

**Minutes of the Meeting
August 17, 2015**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 17th day of August, 2015.

Board Chair, Wayland Burton, called the meeting to order at 5:30 p.m.

Board members Norwood “Andy” Miller, Robert “Bob” Nauseef, Pilar Rocha-Goldberg and Jackie Wagstaff were present. General Manager Barry Sessoms and attorney George W. Miller, Jr. were also present. Durham County ABC Law Enforcement Chief Rufus Sales and Lee Keatts Durham County ABC Finance Officer were also in attendance.

Attorney Miller announced to the Board that Mr. Burton’s term as Chair has now ended and that it is appropriate for the DCABC Board to vote on the election of a Board Chair. Mr. Nauseef motioned to elect Mr. Burton as Board Chair for an additional term. Ms. Wagstaff seconded the motion and the Board approved without objection.

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 verbalized that they do not have any conflicts.

Consent Items

The consent items for the June Board meeting were the Minutes of the June 15, 2015 Special Board Meeting and the Minutes of the June 29, 2015 Regular Board Meeting. Board Member Miller motioned to accept the consent items. Ms. Rocha-Goldberg 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.

Introduction of New Board Member

Ms. Wagstaff introduced herself to the Board providing her background experience and community involvement. All other Board members introduced themselves to Ms. Wagstaff and welcomed her to the DCABC Board.

Travel Policy

Chairman Burton reported to the Board that DCABC, by statute, must adopt a travel policy on an annual basis. The Board discussed the recommended travel policy noting the only change in the proposed policy from the present policy is the mileage rate as determined by the IRS. Board Member Miller motioned to adopt the travel policy as presented. Ms. Wagstaff seconded the motion and the Board approved without objection.

Procedural Policy Update

Chairman Burton presented to the Board a recommended policy and procedure update of disallowing past and present DCABC employees to be eligible for a position as a DCABC Board member. The Board had a general discussion regarding the process in which members apply and are chosen to serve on the Board. The Board unanimously decided that the matter requires further consideration and a vote will not be taken on the topic this evening.

Law Enforcement Report for July 2015

Chief Sales reported to the Board the law enforcement activity during the month of July including an underage alcohol sting operation performed by the Durham Police Department and ALE. Four DCABC retail stores were targeted as part of the operation and all four stores passed without any violations. DCABC law enforcement officers have increased their presence in retail store parking lots to continue efforts in prevention of the purchase of alcohol for underage individuals. Chief Sales reported to the Board on his progress establishing relationships with other law enforcement agencies in the community for the purpose of collaboration.

Financial Report for FY2015 Y/E and July 2015

Mr. Sessoms presented to the Board that revenue for FY2015 increased 10% over the prior year. Employee scheduling and retail store hours of operation changes allowed stores to be open and better staffed during peak hours of business while reducing operating costs. The ABC Board increased its distribution to Durham County and City by 20% in FY 2015 vs the prior year.

Mr. Keatts presented to the Board that sales for the month of July were above budget by 4% and a 13% increase compared to last year during the month of July. Profit before distributions was nearly a 10% increase over the prior year. DCABC ranked third in growth versus the prior year in comparison to the nine similar in size Boards in the state.

HR – Salary and Benefits

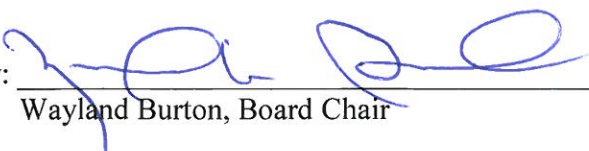
Chairman Burton recommended that the Board consult with a human resources firm (Quan Company) to compare and contrast DCABC employee salaries and benefits with other retail operations and ABC Boards in the city and state. A representative from Quan Company will be invited to present at the September meeting.

Closed Business

Mr. Nauseef 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. Ms. Rocha-Goldberg 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