

**PENNSYLVANIA LIQUOR CONTROL BOARD**  
**MEETING MINUTES**  
**LISTEN TO THE RECORDING**

**WEDNESDAY, APRIL 28, 2021**  
**TELEPHONE CONFERENCE MEETING**

Tim Holden, Chairman  
Mike Negra, Board Member  
Mary Isenhour, Board Member  
Michael Demko, Executive Director  
John Stark, Board Secretary

[Office of Chief Counsel](#)  
[Bureau of Licensing](#)  
[Bureau of Human Resources](#)  
[Bureau of Accounting & Purchasing](#)

[Office of Retail Operations](#)  
[Bureau of Product Selection](#)  
[Financial Report](#)  
[Other Issues](#)

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*Notice: Anyone who wishes to comment on a printed agenda item prior to official action being taken must make that known to the Chairman or the Board Secretary in advance.*

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**PUBLIC MEETING – 11:00 A.M**

**CALL TO ORDER** ..... *Chairman Holden*

Board Secretary John K. Stark indicated that a quorum of the Board was present and Chairman Holden called the meeting to order.

Pledge of Allegiance to the Flag

Chairman Holden made an opening statement thanking everyone for their continued cooperation as meetings continue to be held telephonically and expressed optimism with regard to an eventual end to the public health crisis and a gradual return to normalcy.

**OLD BUSINESS**.....*Secretary Stark*

A. Motion to approve previous Board Meeting Minutes of the April 14, 2021 meeting.

Board Secretary Stark indicated that the Bureau of Licensing’s first Board action within the Board Meeting Minutes for the April 14, 2021 meeting, which appears on page 3 and pertains to the renewal and request for dual employment of James Leo Brennan, Jr. t/a Limerick Hive, was unanimously approved (3-0 vote) with a conditional licensing agreement.

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve previous Board Minutes.

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**PUBLIC COMMENT ON AGENDA ITEMS**

The Board has reserved 10 minutes for Public Comment on printed agenda items.

Eric Epstein from Rock the Capital stated that he wished to discuss two procurement actions which were approved at the previous Board meeting. After requesting permission to address the items of concern at the present time, the Board granted approval for such a discussion, though Board Member Negra indicated that information pertaining to the Board actions would not be readily available.

Mr. Epstein then referred to language associated with a Regulatory Affairs contract amendment and stated that he was interested in clarification with regard to the definitions of “user rate,” “bucket of professional services,” and “enhancements.” He also expressed interest in the specific tools which were approved and “Service Level Metrics” which might be used to monitor performance. Mr. Epstein further noted that, based on the limited language in the Board Agenda regarding these procurement matters, there is no way to know if the contracts contain liquidated damages provisions relating to underperforming metrics.

Chairman Holden responded to Mr. Epstein by affirming the Board’s desire to be as transparent as possible and after apologizing for any confusion, he suggested that Mr. Epstein might obtain the information he was seeking most effectively by submitting a written request to the agency.

Max Albert then addressed the Board and inquired as to an update affecting the Licensee Online Order Portal (“LOOP”) system. He specified that he was interested in whether or not the update would enable the implementation of direct delivery for special orders. Chairman Holden requested that Executive Director Michael Demko respond to Mr. Albert’s inquiry, and Executive Director Demko confirmed that direct delivery is part of the overall ERP implementation plan.

**NEW BUSINESS**

*From the Office of Chief Counsel .....Rodrigo Diaz, Chief Counsel*

- (1) Max & Erma’s Holdings, LLC  
 936 Sheraton Drive  
 Mars, Pennsylvania 16046  
 Restaurant Liquor License R-15382  
 LID 73140
  
- 130 Andrew Drive  
 Pittsburgh, Pennsylvania 15275  
 Restaurant Liquor License R-9741  
 LID 73147
  
- 2740 Mossie Boulevard  
 Monroeville, Pennsylvania 15146  
 Restaurant Liquor License R-10904  
 LID 73143

Request for Rescission of  
Conditional Licensing Agreement

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2078 Interchange Road  
Erie, Pennsylvania 16509  
Restaurant Liquor License R-19195  
LID 73144

373 Washington Road  
Washington, Pennsylvania 15301  
Restaurant Liquor License R-21284  
LID 73141

4093 Washington Road  
McMurray, Pennsylvania 15317  
Restaurant Liquor License R-17337  
LID 73146

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve Rescission of Conditional Licensing Agreements.

