

NORTH CAROLINA EDUCATION LOTTERY COMMISSION

Meeting Minutes

Members in Attendance: Dr. Charles Sanders, chair
Robert Farris
Secretary Bryan Beatty
Linda Carlisle
Max Cogburn
Bridget-Anne Hampden (via telephone)
:
John McArthur
Robert Appleton
James Woodward

Meeting was Held:
*on February 24, 2006 at 9:30 a.m. in the ABC Commission Room, 5th Floor
Administration Building, 116 West Jones Street, Raleigh.*

I. Introduction and Opening

- Dr. Sanders called the meeting to order.

II. Approval of Minutes

- Sec. Beatty made a motion to approve the minutes from the February 21, 2006 meeting.
- Ms. Carlisle seconded the motion.
- The minutes were approved.
- Dr. Sanders informed the Commission that they would enter into Executive Session to discuss personnel matters later the meeting. He stated that there would be a brief intermission for questions from the media.

III. Telephone System

- Mr. Shaheen invited Suellen Beaulieu, NCEL Special Projects and Deb Doty, NCEL Executive Deputy Director/ Lottery Operations to join the Commission to discuss the purchase of a PBX phone system.

- Ms. Beaulieu and Ms. Doty explained to the Commission the needs of the NCEL and how the PBX system would meet those needs. A discussion followed.
- Mr. Appleton made a motion to authorize the purchase of a PBX Phone System.
- Ms. Hampden seconded the motion.
- The motion to authorize the purchase passed.

IV. Paid Time off Policy

- Dr. Sanders introduced the PTO policy. He asked Mr. Shaheen to note the changes that had been made to the Director and above policy. The chart has been changed to reflect 0-3 years service would receive 30 days, 3-5 years service receive 35 days, 5-10 years receive 38 days and those with ten or more years receive 42 days paid time off. The line item for 20+ years of service has been removed. Additionally the maximum number of hours for accumulation has been reduced from 320 hours to 240 hours.
- Patrick McCoy, Office of State Personnel, stated that the State Retirement system needs to endorse the policy for its approval.
- There was a discussion concerning administrative leave with and without pay. It was determined that the policy is written in accordance with other North Carolina State Employee policies. Mr. Shaheen noted that he will report any administrative leave to the personnel committee.
- The Commission decided to vote on the policy at the next meeting, pending on endorsement from the State Retirement System.
- Mr. Shaheen invited Margaret Spindola-Bode to join the Commission to discuss additional personnel policies.

V. Personnel Policies

- Ms. Bode introduced the manual cover for the personnel manual. The manual will be placed on line for employees. A discussion followed.
- She introduced the Outside Employment Policy. This will prevent any conflict of interest. A discussion followed.

- Ms. Bode introduced the Equal Employment Opportunity Policy. In the course of discussion, she noted that she will provide the commission a table of contents for the remainder of the policy manual.
- Ms. Bode will make a technical correction to Manual Cover Page to read no employee may accept food and beverage having an aggregate value of \$100.00 or more.
- She introduced an Employee Assistance program. This program is available to each employee's family. The NCEL is joining the State policy for this program.
- Dr. Woodward made the motion to approve the personnel policies.
- Mr. Appleton seconded the motion.
- The policies were approved.
- Ms. Bode additionally introduced the 401(k) policy that the State offers to all employees. A discussion followed.
- Ms. Carlisle made the motion to approve the 401(k) policy.
- Mr. Farris seconded the motion.
- The commission voted to accept the 401(k) policy.

V. North Carolina Education Lottery Updates

- Mr. Shaheen reviewed a general outline of upcoming events between today and March 30, 2006.
- There was a discussion concerning the commission previewing the commercials that would air on television and radio to guarantee compliance with the Lottery Act. It was decided that Sec. Beatty and Mr. McArthur will form an advertising committee that will preview the commercial story boards for compliance. Dr. Sanders will invite the advertising agency to the next face to face meeting of the Commission to discuss.
- Mr. Shaheen noted that over 3,000 retailers have been forwarded to GTECH for equipment installation. He indicated that there are over 600 stores fully equipped. He reiterated the fact that any retailer who does not attend training will not be allowed to sell tickets until they do so. This training will be held at designated sites between March 6-29, 2006.

- Mr. Shaheen stated that the NCEL headquarters will move to 2100 Yonkers Road around August 1, 2006. However, the Raleigh claim center in the Yonkers Road location will be open prior to March 30.
- He updated the Commission on the NCEL employment diversity. To date the NCEL is 71% minority, with 44% being white females; the remaining 27% represents the total ethnicity. He indicated that there are jobs available in Greenville.
- Dr. Sanders entertained discussion to do away with the current committee structure. The new committees he recommended are; Finance, Audit and Personnel.
- Dr. Sanders ended the session by reiterating the Commission's firm commitment to serving the people of North Carolina to provide funds for education which is devoted to specific purposes as defined by statute and should truly be additive and supplemental.
- There was a brief intermission for media questions.
- Mr. Shaheen stated there were personnel issues requiring the commission enter into Executive Session pursuant to NCGS 143-318.11(a)(1) and (a)(6). The confidential nature of the (a)(1) discussion is based on NCGS 126-22.
- Mr. Farris moved that the Commission enter into closed Executive Session pursuant to NCGS 143-318.11(a)(1) and 126-22.
- Mr. Appleton seconded the motion.
- The Commission entered into the closed Executive Session.
- The Commission reconvened in open session.
- The meeting was adjourned.