MINUTES

ABC BOARD MEETING

Thursday, February 27, 2025 – 8:30am

City Hall Council Chambers

The Brevard ABC Board met in regular session on Thursday, January 23, 2025 at 8:30am in City Council Chambers at City Hall.

Members Present:	Lisa Conner Frank Pearsall Ron Brewer Susan Miller Paula McKeller
Staff Present:	Jackie Jarvis, Interim General Manager Paxton McAbee, Assistant General Manager Denise Hodsdon, City Clerk

A. Welcome & Call to Order

Board Chair Lisa Conner welcomed Board members and guests and called the meeting to order at 8:30am.

B. Certification of Quorum

City Clerk Denise Hodsdon 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. Pearsall. Motion passed unanimously.

D. Approval of Minutes

Minutes from the January 23, 2025 regular meeting minutes were reviewed and Mrs. McKeller made a motion to approve. The motion was seconded by Ms. Miller and all voted in favor.

E. New Business

1. **Manager's Report and Sales Update**
   Ms. Jarvis shared that sales were up approximately $6,800 over January 2024. She noted that staff is currently cross-training employees during the lulls in business during January, February, and March.

Ms. Miller asked questions about the balance sheet and Ms. Jarvis was responsive to her questions. Ms. Conner asked that interest earned be highlighted in future balance sheets under profit and losses.

2. **Discussion of Wages**

Mr. Brewer led this discussion and indicated that the living wage in Brevard is $23.15 hourly, and the ABC employees are mostly only making $18 hourly. He felt that the board should pay employees higher wages. After a discussion about various employees' needs, Ms. Jarvis confirmed that full-time employees do receive benefits, i.e. insurance, retirement, etc., but part-time employees do not receive benefits. Mr. Pearsall stated that the board has an opportunity to provide raises for employees. He recommended that employees be increased to at least $24 per hour and do a press release to encourage other employers in the county to provide employee increases.

Ms. McKeller reminded board members that they can't pay employees more based on their personal circumstances. She noted that there should be clear policies in place for any employee increases. McKeller agreed to speak with the Living Wage Coalition to discuss employee wages in the area and request recognition for increasing ABC wages.

Mr. Pearsall preferred making pay increases effective now rather than waiting until after Ms. McKeller spoke with the Living Wage Coalition. Extensive discussion ensued. The board members reached consensus to raise employees by percentages.

Mr. Pearsall made a motion to increase any employee who is currently making below $23.15 hourly to $23.15 hourly and pay the reciprocal percentage increase to all other employees. This motion was seconded by Mr. Brewer. All voted in favor of the motion.

Ms. McKeller stated that this increase would equate to 28%.

Ms. Miller made the motion that employees making over the living wage of $23.15 hourly be awarded a 28% increase in hourly wages. Mr. Pearsall seconded the motion. All voted in favor and the motion passed unanimously.

The board members reached consensus to make these increases effective with the next payroll.

Ms. Jarvis was directed to bring back a budget amendment showing wage increases at the next meeting of the board for approval.

F. Response and Discussion from Audit Letter

Ms. Conner reviewed the letter drafted to be sent to the former auditors regarding the overage they charged for the last audit. Ms. Conner reviewed the letter, noting

that the board is "requesting a full accounting of the tasks that exceeded the July 1, 2024 proposal that accounts for the $5,150 billing." Ms. Miller stated that the board should get an accounting of the auditor's additional fee and then begin looking for new auditors. Board members continued their discussions regarding the audit and subsequent response to be sent to the auditors. Ms. Conner noted that she will be mailing the letter to the auditors and noted the need for financial oversight. Ms. Miller offered to help Ms. Jarvis with financial issues. Ms. Miller noted that it is important for the board to have knowledge of significant financial transactions and asked that Ms. Jarvis develop a feedback system to provide information to all board members.

Ms. Conner stated that Ms. Jarvis should begin requesting three proposals for new auditors to begin next year. The board members agreed that they should be responsible for choosing the next auditor.

G. Next Meeting – March 27, 2025 at 8:30am

The next meeting will be held on Thursday, March 27, 2025 at 8:30am in City Council Chambers at City Hall.

H. Adjourn

With no further business, Mr. Pearsall moved to adjourn the meeting, with a second by Mr. Brewer and all voted in favor. Meeting adjourned at 9:25am.

Minutes Approved: March 6, 2025

Jackie Jarvis, General Manager

Lisa Conner, Board Chair

Selena D. Coffey, Assistant to the City Manager