*From the Bureau of Licensing ..... Tisha Albert, Director of Regulatory Affairs  
Barbara Peifer, Director, Bureau of Licensing*

(1) **Ambrosia Ristorante, LLC** Double Transfer - Restaurant  
R-12603 (LID No. 100200) Case No. 20-9012  
231 South 24<sup>th</sup> Street  
Philadelphia, Philadelphia County

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Hold for updated Conditional Licensing Agreement.

(2) **Fady and Baba 19, LLC** "Intermunicipal" Double  
**t/a The Hotel** Transfer & Request for Interior  
R-2565 (LID No. 105381) Connections with Other  
509 Beaver Street Businesses - Restaurant  
Sewickley, Allegheny County

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**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve Transfer and Request for Interior Connections with Other Businesses.

- (3) **Free Will Brewing Company, LLC** New & Request for Interior  
**t/a Free Will Brewing** Connections with Other  
(LID No. 104437) Businesses – Brewery Storage  
24 West Broad Street  
Souderton, Montgomery County

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve New Brewery Storage License and Request for Interior Connections with Other Businesses.

- (4) **Charles B. Higbee** Limited Winery Additional  
**t/a Chapel Hill Wines** Board-Approved Location &  
LK-46245 (LID No. 103677) Requests for an Interior  
120 Higbee Lane Connection with Another  
Lower Tyrone Township Business & Dual Employment –  
Dawson, Fayette County Limited Winery

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve limited winery additional Board-approved location and requests for an interior connection with another business and dual employment.

- (5) **Ripe, Inc.** Limited Winery Additional  
**t/a Easton Wine Project** Board-Approved Location &  
LK-37086 (LID No. 87062) Request for an Interior  
1247 Simon Boulevard, Suite N103 Connection with Another  
Easton, Northampton County Business – Limited Winery

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve limited winery additional Board-approved location and request for interior connection with another business.

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**(6) Mac’s Convenience Stores, LLC** Renewal – District 6  
**t/a Circle K Bar**  
R-13594 (LID No. 65833) Case No. 2020-65833  
701 West Chestnut Street  
Washington, Washington County

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Hold for Conditional Licensing Agreement.

*From the Bureau of Human Resources ..... Jason Lutcavage, Director of Administration*  
*Jennifer Haas, Director, Bureau of Human Resources*

Personnel Actions

There were 7 personnel actions presented for consideration.

- (1) Gerald Dixon – Removal**
- (2) Jessica Dropp – Affirm Removal**
- (3) Shakayla Humphreys – Removal**
- (4) Brandon Leskawa - Removal**
- (5) Luis Loayza – Removal**
- (6) Matthew Tencza – Removal**
- (7) William Westlake – Removal**

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve all Personnel Actions.

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*From the Bureau of Accounting & Purchasing .....Michael Demko, Executive Director  
Koppolu Ravindraraj, Director, Bureau of Accounting & Purchasing  
Mike Freeman, Director, Bureau of Financial Management & Analysis*

Procurement Actions:

- (1) **Hearing Examiner Services** – Represent the Board in the capacity of a Hearing Examiner for administrative hearings conducted in the Commonwealth of Pennsylvania regarding matters which the Board shall adjudicate as required by law.

Procured via PO 63018857 Option Year – **VENDOR: Jodi Isenberg** – **TERM:** One year for period 6/14/2021 through 6/13/2022 – **\$150,000.00 estimated cost.**

- (2) **Northwest Office Building (NWOB) Bathroom Renovation** – Renovate remaining four and a half floors and Executive bathrooms of the NWOB. Upgrades to include demolition of existing sinks and faucets, supply, and installation of new Corian countertops with integral sinks and back splashes. Faucets to be Sloan touchless (battery operated).

