

**Minutes of the Meeting
October 20, 2014**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 20th day of October, 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. Perlie Davis, Support Services Director for Durham County ABC, Lee Keatts, Durham County ABC Finance Officer, Rufus Sales, Chief of Durham County ABC Law Enforcement, Natausha Pettiford, Derrick Alston and Jayme Hughes, Investigators for Durham County ABC Law Enforcement, and Kim Arrington with Teen Talk were also in attendance.

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 September 15, 2014 Board Meeting. Board Member Miller motioned to accept the consent agenda items and Mr. Nauseef seconded the motion. The Board approved without objection.

General Business

Public Comment

Ms. Arrington introduced herself to the Board and stated that Teen Talk was a 2014 DCABC grant recipient. Ms. Arrington explained that Teen Talk’s mission is to prevent alcohol, marijuana and tobacco use by minors. The Board was invited to Teen Talk: A Tale of Substance at The Carolina Theatre on November 3, 2014 which is written and performed by kids for kids in the community.

Law Enforcement Report for September 2014

Mr. Sessoms introduced the newly hired Investigators for Durham County ABC Law Enforcement, Derrick Alston and Jayme Hughes.

Chairman Burton requested a motion to accept the law enforcement report and summary as stated and to have it included in the minutes of the meeting. Chairman Burton motioned to accept the law enforcement report and summary and the Board approved without objection.

Financial Reports for September 2014

The Board had a general discussion regarding the summary of income statement results for the month of September and accepted the financial reports for the month of September as included in the agenda. Mr. Sessoms stated that mixed beverage sales have increased which he attributes to more establishment inspections in the month of September. Chairman Burton requested for the financial summary to be included in the minutes.

Support Services Update

Chairman Burton stated that the Support Services Update was included in the agenda which includes a website redesign proposal. Ms. Davis reported to the Board that the best course of action for DCABC is to utilize two separate vendors to facilitate the website redesign. The Board had a general discussion regarding website design vendors. Dr. Guion motioned to accept the website redesign proposal as presented. Dr. Hunter-Rainey seconded the motion and the Board approved without objection.

Ms. Davis reported to the Board on progress for obtaining a records management system for law enforcement and updated the Board that DCABC will likely choose Windows based tablets and that DCABC is in the process of scheduling a product demo.

General Manager's Report

- Promotions
Mr. Sessoms reported to the Board on results from recent DCABC retail store promotions as well as planned promotions.
- Hillsborough Road Store
Mr. Sessoms reported to the Board on sales at the Hillsborough Road store after renovations and progress on plans for an adjacent parking lot. Several changes to the parking lot site plan have been made and resubmitted to City Planning. A two week turnaround time is expected for approval.
- Latino Festival
Mr. Sessoms reported to the Board that he, Chairman Burton and Mr. Sales attended the Latino festival. At the festival, they handed out brochures regarding underage drinking.

HR Report

Chairman Burton provided the Board with background regarding DCABC budgeting for a 401K plan for employees. Board Member Miller stated that he feels with the job market being in its present state, DCABC can still retain good quality employees without offering a 401K plan. He suggested that the Board revisit the decision in a year from now. Mr. Sessoms explained that he has been working on hiring more part-time employees which would not be eligible for a 401K plan and he does not feel that full-time employees would terminate their employment with DCABC if they were not offered a 401K plan. Mr. Sessoms stated that he does not believe it would be an issue if the Board deferred making a decision on implementing a 401K plan. Board Member Miller then stated that he prefers a matching 401K plan as this requires commitment on behalf of employees. Chairman Burton recalled that all employees did receive an 8% pay increase which included the annual bonus over the course of last year. Mr. Sessoms stated that DCABC is very competitive with other comparable counties' salaries. The Board had a general discussion regarding the funds that are presently budgeted for a 401K plan and the options available for employees to contribute to a plan.

Mr. Nauseef motioned to defer making a decision on going forward with offering a 401K plan to DCABC employees at this time. Board Member Miller seconded the motion.

Dr. Guion amended the motion to delay the decision on offering a 401K plan until the next fiscal year budget in June, 2015. Dr. Hunter-Rainey concurred with Dr. Guion.

Mr. Nauseef motioned to delay the decision on implementing the 401K plan until the next budget in June. Dr. Guion seconded the motion and the Board approved by majority. Board Member Miller did not vote in favor of delaying a 401k plan.

Overview/Introduction to Overall Durham ABC Strategic Plan

Dr. Hunter-Rainey proposed that the Board develop a strategic plan that encompasses who DCABC is, what it does, what it does not do and how it obtains results. The Board had a general discussion regarding the purpose of a strategic plan and the goal to encourage customers to buy alcohol from DCABC as opposed to purchasing alcohol from other surrounding counties. There was a general consensus that the Board should move forward with developing a strategic plan for DCABC. Dr. Hunter-Rainey offered to draft a strategic plan for DCABC.

Closed Business

Board Member Miller 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. Dr. Guion seconded the motion and the Board approved without objection.


Open Session (Resumed)

Now back in open session, Mr. Nauseef motioned to have the Holloway Street property appraised by Jarvis Martin. Dr. Guion seconded the motion and the Board approved without objection.

Adjournment

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

Approved By: _____


Wayland Burton, Board Chair

APPENDIX A



Durham County ABC Board Meeting – Visitor Sign-in Log

Date: 10-20-2014

Time	Name	Address	Requesting to make public comment? Yes/No
5:30	Kim Arrington	4 Little Valley Ct. Durham, NC 27704	Yes
5:30	Lee Keates	Durham NC	No
5:30	Jamyne Hughes	Granville Co. NC	NO
5:30	DERRICK AISTON	Durham NC	NO