

**Minutes of the
Albemarle Commission Board of Delegates
March 20, 2025 6:00 P.M.**

Opening

Chairman Robert Kirby called the meeting to order at 6:00 p.m.

Invocation

Commissioner Jordan Davis led the Invocation.

Pledge of Allegiance

Commissioner Davis led the Pledge of Allegiance.

Determination of Quorum

The presence of a quorum was determined by Clerk to the Board, Amber Morse, with nine (9) members present in person. Two (2) members were present electronically.

<u>Name</u>	<u>County</u>
Tiffney White	Camden
Robert Kirby	Chowan
Owen Etheridge	Currituck
Bob Woodard Sr.	Dare
Dave Forsythe	Gates
Brian Silvers	Gates
Jan Moore	Hyde
Lloyd Griffin III	Pasquotank
Tim Corprew	Perquimans
Jordan Davis	Tyrrell
Tracey Johnson	Washington
 <u>Absent Members</u>	
Sissy Aydlett- Alternate	Camden
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
Trina Scippio, Interim Finance
Officer
Laura Alvarico, Area Agency on
Aging Director (AAA)
Rachel Clipston, Acting Northeastern
Workforce Development Board
(NWDB) Director

Guests and Partners

Brock Mitchell, Attorney
Larry Donley, NC Department of Commerce Division of Workforce Solutions

Sean Lavin, NWDB Chairman

Amendments of Agenda:

None.

Approval of Agenda:

Commissioner Davis motioned to approve the agenda as presented, seconded by Commissioner Dave Forsythe. With no further discussion, the motion was carried out by a majority vote. Commissioner Owen Etheridge was unable to vote due to technical difficulties.

January 16, 2025, Minutes (VOTE)

Commissioner Davis motioned to approve the January 16, 2025 minutes as presented, seconded by Commissioner Forsythe. With no further discussion, the motion was carried out by a majority vote. Commissioner Etheridge was unable to vote due to technical difficulties.

Public Comments:

None.

Success Stories

Rachel Clipston, Acting NWDB Director, and Laura Alvarico, Area Agency on Aging Director, presented success stories of participants in their programs.

Old Business

None.

New Business

- a) **Elizabeth City Career Center Lease (VOTE):** NWDB Board Chair Sean Lavin stated that DWS has been foreshadowing the idea of not renewing the lease for the NCWorks Career Center in Elizabeth City for a while and it seems like something we will not be able to avoid. Acting NWDB Director Clipston stated that DWS has asked NWDB to take over the lease. She stated that she looked into comparable properties in the region and was unable to find another space that would meet the needs as well as the current space. Larry Donley, NC Department of Commerce Division of Workforce Solutions (DWS) Regional Operations Director, presented information on the lease terms and two options to renew: option one being that the lease could be signed over with landlord approval or option two would be that DWS would new renew and the lease would go "month-to-month". Commissioner Lloyd Griffin asked questions regarding liability of the facility if funding was cut or removed. Acting NWDB Director Clipston read the terms in the lease regarding lack of available funding. After some discussion, Commissioner Davis motioned to approved option one contingent on attorney review, that it does not change the budget, and that we pursue liability insurance to make sure the premises is covered, seconded by Commissioner Tiffney White. The motion passed with by a majority roll call vote of eight (8) to approve and three (3), with Commissioner Forsythe, Commissioner Tim Corprew, and Commissioner Tracey Johnson opposed.
- b) **Salary Grade Adjustment:** The Executive Committee presented a recommendation of an increase to the salary scale by 4% due to no adjustment being made since 2020. This change put 7 employees below the minimum of their salary scale, requiring an adjustment. Commissioner Lloyd Griffin requested to see the names and titles of staff who would be receiving an adjustment if approved in closed session. After some discussion, a motion to approve the scale as presented was made by Commissioner Forsythe, seconded by Commissioner Davis. The motion passed unanimously by a roll call vote.
- c) **Salary Grade Assignment:** The Executive Committee presented proposed salary grade assignments for 5 positions as included in the meeting packet. The recommendation from the Executive Committee was to approve the salary grade assignments. A motion to approve the salary

grade assignments was made by Commissioner White, with a second by Commissioner Forsythe. The motion passed unanimously with by a roll call vote.