Procured via DGS Job Order Contracting (JOC) Program – **VENDOR: Lobar Associates Inc.; Clark Contractors Inc.; and The Gordian Group Inc. - \$65,807.71 estimated cost** (Lobar Associates Inc. construction cost - \$25,654.31; Clark Contractors Inc. construction cost - \$37,229.31; and The Gordian Group Inc. Administrative fees – \$2,924.08).

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve all Procurement Actions.

Inter-Agency Charges:

- (1) **Bureau of Commonwealth Payroll Operations (BCPO) Billing (Job 30)** – This billing is for \$311,067.69 for the PLCB’s share of costs for payroll and travel services for FY 2020-21. The PLCB’s total charge increased by \$60,859.83 (+24.3%) from last year’s billing of \$250,208. BCPO’s total billable costs increased by +22.3% (+\$1.12M) and the LCB’s overall share of the billing increased slightly to 5.1% from 5.0% last year due to increased payroll transaction counts.
- (2) **Office of Administration – HR Shared Services (Job 73)** – Billing of \$401,825 for the fourth quarter (Q4) of FY 2020-21 for OA’s HR-Enterprise Services (labor relations, employee benefits, training, etc) for April through June. The Q4 billing represents 1.85% of Job 73’s total \$21.7 million billing to Commonwealth agencies, and the PLCB’s total FY 2020-21 billings are \$1.505 million for a \$136,812 (+9.9%) increase over last year’s billings of \$1.369 million.

The Bureau of Financial Management and Analysis has reviewed these charges and determined that they are reasonable based on billing methodology and previous experience.

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**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve all Inter-Agency Charges.

*From the Office of Retail Operations .....Michael Demko, Executive Director*

- (1) **#0217 – 1110 Fourth Avenue, Coraopolis  
Amendment**
- (2) **#5138 – 7204 Germantown Avenue, Philadelphia  
Amendment**
- (3) **#5160 – Hendrix Center, 11685 Bustleton Avenue, Philadelphia  
Amendment**
- (4) **#03XX – 2 Hilltop Plaza, Kittanning  
New Store (relocation of #0308)**
- (5) **#18XX – Clinton Plaza, 120 East Walnut Street, Lock Haven  
New Store (relocation of #1801)**

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve all Retail Operations actions.

*From the Bureau of Product Selection .....Tom Bowman, Director of Product Selection*

**1. Regular New Items Accepted**

<u>BRAND NAME AND SIZE</u>	<u>REASON</u>
<u>Capital Wine and Spirits</u>	
Bodegas El Molino Malbec Argentina 750 mL	18
Le Altane Montepulciano D’Abruzzo 750 mL	18
Le Altane Pinot Grigio Delle Venezie 750 mL	18
<u>M and M Wine Cellar LLC</u>	
Purple Rain Concord 750 mL	18
<u>Majestic W S USA Inc</u>	
Rancho La Gloria Blueberry Margarita Wine Cocktail 1.5 L	18

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Sunny with a Chance of Flowers Chardonnay 750 mL	18
Sunny with a Chance of Flowers Pinot Noir 750 mL	18
Sunny with a Chance of Flowers Sauvignon Blanc 750 mL	18

RECOMMENDED ACTION: We recommend the Board approve this action

**New Items – Recommended Listings**

**Reason Codes**

1. Strong marketing support
2. High brand recognition
3. Line/Size extension of successful brand
4. Trade up opportunity
5. Growing category
6. Growing segment
7. National rollout
8. Niche item / Limited distribution
9. High dollar profit potential
10. Trade out
11. High quality for the value
12. Innovative product/ flavor
13. High sales through other PLCB channels (Luxury, Online, SLO)
14. Underrepresented category/segment
15. Hole in selection – consumer/store requests
16. PA Spirits
17. PA Wines
18. Licensee only
19. Probationary listing

