

## **Minutes of the Meeting December 21, 2020**

The Durham County ABC Board met virtually via Zoom Meetings on the 21<sup>st</sup> Day of December 2020.

Chair Lebkes called the meeting to order at 5:35 p.m.

Board Members Gale Adland, Daniel Edwards, Frachele Scott were present virtually via Zoom. Also present virtually were Support Services Coordinator Perlie Davis, Durham County Human Resources Generalist Wendy Thomas-Wilder, and Special Agent Brian Doward with Alcohol Law Enforcement.

General Manager Niegel Sullivan, Durham County ABC Financial Officer Phil Bair, and Durham County ABC Attorney George Miller, III, were present in the room.

### **Conflict of Interest Review and Declaration**

Chair Lebkes 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 Items**

The consent items were approved as follows:

- Approval of November 16, 2020 Board Meeting Minutes

Mr. Edwards motioned to approve the November board meeting minutes. Ms. Adland seconded. The consent item was unanimously approved.

Board members set the 2021 Durham County ABC Board Work Session for Saturday, February 20th.

### **Law Enforcement Report**

Special Agent Doward is assigned to Durham County along with Special Agent Sean Hamilton, and presented the law enforcement report. There were 17 mixed beverage inspections and 28 other inspections. There were 5 alcohol education programs. There were no violations and 33 arrests. There were 63 charges at permitted establishments and six at nonpermitted establishments; 67 misdemeanors and two felonies.

On Wednesday, November 11, agents conducted surveillance at a Sheetz, which resulted in drug charges. On Friday, November 13, agents conducted three investigations at various Durham locations resulting in multiple alcohol and drug-related offenses, as well as counterfeit currency charges. ALE conducted the operation to address criminal activity around ABC permitted establishments with a focus on unlawful alcohol possession and consumption, and sell

of alcohol to underage individuals. The operation led to 18 arrests of which two were felonies, and 40 misdemeanor charges.

### **Human Resources Report**

Ms. Thomas-Wilder stated that the board began using the HealthChampion COVID tracking application for all staff. Staff members are to sign into the app before reporting to work and answer a COVID symptom questionnaire. If the staff member receives a blue check after completing the questionnaire, they can proceed to work. If they receive a caution message, Ms. Thomas-Wilder receives an alert via email, then calls the employee to assess their symptoms. She showed the application dashboard to the board. In response to a question from a board member, Ms. Thomas-Wilder stated she finds that staff are being honest about symptoms.

The board has contracted with Capital Associated Industries (CAI), a human resource consulting firm, to perform a wage analysis for the board to assess whether its wages are competitive in the market. The analysis is scheduled to be completed in February 2021. Ms. Thomas-Wilder also mentioned that the board will begin distributing an engagement survey to associates in February. The survey gives staff members the opportunity to give feedback to management in the midst of the many changes that took place in 2020.

### **Financial Report**

Mr. Bair began by discussing the board's cash balance for November.

November sales showed a decrease of \$162,307 compared to the previous year. Retail sales showed an increase of \$323,130. Mixed beverage showed a decrease of \$485,437. Durham ABC ranked 8<sup>th</sup> out of nine comparative boards. Year-to-date sales showed an increase of 11.12 % from the previous month. Mr. Bair attributed the decline in mixed beverage sales to the cancellation of North Carolina Central University's 2020 Homecoming. He stated that he believes Governor Cooper's new mandate allowing for mixed beverage delivery and take-out will help mixed beverage sales.

Mr. Bair stated that the board will begin testing on-site cash depositing through SafeDeposit, Inc. With SafeDeposit, the associate will count the cash, then enter it into a counting machine where the amount is instantly deposited into the board's bank account. The cash is insured through the company and the company is responsible for any cash stolen during a break-in. Mr. Bair stated that the depositing system would also help identify counterfeit bills.

Mr. Bair stated that the board is currently looking at switching to a new bank after experiencing issues with our current bank.

## **General Manager's Report**

Mr. Sullivan discussed the progression of the newly implemented inventory process. Stores have all completed their second monthly inventory with the new process. The Fiscal Services Director now completes the reconciliation process and sends the final variance numbers to each manager. The new process has improved count integrity and organization.

Mr. Sullivan showed current images of the Holloway Street location to the board. The projected completion date is now May 2021. The new Sherron Road store is set to be completed by January 25, 2021. The original completion date was June 2021. Mr. Sullivan noted that this gives the board an additional five months of revenue.

The board closed on the Highway 55 property on December 9th. The TW Alexander location was approved by the ABC Commission during its December meeting and the project will move forward. The 6,000 square-foot location has a proposed start date of March or April 2022. The board has signed the lease for the temporary TW Alexander location.

The Northpointe Shopping Center location is set to be completed June 2021. Mr. Sullivan said the location should attract people from the Trinity Park neighborhood and people visiting the nearby Costco from Granville, Person and Orange counties.

Administrative staff will be moving to a new space located at 3620 Shannon Rd. in March and April 2021. The 4,000 square-foot space features nine offices, cubicle space, a built-in reception area, a meeting room and a file room.

## **Closed Session**

Ms. Scott motioned that the board go into closed session. Mr. Edwards seconded. The board went into closed session.

## **Adjournment**

The board returned from closed session. Ms. Adland motioned to approve the consent items approved in closed session. Mr. Edwards seconded. The board voted unanimously to approve the items.

Mr. Edwards moved to adjourn the meeting. Ms. Scott seconded and the meeting was adjourned.

Approved By: \_\_\_\_\_



Donald Lebkes, Board Chair