

Durham County ABC Board

**Minutes of the Special Meeting
June 26th 2019, 5:30 p.m.**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard. Notice of the date, time, location and purpose of the meeting was published.

Board Chair Andy Miller called the meeting to order. Board members Donald Lebkes, Beverly Thorpe and Ryan Urquhart were present. Durham County ABC Interim General Manager Misty Walters, Durham County ABC Support Services Director Perlle Davis, Durham County ABC Finance Officer Lee Keatts, Attorney George W. Miller, Jr. and Dr. Heather Lee and Joe Durham with Developmental Associates were also 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 that were known to be coming before the Board and, if so, does any Board member having a conflict wish to recuse him/herself from deliberating and voting on the matter. All Board members present verbalized that they do not have a conflict.

Mr. Lebkes motioned to adopt the agenda. Ms. Thorpe seconded the motion and the Board approved unanimously.

General Business

Public Comment

Chair Miller acknowledged that there were not any members of the public present for comment.

Adoption of Policies

Ms. Walters reported to the Board that the delivery vehicle policy was approved by the NCABC Commission. The policy states that DCABC delivery vehicles may only be used for DCABC business purposes and that established delivery routes must be followed. Ms. Thorpe motioned to approve the delivery vehicle policy as presented. Mr. Lebkes seconded the motion and the Board approved unanimously.

Ms. Walters reported that she submitted an outline of DCABC's grant process to the NCABC Commission for approval. She noted that the process is not an actual policy and that feedback/approval is pending. Ms. Davis stated that there are changes to the grant process that are favorable to the grantees. The Board discussed the grant process changes and decided that they will not go into effect until approval is received.

Closed Session

Mr. Lebkes motioned for the Board to go into closed session to discuss a personnel matter; specifically, to review candidates for the General Manager position. Ms. Thorpe seconded the motion and the Board approved unanimously.

Open Session

The Board returned to open session. Mr. Urquhart motioned to approve the subject matter discussed in closed session. Mr. Lebkes seconded the motion and the Board approved unanimously.

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

Approved By: 
Andy Miller, Board Chair