**2. Regular Recommended Delist**

<u>BRAND NAME AND SIZE</u>	<u>CODE</u>
<b><u>Bacardi USA Inc</u></b>	
Patron Citronge Extra Fine Pineapple Liqueur 70 Proof 750 mL	35102
Patron Tequila Anejo 80 Proof 1.75 L	4971
Patron Tequila Anejo 80 Proof 200 mL	1083
Patron Tequila Anejo 80 Proof 50 mL	5654
Patron Tequila Reposado 80 Proof 200 mL	1082
Patron Tequila Roca Silver 90 Proof 750 mL	8604
Patron XO Café Coffee Liqueur 70 Proof 750 mL	5881
<b>NOTE: Patron products above will not get clearance pricing</b>	
<b><u>North Wales Wines</u></b>	
Bella Sera Pinot Noir 1.5 L	9557



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**The Wine Merchant LTD**

Cher Winemakers Selection Pinot Grigio Italy 750 mL

759

EFFECTIVE DATE: The transference to closeout will become effective May 28, 2021

**Motion Made:** Board Member Negra

**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve all Product Selection Actions.

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**FINANCIAL REPORT** ..... *Andrew Cameron, Comptroller Operations, Office of Budget*

**Commonwealth of Pennsylvania  
Pennsylvania Liquor Control Board  
State Stores Fund  
Comparative Statement of Net Position  
(Unaudited)**

<b>ASSETS</b>	<b>March 31, 2021</b>	<b>March 31, 2020*</b>
<b>ASSETS</b>		
Current assets:		
Cash	\$ 30,553,050	\$ 9,765,736
Investments - short term	280,731,759	261,393,983
Accounts and claims receivable, net	7,194,300	2,222,076
Due from other funds - Note 9	-	-
Merchandise inventories, net	229,429,376	202,171,751
Operating supplies	565,800	326,800
Prepaid expenses	682,217	573,977
<b>Total current assets</b>	<b>549,156,502</b>	<b>476,454,323</b>
Non-current assets:		
Non-depreciable capital assets:		
Land	322,973	322,973
Depreciable capital assets:		
Building	21,139,183	20,875,220
Leasehold improvements	209,134	341,826
Machinery and equipment	49,157,065	49,018,178
Intangible - internally generated software	28,730,895	24,201,899
Intangible - right to use leases - Note 10	309,806,832	325,701,393
Less: accumulated depreciation	108,834,463	105,163,178
<b>Net depreciable capital assets</b>	<b>300,208,646</b>	<b>314,975,338</b>
<b>Total non-current capital assets</b>	<b>300,531,619</b>	<b>315,298,311</b>
<b>Total assets</b>	<b>\$ 849,688,121</b>	<b>\$ 791,752,634</b>
<b>Total deferred outflows of resources - Notes 5, 6</b>	<b>\$ 158,372,569</b>	<b>\$ 164,955,631</b>
<b>LIABILITIES</b>		
Current liabilities:		
Trade accounts payable	\$ 313,754,320	\$ 238,110,992
Other accounts payable	21,422,245	28,883,882
Accrued expenses	23,206,032	23,791,799
OPEB - Note 6	2,082,000	8,994,000
Self-insurance, workers' compensation - Note 7	10,095,210	9,693,938
Due to other funds - Note 9	7,159,310	7,490,644
Due to fiduciary funds - Note 9	3,696,699	3,526,381
Due to other governments - Note 9	1,012,438	946,005
Right to use liabilities - Note 10	14,575,321	49,279,874
<b>Total current liabilities</b>	<b>397,003,575</b>	<b>370,717,515</b>
Non-current liabilities:		
OPEB - Note 6	489,110,000	464,173,000
Self-insurance, workers' compensation - Note 7	47,995,269	48,841,124
Net pension liability - Note 5	484,486,420	559,091,336
Compensated absences - Note 1	24,809,043	21,598,132
Right to use liabilities - Note 10	256,731,344	239,973,068
<b>Total non-current liabilities</b>	<b>1,303,132,076</b>	<b>1,333,676,660</b>
<b>Total liabilities</b>	<b>\$ 1,700,135,651</b>	<b>\$ 1,704,394,175</b>
<b>Total deferred inflows of resources - Notes 5, 6</b>	<b>\$ 328,448,838</b>	<b>\$ 362,919,836</b>
<b>NET POSITION</b>		
Net investment in capital assets	\$ 300,531,619	\$ 315,298,311
Deficit	(1,321,055,418)	(1,425,904,057)
<b>Total net position</b>	<b>\$ (1,020,523,799)</b>	<b>\$ (1,110,605,746)</b>

