

Durham County ABC Board

**Minutes of the Special Meeting
March 2, 2015, 5:30 p.m.**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, Durham, NC 27707. The purpose of the meeting was to consider a proposal for a new security system and revisions to the Personnel Policies Manual. Notice of the date, time, location and purpose for the meeting was circulated on February 25, 2015.

Wayland Burton, Board Chair, called the meeting to order. Board members Deidre Guion and Robert "Bob" Nauseef were present. General Manager Barry Sessoms, attorney George W. Miller, Jr. and Durham County ABC Chief Rufus Sales 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 that were known to be coming before the Board and, if so, does any Board member having a conflict wish to recuse him/herself from deliberating and voting on the matter. All Board members present verbalized that they do not have a conflict.

Chairman Burton reported to the Board that Chief Sales has requested an updated security system at several Durham County ABC locations so that all stores and the warehouse will be on the same system and therefore compatible.

Chief Sales presented to the Board that there are currently three security systems in place at DCABC locations, two of which are analog, not digital.

The Board had a general discussion about the present security systems and the recommended system's capabilities. Also discussed was the possibility for additional video cameras.

Dr. Guion motioned to accept the proposal for DCABC to purchase a new security system and additional video cameras as submitted. Mr. Nauseef seconded the motion and the Board approved without objection.

Chairman Burton reported to the Board that revisions to the Personnel Policies Manual was the next item to come before the Board.

The first policy discussed was regarding the Grant Program. The Board discussed including on the grant application DCABC's website address for grant recipient reporting purposes and to include requesting the website address of grant applicants. Additional minor formatting and language changes to the policy and associated documents were discussed and accepted by the Board.

Chairman Burton recommended to the Board that a new policy be implemented regarding Workplace Administration, Legal Documents. The purpose of this policy is to be sure that all legal documents received by DCABC be delivered to the Board attorney in a timely manner. The Board had a general discussion regarding legal documents received by DCABC that require the Board attorney's receipt and review and also documents received by Chief Sales that do not. It was decided that language will be developed to differentiate between the two. Also discussed was the manner in which legal documents be delivered to the Board attorney. Hand-delivery was chosen as the proper method of transmitting such documents.

Chairman Burton recommended changes to Section 4, to include Employment Classifications, Schedules and Substance Abuse Detection. Mr. Burton presented to the Board that there have been discussions regarding the definition of full-time employment. For DCABC to be in compliance with the Affordable Care Act, DCABC's policy will be amended to define any employee that works at least thirty hours as a full-time employee and therefore eligible for full-time employee benefits including healthcare. The Board had a general discussion regarding amending the definition of full-time employment to any employee that works at least thirty hours as opposed to forty hours. Also discussed were minor language changes regarding newly hired employees, rehired employees and promoted employees.

Chairman Burton recommended policy changes regarding communication to employees and the general public during adverse weather conditions. The purpose of the language change is to ensure notification of store closings as soon as possible. The Board decided that the General Manager will contact all applicable forms of media and store managers who in turn will notify their staff.

Chairman Burton recommended changes to Section 8, Employee Conduct and Disciplinary Action in regards to whether a conviction is necessary to enforce the present policy of mandatory disciplinary action. The Board had a general discussion regarding how DCABC shall handle employees with potential convictions. The Board came to a consensus to remove the word "conviction" from the policy to allow for the Board to have the opportunity to make a decision regarding disciplinary action based on review of the individual circumstances and accused crime.

The Board had a general discussion regarding implementing a policy on public comment and communication with the media. This subject will be further developed.

Chairman Burton recommended changes to Section 7, Employee Assistance Program. The recommended addition to the policy includes language stating that the program will be administered by a vendor selected by the Board and reviewed annually as to choice of vendor and services to be rendered. Other changes to Section 7 relate to Training Expense and include that employee training must be approved by the Board in addition to the General Manager.

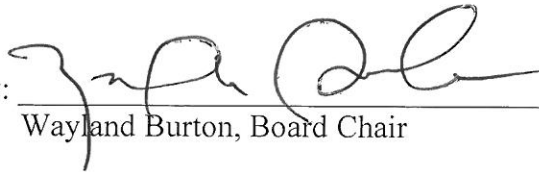
Chairman Burton recommended changes to Section 2, Durham County ABC Board and its History. Amendments relate to Board member attendance requirements as updated by the Board of County Commissioners. Recommended language changes includes that if a Board member misses three scheduled Board meetings where quorum is reached during a calendar year,

appointee is obligated to resign from the DCABC Board with a recommendation that resignation be accepted by the Board of County Commissioners. Additional minor language changes to Section 2 were discussed by the Board.

Mr. Nauseef motioned to incorporate into the Personnel Policies Manual the policy changes agreed upon by the Board including the Grant Program, Recommendation Submission Form, Workplace Administration Legal Documents, Employment Classifications, Employee Assistance Program, Training Expense and Durham County ABC Board and its History. Dr. Guion seconded the motion and the Board approved without objection.

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

Approved By: _____



Wayland Burton, Board Chair