- d) **Resolution for Executive Director to Annual Review Salary Scale:** The Finance Committee presented a resolution directing the Executive Director to annually review the salary scale. A motion to approve was made by Commissioner White, and seconded by Commissioner Forsythe. The motion passed unanimously by a role call vote.
- e) **Marine Fisheries Crabbing Limits:** Commissioner Davis presented a resolution of the Tyrrell County Board of Commissioners opposing the Division of Marine Fisheries proposed limits on the landing of crabs and requested the board consider passing a similar resolution. A motion to draft a resolution was made by Commissioner Griffin, and seconded by Commissioner Corprew. Commissioner Forsythe abstained from the vote. With no further discussion, the motion carried by a role call vote.

Finance

- A. **Finance Report:** Interim Finance Officer, Trina Scippio, presented the finance reports and gave an update on the format of the finance report as recommended by the finance committee.
- B. **Budget Amendment #2B:** Interim Finance Officer, Trina Scippio presented Budget Amendment #2B. Commissioner Griffin motioned to approve Budget Amendment #2B as presented, seconded by Commissioner White. With no further discussion, the motion was carried out unanimously by a role call vote.

Committee Reports:

Executive Committee: Commissioner White reported that the Executive Committee met on February 26th and took a tour of the Elizabeth City NCWorks Career Center. The committee reviewed the salary grade scale and modifications. The committee also discussed the audit and the upcoming ARPA monitoring. They met again on March 10th and reviewed the increase in legal fees for the service of our Attorney, the financial report and the agenda items for the next board meeting.

Finance Committee: Commissioner Griffin reported that the finance committee met and adjusted the format of the finance report. The fund balance is still growing but they anticipate using those funds next year with the reduction in workforce funds.

Staff Reports

AAA: AAA Director Laura Alvarico reported for that June 15 is World Elder Abuse day nationally and that June 6th AAA will be hosting their annual Elder Abuse Awareness day walk and provided flyers. She reported that March is senior nutrition month and thanked the board members who had participated in March for Meals program. AAA received a grant to provide two meals per week or \$20 per week for groceries for certain older adults. Staff will be working through the waiting list first for those that qualify then looking for other individuals who may qualify for this program. County dues were sent out and there were three counties who had increases. AAA Director Alvarico also reported that the Community Care Hub agreement has been signed and there is a new AAA staff starting on April 15th. Director Alvarico reported that the Essential Single Family Rehab 23 project is closing out and there were 4 projects in Washington County and 2 in Perquimans. Essential Single Family Rehab 24 has not received any application for Camden County, 2 for Currituck and 2 for Pasquotank. We have been conditionally approved for the Urgent Repair Program for 2026. We have been instructed to pause the Weatherization Assistance Program due to federal freezes.

ARPO: Commissioner Griffin reported that the Ferry division is working on a grant program to assist with the upkeep and repair on the ferries. He also reported that the Transportation Planner position has been posted.

NWDB: Acting NWDB Director reported on the upcoming Community Comeback Fair occurring on April 4th in Elizabeth City. She also reported on a visit from NC Department of Commerce Division of Workforce Solutions Assistant Secretary Andrea DeSantis. It was a nice visit and she was very impressed with our NCWorks Career Centers. Acting Director Clipston has been invited to serve on the Washington County Economic Development Council and they had their first meeting. Commissioner Griffin reported that the NWDB Consortium will meet on April 5th.

Executive Director's Report

Interim Executive Director David Whitmer presented a presentation on the outstanding grant reimbursements and reports and the changes that have occurred since originally presented in December 2024.

Chairman & Board Delegate Reports

Commissioner Griffin reported on the recent funding cuts to the food bank.

Commissioner Johnson reported she is working on a resolution to establish separate permits for charter schools and some public schools and she will be sending it out to the communities in the region.

Chairman Kirby reminded all board members to not "reply all" to emails and that At-Large Delegates are still needed from Currituck, Dare, and Hyde Counties.

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.

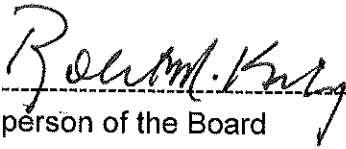
A motion to go into closed session was made by Commissioner Johnson and seconded by Commissioner Corprew. The motion passed unanimously by a roll call vote.

The Albemarle Commission Board of Delegates entered into closed session at 8:05pm. All staff were excused from the room.

The Board came out of closed session at 8:50 pm.

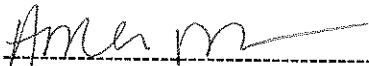
Adjournment

Commissioner Davis motioned to adjourn the meeting at 8:51pm, seconded by Commissioner Corprew. The motion carried unanimously.



Chairperson of the Board

Attested by:



Clerk to the Board, Amber Morse

Date 4/17/25