\*The fiscal year (FY) 2019-20 comparative information is adjusted to recognize the estimated impact of GASB Statement No. 87 which has been implemented for the FY 2020-21 reporting period. Under GASB 87, operating leases previously expensed based on payment schedules are reported as assets with associated liabilities for future lease payments. Additionally, certain FY 2019-20 operating expenses and miscellaneous revenues have been reclassified to Cost of Goods Sold and Sales respectively to provide comparability with the FY 2020-21 presentation.

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**Commonwealth of Pennsylvania  
Pennsylvania Liquor Control Board  
State Stores Fund  
Comparative Statements of Revenues, Expenses, and Changes in Net Position  
For the Month Ending March 31, 2021 and March 31, 2020  
(Unaudited)**

	<u>2020-21</u>	<u>2019-20*</u>
Sales net of taxes	\$ 190,516,690	\$ 168,223,084
Cost of goods sold	<u>(129,960,147)</u>	<u>(112,789,327)</u>
Gross profit from sales	60,556,543	55,433,757
Operating (expenses):		
Retail operations	(28,894,463)	(30,599,912)
Marketing & merchandising	(689,868)	(1,140,769)
Supply chain	(589,091)	(498,299)
Wholesale operations	(131,180)	(154,119)
Information technology services	(2,267,828)	(2,857,180)
Regulatory affairs	(1,176,731)	(1,454,716)
Administration	(830,470)	(980,252)
Finance	(215,992)	(235,711)
Board & secretary	(574,865)	(336,357)
Legal	(277,610)	(316,724)
Commonwealth provided services - Note 2	<u>(1,113,255)</u>	<u>(1,102,997)</u>
Total	<u>(36,761,353)</u>	<u>(39,677,036)</u>
Operating profit/(loss)	23,795,190	15,756,721
Other operating revenues (expenses):		
Enforcement fines	63,807	128,970
License fees	1,876,439	2,190,696
Miscellaneous income	321,472	297,549
Administrative law judge	<u>(235,707)</u>	<u>(207,658)</u>
Total	<u>2,026,011</u>	<u>2,409,557</u>
Total operating income/(loss)	25,821,201	18,166,278
Miscellaneous revenues (expenses):		
Interest income (expense)	(371,160)	(7,093)
Other	<u>-</u>	<u>1,410</u>
Total	<u>(371,160)</u>	<u>(5,683)</u>
Income/(Loss) before operating transfers	25,450,041	18,160,595
Operating transfers out:		
PSP enforcement - Note 3	(2,215,824)	(2,232,066)
<b>Net Income/(Loss) from operations</b>	<b>23,234,217</b>	<b>15,928,529</b>
Statutory Transfers:		
General fund - Note 4	(42,600,000)	(85,100,000)
Drug and alcohol programs - Note 4	-	-
Total	<u>(42,600,000)</u>	<u>(85,100,000)</u>
Change in net position	(19,365,783)	(69,171,471)
Total net position - beginning	<u>(1,001,158,016)</u>	<u>(1,041,434,275)</u>
Total net position - ending	<u>\$ (1,020,523,799)</u>	<u>\$ (1,110,605,746)</u>
Liquor tax	33,503,645	30,630,504
State Sales Tax	13,199,663	12,057,497
Local Tax	841,668	755,615
Taxes remitted to Dept.of Revenue PTD	<u>\$ 47,544,976</u>	<u>\$ 43,443,616</u>

\*The fiscal year (FY) 2019-20 comparative information is adjusted to recognize the estimated impact of GASB Statement No. 87 which has been implemented for the FY 2020-21 reporting period. Under GASB 87, operating leases previously expensed based on payment schedules are reported as assets with associated liabilities for future lease payments. Additionally, certain FY 2019-20 operating expenses and miscellaneous revenues have been reclassified to Cost of Goods Sold and Sales respectively to provide comparability with the FY 2020-21 presentation.

