

**Minutes of the Meeting
January 11, 2016**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 11th day of January, 2016.

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

Board members Norwood “Andy” Miller and Robert “Bob” Nauseef were present. General Manager Barry Sessoms and attorney George W. Miller, Jr. were also present. Durham County ABC Support Services Director Perlle Davis, Durham County ABC Finance Officer Lee Keatts and Durham County ABC Law Enforcement 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 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 present verbalized that they do not have any conflicts.

Chairman Burton requested to adjust the agenda to move Support Services Update to the second agenda item and Finance Reports to the third item of business to discuss. Mr. Burton motioned to move agenda items as indicated and the Board approved without objection.

Consent Items

The consent item for the January Board meeting was the Minutes of the December Board Meeting. Mr. Nauseef motioned to accept the December Board Meeting Minutes as presented. Board Member 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.

Support Services Update

Ms. Davis reported to the Board that DCABC has converted to a new credit card gateway. She stated that EMV compliance is not complete because the Point of Sale provider is in testing mode and a date for implementation is still unknown. New e-mail hosting conversion is in progress and e-mail accounts should be utilizing the new hosting system in several days. Ms. Davis explained that this will enable e-mail access through an Outlook web account. She provided instructions to Board members to assist with accessing e-mail as well as information for technical support if needed. Ms. Davis reported that there are several old computers that were intended to be donated but due to their outdated operating systems she recommends they be discarded. She suggested that additional computers with updated operating systems slated for replacement may be donated in their place.

Chairman Burton requested further explanation as to why there is a delay in implementation of EMV compliance. Ms. Davis explained that testing and configuration is a longer process than expected.

The Board had a general discussion regarding converting to a new e-mail host and updates regarding support for older operating systems.

At this time, Ms. Rocha-Goldberg entered the meeting. Chairman Burton read the Conflict of Interest Review and Declaration. Ms. Rocha-Goldberg indicated that she has reviewed the agenda and she does not have a conflict of interest with any of the items coming before the Board.

Ms. Davis disseminated to the Board a draft of the FY 2015 Annual Report. Chairman Burton requested that the vendor quoted in one of the articles be named for clarification purposes. The board approved the draft with that change.

Finance Report

Mr. Keatts reported to the Board that sales for the month of December totaled \$3.9M which was 5% over budget and a 10% increase over last year. DCABC sales in December were the third highest sales increase of the nine ABC Boards that the state ABC commission considers comparable Boards.

RFP Process

Mr. Keatts next reported to the Board on progress regarding the audit RFP. He explained that ten audit CPA firms were researched thoroughly and listings on the North Carolina State Board of CPA Examiners were reviewed to verify credentials. A draft letter requesting specific requirements and criteria necessary for CPA firms to provide to DCABC was reviewed. To ensure that the auditing firm awarded the contract is equipped to provide the services DCABC requires, all firms will be asked to indicate their procedure on staying abreast of changes and updates to the Government Auditing Standards. The deadline for proposal submissions is February 26. Proposals will be received and reviewed by DCABC Board members as they are received. At the March 21 Board meeting, the Board will review and discuss proposals and make a selection. Based on the Board's decision, firms may be notified of DCABC's selection by March 25.

The Board had a general discussion regarding proposed dates and time required by Board members to review proposals prior to the March Board meeting. If needed, a Special Board meeting will be scheduled to allow for proper consideration of all proposals received.

Mr. Nauseef motioned to accept the audit RFP sample as presented. Ms. Rocha-Goldberg seconded the motion and the Board approved without objection.

FY2016 Grant Programs

Chairman Burton announced to the Board that DCABC will start advertising the annual grant program to all media outlets available. He requested DCABC utilize a wide variety of advertising channels and proposed inviting applicants to an informational discussion regarding pertinent information including forms, format, important dates, requirements, expectations, clarification regarding any questions and dollar amounts available including limits. Early advertising and a

discussion forum is desired to assist applicants formulate and submit applications in a timely manner. An informational discussion is scheduled on February 23 at approximately 1:30 p.m.

ABC Commission Seller Training January 26, 2016

Mr. Sessoms notified the Board that the ABC Commission is holding a training session for alcohol selling establishments on January 26. Two sessions are scheduled and will be held at the Durham County main library. DCABC is coordinating registration via the main website and thus far sixty-two individuals have signed up for the first session and fifty-two for the second session. Brochures advertising the training are being distributed to DCABC mixed beverage customers with weekly orders to encourage licensee participation.

General Manager Report

- **HVAC Contract and Work**

Mr. Sessoms recommended that the Board consider a new contractor for HVAC services. He contacted Carolina Air Conditioning and learned that they originally installed the air conditioning system at the administrative office. The fluctuations and recent problems with heating and cooling are attributed to the change in layout and configuration of administrative offices since initial installation. The proposal received from Carolina Air Conditioning is within a couple hundred dollars of the present contractor and they charge less per hour for additional services requested. Chairman Burton requested that Mr. Sessoms present at least three quotes for comparison purposes for Board review and decision.

- **NABCA Meetings**

Mr. Sessoms notified the Board of dates for upcoming NABCA events to include the Legal Symposium scheduled for March 13-15 in Alexandria, Virginia and the general conference held May 20-23 in Orlando, Florida. He noted that the general conference will take place over a weekend this year. Mr. Sessoms requested Board members interested in attending to notify him as soon as possible to ensure the best rates on airfare and hotel rooms.

- **Vehicle Policy**

Mr. Sessoms previously distributed a proposed vehicle policy focusing on maintenance and disposition of vehicles. Chairman Burton requested that the presented vehicle policy and Law Enforcement vehicle policy be formatted in the same manner. The Board had a general discussion regarding the present inventory of DCABC vehicles and anticipated replacement dates. Two vehicles are slated for replacement during the present fiscal year.

Law Enforcement Report

Chief Sales reported to the Board that Law Enforcement focused on store security and product protection during the month of December noting one hundred and ninety-seven logged store visits by law enforcement personnel. He reviewed the Body Armor Policy previously circulated to Board members. Chief Sales emphasized the importance of body armor for law enforcement personnel and requirement for maintenance and upkeep of the equipment. Additionally, a proposed Equipment Responsibility Policy and Issuance Form were forwarded to Board members. Chief Sales explained to the Board the importance of a policy in place for replacement of equipment. He highlighted the need for a policy that prescribes recourse for equipment lost due to the negligence of law enforcement personnel and disciplinary action for theft of equipment.

Chief Sales reported to the Board on additional law enforcement activity in the month of December including thirty-five inspections, compliance checks and training.

Mr. Nauseef motioned to approve and accept the Body Armor Policy, Equipment Responsibility Policy and the Police Issue Form. Board Member Miller seconded the motion and the Board approved without objection.

Other Business

Chairman Burton shared a document with the Board and General Manager with research information available from the NC Commerce Department website. Mr. Burton suggested that the GM and the board access the site to review information that may relate to Durham County economic projections and expectation of growth in sales for DCABC.

Closed Business


Mr. Nauseef 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. Ms. Rocha-Goldberg seconded the motion and the Board approved without objection.

The Board returned to open session. Mr. Nauseef motioned for the General Manager to finalize the TW Alexander store lease. Ms. Rocha-Goldberg 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