

**Minutes of the Meeting
January 22, 2019**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 22nd day of January, 2019.

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

Board members Donald Lebkes, Beverly Thorpe and Ryan Urquhart were present. General Manager Rufus Sales, Assistant General Manager Eddie Hewlin, Durham County ABC Finance Officer Lee Keatts, Durham County ABC Support Services Director Perlie Davis and Durham County ABC Law Enforcement Interim Chief Pittman 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 December 17, 2018 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

December Financials

Mr. Keatts reported to the Board the summary of income statement results. Sales for the month of December were \$4.5M and the highest sales in DCABC history.

Support Services Report

Ms. Davis reported on support services as included with the board meeting packet. She stated that mixed beverage will have the ability to accept credit cards beginning in February. Ms. Davis stated that all outstanding special liquors orders are under review. Weekly updates on outstanding orders will be provided to permittees. If a special liquor order cannot be filled within eight weeks, permittees will be offered the choice to cancel their order and receive a refund, accept a comparable product or continue to wait for an additional eight-week period. Per the Board's request, Ms. Davis is working with Dalcom to determine if permittees can place special liquor orders online.

Law Enforcement Report

Interim Chief Pittman stated that the law enforcement report was previously submitted to Board members. Chair Miller requested law enforcement personnel to increase permittee inspections. Mr. Pittman agreed that inspections are the priority now that the holiday season has passed.

General Manager's Report

Mr. Sales reported to the Board that the special liquor order policy is now revised. DCABC reached out to permittees to inquire whether there are presently any long outstanding orders so a status update may be provided.

Board Member e-mail addresses are now available on the DCABC website to provide quick access to the Board. A customer service survey regarding mixed beverage orders and liquor deliveries was created and will be delivered to all DCABC permittees. The General Manager and Board intend to identify customer service issues and improve customer relations.

The warehouse manager job description was provided to Board members for their review and approval. The Board had a general discussion regarding the qualification requirements for the position.

Mr. Sales provided the Board with an update on property improvements including pressure washing, parking lot striping and interior store painting. An assessment of DCABC needs for purchasing generators is upcoming.

Inventory of the warehouse resulted in an additional \$25K of merchandise not previous accounted for. The inventory was conducted to reconcile all liquor in stock for accurate reporting.

Other Business

Mr. Lebkies announced that the Board Retreat is scheduled on April 6th. In an effort to ensure all Board members attend, he proposed rescheduling it to April 27th. The Board will suggest proposed locations to the General Manager

Closed Session

Mr. Lebkies 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. Urquhart motioned to adjourn the meeting. Mr. Lebkes seconded the motion and the Board approved without objection.

Approved By: NA McE