

Minutes of the Meeting
April 15, 2019

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 15th day of April, 2019.

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

Board members Lawrence Daye, Donald Lebkes and Ryan Urquhart were present. General Manager Rufus Sales, attorney George W. Miller, Jr., Durham County ABC Support Services Director Perlie Davis, Durham County ABC Finance Officer Lee Keatts and Durham County ABC Law Enforcement Chief Natausha Pettiford were in attendance. Phillip H. representing Alcoholics Anonymous, 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 March 11, 2019 Board Meeting Minutes. Mr. Lebkes motioned to approve the meeting minutes. Mr. Urquhart seconded the motion and the Board approved unanimously.

General Business

Public Comment

Mr. Phillip H. introduced himself to the Board as a member of Alcoholics Anonymous. He requested permission to post informational flyers in ABC retail stores on behalf of AA. Sample flyers were provided to Board members. The Board agreed to consider posting AA flyers in retail stores.

Financial Report

March Financials

Mr. Keatts reported the summary of income statement results as included in the board meeting packet.

FY2020 Budget Timeline

Board members previously received a copy of the budget timeline. The proposed budget will be presented to the Board at the May monthly meeting. The Public Hearing is scheduled on June 3rd and the Board will approve the Budget at the June Board meeting.

Mr. Keatts provided an overview of preliminary budget information. He received notice that that health, vision and dental insurance premiums will increase 40% in the upcoming fiscal year. Mr. Keatts will research options regarding plan provisions that may decrease premiums.

At this time, Mr. Daye entered the meeting. Chairman Miller read the Board's conflict of interest review and declaration statement and asked Mr. Daye if he has reviewed the agenda and if he has a conflict of interest with any items coming before the Board. Mr. Daye stated that he has reviewed the agenda and does not have any conflicts of interest with any items coming before the Board.

Support Services Report

Ms. Davis reported on support services for the month. The grant document was updated to reflect the following: grant eligibility to Durham County Criminal Justice Resource Center, the appointment of an administrative staff member to the grant subcommittee and the 2019 grant reporting schedule.

Law Enforcement Report

Chief Pettiford reported to the Board on law enforcement activities during the month including attendance at LEO training and holding a RASP class.

General Manager's Report

Mr. Sales reported that the special liquor order policy was updated and sent to the Durham County Chief of Staff.

Other Business

- **Grants**

Mr. Lebkes requested for the disbursement of grant funds to coincide with report filings. He proposed that grant recipients noncompliant with reporting requirements to forfeit funding they were awarded. Chair Miller stated that there is a process in place where excess grant funds are allocated to DCABC Law Enforcement for alcohol awareness programs. Mr. Lebkes motioned to disburse half of the awarded grant funds in July and issue the second payment to eligible organizations one week after the February Board Meeting. Mr. Daye seconded the motion and the Board agreed unanimously.

Closed Session

Mr. Urquhart 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. Lebkes seconded the motion and the Board approved without objection.

Open Session

The Board returned to open session. Mr. Lebkes motioned to accept the changes to the Warehouse Manager salary as proposed by the General Manager. Mr. Urquhart seconded the motion and the

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Board approved unanimously. Mr. Lebkes motioned to reinstate the redline in the salary guide. Mr. Urquhart 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:  _____

