MINUTES

ABC BOARD MEETING

Thursday, March 6, 2025 at 1:00pm

City Hall Council Chambers

The Brevard ABC Board met in a special-called session on Thursday, March 6, 2025 at 1:00pm in City Council Chambers at City Hall.

Members Present:	Lisa Conner Frank Pearsall Ron Brewer Susan Miller Paula McKeller
Staff Present:	Jackie Jarvis, General Manager Selena Coffey, Assistant to the City Manager

A. Welcome & Call to Order

Board Chair Lisa Conner welcomed Board members and guests and called the meeting to order at 1:00pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified a quorum noting that all members were present.

C. Approval of Agenda

A motion was made by Ms. Miller to approve the agenda. Seconded by Mr. Brewer. Motion passed unanimously.

D. Approval of Minutes

Minutes from February 27, 2025 regular meeting minutes were reviewed and Mr. Pearsall made a motion to approve the minutes after removing Selena Coffey from the minutes, as Ms. Coffey was not present for the meeting. The motion was seconded by Ms. Miller and all voted in favor.

E. Reconsideration of Motions and Actions Taken at February 27, 2025 Meeting regarding Employee Wages.

Ms. Miller spoke first indicating that the Board had accepted information that had been received, but new facts came about that suggested that the Board needed to

reconsider the new facts. She also indicated that their decisions should include consideration for the budget providing a certain amount of funds to the City of Brevard. She also reiterated that the Board needs to reconsider the approval of employee wages using $23.15 per hour for those making less than this figure, since the living wage has only been increased to $17.55 per hour. Ms. Jarvis noted that she would like to recommend that the employees get a $4.00 per hour raising, bringing them to $21.00 as a starting wage.

Mr. Brewer noted that Quinn Woolard, N.C. ABC Audit and Budget Manager, stated that the microphones used by the Board for recording the meetings were unethical. These microphones are used for recording meetings to take appropriate minutes. Ms. Conner then noted that the Board should not approve wages for any employees, except for Ms. Jarvis' salary.

Mr. Pearsall stated that he felt that the Board needed to get back to the process to rescind the former actions. Ms. Coffey agreed and noted that the Board took two formal actions at its last meeting.

Mr. Pearsall made a motion to rescind the motion from the February 27, 2025 meeting, increasing all employees' hourly wage to $23.15. This motion was seconded by Ms. Miller and all voted in favor of the motion.

Mr. Pearsall then made a motion rescinding the second motion from the February 27, 2025 meeting, giving employees making over $23.15 hourly a 28% increase in pay. Mr. Brewer seconded, and all voted in favor of the motion.

Ms. McKeller asked Ms. Jarvis to provide information on the impact of the increases to employees. The Board discussed that a budget amendment would be necessary before the Board approves the raises at the next meeting. Ms. Miller agreed to assist Ms. Jarvis in developing this budget amendment. Ms. Miller stated that she felt that seeing a dollar impact on the increases would be appropriate. Ms. McKeller stated that the ABC Board contributes a tremendous amount of money to the city and the funds that are given to the city should not impact what the ABC Board does, and the city does not decide how ABC Board runs the board.

Ms. Miller noted that the board should make the employee raises retroactive for employees. Ms. McKeller noted that the living wage is a minimum and the Board can pay their staff as much as they want and encouraged Ms. Jarvis to keep this in mind while budgeting.

F. Future Board Meetings

Ms. Jarvis introduced this issue questioning why the board meetings are held at City Hall. She then recommended that all future ABC Board meetings be held at the ABC store on Broad Street and that ABC staff take the minutes. Mr. Pearsall noted that he

didn't have a problem with this, but it may cause a negative reaction by the city. Mr. Brewer stated that the city didn't have any say in the matter and noted that he is in favor of the changes. Ms. Jarvis also noted that she would like to also change the meeting time to 10:00am.

Mr. Brewer made a motion to move the meetings to the ABC Store at 10:00am and that city staff no longer record the minutes or publish the meetings. This was seconded by Mr. Pearsall. All voted in favor.

Ms. Coffey noted that the city will need a copy of all minutes and agendas and meetings will need to follow all public meeting rules regarding posting the meetings. The board discussed the issues with publishing for the open meetings. Ms. Coffey recommended that the board consider hiring an attorney to ensure that the board has appropriate legal expertise for its meetings when necessary.

G. Next Meeting

With no further business, the next meeting was scheduled for Thursday, March 27, 2025, at 10:00am at the ABC Store located at 350A North Broad Street, Brevard.

Mr. Brewer then asked if Ms. Jarvis could leave for the board to conduct a closed meeting. Ms. Conner noted that a closed session had not been advertised, and Ms. Coffey noted that it may be best to hold the closed session when the meeting had been advertised as having a closed session on the agenda. Other committee members agreed.

H. Adjourn

With no further business, Ms. McKeller moved to adjourn the meeting, with a second by Mr. Pearsall and all voted in favor. Meeting adjourned at 1:36pm.

Minutes Approved: March 27, 2025

Jackie Jarvis, General Manager

Lisa Conner, Board Chair

Selena D. Coffey, Assistant to the City Manager

Budget Amendment

BE IT ORDAINED by the **Brevard ABC Board** that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend Budget to reflect changes in the financial plan, the appropriations amendments are to be made as follows:

Assets	**Decrease**	**Increase**
Truck Expense	$ 5000.00	
Audit Expense		$5000.00
Salary and Payroll Taxes		$23,000.00
Training	$3,000.00	
Cost of Goods Sold	$20,000.00	
Total:	**$28,000.00**	**$28,000.00**

Section 2. Copies of this budget amendment shall be furnished to the ABC Commission, City of Brevard. Adopted this 27 day of March 2025

Brevard ABC Board Chair

General Manager / Budget Officer

FULL TIME

JACKIE	36.05	
PAXTON	26.82	29.82
DAVID	25.69	28.69
JEFF	19.10	22.10
ALYSSA	18.00	21.00
TIFFANY	18.00	21.00

PART TIME

TIM	24.57	27.57
TOMMY	20.98	23.98
DOUG	19.17	22.17
EVERETTE	19.17	22.17
MARTY	18.50	21.50
DANIEL	18.00	21.00
EMAIL	18.00	21.00
DELLA	18.00	21.00
LYNN	18.00	21.00
MISSY	18.00	21.00
NANCY B.	18.00	21.00
NANCY P.	18.00	21.00
BECKY	18.00	21.00