

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

**Opening**

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

**Invocation**

Commissioner Tracey Johnson led the Invocation.

**Pledge of Allegiance**

Commissioner Johnson 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, and three (3) members present via Zoom.

<b><u>Name</u></b>	<b><u>County</u></b>
Tiffney White	Camden
Robert Kirby	Chowan
Paul O'Neal – Alternate	Currituck
Connie Hedrick – At-Large	Currituck
Bob Woodard Sr.	Dare
Dave Forsythe	Gates
Earl Pugh – At-Large	Hyde
Jan Moore	Hyde
Lloyd Griffin	Pasquotank
Tim Corpew	Perquimans
Jordan Davis	Tyrrell
Tracey Johnson	Washington

**Absent Members**

Sissy Aydlett - Alternate	Camden
Owen Etheridge	Currituck
Brian Silvers – At-Large	Gates
Wallace Nelson- Alternate	Perquimans
Ann Keyes - Alternate	Washington

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

**Staff members:**

David Whitmer, Executive Director  
Amber Morse, Assistant Executive Director, Clerk to the Board  
Trina Scippio, Finance Officer  
Ethan Sommers, Transportation Planner  
Rachel Clipston, Northeastern Workforce Development Board (NWDB) Director

**Guests and Partners**

Brock Mitchell, Attorney

**Amendments of Agenda:**

None

### **Approval of Agenda (VOTE):**

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

### **Public Comments:**

None

### **Consent Agenda:**

A motion was made by Commissioner Paul O'Neal, seconded by Commissioner Dave Forsythe, to approve the consent agenda, which included:

- Approval of October 16, 2025 Minutes
- Resolution Designating Deputy Finance Officer & Authorized
- Signatories
- Limited English Proficiency (LEP) Policy
- Regional Digital Inclusion Plan
- NWDB Job Descriptions

With no further discussion, the motion passed unanimously by a roll call vote.

### **Success Stories**

Executive Director David Whitmer presented a success story on behalf of the AAA and NWDB Director Rachel Clipston presented a success story on behalf of the NWDB.

### **Old Business**

None.

### **New Business**

- A. Christmas Bonus: The Executive Committee presented a motion to the board to provide full-time permanent staff a \$300 Christmas bonus and part-time and probationary staff \$200 Christmas bonus. A second was provided by Commissioner Tim Corpew. The motion passed unanimously by a roll call vote.

### **Finance**

- A. **Finance Report:** Finance Officer, Trina Scippio, presented the finance reports and provided an update on the audit. Mrs. Scippio provided updates from the recently attended finance conference.
- B. **Budget Amendment #2AB:** Mrs. Scippio presented budget amendment #2AB. A motion to approve the budget amendment as presented was made by Commissioner Jordan Davis and seconded by Commissioner Tiffney White. The motion passed unanimously by a roll call vote.

### **Committee Reports:**

**Executive Committee:** Chairman Kirby reported on the November Executive Committee meeting. He advised that the Executive Director's performance evaluation will be discussed in closed session in January and that input has been requested from direct report staff and board members. He also announced committee appointments: Commissioner White, Commissioner Corpew, and Chairman Kirby to the Nominating Committee (with Chairman Kirby as chair), and Commissioner Lloyd Griffin, Commissioner White, and Chairman Kirby to the Finance Committee (with Commissioner Griffin as chair).

### **Staff Reports**

**AAA:** For Community Development, Executive Director Whitmer reported that Brian Rollinson has

been hired as the Community Development Program Manager for the Weatherization program and provided updates on upcoming on-site training and monitoring for the Community Development program.

For the AAA, Executive Director Whitmer provided an update on a grant application recently submitted to assist low income older adults with applying for benefits.

**ARPO (Albemarle Rural Planning Organization):** Transportation Planner Ethan Sommers reported that an East Carolina University student has accepted a project evaluating a road diet on Ehringhaus Street in Elizabeth City. He also provided updates on recent meetings regarding U.S. 64, toll policies, as well as updates on recently submitted pedestrian safety projects. Commissioner Davis requested information regarding US 94 South.

**NWDB:** Director Rachel Clipston reported on three recent events: Veterans Job Fair, Real World, and Annual Career Pathways Guidance Retreat. She informed the board NWDB has received three Employee Training Grant applications that they will be voting on soon. She also provided an update on a recent partnership with Sentara Albemarle Medical Center's Apprenticeship program.

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

Executive Director Whitmer provided each member with a comparison of indirect rates from other Council of Governments. Executive Director Whitmer also provided updates on the blue crab landing limits, EDA Planning Grant Reimbursements, Albemarle Development Corporation, meeting with County Managers, and recent staff appreciation events.

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

Commissioner Tracey Johnson reported on the Washington County food pantry and the closure of a local lumber company.

Commissioner Davis reported on an accident involving an ambulance and suggested discussion of a regional building inspections department.

Commissioner White provided updates on high school construction and an upcoming tree lighting event.

Commissioner Corprew reported on current school construction and a recent ban on large animals in the courthouse yard, and commended the staff of Dare County 911 and EMS.

Commissioner Bob Woodard thanked Executive Director Whitmer for his support of the NC Coastal Counties Fishing Coalition, reported on an upcoming topping-out ceremony at the new Early College, and noted letters sent to legislators regarding coastal erosion and NC 12.

Commissioner Jan Moore provided updates on upcoming holiday events in Hyde County.

Commissioner Griffin reported on Planning Board updates related to growth in Pasquotank County.

Commissioner Forsythe reported on a visit from Elaine Marshall and provided updates on a daycare closure, a school study, and upcoming Christmas lights at Merchants Millpond.

Commissioner O'Neal provided updates on the progress of Currituck County's newest school and an upcoming Christmas Parade.

Mrs. Connie Hedrick thanked staff and board members for their support over the past few months and commented on the regional digital inclusion plan and a recent Commission Connection article regarding North Carolina's tier system.

Chairman Kirby provided updates on construction of the new John A. Holmes High School and reported he would attend the COG Forum meeting on December 5.

Adjournment

Chairman Kirby adjourned the meeting at 7:18 pm.

Rosemary Kirby  
Chairperson of the Board

Attested by:

Amber M

Clerk to the Board, Amber Morse

Date 11/15/26