

**Minutes of the Meeting  
January 13, 2015**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 13<sup>th</sup> day of January, 2015.

Board Chair, Wayland Burton, called the meeting to order at 6:00 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. Perlle Davis, Support Services Director for Durham County ABC and Durham County ABC 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.

**Adoption of Agenda**

Chairman Burton requested to move agenda items that require voting to include the Support Services Update and EAP Program Proposal to the first items on the Agenda after Public Comment. The additional items included in the packet can be reviewed by Board members and any questions or concerns may be directed to the General Manager and all Board members. Mr. Nauseef motioned to accept the amendment to the Agenda. Board member Miller seconded the motion and the Board approved without objection.

Mr. Sessoms requested to correct the Agenda to reflect the Board meeting time this evening to 6:00 p.m. instead of 5:30 p.m. The Board approved without objection.

**Consent Items**

The consent item for the January Board meeting was the Minutes of November 17, 2014 Regular Board Meeting. Mr. Nauseef motioned to accept the consent item. 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 presented to the Board that purchasing iPads to run GoCanvas, which is a cloud based mobile business application, is recommended as the most suitable and cost effective mobile device system for law enforcement. GoCanvas allows for DCABC to design and build customized applications which will allow law enforcement to use mobile devices for inspections and reporting by collecting data electronically.

Ms. Davis stated that DCABC is presently utilizing GoCanvas as part of the thirty day trial and applications have been created to utilize for law enforcement inspections. The recommendation presented includes DCABC purchasing eleven iPads to provide for five Board members, four law enforcement officers and two administrative staff. The total purchases will cost less than the budgeted amount.

Chief Sales stated that through his research, he has determined that GoCanvas is the most feasible choice for DCABC. The Board had a general discussion regarding device hardware and software requirements for Board members, law enforcement and administrative staff as well as service provider costs.

The Board had a general consensus that mobile devices for Board members is not a necessity.

Chairman Burton requested a motion to modify the hardware and software recommendation to eliminate iPads and accessory equipment for Board members. Board member Miller seconded the motion and the Board approved without objection.

### **HR Report**

#### **Employee Assistance Program Proposal**

Chairman Burton reported to the Board that DCABC Human Resources Representative Ms. Stevens has researched various providers for EAP programs and recommends McLaughlin Young Group. Chairman Burton stated that he has researched benefits provided by McLaughlin Young Group and he is in agreement with the recommendation.

Mr. Nauseef motioned to accept McLaughlin Young Group to be accepted as DCABC's EAP vendor provider. Board member Miller seconded the motion and the Board approved without objection.

### **Law Enforcement Report for December 2014**

Mr. Sessoms reported to the Board that he attended Chief Sales' Law Enforcement Training graduation ceremony and that Chief Sales was chosen as a leader by his peers and asked to present at the event. Mr. Sessoms congratulated Chief Sales for an outstanding job.

### **Financial Reports for December 2014**

Chairman Burton requested that comparable counties' financial reports become available for Board member review along with DCABC's monthly financial reports for comparison and analysis.

### **Closed Business**

Board Member Miller 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. Mr. Nauseef 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