

**Minutes of the Meeting
November 16, 2015**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 16th day of November, 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 Support Services Director Perlie Davis, Durham County ABC Finance Officer Lee Keatts and Durham County ABC Law Enforcement 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.

Consent Items

The consent item for the November Board meeting was the Minutes of the October 19, 2015 Board Meeting. Ms. Wagstaff motioned to accept the consent item. Mr. Nauseef 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 reported to the Board that DCABC is waiting for the POS vendor to receive certification in EMV credit card chip reader technology so that DCABC may purchase the devices. Additionally, a software update is needed for the POS system to support the chip reader.

Financial Report

Mr. Keatts reported to the Board on the financial reports for the first four months of the fiscal year. He compared the present year’s gross sales to the previous two years noting an 8% increase in sales in 2013 and a 12% increase in sales in 2014. Operating expenses have remained the same and profit before distribution, compared to last year, increased 31% for the four month period.

Mr. Keatts next reported to the Board on the annual financial audit and DCABC’s plan to request bids from CPA firms for the next auditing contract. He explained to the Board that a correction to the audit was necessary regarding pensions after review by the County. The Board had a general discussion regarding the amendment made to the audit, evaluation of the audit by the auditor and dissemination of the final audit to the Board.

The Board discussed CPA firms eligible to receive an RFP for the auditing contract. There was a discussion regarding auditors’ credentials and resources available for DCABC to review the

performance of CPA firms before sending out RFPs. Chairman Burton requested the Board have an opportunity to review the draft RFP.

Law Enforcement Report for October 2015

Chief Sales reported to the Board on law enforcement activity during the month of October including a breaking and entering and larceny at the Durham Chapel Hill Boulevard store. Additionally, DCABC Law Enforcement performed five applicant background investigations, assisted Durham County Police Department with traffic control during Bull City Race Fest and participated in the North Carolina Central University Homecoming Parade.

Strategic Planning and General Manager Report

Mr. Sessoms reported to the Board that the façade at the front of the Durham Chapel Hill Boulevard store building is in need of repair. Additionally, plans for refreshing the interior store similarly to the Hillsborough Road store renovations are taking place and a quote will be forthcoming.

Mr. Sessoms reported to the Board on the status of the Roxboro Road store parking lot. He has been notified that the parking lot is slurry instead of asphalt and it cannot be resealed effectively. The result of sealing and painting slurry is a temporary fix lasting only several years. Resurfacing the parking lot is the best option for a long term solution but much more expensive as the quote received is \$38,000.

Mr. Sessoms reported to the Board that DCABC is experimenting with a reset of liquor at the Highway 55 store. The initiative will expand the availability of more popular liquors and downsize less desired varieties. He expects this project to be completed after the holidays and within the first quarter of the year.

Other Business

Chairman Burton requested that the Board receive a quarterly status update on all ongoing projects with an additional update and reconciliation in May for budget preparation purposes.

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.

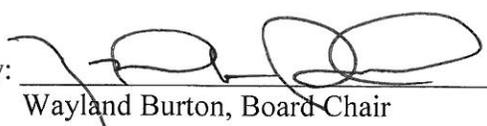
The Board returned to open session and discussed the Workplace Search Policy. Chairman Burton motioned to accept the policy as presented. Ms. Wagstaff seconded the motion. Board Member Miller opposed the motion and the Board approved with a three out of four vote.

The Board then discussed a proposed salary increase of \$5,000 each to the Chief of Law Enforcement and Lead Investigator. Chairman Burton motioned to accept the salary increases. 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