



**DURHAM COUNTY**  
**Alcoholic Beverage Control Board**  
3620 Durham Chapel Hill Boulevard Durham, NC 27707

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**Meeting Agenda**

August 18, 2014  
5:30 P.M.

**Public Charge**

The Durham County ABC Board asks its members and citizens to conduct themselves in a respectful, courteous manner, both with the Board and fellow citizens. At any time, should any member of the Board or any citizen fail to observe this public charge, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until such time that a genuine commitment to the public charge is observed.

As a courtesy to others, please turn off cell phones during the meeting.

**Conflict of Interest**

**Review and Declaration**

**Consent Items**

- Adoption of Agenda
- Board Attendance
- Minutes of the Regular Board Meeting – July 28, 2014
- Trespass Form
- Performance Review Form

**General Business**

1. Public Comment (5 minutes)
2. Law Enforcement Report for July 2014 (5 minutes)
3. Financial Report for July 2014 (5 minutes)

4. General Manager's Report (5 minutes)
  - Hillsborough Rd renovation is complete
5. Other Business (5 minutes)
6. Closed Session – G.S. 143.318.11(a): (3) consult with Attorney; (5) facility leases or purchase; (6) personnel matters (15 Minutes)
7. Adjournment

**Minutes of the Special Meeting  
July 28, 2014**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 28<sup>th</sup> day of July, 2014.

Board Chair, Wayland Burton, called the meeting to order at 5:30 p.m.

Board members Deirdre Guion, Norwood “Andy” Miller, Sharron Hunter-Rainey and Robert “Bob” Nauseef were present. General Manager Barry Sessoms and attorney George W. Miller, Jr. were also present. Perlle Davis, Support Services Director for Durham County ABC, Lee Keatts, Durham County ABC Finance Officer, Misty Walters, Operations Coordinator for Durham County ABC, Allyson Stevens, Human Resources Coordinator with Durham County ABC, Rufus Sales, Chief of Durham County ABC Law Enforcement, and Natausha Pettiford, Durham County ABC Law Enforcement Officer, were also in attendance.

Attorney Miller notified the Board that Mr. Burton’s term as Chairman of the Durham County ABC Board is ending shortly and it would be appropriate for the Board to determine who they wish to recommend to the Board of County Commissioners for Chair for the next term. Dr. Guion moved to recommend to the Board of County Commissioners that Mr. Burton preside as Chairman for another year. No other recommendations were made and the Board voted unanimously to recommend Chairman Burton serve as Chair for another year.

**Conflict of Interest Review and Declaration**

Chairman Burton read the Board’s Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members verbalized that they do not have any conflicts.

**Consent Items**

Consent agenda items included the Board Attendance Report, Adoption of Agenda and Minutes of June 16, 2014 Meeting. Mr. Nauseef motioned to accept the consent agenda items. Mr. Miller seconded the motion and the Board approved without objection.

**General Business**

**Public Comment**

Chairman Burton stated that there are not any members of the public present this evening.

**Law Enforcement Report for June 2014**

Chief Sales introduced new Durham County ABC Law Enforcement Officer, Natausha Pettiford, to the Board. Natausha comes to DCABC with experience with Durham County Police Department and the military.

Chief Sales reported to the Board on proposed law enforcement policies for the Boards review and approval. The Board had a general discussion regarding the proposed law enforcement policies.

Dr. Hunter-Rainey requested to amend the alarm policy to reflect adding "Call" before the phone number. Mr. Miller motioned to accept the law enforcement policies as amended. Dr. Guion seconded the motion and the Board approved without objection.

Chief Sales reported to the Board that he is continuing to interview for open law enforcement positions.

#### **Update on Grant Program**

Dr. Guion reported on final grant distributions. Dr. Guion and Dr. Hunter-Rainey followed up with grant applicants to obtain more information regarding how funds requested will be used. Several grantees awarded funds are not required by general statute to submit applications. For this reason, DCABC was allowed to offer grants to Durham Public Schools, TRY and other educational programs.

Dr. Guion reported to the Board that she is preparing a synopsis of past and present grant applicants including contact information for reputable organizations. Her objective is to assist DCABC in receiving a greater number of applicants and participation in the coming years.

The Board had a general discussion regarding organizations identified to receive grant funds and following up with organizations that are not eligible for grants.

#### **Support Services Update**

Ms. Davis and Mr. Sessoms reported to the Board on their research to determine the most productive tablets for DCABC to purchase. The Board had a general discussion regarding tablets to consider in regards to applications that will best suit the needs of DCABC.

#### **Financial Reports for June 2014**

Mr. Keatts presented to the Board the summary of income statement results for the month of June. Total sales for the month were \$2,152,210 which is below budget by (\$111,968) or -4.95% due to a miscalculation in the budget attributed to the Holloway Street store grand opening in June 2012. Year-to-date sales were \$28,735,744 which is 6.08% over actual and 3.31% above budget.

Profit before distribution was \$153,399 for the month and \$2,622,785 year-to-date which is a -20.38% change over the same period last year and 14.03% increase over year-to-date last year.

After profit distributions, net loss was (\$580,502) for the month compared to (\$901,108) versus the same month last year due to additional profit distributions. Year-to-date net income was \$956,118 which is an increase of 89.43% over last year.

Mr. Keatts presented to the Board a budget amendment to shift money from utilities to cover costs associated with unbudgeted expenses relating to armored car services .

The Board had a general discussion regarding the budget amendment. Dr. Hunter-Rainey motioned to accept the budget amendment proposal. Dr. Guion seconded the motion and the Board approved without objection.

Mr. Keatts also reported to the Board that, after reviewing services and charges with SunTrust, significant savings are possible including up to \$35K annually in merchant services.

### Strategic Planning and General Manager's Report

- **2014 Adoption of Travel Policy**  
Mr. Sessoms reported to the Board that if DCABC would like to adopt Durham County's Travel Policy, by statute, DCABC must accept the County's Travel Policy on an annual basis. Mr. Sessoms reported that amendments are decided on by the Board that relate specifically to DCABC. The Board had a general discussion regarding minor changes to the County's policy that the Board agrees are appropriate for DCABC. Mr. Nauseef motioned to accept the County's Travel Policy with minor amendments appropriate for DCABC. Dr. Guion seconded the motion and the Board approved without objection.
- **Scheduling**  
Mr. Sessoms requested recommendations from the Board regarding whether stores should operate with one employee at any given time. The Board had a general discussion regarding possible scenarios and risk factors.  
Mr. Sessoms additionally requested recommendations from the Board whether stores should open later or close earlier in correlation to sales and transaction counts. The Board had a general discussion regarding flexible hours at certain store locations. Mr. Sessoms will present scheduling options to the board prior to making any changes.
- **Selling of Gift Certificates to Minors**  
Mr. Sessoms requested the Board's recommendation as to whether individuals must be twenty-one years of age to purchase gift certificates at DCABC stores. There was a general consensus among Board members that minors should not be sold gift certificates to purchase alcoholic beverages.

### Closed Business

Dr. Guion motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) consult with attorney, (5) facility leases or purchases and (6) personnel matters. Mr. Miller seconded the motion and the Board approved without objection.

### Adjournment

Chairman Burton motioned to adjourn the meeting. The Board approved without objection.

Approved By: \_\_\_\_\_

Wayland Burton, Board Chair