

**Minutes of the
Albemarle Commission Board of Delegates
May 15, 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 seven (7) members present in person. Two (2) members were present electronically.

<u>Name</u>	<u>County</u>
Tiffney White	Camden
Robert Kirby	Chowan
Dave Forsythe	Gates
Jan Moore	Hyde
Earl Pugh – At-Large	Hyde
Lloyd Griffin III	Pasquotank
Tim Corprew	Perquimans
Jordan Davis	Tyrrell
Tracey Johnson	Washington

Absent Members

Owen Etheridge	Currituck
Bob Woodard Sr.	Dare
Brian Silvers – At-Large	Gates
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, Finance Officer
Laura Alvarico, Area Agency on
Aging Director (AAA)
Rachel Clipston, Acting Northeastern
Workforce Development Board
(NWDB) Director
Nicole Bowman-Layton, Program
Support Specialist

Guests and Partners

Brock Mitchell, Attorney

Tim Zeng, Thompson, Price, Scott, Adams & Co (TPSA)

Amendments of Agenda:

None.

Approval of Agenda (VOTE):

Commissioner Tiffney White motioned to approve the agenda as presented, seconded by Commissioner Dave Forsythe. With no further discussion, the motion passed unanimously by a roll call vote.

April 17, 2025, Minutes (VOTE)

Commissioner Davis motioned to approve the April 17, 2025 minutes as presented, seconded by Commissioner Tim Corprew. With no further discussion, the motion passed unanimously by a roll call vote.

Public Hearing: Proposed FY2026 Budget Message/Budget Ordinance Resolution:

Chairman Kirby opened the Public Hearing at 6:04 pm. With no public present, Commissioner White motioned to close the public hearing at 6:06 pm, Commissioner Davis seconded the motion. The motion passed unanimously by a roll call vote.

Commissioner Davis motioned to approve the budget ordinance resolution as presented, seconded by Commissioner Forsythe. The motion passed by a majority vote. Commissioner Lloyd Griffin was unable to vote due to a technical issue.

Public Comments:

None.

Success Stories and FMA Grant Highlights

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

Nicole Bowman-Layton presented highlights on the FMA program focused on home flood mitigation efforts.

Old Business

None.

New Business

- A. **Audit Presentation:** Tim Zeng presented the 2024 audit reports to the board. Mr. Zeng reported that the Commission received one finding for late submission. Commissioner Davis thanked staff and stated that the results in this audit are a testament to staff's hard work.
- B. **Audit Contract:** Interim Executive Director David Whitmer presented the audit contract from Thompson, Price, Scott, and Adams for FY2025. Commissioner Tracey Johnson pointed out that there were several formatting errors in the document. After some discussion, Commissioner Davis motioned to approve the contract once the format has been corrected, seconded by Commissioner Corprew. The motion passed unanimously by a roll call vote.
- C. **Public Meeting Laws Refresher:** Attorney Brock Mitchell provided a presentation on public meeting laws.
- D. **Fraud Waste and Abuse Policy:** Interim Executive Director Whitmer presented a new Fraud, Waste, and Abuse Policy. Commissioner White motioned to approve this policy, seconded by Commissioner Forsythe. The motion passed unanimously by a roll call vote.

Finance

- A. **Finance Report:** Finance Officer, Trina Scippio, presented the finance reports. Finance Officer Scippio reported that finance staff, Nicole Owens, recently attended a Uniform Guidance Training.
- B. **Budget Amendment #4B:** Finance Officer Scippio presented Budget Amendment #4B. Commissioner Davis motioned to approve Budget Amendment #4B as presented, seconded by Commissioner Johnson. With no further discussion, the motion was carried out unanimously by a roll call vote.

Committee Reports:

Executive Committee: Chairman Kirby reported that the Executive Committee met in May and discussed the agenda for the upcoming meeting.

Staff Reports

AAA: AAA Director Laura Alvarico reported on that they have received word that the Division of Aging has not received confirmation of funding beyond 1st quarter as well as SHIP funding cuts and possible Ombudsman funding cuts in the upcoming year. AAA Director Alvarico also reported on the upcoming Annual World Elder Abuse Awareness Walk on June 6th and provided an updated on ESFRLP and URP projects.

ARPO: Interim Executive Director Whitmer reported that a Transportation Planner has been hired and is expected to start on June 16th. Commissioner Griffin reported that they held a meeting to approve their workplan and budget. He also reported that DOT did an outline of all of their projects per county.

NWDB: Acting NWDB Director Rachel Clipston reported that they were recently awarded two new grants, one from focused on incumbent worker training for TCOM and another from Truist Bank for an emergency participant needs fund. Acting NWDB Director Clipston also reported on a new monthly job fair initiative at the NCWorks Career Center in Elizabeth City.

Executive Director's Report

Interim Executive Director Whitmer reported that Governor Stein's representative PJ Connelly is visiting on May 20th and would be meeting with staff as well as delivering meals and touring the NCWorks Career Center in Elizabeth City and that on May 29th Congressman Don Davis would be coming to visit and delivering meals as well. Interim Executive Director Whitmer also reported updates on the Albemarle Commissions 501c3. He also provided an updated on a NCDOT grant opportunity that the Albemarle Commission was planning to apply for had been pulled and provided an update on the new Legislative Watch updates that will be sent out every Friday.

Chairman & Board Delegate Reports

Commissioner Johnson reported that she toured their new school with John Tayloe and Trey Lewis. She also reported on a meeting at the Equestrian International Facility coming up soon.

Commissioner White reported that they have finished their budget and that construction on the school has started.

Commissioner Corprew reported that their school construction continues.

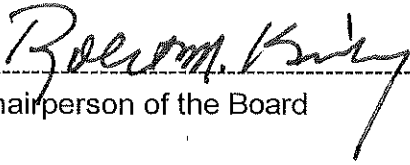
Commissioner Forsythe reported on budget struggles as well as a push to consolidate some of their schools.

Commissioner Jan Moore reported that they are still working on their budget and that they would be soon breaking ground on their new school.

Chairman Kirby reported that Chowan County passed a resolution against HB765 and that their new school construction is ahead of schedule.

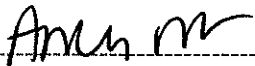
Adjournment

Chairman Kirby adjourned the meeting at 7:54pm.



Chairperson of the Board

Attested by:



Clerk to the Board, Amber Morse

Date 6/19/25