	Camden
Owen Etheridge	Currituck
Robert "Bob" Woodard Sr.	Dare
Lloyd Griffin III	Pasquotank
Wallace Nelson- Alternate	Perquimans
Ann Keyes- Alternate	Washington

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

**Staff members:**

David Whitmer, Interim Executive Director  
Amber Morse, Assistant Executive Director, Clerk to the Board  
Tanya Hurdle, Finance Officer  
Laura Alvarico, Area Agency on Aging Director  
Rachel Clipston, Interim Northeastern Workforce Development Board Director  
Trina Scippio, Finance and Admin Specialist (NWDB)

**Guests and Partners**

Brock Mitchell, Attorney  
Linda Hofler

### **Amendments of Agenda:**

None.

### **Approval of Agenda:**

Commissioner Johnson motioned to approve the agenda as presented, seconded by Commissioner Tim Corprew. With no further discussion, the motion was carried out unanimously.

### **Selection of 2025 Officers:**

Chairman Davis called upon Linda Hofler to present to the board the nomination of officers from the nomination committee. The committee selected Commissioner Bob Kirby for Chair, Commissioner Tim Corprew for Vice-Chair, and Commissioner Tiffney White for Secretary. With no additional nominations presented from the floor, a motion to close nominations for chair and elect Commissioner Kirby was provided by Commissioner Johnson and seconded by Commissioner Sissy Aydlett. With no further discussion, the motion was carried out unanimously by roll call vote.

A motion to close nominations for Vice Chair and elect Commissioner Corprew was made by Commissioner Kirby, and a seconded by Commissioner Aydlett. The motion passed unanimously by roll call vote.

A motion to close nominations for Secretary was provided by Commissioner Aydlett and seconded by Commissioner Johnson. The motioned was carried out unanimously by a roll call vote. A motion to elect Commissioner White for Secretary was provided by Tracey Johnson and seconded by Tim Corprew. The motion passed unanimously by roll call vote.

### **December 19, 2024, Minutes (VOTE)**

The December 19, 2024 closed session minutes will be held until the board has the next closed session and will be voted on at that point. Commissioner Davis motioned to approve the open session minutes as presented, seconded by Commissioner Corprew. Commissioner Dave Forsythe abstained from the vote. With no further discussion, the motion passed by a roll call vote.

### **Public Comment:**

None.

### **Old Business**

None.

### **Finance**

- A. **Finance Report:** Interim Executive Director David Whitmer presented the monthly financial report. Commissioner Johnson requested a plan of action, a copy of the invoice and contractor information for the Scuppernong and the next meeting. Commissioner Johnson had questions regarding the invoicing for the essential family rehab program. Director Laura Alvarico stated she would send an update on the completed housing projects. Interim Executive Director Whitmer presented the bank balance report that was requested by Commissioner Lloyd Griffin at the December 24 meeting. Commissioner Johnson requested to see this report every meeting. Interim Executive Director Whitmer presented the financial warrant report requested by Commissioner Corprew at the December 24 meeting. The board agreed to receive this report monthly by email due to its length. Assistant Director Amber Morse presented the monthly overall payroll figures. The board agreed they would like to see the overall payroll

numbers each month at the meeting as well.

- B. **Budget Amendment #12B:** Commissioner Davis motioned to approve Budget Amendment #12B as presented, seconded by Commissioner Corprew. With no further discussion, the motion was carried out unanimously.
- C. **Budget Amendment #1B:** Commissioner Johnson motioned to approved Budget Amendment #1B as presented, seconded by Commissioner Aydlett. With no further discussion, the motion carried out unanimously.

### **New Business**

None.

### **Staff Reports**

ARPO: Interim Executive Director Whitmer reported that the RPO board meet with Commissioner Griffin and himself to discuss Mid-East Commission assisting in an interim capacity while we work to fill the position. The RPO board agreed and Mid-East Commission has begun working and has the January meeting scheduled.

Aging: Director Alvarico is working to learn all the aspects of the housing grants. We will be kicking off the new weatherization grant soon and are excited about the services that will bring to our region.

NWDB: Interim Director Rachel Clipston reported that the WIOA reauthorization did not pass at the end of the year. There is talk in the House about cutting youth funding entirely and cutting adult funding 80%. She has started reaching out to our congressional representatives regarding these cuts. DWS Regional Operations Director, Larry Donley, brought to Rachel's attention that DWS would like to get out of holding the lease for the Elizabeth City Career Center. She has a meeting scheduled to talk further about this but is preparing to take this on ourselves. NWDB has opened a round of employee training grants and applications are due February 14<sup>th</sup>.

### **Executive Director's Report**

Interim Executive Director Whitmer reported that Triangle J COG's two main financial staff came and spent two days with Albemarle Commission finance staff and were able to complete an significant amount of work. They were able to reconcile the NC Cash Management account through June and the Wells Fargo account through April. Staff submitted 37 documents to the auditors on Tuesday and 9 more today. So far there are 46 of 97 have been summitted. We are projected to have a trial balance completed and submitted to the auditor mid-February. All of the reporting for the EDA grants has been completed and drawdown requests have been submitted. Finance Officer Tanya Hurdle has submitted her resignation, and her last day will be January 31<sup>st</sup>. Trina Scippio, NWDB Admin and Finance Specialist, has agreed to serve as Interim Finance Officer.

### **Chairman & Board Delegate Reports**

Commissioner Davis thanked the board for their confidence in him and allowing him to serve as chair for the last two years.

Commissioner Corprew thanked staff for their hard work over the last month.

Commissioner Forsythe requested to come by the Albemarle Commission for a visit to learn more about the programs offered by the Albemarle Commission.

Commissioner Jan Moore reported on the new industrial arts building that opened in their school and rebuilding of the lodge at Mattamuskeet.

Commissioner Johnson requested information from the other board members regarding their counties budget process.

Commissioner Aydlett reported on the progress with the new high school and that the new EMS department will be up and running on February 15<sup>th</sup>.

**Adjournment**

Commissioner Davis motioned to adjourn the meeting at 7:17pm, seconded by Commissioner Corprew. The motion carried unanimously.

*Robert M. Kusig*

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Chairperson of the Board

Attested by:

*Amber Morse*

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Clerk to the Board, Amber Morse

*3/20/25*  
Date