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**Commonwealth of Pennsylvania  
Pennsylvania Liquor Control Board  
State Stores Fund  
Comparative Statements of Revenues, Expenses, and Changes in Net Position  
For the Nine Months Ending March 31, 2021 and March 31, 2020  
(Unaudited)**

	<u>2020-21</u>	<u>2019-20*</u>
Sales net of taxes	\$ 1,729,833,030	\$ 1,668,799,237
Cost of goods sold	<u>(1,169,176,081)</u>	<u>(1,133,877,802)</u>
Gross profit from sales	560,656,949	534,921,435
Operating (expenses):		
Retail operations	(273,878,464)	(278,388,285)
Marketing & merchandising	(9,201,618)	(9,514,333)
Supply chain	(5,488,316)	(5,822,358)
Wholesale operations	(1,168,211)	(1,264,068)
Information technology services	(20,031,363)	(21,728,871)
Regulatory affairs	(12,081,456)	(14,436,173)
Administration	(7,157,313)	(10,039,653)
Finance	(2,031,973)	(2,316,911)
Board & secretary	(2,703,918)	(2,819,407)
Legal	(2,647,860)	(2,769,885)
Commonwealth provided services - Note 2	<u>(11,272,790)</u>	<u>(12,077,088)</u>
Total	<u>(347,663,282)</u>	<u>(361,177,032)</u>
Operating profit/(loss)	212,993,667	173,744,403
Other operating revenues (expenses):		
Enforcement fines	768,012	1,336,456
License fees	18,904,668	26,744,462
Miscellaneous income	1,741,198	2,323,058
Administrative law judge	<u>(2,013,874)</u>	<u>(2,094,948)</u>
Total	<u>19,400,004</u>	<u>28,309,028</u>
Total operating income/(loss)	232,393,671	202,053,431
Miscellaneous revenues (expenses):		
Interest income (expense)	(3,085,918)	584,320
Other	<u>14,020</u>	<u>4,910</u>
Total	<u>(3,071,898)</u>	<u>589,230</u>
Income/(Loss) before operating transfers	229,321,773	202,642,661
Operating transfers out:		
PSP enforcement - Note 3	(21,496,115)	(22,961,711)
<b>Net Income/(Loss) from operations</b>	<b><u>207,825,658</u></b>	<b><u>179,680,950</u></b>
Statutory Transfers:		
General fund - Note 4	(142,600,000)	(185,100,000)
Drug and alcohol programs - Note 4	-	-
Total	<u>(142,600,000)</u>	<u>(185,100,000)</u>
Change in net position	65,225,658	(5,419,050)
Total net position - beginning	<u>(1,085,749,457)</u>	<u>(1,105,186,696)</u>
Total net position - ending	<u>\$ (1,020,523,799)</u>	<u>\$ (1,110,605,746)</u>
Liquor tax	310,028,105	299,303,329
State Sales Tax	122,227,191	117,778,385
Local Tax	7,033,146	7,516,539
Taxes remitted to Dept.of Revenue YTD	<u>\$ 439,288,442</u>	<u>\$ 424,598,253</u>

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**OTHER ISSUES**

***Enterprise Resource Planning (ERP) Detailed Design for Oracle Commerce Cloud Business to Business Platform.....Michael Demko, Executive Director***

As part of the Oracle ERP project, the PLCB will replace its current Licensee Online Order Platform (LOOP), which is a customized solution enabling online order placement by licensees for store and warehouse fulfillment. The LOOP replacement will improve the licensee order placement experience through modern out-of-the-box e-commerce functionality and streamline order fulfillment by integrating into a single cloud-based wholesale business solution. This design effort is anticipated to take four months, and services costs for this project are fixed and deliverables-based, totaling \$495,000.

