

**Minutes of the
Albemarle Commission Board of Delegates
September 18, 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.

<u>Name</u>	<u>County</u>
Robert Kirby	Chowan
Connie Hedrick – At-Large	Currituck
Dave Forsythe	Gates
Jan Moore	Hyde
Tim Corprew	Perquimans
Jordan Davis	Tyrrell
Ann Keyes - Alternate	Washington

Absent Members

Tiffney White	Camden
Sissy Aydllett - Alternate	Camden
Owen Etheridge	Currituck
Paul O'Neal – Alternate*	Currituck
Bob Woodard Sr.	Dare
Brian Silvers – At-Large	Gates
Earl Pugh – At-Large*	Hyde
Lloyd Griffin*	Pasquotank
Wallace Nelson- Alternate	Perquimans
Tracey Johnson*	Washington

*Members indicated attempted to attend virtually but due to a technical issue, a virtual option was not available.

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
Ethan Sommers, Transportation Planner

Guests and Partners

Brock Mitchell, Attorney
Justin LeBlanc, Executive Director, Ocracoke Access Alliance

Amendments of Agenda:

Commissioner Jordan Davis moved to amend the agenda to remove Item 10: Presentation by Brandi Bragg, Grant Project Coordinator. The motion was seconded by Commissioner Ann Keyes. With no further discussion, the motion passed unanimously.

Approval of Agenda (VOTE):

Commissioner Davis motioned to approve the agenda as amended, seconded by Commissioner Dave Forsythe. With no further discussion, the motion passed unanimously.

July 17, 2025, Minutes (VOTE)

Commissioner Davis motioned to approve the July 17, 2025 minutes as presented, seconded by Commissioner Forsythe. With no further discussion, the motion passed unanimously.

Public Comments:

Justin LeBlanc, Executive Director of the Ocracoke Access Alliance, presented information regarding the organization's mission and goals. Board members asked several questions regarding funding and board make-up, which Mr. LeBlanc addressed.

Success Stories

Rachel Clipston, Acting NWDB Director, and Laura Alvarico, AAA Director, presented success stories of participants in their programs.

Old Business

None.

New Business

None.

Finance

- A. **Finance Report:** Finance Officer, Trina Scippio, presented the finance reports and provided an update on the audit. Mrs. Scippio reported she would be attending Finance Officer Training beginning at the end of September and that Nicole Owens, Financial Accounts Specialist, enjoyed a UNC School of Government finance course on September 5th.
- B. **Budget Amendment 1BA:** Mrs. Scippio, presented budget amendment 1BA to the board. Commissioner Davis motioned to approve the budget amendment as presented, seconded by Commissioner Keyes. With no further discussion, the motion passed unanimously.

Committee Reports:

Executive Committee: Chairman Kirby reported the Executive Committee met on September 10th and discussed the agenda for the September meeting.

Staff Reports

AAA: For Community Development, AAA Director Laura Alvarico provided updates on ongoing status, closeout, and monitoring of Essential Single Family Rehab, Weatherization, and Urgent Repair Programs. She also reported that Ryan Albertson, Community Development Program Manager, will be obtaining his North Carolina General Contractors license which will allow us to offer an increased amount of rehabilitation funding per home.

For the AAA, AAA Director Alvarico reported that the 4 year area annual plan has been submitted and all Home and Community Care Block Grant contracts have been returned except for one. She provided an update on upcoming Medicare open enrollment and an upcoming fall prevention workshop that has 96 individuals registered and a waitlist.

ARPO (Albemarle Rural Planning Organization): Transportation Planner, Ethan Sommers, reported on recent Rural Transportation Coordinating Committee and Rural Transportation Advisory Council meetings and four letters of support that have been sent out recently.

NWDB: Acting NWDB Director, Rachel Clipston updated the board on workforce development activities, including a threat to funding. She discussed an upcoming veterans hiring event and announced that an Incumbent Worker Training Grant application round has opened. Planning is underway for the annual real world event, with volunteers needed. She also had one staff attend a UNC School of Government Finance Class on September 5th.

Executive Director's Report

Interim Executive Director David Whitmer provided updates on the 205J Algal Bloom Cohort grant application, the Coastal Counties Coalition meeting, and positive feedback from program monitors on recent improvements in the Urgent Repair and Essential Single-Family Rehab programs. He also presented slides from the National Association of Workforce Development Boards highlighting NWDB's performance.

Chairman & Board Delegate Reports

Mrs. Hedrick reported on a NCDOT work session addressing traffic concerns and provided an update on their new elementary school.

Commissioner Forsythe reported Gates County has approved their budget and provided an update on a school study.

Commissioner Moore reported on a recent visit from Representative Kidwell and upcoming Artificial Intelligence virtual classes.

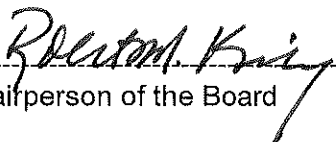
Commissioner Keyes reported on the groundbreaking for the Emergency Management Operations and Training Center and two recent public meetings in partnership with Washington Economic Development and the United Way.

Commissioner Corprew recognized Commissioner Wallace Nelson for being elected president of the NC Association of County Commissioners and provided an update on Commissioner Nelsons trip to DC advocating for FEMA funding release.

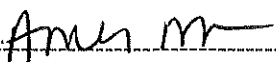
Commissioner Kirby recognized Commissioner Tracey Johnson for receiving a Hall of Fame award from the NC Association of County Commissioners. He also reported on the opening of a new tractor supply and an update on the movement of a monument.

Adjournment

Chairman Kirby adjourned the meeting at 7:12 pm.


Chairperson of the Board

Attested by:


Clerk to the Board, Amber Morse

Date 10/16/25