

**Minutes of the Meeting
October 16, 2017**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 16th day of October, 2017.

In the absence of the Board Chair, Andy Miller, and without objection by the Board, Board Member, Lawrence Daye, called the meeting to order at 5:30 p.m.

Board members Jacqueline Wagstaff, Lawrence Daye, Donald Lebkes and Beverly Thorpe were present. General Manager Rufus Sales and attorney George W. Miller, Jr. were also present. Durham County ABC Support Services Director Perlie Davis, Durham County ABC Finance Officer Lee Keatts, Durham County ABC Chief Natausha Pettiford and Jake Rivers with North Capital Management Trust were also in attendance.

Conflict of Interest Review and Declaration

Mr. Daye 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 have reviewed the agenda and do not have any conflicts.

Consent Item

There were not any consent items approved.

General Business

Public Comment

Two members of the public were in attendance for public comment. Stephanie Riley, founder of Riley Royalty Resources Network, stated that her company offers mental health first aid classes and recommends DCABC retail store employees attend the training. Ms. Riley stated that her eight-hour course teaches how to recognize people that are going through mental health crisis and handle these difficult situations. The course includes CPR and first aid components as well. Major topics of focus in the class include anxiety, depression and substance abuse. The Board had a general discussion regarding providing this training for employees.

Mark Cromwell, owner of Social Games and Brews, was present to discuss ongoing delays in receiving liquor orders from mixed beverage at the Durham Chapel Hill Boulevard location. He stated that the turnaround time for orders to be filled was quicker before mixed beverage consolidation and that some orders have taken close to forty-eight hours to be filled. Mr. Cromwell also expressed his concerns regarding criminal activity near his establishment on Main Street. He attributes this activity to the lack of police presence and, specifically, the discontinuation of the law enforcement bike patrol program.

Mr. Daye stated that the General Manager will work with Mr. Cromwell to resolve issues regarding liquor orders. Chief Pettiford stated that she will follow up with other law enforcement agencies regarding complaints of criminal activity in the area.

At this time, Ms. Wagstaff entered the meeting. Ms. Wagstaff stated that she has reviewed the agenda and she does not have any conflicts of interest with any items coming before the Board.

NC Capital Management Trust

Mr. Keatts introduced Jake Rivers with NC Capital Management Trust to the Board and explained that he is present in response to Ms. Thorpe's request for the Board to explore investment options for DCABC. Mr. Rivers presented to the Board on the local government investment pool. He noted that the investment was created in 1982 for local governments and is utilized by Durham County, City of Durham, ABC Boards across the state and mental health associations. Mr. Rivers pointed out the different portfolio options available. The Board had a general discussion regarding the investment pool.

Financial Report

Mr. Keatts stated that the monthly financial report was included in the meeting packet. The Board discussed sales trends over the past couple of years.

Support Services Report

Ms. Davis stated that there was a problem with a retail store credit card chip reader that may have resulted from tampering with the device. The device is no longer functional and was replaced. She stated that the web development team reportedly resolved the online ordering issue regarding permittees reordering liquor. Ms. Davis also reported on the technology budget items as included in the meeting packet.

Law Enforcement Report

Chief Pettiford reported to the Board that law enforcement focused on retail store parking lot security to dissuade purchasing alcohol for minors and performed alcohol training programs.

General Manager's Report

Mr. Sales reported that expanded retail store hours went into effect earlier this month and hours of operation are now 9:00 a.m. to 9:00 p.m. He stated that the Highway 55 Store closed at 7:00 p.m. on October 7th due to a power outage from a storm and that the Holloway Street Store experienced the power outage that night at 9:00 p.m. A power outage also caused the temporary closing of the Holloway Street Store on October 13th from 11:45 a.m. until 2:40 p.m. due to a motor vehicle accident.

Mr. Sales reported that DCABC started using Paycom electric scheduling system for employees to log their hours worked and that DCABC will no longer use paper timesheets.

Mr. Sales reported that warehouse deliveries to retail stores are scheduled to occur earlier in the day going forward and, additionally, there are now Friday deliveries.

Mr. Sales stated that the online liquor ordering system was not working properly this morning and that the issue was resolved quickly. Several permittees experienced difficulties and alerted DCABC of the malfunction.

Mr. Sales prepared holiday work schedules and he plans to meet with managers to confirm and finalize. Mr. Sales emphasized the necessity to have the more experienced full-time staff cover the busier shifts.

Mr. Sales acknowledged issues with mixed beverage and stated that he plans to meet with permittees including Mr. Cromwell to improve customer service.

Other Business

- **ABC Board Emergency/Disaster Plan**

Mr. Sales stated that the organization does not currently have a disaster plan. Ms. Thorpe expressed the importance of having a disaster plan in place. Ms. Wagstaff suggested reviewing the County's guidelines and adapting a plan that suits DCABC. Mr. Sales stated that he will request plans from other ABC Boards as well as the State Commission and the County to review as a starting point.

At this time, Mr. Daye requested a short recess of the meeting.

The Board returned to open session.

Closed Session

Mr. Daye motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Ms. Wagstaff seconded the motion and the Board approved without objection.

Adjournment

Ms. Wagstaff motioned to adjourn the meeting. Mr. Lebkes seconded the motion and the Board approved without objection.

Approved By: Lawrence Daye