

Hyde County Board Meeting Minutes

8.22.2013 at 6:00 pm

SQ ABC Store/Ocracoke ABC Store

The Hyde County ABC Board met at the SQ and the OC ABC Stores. Board Chairman Meredith Nicholson, Board Member Glenda Williams, General Manager Vicki Gibbs were present at Swan Quarter. Board Member Jim Piland and Finance Officer Gary Davis were present at Ocracoke. No one else was present. The meeting was communicated by using speaker phones between the stores. Beginning next month we will meet at 5 pm at the SQ courthouse and OC school commons room. Our meetings are scheduled one hour before the County Commissioners meet on the first Monday of the month. We will meet on Tuesday, September the 3rd due to Labor Day holiday.

The meeting began at 6:02 pm.

Meredith reminded us of our ABC ethics and asked if anyone had conflict of interest.

No one did.

The minutes of the July meeting were adopted and a copy will be sent to Jim.

Old Business:

1. The 6.30.12 Audit exception findings:

We began taking the retirement percentage out of full time workers pay as well as the ABC percentage during July 2013. The money has not been sent in but Gary is working with Rodriguez and waiting to her from her. Lynnette and Vicki are the two full time employees.

2. Removal of Keith Parker-Lowe personal property from the SQ warehouse.

Keith will be working with Vicki in picking a different date to remove his stuff being he has not been able to remove the property at this time. He spoke with Vicki and will work on a date after Labor Day.

3. Anticipated time line of 6.30.13 Audit:

Renee Sexton will be arriving at any moment to pick up the fiscal year finances. We are hopeful to meet the 9.30.13 deadline.

4. Keith travel reimbursement;

We discussed the issues from the hand out and Gary will draft a letter and we will send it to Keith asking for refund of \$2123.21 and \$600.00 for a printer that we have never used. The printer was a purchase for the SQ store and it is Vicki's opinion that it is not needed. It is a very large stand alone all in one style machine and it is too big for the OC Store.

New Business:

1. Purchase a new printer for \$100-\$200 for the OC store.

Glenda seconded. Gary and Vicki will do research and find the best deal. We are still looking at Office Depot replacing the printer that the Oc store has that is not working.

2. Pay the Office Depot bill from 2011 that has not been paid.

This includes 3 bills for a total of \$341.74. The OC printer and the warranty is included in the owed dept.

3. Discuss Finance Officer pay:

Gary is currently on Salary for 8 hours of work each week and he has discovered that job requires a lot more than 8 hours per week. We owe him back pay for hours that have exceeded the 8 per week. It is agreed to catch him up with his pay and moving forward he will turn in a time sheet and will be paid for his hours with our bi-weekly payroll at the \$35.00 per hour rate that was agreed upon when he began in June 2013. Glenda and Jim agreed to the change.

4. Tara Ferebe was raised from \$8.00 per hour to \$10.00 per hour.

Vicki had called Meredith asking for the raise. Tara requested the raise. She is part time as needed employee and this will bring her pay up to match what the other SQ and OC part time clerks make. Tara has worked for the ABC Store for over a year.

5. Updated employee manual;

Our current manual is from 1989. We will be working on updating the manual.

Meredith will get a copy of the county and state policies and we will move forward on this in the fall. No action taken at this time.

6. Discussion of GS 14-269.3(b) Concerning concealed handguns.

It is the Board interpretation that if a store posts the "no hand gun allowed" sign that it will override this statute that will permit the hand gun in public places. Kenny our Law Enforcement Officer will be notified by Vicki to explain the law and the rights of our mix beverage customer to make their decision also based on posting the same sign. Vicki will also find out where we can order a few of these signs for the 2 stores and restaurants.

7. Selling the unused cell phone;

Tara has offered \$50-\$75 for the phone and it was agreed to sell it for \$75. Vicki will be responsible for transaction.

Comments by Finance Officer:

Gary asks Vicki to downsize the upcoming Liquor Orders. Our profits available are tied up in inventory. Vick responded that is her intention. The August order dropped from \$58,000 to \$35,000 and it will continue to go down moving forward.

Paying the back owed pension: we still do not have a figure for what is owed. This is a concern from Gary. Meredith suggests we could possibly borrow the money from the county if it is extreme.

Comments by General Manager:

Sales are still up over last year. A total of \$9823.91 including tax collected.

Jim made motion meeting be adjourned, Glenda seconded.

Vicki Gibbs
General Manager
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