

# NORTH CAROLINA EDUCATION LOTTERY COMMISSION

## Meeting Minutes

*Members in Attendance:* Dr. Charles Sanders, chair  
Robert Farris  
Linda Carlisle  
Max Cogburn  
Bridget-Anne Hampden  
:  
Robert Appleton  
James Woodward  
John McArthur

*Not in Attendance:* Secretary Bryan Beatty  
(due to telecommunication problem)

*Meeting was held via telephone conference:  
on March 7, 2006 at 9:30 a.m. The public was invited to listen to the call by  
visiting the Conference Room, Secretary's office, 5<sup>th</sup> Floor Administration Building, 116  
West Jones Street, Raleigh or by dialing 919-501-4273.*

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### **I. Introduction and Opening**

- Dr. Sanders called the meeting to order.

### **II. Approval of Minutes**

- Ms. Carlisle made the motion to approve the minutes from the February 28, 2006 meeting.
- Mr. Farris seconded the motion.
- The minutes were approved.

### **III. Adoption of Policies by the Executive Director**

- Mr. Shaheen presented the Authority of the Executive Director Concerning Adoption of Policies and Procedures policy to the Commission. Dr. Sanders read aloud the policy.
- Ms. Carlisle made the motion to adopt the policy.
- Mr. Cogburn seconded the motion.
- The policy was adopted.

#### **IV. Personnel Policies**

- Mr. Shaheen asked Margaret Bode, Human Resources Director to briefly outline the policies presented and answer any questions the Commission may have.
- Ms. Bode introduced the policies and noted that all of the policies are consistent with the policies in place by the State of North Carolina.
- Mr. McArthur stated the need to insert language into the Employment of Relatives policy placing the responsibility on the employee to alert management of potential developments of subordinate/supervisor relationships which may violate the policy. Ms. Bode will add the language.
- Mr. Appleton made the motion to adopt the personnel policies presented contingent upon the amendment to the Employment of Relatives policy.
- Mr. McArthur seconded the motion.
- The personnel policies were adopted.
- Mr. Farris requested that Ms. Bode add language to the Workers Compensation Policy that requires an automatic drug screen be administered following any accident or other work related matter. Ms. Bode will verify that as a state agency, the NCEL is permitted to do so.

#### **V. Other Business**

- Mr. Shaheen updated the Commission on the NCEL progress this week. He stated that Retailer Training had begun on Monday. GTECH will be training 300 retailers a day until start up. He indicated that on Monday the attendance by retailers was 100%. Mr. Shaheen reiterated the fact that retailers who do not attend training will not be allowed to sell lottery tickets.
- Mr. Shaheen stated that the NCEL has received over 5900 applications to become lottery retailers. As of March 7, 2006, 2108 retail establishments have had equipment installed. He also indicated that he expects the instant tickets to begin arriving in GTECH's Raleigh warehouse within 7-10 days.
- Mr. Shaheen stated that he has begun drafting the Draw Station RFP and will forward it to the Commission's RFP committee upon completion.

- He noted that the NCEL now employs 130 staff members. The minority makeup is as follows: 38% white females, 30% African Americans, 4% Hispanic, 2% Asian, 27% white male. He anticipates the NCEL employing as many as 150 staff members by the March 30 start up.
- Mr. Shaheen also stated that software testing began on Monday and will continue for two weeks. He noted that everything went well on Day 1, and hopes to continue with that pattern.
- Dr. Sanders closed the meeting by reiterating the Commission's firm commitment to serving the people of North Carolina by providing funds for education which is devoted to specific purposes as defined by statute and should truly be additive and supplemental.

The meeting was adjourned.