

**Minutes of the Meeting  
October 15, 2018**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 15<sup>th</sup> day of October, 2018.

Board Chair, Andy Miller, called the meeting to order at 5:30 p.m.

Board members Lawrence Daye, Donald Lebkes, Beverly Thorpe and Ryan Urquhart were present. General Manager Rufus Sales, Assistant General Manager Eddie Hewlin, attorney George W. Miller, Jr., Durham County ABC Finance Officer Lee Keatts, Durham County ABC Support Services Director Perlie Davis and Durham County ABC Law Enforcement 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.

**Consent Item**

The consent item approved was the September Board Meeting Minutes. Mr. Lebkes motioned to approve the meeting minutes as presented. Ms. Thorpe seconded the motion and the Board approved unanimously.

**General Business**

**Public Comment**

Chair Miller stated that there are not any members of the public present for comment this evening.

**Financial Report**

**September Financials**

Mr. Keatts reported to the Board on the summary of income statement results. DCABC had the fourth highest sales in September compared to the nine other ABC Boards that DCABC considers comparable. The Capital Trust account has accrued \$40K in interest since February.

**Support Services Report**

Ms. Davis reported to the Board on progress regarding the inventory tracking system. Grant reports are due on October 31<sup>st</sup> and are submitted via ZoomGrants. A draft annual report was sent to Board members. Ms. Davis will determine whether the new POS system can track customers' zip codes.

At this time, Mr. Daye and Mr. Urquhart entered the meeting. Chairman Miller read the Board's conflict of interest review and declaration statement and asked Mr. Daye and Mr. Urquhart if they have reviewed the agenda and if they have a conflict of interest with any items coming before the Board. Both Board members stated that they have reviewed the agenda and do 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 of September including inspections, compliance checks and in-service training for DCABC employees. An arrest was made in the previously reported fraudulent credit card activity.

### **General Manager's Report**

Mr. Sales reported to the Board that a letter of appreciation was delivered to DCABC employees regarding their commitment to work through the hurricane last month. There have been further delays in receiving liquor from the Raleigh warehouse due to invoice issues. Repairs over the past month include an air conditioning compressor at the warehouse and the Hope Valley Road store roof. All full and part-time employees received in-service training over the past couple of months.

Mr. Sales reported numerous power outages due to inclement weather during September. A rough draft of the disaster relief plan was provided to Board members. The Board had a general discussion regarding purchasing generators for the warehouse and retail stores.

Mr. Sales invited the Board to the employee appreciation cook-out scheduled on Wednesday.

### **Other Items**

#### **Pay Check Tracking System**

Mr. Sales updated the Board on the ongoing fraudulent check scam. Additional measures provided by the bank are in place to protect DCABC. The General Manger offered to discuss the matter in detail if requested.

### **Action Items**

#### **Renew Contract with Koonce, Wooten & Haywood, LLP**

Mr. Sales informed the Board that it is time to either renew the contract with Koonce, Wooten & Haywood or search for a new firm to perform the annual audit. The Board discussed their satisfaction with the audit report and the auditing firm. Mr. Daye motioned to renew the contract with Koonce, Wooten & Haywood. Mr. Lebkes seconded the motion and the Board approved unanimously.

### **Closed Session**

Mr. Lebkes 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; (a): (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; (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. Urquhart seconded the motion and the Board approved without objection.

### **Open Session**

The Board returned to open session.

**Adjournment**

Mr. Lebkes motioned to adjourn the meeting. Ms. Thorpe seconded the motion and the Board approved without objection.

Approved By: 