

BOARD/STAFF MEETING MINUTES

September 06, 2017

Board Conference Room – Small Staff Meeting

Chairman Jeffrey Painter called the meeting to order at 10:05 a.m.

Attendance: Chairman Jeff Painter; Travis Hill, Chief Operating Officer; Secretary to the Board Commissioner Henry Marsh; Chris Curtis, Deputy Secretary to the Board; Chief Communications and Research Officer; Paul Van Lenten, Chief Financial Officer; Ryant Washington; Jolyn Paoletti, Administrative Assistant; Nannette Williams: Director of Internal Audit; Eddie Wirt, Chief Communications and Research Officer

Absent: Commissioner Judy Napier

Chairman Jeffrey Painter motioned to approve the minutes from the August 23, 2017 board meeting. Commissioner Marsh seconded the motion and with all in agreement, the previous new business items and minutes are approved.

Chairman Jeffrey Painter motioned to approve one new business item. Commissioner Marsh seconded the motion and with all in approval, the five new business items were approved as read:

- Approval (for the record) to hire a full-time Employment Specialist (position #00029), as requested by the Virginia ABC Department of Human Resources.

Directors Reports

Paul Van Lenten: Chief Financial Officer

- Licensing Study: A draft of this study is now complete. Paul and the study team received various comments and suggestions which the Enforcement Division is currently reviewing. The findings of the study and suggestions for improvement are due to the Secretary of Public Safety and the four associated legislative committees by November 01.
 - o Some recommendations will be presented at the Stakeholders meeting
- Budget Submissions: All submissions are now in process of being collected, they are due on October 20 from all ABC directors.
- Change Management Presentations: Paul is the sponsor for the change management transition team. The informational transition town hall sessions will take place from September 15 – October 15/17 across the state of Virginia, open for all ABC employees to attend.
 - o Law Enforcement, Procurement, Education, Training, Retail, Warehouse, and various other ABC divisions will be presenting at the sessions to address any changes in their specific divisions, as well as general information such as PTO, policies/laws, compensation packages, benefits, and other topics that will affect employees following the transition.
 - o During the sessions, there will be an opportunity for attendees to submit an anonymous question(s) that the transition team can research and answer on Mixer
 - o The team hosted a trial run of the town hall with all the ABC directors.
 - o There will be five separate teams going around to the town hall locations
 - o Paul will include the Board on invites and send them a finalized schedule in the event that they want to attend a session

- There will be a survey given out at the end of the meetings in order to gauge the effectiveness of the meetings and make any needed changes

Ryant Washington: Special Policy Advisor for ABC Law Enforcement

- Enforcement is in the written-test stage of the application process for 15 vacant special agents in training positions. There are over 200 applicants scheduled for a written test between the dates of September 06- September 09.
- Chief will be out of the office next week for the Sheriff's conference which will take place in Williamsburg, VA.
- The Lockn' Festival took place last week. There were some recommendations from Enforcement that were sent to the Lockn' organizers to ensure enhanced safety, compliance, and precaution for the next festival.
 - Any criminal or administrative charges and/or investigations from the festival are being looked into on-going.
 - Chief will be following up on any charges and report to Communications, the Board and Hearings.
 - There should be a de-briefing session with ABC Enforcement and the Lockn' organizers. Chief will keep the Board updated on that meeting.
- Accreditation: All accreditation proofs are due for term two of 2017. All managers are responsible for submitting their proofs for all standards by end of October to Deputy Chief McKee.
- Special Agents in Charge Vacancies: Two Special Agents in Charge have re-distributed their duties to cover two regions due to vacancies in the field to ensure that there is no lack of leadership coverage in the field.

Nannette Williams: Director of Internal Audit

- APA Meetings: The official deadline for the audit to finish is October 01. ABC IT and Internal Audit met with the APA auditors to discuss any points that may be included in the report. Discussions included:
 - Two Oracle points will be consolidated as one on the report.
 - End of Life software components: possibly verbal point, rather than a written, based on previous end of life clean ups to date that ABC has completed.
 - Website point may be re-issued. We have provided mitigating controls, which are being considered..

Chris Curtis: Deputy Secretary to the Board

- Hearings Division is currently working on the Administration Transition Report. They are hoping to have it complete by September 08. The report is due downtown next Friday, September 15, which gives one week for internal review.
 - The outline for the report with the requests from downtown has been given to the board to review.
- The Stakeholders Meeting will be held from 10am-12pm on Friday in the Hearings room. They will be discussing the following with Stakeholders:
 - License Study
 - Overall Authority Transition
 - High level discussion on the updated Hearings process
 - Education will be presenting
 - IT will be presenting on any forthcoming updates to take place after the transition
- There is a Supplier Advisory Meeting tomorrow, September 07 at 9am at Breakthrough

Eddie Wirt: Chief Communications and Research Officer

- Eddie has a call later this afternoon, September 06, in regards to the upcoming leadership forum. The discussion is set to revolve around the following:
 - o High-level discussion about transition work groups and a timeline for the work groups.
 - o Planned topics/pillars for strategic planning to include: revenue generation/profits, employees, and public safety.
 - o The transition to an authority will be woven into each pillar
 - o There should be an update after the call today.
- Employee Engagement Survey: Eddie is working today to finalize the survey results. The directors will need to determine when the results should be sent out, hopefully prior to the change management meetings that are taking place across the state.
 - o ABC Finance Division would like to do their own survey and hold off on the distribution of the employee engagement survey until theirs is complete
- Communications received their required responses to the FOIA request regarding misuse of employee computers from directors. This information has been sent to the requestor last week.
- There are three vacancies in the Communications Division that still require the Board signature/approval.

Travis Hill, Chief Operating Officer

- Chip/Pin Compliance: A production request package was sent to Elavon last week. It is due back to ABC in 14 days as they are hoping to begin rollout of the chip/pin systems on September 17. If this production build is not up to requirements, Travis will be negotiating with them further. However, ABC has been testing other devices in the event that Elavon does not come through with an acceptable build.
- Budget Briefs: All briefs have been prepared and the Board has been briefed on the IT budget. The Secretary changed the due date to September 06. Policy budget briefs are due later, but ABC has not yet been sent instructions.
- Directors Hiring: ABC COA panel interviews are taking place September 07 and 08. An HR director offer has been extended, and they are expecting a response on September 06.
- Property Project: This project is on-going. The project team are currently short-listing and preparing for interviews. The deadline is November 01.
- Service Awards: Travis will be presenting at the first service awards. His speech will be mainly regarding the Authority Transition.
- Director Meetings: Travis is meeting with each director individually to discuss any position abolishment that will happen ahead of the Authority Transition. After all recommendations are collected, a determination will be made if the positions will be abolished and then those who will be let go will be notified in November.
- Point of Sale System- Disaster Relief "Button": Employees have reached out to see if ABC can use this for hurricane Harvey relief efforts. Travis has asked the Attorney General's office to see how this "button" can be used to help victims in Texas, and possibly Florida. Travis is working through the legal and logistical issues about how to allocate the funds available, if this is a possibility.

Comments from the Public

None

Comments from the Board

None

Unfinished Business

None to report

Adjournment:

At 10:52am, with no further business, Chairman Jeffrey Painter moved to adjourn for the day. Commissioner Marsh seconded and the motion was carried unanimously.