

**Durham County ABC Board**

**Minutes of the Special Meeting**

**March 30, 2016, 4:30 p.m.**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard. The purpose of the meeting was to consider a personnel matter. Notice of the date, time, location and purpose of the meeting was published on March 28<sup>th</sup> 2016.

Wayland Burton, Board Chair, called the meeting to order. Board members Norwood "Andy" Miller and Jackie Wagstaff were present. Attorney George W. Miller, Jr. was also present. Operations Coordinator Misty Walters and ABC Police 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 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.

Chairman Burton stated that the reason for the meeting is to consider a salary proposal for the individuals that will be acting as the general manager for a period of thirty days each and according to policy: employees may receive additional compensation called "acting pay" when required to substantially perform all the duties deemed important and essential to a higher level position for at least three consecutive work weeks. Acting pay is calculated from the date on which the employees are assigned to perform at a higher level of duties and lasts as long as the employee continues in an acting capacity. At the end of the assignment, the employee's pay will refer to the previous rate. The salary is to be adjusted to at least the minimum of the new salary range or up to ten percent above the employee's current salary, whichever is higher.

Chairman Burton stated that Misty Walters, Chief Sales and Perlie Davis will perform the acting general manager position for thirty days each with Ms. Walters starting on April 1, Chief Sales starting May 1 and Ms. Davis starting on June 1. During each time period, being thirty days, Chairman Burton recommended to the Board that the acting general manager receive a salary adjustment up to the minimum range of compensation for the general manager position which is \$100,000 annually. The acting general manager will perform all duties of the general manager with the exception of writing checks. Chairman Burton will retain check writing responsibilities to avoid the need for multiple names listed on DCABC bank accounts during the next ninety days.

The Board had a general discussion regarding who will handle the responsibilities currently assigned to each proposed acting general manager.

Chairman Burton motioned to allow each acting general manager, during their respective thirty day time period acting as general manager, the adjustment of compensation based on an annual salary of \$100,000. Board Member Miller seconded the motion and the Board approved without objection.

Ms. Wagstaff motioned for the meeting to adjourn. The motion was seconded by Board member Miller and the Board unanimously approved.

Approved By:   
Wayland Burton, Board Chair