Board Member Negra requested that Elizabeth Brassell, Director of Communications and Policy, provide a status update on the ERP project. Ms. Brassell advised that this matter is the most recently executed Ordering Document/Statement of Work, all still under the umbrella of the originally approved \$83 million project spend. This particular project is to replace the current B2B “LOOP” platform, which is the online ordering portal for licensees to place orders for stores, for licensee service centers and also through our licensee delivery program and backhaul program.

Specifically, this is an “up to” \$495,000 spend for a four-month effort to design the new platform. The replacement for LOOP will include a new, enhanced user experience, some new functionality for users as discussed earlier in the meeting, and it will also provide efficiencies and streamline operations into one overall platform as opposed to the current archaic and difficult to maintain customized system.

Ms. Brassell further reported that the PLCB continues to move through the detailed design phase on the overall ERP project. Board Member Negra asked for confirmation of his understanding that the design effort is for four months, but the implementation is much farther out than that. Ms. Brassell confirmed that the plan is to introduce the replacement for LOOP in Summer 2022, and that all impacted stakeholders will be engaged with timely and relevant communications to make clear what is changing and what the impacts will be.

***Transfer of Lottery Funds.....Michael Demko, Executive Director***

Requesting Board authorization to transfer from the State Stores Fund to the General Fund lottery commissions and incentives of \$492,919.12 earned during the 3<sup>rd</sup> quarter of fiscal year 2020-21.

**Motion Made:** Board Member Negra  
**Seconded:** Board Member Isenhour

**Board Decision:** Unanimously agreed (3-0 vote) to approve the Transfer of Lottery Funds.

Board Member Negra also made clear that this amount is part of the \$185.1 million that we are transferring to the General Fund.

Note: Board Minutes are not officially approved until all required signatures are affixed.

## **CITIZEN COMMENT/BUSINESS FROM THE FLOOR**

Ryan O'Neill requested the Board make the audio recordings of these public meetings more accessible to the public, in order for the public to listen at their own discretion. Mr. O'Neill suggested that posting a link on the PLCB's website to the audio recordings would be helpful for the public. Chairman Holden stated the PLCB has been asked by various legislators to stream the meetings and that the agency was working on that; however, COVID had slowed down the process. Chairman Holden suggested Mr. O'Neill submit a Right-to-Know Law (RTKL) request.

Chief Counsel Diaz stated if Mr. O'Neill would submit a RTKL request, it would be processed. Chief Counsel Diaz stated the request would need to be processed and the PLCB would require an opportunity to review all the information, but generally speaking the PLCB intention is to be transparent as possible and the information would be available. Mr. O'Neill questioned if he were to submit a RTKL request, for what reason would such a request for the recording of a public meeting to be denied. Chief Counsel Diaz reiterated that there likely would not be a denial; however, he reserves the right to review any such RTKL request as in the normal course.

## **OTHER ISSUES**

*Employee Recognition – 30 Years' Commonwealth Service.....Chairman Tim Holden*

Tisha Albert – Director of Regulatory Affairs

Chairman Holden presented Director Albert with a certificate of recognition and thanked her for her contributions she has made to the Commonwealth.

## **NEXT BOARD MEETING**

**The next meeting of the PLCB will be a formal meeting on Wednesday, May 12, 2021 beginning at 11:00 A.M. Prior to the public meeting, there will be an Executive Session to discuss matters of personnel and to engage in non-deliberative informational discussions, some of which are regarding actions and matters which have been approved at previous public meetings.**

Note: Board Minutes are not officially approved until all required signatures are affixed.

**ADJOURNMENT**

On a motion by Board Member Negra, seconded by Board Member Isenhour, the meeting was adjourned.

The foregoing actions are hereby officially approved.

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Chairman

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Member

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Member

ATTEST:

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Secretary