

**Minutes of the Meeting
March 11, 2019**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 11th day of March, 2019.

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, attorney George W. Miller, Jr., Durham County ABC Support Services Director Perlie Davis and Durham County ABC Law Enforcement Chief Natausha Pettiford were in attendance. Karen Shaw with the Criminal Justice Resource Center also attended the meeting.

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 verbalized that they have reviewed the agenda and do not have any conflicts.

Consent Item

The consent item approved was the February 18, 2019 Board Meeting Minutes. Chair Miller amended the February Meeting Minutes to include attorney George Miller, Jr. in attendance at the meeting and exclude Assistant General Manager Eddie Hewlin, as he did not attend the meeting. Mr. Lebkes motioned to approve the meeting minutes with said corrections. Ms. Thorpe seconded the motion and the Board approved unanimously.

General Business

Public Comment

Ms. Shaw with Durham County Drug Treatment Court requested eligibility for DCABC grant funds. She stated that Drug Treatment Courts in surrounding counties receive funds from their local ABC Boards and hopes DCABC will consider this request. Ms. Shaw stated that additional funding for training programs would greatly enhance the program.

Financial Report

February Financials

Mr. Sales reported to the Board the summary of income statement results as included in the board meeting packet.

Support Services Report

Ms. Davis reported on support services for the month. The 2019 grant program opened on March 1st.

Customer service surveys were received and reviewed. The Board discussed feedback received

and noted that the majority of the complaints were regarding state rules as opposed to local board procedures.

Law Enforcement Report

Chief Pettiford reported to the Board on law enforcement activities during the month including forty-seven permittee inspections.

General Manager's Report

Mr. Sales reported on continued efforts to improve customer service relating to the special liquor ordering process and outlined his work collaborating with permittees.

Mr. Sales researched the grant policy and determined that grant funds may be distributed to county government including the Drug Treatment Court program.

The Holloway Street Store ABC sign was damaged as the result of a traffic accident.

Other Business

- **Grants**

Mr. Lebkes requested that the General Manager assign an administrative staff member to assist the grant subcommittee. Ms. Thorpe recommended that grant funds be disbursed in increments to ensure report filing is completed. Chief Miller advised that a change in policy must include a process to guarantee all funds are awarded as required by law.

Mr. Lebkes motioned to assign grant responsibilities to a member of the administrative staff. Ms. Thorpe seconded the motion and the Board approved unanimously. Ms. Thorpe motioned to disburse grant funds in increments with a forthcoming safeguard to ensure all grant funds are awarded. Mr. Urquhart seconded the motion and the Board approved unanimously.

The Board discussed grant eligibility of local county government. Mr. Lebkes motioned to include in the DCABC grant policy language specifically allowing eligibility to the Criminal Justice Resource Center. Ms. Thorpe 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. Ms. Thorpe seconded the motion and the Board approved without objection.

Open Session

Durham County ABC Board

The Board returned to open session. Mr. Lebkes motioned to authorize attorney Miller to seal the Executive Session Minutes. Ms. Thorpe seconded the motion and the Board approved unanimously.

Adjournment

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

Approved By: 

