

**Minutes of the Meeting
January 19, 2021**

The Durham County ABC Board met virtually via Zoom Meetings on the 19st Day of January 2021.

Chair Lebkes called the meeting to order at 5:33 p.m.

Board Members Gale Adland, Daniel Edwards, Frachele Scott, and Ryan Urquhart were present virtually via Zoom. Also present virtually were Support Services Coordinator Perlie Davis, Durham County Human Resources Generalist Wendy Thomas-Wilder, and Special Agent Brian Doward with Alcohol Law Enforcement.

General Manager Niegel Sullivan, Durham County ABC Fiscal Services Director Phil Bair, and Durham County ABC Attorney George Miller, III, were present in the room.

Conflict of Interest Review and Declaration

Chair Lebkes 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 verbalized that they have reviewed the agenda and do not have any conflicts.

Consent Items

The consent items were approved as follows:

- Approval of December 21, 2020 Board Meeting Minutes

Mr. Edwards motioned to approve the December board meeting minutes. Ms. Adland seconded. The consent item was unanimously approved.

Law Enforcement Report

Special Agent Doward is assigned to Durham County along with Special Agent Sean Hamilton, and presented the law enforcement report. There were 26 mixed beverage inspections and 78 other inspections. There were two alcohol education programs. There were two violations and 33 arrests. There were 116 charges at permitted establishments and four at non-permitted establishments; 114 misdemeanors and six felonies.

Agent Doward discussed recent alcohol and drug-related investigations and arrests with the board.

Human Resources Report

Ms. Thomas-Wilder stated that Durham ABCs employees are essential and a part of the 1B COVID-19 vaccine batch that just began. The state government has not yet opened it up for

those younger than 65 years old. She will update the board when she receives information about when employees will be able to get scheduled for the vaccine.

Finance Report

December sales showed an increase of \$640,787 compared to the previous year. Retail sales have increased by \$1.1 million, or 28.89 percent. Mixed beverage sales showed a decrease of \$485,577. Durham County ABC ranked 5th out of nine comparative boards. Year-over-year December sales showed a 13.71 percent increase. For profit distribution, Durham ABC gave the county \$544,000 for the second quarter of the fiscal year, and gave the city \$60,400. Mr. Bair discussed the board's cash balance for December.

Mr. Bair gave an update on the new SafeDeposit boxes that were discussed with the board during the December meeting. Durham ABC used the Durham-Chapel Hill Boulevard location as the pilot. Mr. Bair said that the box is working as advertised and that the cash is getting posted into the board's bank account by the next business day.

General Manager

Mr. Sullivan gave the board an update on the new inventory process that was set in place in October. The warehouse continues to complete inventory weekly. The Fiscal Service Director continues to complete the reconciliation process and send final variance figures to store managers. Mr. Sullivan said he continues to see improved numbers and trends from variances and showed data of inventory figures to the board.

Mr. Sullivan discussed sales predictions and forecasted figures, and also inventory levels of top-selling items.

Capital Projects

Mr. Sullivan showed the board an image of the current Holloway Street renovation project.

The scheduled completion date for the Sherron Road location is mid to late February.

Mr. Sullivan showed an image of the new Highway 55 project. The construction bid will be approved at the board's February board meeting. He has received inquiries to purchase the current Highway 55 property.

The proposed start date for the TW Alexander project is scheduled for March or April of 2022. The site was approved by the ABC Commission on Dec 9, 2020. Ms. Adland motioned to approve the use of board funds for the project. Mr. Edwards seconded. The board unanimously approved the use of funds.

The site of the N. Pointe Shopping Center location was approved during the ABC Commission's January 13 meeting. The estimated turnover date is June 1, 2021.

The Board will put the current Guess Road location on the market in February.

The board is scheduled to close on the new administrative office location on February 19 and the move-in date is scheduled for March or April. Ms. Adland motioned to approve the use of board

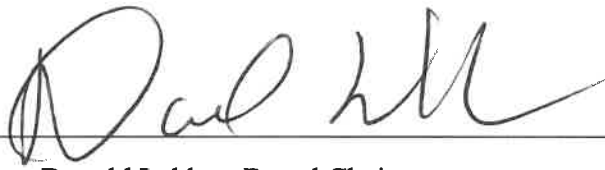
funds to update the current space. Dr. Urquhart seconded. The board unanimously approved the use of funds. Inspection of the new property has been completed.

The board's work session and regular meeting is scheduled for February 20 from 9 a.m. to 2 p.m. at the Rizzo Conference Center. The 1800 square-foot room will accommodate social distancing with board members, Attorney Miller, and four staff members present.

Dr. Urquhart motioned that the board go into closed session. Mr. Edwards seconded. The board went into closed session.

The board ended the closed session and the meeting was adjourned.

Approved By: _____

A handwritten signature in black ink, appearing to read "Donald Lebkes", written over a horizontal line.

Donald Lebkes, Board Chair