

**Minutes of the Meeting
October 19, 2015**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 19th day of October, 2015.

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

Board members Norwood “Andy” Miller, Robert “Bob” Nauseef 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 was 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.

Chairman Burton requested that the Board motion to move the agenda items Financial Audit – RFP and Financial Report for September 2015 to the November Board meeting due to the absence of Durham County ABC Finance Officer Lee Keatts this evening. Ms. Wagstaff motioned to move the two agenda items to the next Board meeting. Mr. Nauseef seconded the motion and the Board approved without objection.

Consent Items

The only consent item for the October Board meeting was the Minutes of the September 21, 2015 Board Meeting. Mr. Nauseef motioned to accept the consent item. Ms. Wagstaff 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.

Law Enforcement Report for September 2015

Chief Sales reported to the Board the law enforcement activity during the month of September including Alcohol Awareness initiatives through participation in the Pride Parade and Latino Festival. At the Latino Festival seventy-one individuals signed the alcohol awareness pledge stating that they will not consume alcoholic beverages until they reach the lawful age, that they will be responsible consumers once the legal age is reached and that they will not willingly allow their friends and family to drive while impaired. Additionally, an investigation was conducted in reference to a larceny at the Hillsborough Road store.

Chairman Burton commended Chief Sales on DCABC law enforcement participation and positive results achieved at the Latino Festival and Pride Parade.

2016 – Board Meeting Dates

Chairman Burton reported to the Board that the calendar year 2016 Board meeting proposed dates were sent to Board members for review and it is appropriate to finalize dates for submittal to the Board of County Commissioners. The Board discussed the proposed meeting dates for 2016. Mr. Nauseef motioned to accept the meeting dates as presented. Board Member Miller seconded the motion and the Board approved without objection. Board meeting dates for 2016 will be: January 11th, February 15th, March 21st, April 18th, May 16th, June 6th (Public Budget Meeting), June 20th, August 15th, September 19th, October 17th, November 21st and December 5th.

Support Services Update

Mr. Sessoms reported to the Board that DCABC is presently updating the server to accommodate required system upgrades including EMV credit card chip technology. He stated that installation of three new registers was completed at retail stores to accommodate business volume. Additionally, DCABC is continuing to look for a user friendly reporting system as notification has been given that technical support for the present reporting software will not continue in the future.

Personnel Policies Manual Update

Chairman Burton presented to the Board the updated 310 Political Activities policy as previously disseminated to all Board members. The Board had a general discussion regarding employee political activities not having a place during working hours. Ms. Wagstaff motioned to adopt the Political Activities policy as presented. Mr. Nauseef seconded the motion and the Board approved without objection. Mr. Sessoms will notify all employees of the policy update as soon as possible.

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. Wagstaff seconded the motion and the Board approved without objection.


Personnel Policies Manual Update (Continued)

The Board returned to open session and discussed the amended purchase policy to include the language that employees shall only purchase alcoholic beverages during times or days when they are not working. Mr. Nauseef motioned to amend the purchase policy as presented. Ms. Wagstaff 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