

**Minutes of the Meeting
November 13, 2017**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 13th day of November, 2017.

Board Chair, Andy Miller, 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 and Durham County ABC Chief Natausha Pettiford were in attendance.

Conflict of Interest Review and Declaration

Chair 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 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.

Mr. Lebkes requested to add an item of discussion under Other Business regarding the hiring of an administrative assistant for the General Manager. Ms. Wagstaff motioned to adopt the agenda with the additional item stated above. Mr. Daye seconded the motion and the Board approved unanimously.

Consent Items

The consent items for Board approval included the September 18th Board Meeting Minutes and the October 16th Board Meeting Minutes. Ms. Wagstaff motioned to approve the Board Meeting Minutes as written. Mr. Lebkes seconded the motion and the Board approved unanimously.

General Business

Public Comment

Chair Miller stated that there are not any members of the public in attendance.

Financial Report

Mr. Keatts stated that the monthly financial report was included in the meeting packet. He noted that there was a decrease in profit before distributions in the amount of \$73K in October of this year compared to last year. He attributed the profit decrease to budget changes, personnel expenses and increases in depreciation and insurance rates.

Support Services Report

Ms. Davis reported to the Board that there was a county wide disruption in credit card processing at DCABC retail stores. The issue was resolved and is not expected to reoccur. Mr. Sales noted that the disruption occurred on the Friday night of NCCU Homecoming and resulted in lost sales, duplicate credit card processing, which have since been reimbursed, and dropped sales resulting in credit cards not charged for purchases.

Ms. Davis stated that she is working to obtain a disaster recovery plan template from other organizations as requested by the Board at the previous meeting.

At this time, Ms. Thorpe entered the meeting. Chairman Miller read the Board's conflict of interest review and declaration statement and asked Ms. Thorpe if she has reviewed the agenda and if she has a conflict of interest with any items coming before the Board. Ms. Thorpe stated that she has reviewed the agenda and she does not have any conflicts of interest with any items coming before the Board.

Law Enforcement Report

Chief Pettiford reported to the Board on law enforcement activity during the month including an increased presence at retail stores and store parking lot surveillance, permittee compliance checks and alcohol awareness education. The Board had a general conversation regarding law enforcement activity.

General Manager's Report

Mr. Sales reported to the Board that three full-time employees and two part-time employees were hired this month. He stated that four employees are currently on medical leave of absence and that two employees are retiring this month. He notified the Board that a manager was involved in a motor vehicle accident on the way to work on Saturday morning. Mr. Sales was able to get to the store to replace the manager and the store opened at 9:00 a.m. with no disruption to normal business hours.

Follow-up Items

- **Financial Investments**

Mr. Sales requested the Board's opinion regarding the financial investment presentation at the Board Meeting last month. Chair Miller stated that he would like to review the presentation before the Board discusses the matter. Ms. Wagstaff motioned to delay discussion until Chair Miller can review the material. Mr. Daye seconded the motion and the Board approved unanimously.

- **Point-of-Sale Systems Review**

Ms. Davis stated that she is meeting with three point-of-sale providers to evaluate which is the best fit for DCABC.

- **Disaster Recovery Plan**

Ms. Davis discussed her progress toward obtaining a disaster recovery plan.

- **Initial Grant Reporting**

Ms. Davis stated that grant reports are available to Board members through password protected webpage. The Board had a general discussion regarding grant reports.

- **Meeting with Permittees Regarding Mixed Beverage**

Mr. Sales stated that a meeting with permittees is scheduled on November 29th to discuss past issues regarding liquor orders. He stated that he is considering making some changes to increase volume of special order liquors and expanding mixed beverage hours to accommodate permittees.

- **Feasibility Study Proposals**

Mr. Sales reported that he requested proposals from three commercial real estate companies to conduct a feasibility study. The study will determine if additional ABC stores are needed in the county and, if so, the location(s). Once received, the proposals will be presented for Board review. The Board had a general discussion regarding information gathered from feasibility studies.

Other Business

- **ZoomGrants Presentation**

The Board watched a presentation by ZoomGrants to learn about the company's online grant submission system. Mr. Sales stated that costs associated with purchase of the program and training total \$6K the first year and \$4.5K annually thereafter. The Board had a general discussion regarding the current procedure versus online technology to facilitate the grant process. Ms. Wagstaff requested a cost analysis to compare which option is more cost effective.

- **Board Meeting Calendar 2018**

Mr. Sales presented to the Board a proposed schedule for 2018 Board meetings and a Board retreat. Ms. Wagstaff motioned to adopt the Board meeting schedule for 2018 as presented. Ms. Thorpe seconded the motion and the Board approved unanimously.

- **NCABC Boards and NABCA Conferences 2018**

Mr. Sales stated that a schedule of dates for ABC conferences are included on the 2018 Board Meeting schedule.

- **Administrative Assistant to General Manager**

Mr. Lebkies reported to the Board that he recommends the creation of a position to assist and support the General Manager. He suggested that the assistant position be included in the organizational chart above the fourteen employees that presently report directly to the General Manager. Mr. Sales stated that he is considering a restructure of the organization and plans to bring his recommendation to the Board after the holiday season.

Closed Session

Ms. Wagstaff 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. Mr. Daye 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: NA Moe