

Durham County ABC Board

**Minutes of the Special Meeting
July 15, 2017, 9:00 a.m.**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard. Notice of the date, time, location and purpose of the meeting was published.

In the absence of a Board Chair, and without objection by the Board, Board Member Andy Miller called the meeting to order at 9:00 a.m.

Board members Jacqueline Wagstaff, Lawrence Daye and Donald Lebkes were present. General Manager Rufus Sales and attorney George W. Miller, Jr. were also in attendance.

Conflict of Interest Review and Declaration

Board Member Miller 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 verbalized that they do not have a conflict.

General Business

Public Comment

Nicole Moore introduced herself to the Board and stated that she is present on behalf of Exchange Family Center to answer any questions the Board may have regarding the organization's grant application. Retired District Court Judge and Emergency Judge Nancy Gordon introduced herself to the DCABC Board as a Board Member of the Exchange Family Center also representing the organization in regards to the grant application. Mitch Pittman with DCABC Law Enforcement introduced himself to the Board. Sandra Battle introduced herself to the Board noting that she is a community activist. She stated that, although she does work for grant applicant Durham Crisis Response Center, she is not attending today's meeting to represent the organization. Board Member Miller welcomed all members of the public to the meeting.

Recommendation of Board Chair

Board Member Miller requested recommendations for Board Chair. Ms. Wagstaff nominated herself for Board Chair. With no other nominations, Board Member Miller requested a vote to recommend Ms. Wagstaff as Board Chair and the Board approved unanimously. Board Member Miller stated that the Board will recommend to the County Commissioners that Ms. Wagstaff hold the position of DCABC Board Chair. Ms. Wagstaff assumed the position of Board Chair for the remainder of the meeting.

FY 2017 Profit Distribution to Local Government

Mr. Sales reported to the Board that the County Commissioners requested an addition \$100K of profit distributions to bring the total amount distributed to the County up to \$2.1M. He explained that, according to the profit distribution formula, in order to distribute additional funds

to the County, additional monies in the amount of \$11,133 must be distributed to the City of Durham. Mr. Sales stated that a budget amendment to provide additional distributions would result in a decrease in working capital retained. The Board discussed distributing additional profits to the City and County. Board Member Miller motioned to increase the distribution to the County in the amount of \$100K and to the City in the amount of \$11,133. Mr. Daye seconded the motion and the Board approved unanimously.

At this time, Ms. Wagstaff requested new Board Member Lebkes introduce himself to the Board. Mr. Lebkes provided his professional background and noted that he enjoys involvement in public service. Ms. Wagstaff welcomed Mr. Lebkes to the DCABC Board.

FY 2017 Budget Amendments

Mr. Sales stated that there are two Budget Amendments regarding increasing profit distributions to the City and County. The first Budget Amendment was approved by the Board at the June Board Meeting and it increases distributions to the City and County in the amount of \$615,223. The second Budget Amendment, approved by the Board on today's date, increases distributions in the amount of \$111,133. Board Member Miller motioned to approve both Budget Amendments as stated. Mr. Daye seconded the motion and the Board approved unanimously.

FY 2017 Grant Awards

Mr. Sales reported to the Board that there are grant funds in the amount of \$211,880 available for grant recipients. The Board discussed grant recommendations according to a schedule prepared by Ms. Wagstaff. Mr. Lebkes shared with the Board his research findings pertaining to organizations that submitted grant applications. Ms. Wagstaff provided details supporting her grant recommendations. Board Member Miller motioned to increase the recommended grant funds to D.L. Forbes Youth Foundation in the amount of \$2K for a total of \$17K. Mr. Lebkes seconded the motion and the Board approved unanimously.

The Board further discussed potential grantees and recommended grant awards. Mr. Lebkes motioned to award grant funds in the amount of \$4,900 to Life Skills Foundation. Mr. Daye seconded the motion and the Board approved unanimously.

Board Member Miller motioned to accept all grant awards as recommended by Ms. Wagstaff with amendments duly motioned and approved. Mr. Daye seconded the motion and the Board approved unanimously.

The 2017 DCABC grant recipients are as follows:

Alcohol Abuse Education	\$10,000
Boys & Girls Club	\$5,980
Campaign 4 Change	\$30,000
D.L. Forbes Youth Foundation	\$17,000
Dove Institute	\$10,000
Durham Business & Professional Chain	\$35,000
Durham Crisis Response Center	\$15,000
Durham TRY	\$15,000

El Centro Hispano	\$15,000
Exchange Family Center	\$15,000
Life Skills Foundation	\$4,900
Men of Vision	\$15,000
Real Kids United	\$20,000
Rebound, Alternatives for Youth	\$4,000

FY 2018 Technology Budget

Mr. Sales stated that the recommended Voice over Internet Protocol phone system from Ring Central is less expensive than the current system as it consolidates all phone services. He stated that there would be savings in the amount of \$9K (with \$5K in setups costs included) the first year and up to \$14K the following year. The Board discussed the phone system proposal and Mr. Sales provided additional information regarding Ring Central. Mr. Sales reported on additional recommended technology items including equipment to organize networking cable in retail stores, replacing twenty computers, the purchase of ten scanners to replace fax machines and inventory ordering redesign. The Board discussed the technology equipment currently in use and whether there is a necessity for all recommended technology items. The Board next discussed a computer rotation schedule for replacement of seven computers yearly over the next three years.

Board Member Miller motioned to approve the recommended technology items with the amendment to replace seven computers per year over the next three years. Mr. Daye seconded the motion and the Board approved unanimously.

FY 2018 Law Enforcement Budget

The Board discussed purchasing new handguns and trends in law enforcement regarding caliber of guns used more often. Mr. Daye discussed with the Board his research findings and recommendation to purchase new 9mm handguns and not continue to purchase additional .357 pistols. The Board discussed which caliber is best suited for DCABC Law Enforcement. Board Member Miller motioned to purchase two new .357 handguns this year and then perform a study to determine which caliber is recommended for future purchases. Mr. Lebkes seconded the motion. Mr. Daye noted that there are not any service or maintenance records for the guns presently utilized by DCABC. Ms. Wagstaff recommended to amend the motion to include the purchase of three .357 handguns and arrange for all handguns currently in use to be serviced for maintenance. Mr. Lebkes seconded the motion and the Board approved unanimously.

Ms. Wagstaff called for a ten minute recess.

The Board returned from recess and discussed the recommendation to purchase a new law enforcement vehicle so that a vehicle is available for each full-time officer. Mr. Daye motioned to approve the purchase of a new vehicle to allow each full-time DCABC Law Enforcement Officer a vehicle available when needed. Board Member Miller seconded the motion and the Board approved unanimously.

Closed Session

The Board considered going into closed session. Board Member Miller motioned for the Board to go into closed session per G.S. § 143-318.11(a): (6) to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Mr. Daye seconded the motion and the Board approved without objection.

The Board returned to open session.

FY 2018 Travel Policy

Ms. Wagstaff requested to await the Board attorney's evaluation of the State and County travel policies before deciding on a travel policy to adopt. The Board will continue to operate under the current policy in the meantime.

Ms. Wagstaff motioned to adjourn the meeting. Mr. Lebkes seconded the motion and the Board unanimously approved.

Approved By: *N A Miller*