MINUTES
DOL LEADERSHIP TEAM MEETING
OCTOBER 2, 2012, 10:30
CONFERENCE ROOM 205, LABOR BUILDING

Attendees: Commissioner Berry, Tina Morris-Anderson, John Baldwin, Kevin Beauregard, Karen Bogner, Art Britt, Kathryn Castelloes, Tom Chambers, Tim Childers, Gina Cullen, Mike Daniels, Cliff Dautrich, Val Eucare, Andy Frazier, William Gerringer, Jane Gilchrist, Jennifer Haigwood, Tiffany Lathan, Nancy Lipscomb, Allen McNeely, Mike Morrow, Tommy Petty, Dolores Quesenberry, Janet Rust, Steve Sykes and Lee White.

Commissioner Berry welcomed members. The Commissioner has been traveling the state attending county fairs. She stated the Carolina Star Conference in Greensboro was a great success with almost 700 people attending.

The State Auditor's Office completed their audit of the Department of Labor. Commissioner Berry commended the Budget and Management Division for managing tax dollars so well the Auditor's office made no recommended actions for improvement.

Nancy Lipscomb gave an HR Update. Time and Attendance and Remain at Work/Return to Work policies have been updated and are posted on the department's intranet. If you have questions call or email HR.

Nancy told team members Phase 1 of the In-range Salary Adjustment actions has been completed. HR completed a total of 51 actions beginning with OSH Compliance, Wage and Hour and Employment Discrimination and hopes to move to other bureaus/divisions before the end of the calendar year.

Beacon now has a report which enables HR to catch overpayment to employees. However, she reminded supervisors they are responsible for checking employee's timesheets so there will be no overpayment of wages.

Tina Morris-Anderson gave an IT Update. Tina thanked team members for their prompt response to bulk purchase requests. File Net replacement is ready and should be in place by the end of October or first of November.

Dawain Faison has been working on revamping DOL's intranet and this project should be completed next month.

Tina asked team members to please copy her on any projects requested of IT so she can make sure these projects get completed in a timely manner.

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Dolores Quesenberry gave a Communications Update. Dolores said the Apprenticeship Facebook page has been so successful plans are underway to offer Facebook to the whole department. She asked bureau chief/division directors to identify one person from their office to work with Communications on the Facebook project. All information will be posted by the Communications Division.

Dolores said the department has about 110 followers on Twitter. She stated the department needs to be active to continue to get our message out.

The State Fair Press Conference will be held next Thursday, October 11 at 10:30. The Department of Labor will sponsor a booth in the Kerr Scott building again this year. Dolores thanked Tom Chambers for working with Mike Daniels and Jeff Wilson on the new trivia game design.

Mike Daniels thanked team members for giving their approval to employees who have volunteered to staff the department's fair booth. The fair booth training meeting will be held Thursday, October 4, 10:00 in Conference Room 205 of the Labor Building.

Allen McNeely gave an OSH Update. Consultative Services has a new initiative. The SHARP Construction Program recognizes and awards construction sector employers for their leadership in managing occupational safety and health.

The OSH Con Region IV Manager's meeting will be held in Wilmington October 9-11. North Carolina is hosting visitors from DC, Atlanta and surrounding southeastern states. Commissioner Berry is speaking at the meeting.

OSH Compliance is currently filling selected positions which have been held open for budgetary reasons for the past year.

ETTA recently conducted classes 500-501 Train-the-Trainer and General Industry Construction which were very successful.

Allen told team members to check out OSH Hotspots. ETTA developed hyperlinks to specific information found at the end of some of OSH signature notations which takes the reader right to a specific place on OSH's internet page.

PSIM is still busily scanning historical files and double checking work done by our imaging providers.

At the OSHSPA Fall meeting in Detroit many states voiced and shared concerns with federal OSHA that monitoring of states needs to be consistent on important topics and not be trivial or simply about state's policies and procedures.

The Safety Awards Program held 30 banquets with 3,384 attendees and 2,701 safety award recipients. The OSH Division recognized 80 plus worksites with the Million Hour Award.

Allen thanked Tammy Higgins, HR and Budget for working together to help a third of OSH staff receive equity adjustments.

Jane Gilchrist gave an E-Verify Law Update. The law becomes effective for private employers on the following dates: October 1, 2012 for employers that employ 500 or more employees in North Carolina; January 1, 2013 for employers that employ 100 or more but less than 500 employees in North Carolina; and July 1, 2013 for employers that employ 25 or more but less than 100 employees in North Carolina.

Janet Rust gave a Budget Update. Janet stated the OSH Review Commission is now 100% state funded and $300,000 has been added to Elevator receipts.

Art Britt gave a Legislative Update. Art told team members in early January the legislature will have a one day organizational meeting. With a new Governor being elected and 60% of legislature being new the department will need to plan accordingly.

Art will contact Bureau Chiefs in November regarding non-budgetary issues they would like to see addressed by the General Assembly. Once this information is gathered, he will work with Commissioner Berry to prioritize.

Art told team members due to the continued budgetary concerns, the Employee Appreciate Banquet would not be held again this year at McKimmon Center. However, Commissioner Berry plans to travel to staff meetings and various other meetings around the state to personally present service and superlative awards. Again this year, employees receiving awards will be posted on the DOL intranet.

<u>Around the Room:</u>

Kathryn Castelloes told team members Apprenticeship employee Eddie Reaves is working hard on State Fair Contests. Thus far, 11 regular apprentices and 9 pre apprentices are signed up for the masonry contests; 8 regular apprentices and 11 pre apprentices are signed up for the HVAC contests; and 30 apprentices and 3 alternates are signed up for the Electrical contests.

Fifty new programs were registered over the last few months. Two new employees have been hired, Antwan Pippen in Raleigh and Pamela McGimpsey in Charlotte.

Mike Morrow stated Wage and Hour is fully staffed and once new staff is trained the backlog of cases should be reduced.

Mike and Val attended their national conference and gained valuable information on misclassification of employees and other wage and hour issues.

Tommy Petty told team members ride season is in full swing. Expecting 107 rides at the State Fair, most arriving this weekend.

Tiffany Lathan stated EDB is working on their manual. Investigator Jamie Meadows is leaving DOL. EDB will be posting her position, recruiting and training her replacement.

William Gerringer told team members Martin Marietta's Hickory Quarry achieved 2 million employee hours without a lost-time work accident in September 2012. Commissioner Berry attended the ceremony to present the award.

Jennifer Haigwood said the NCDOL Employee Recognition Committee (ERC) is holding another apparel sale from October 8 through October 26. If you are interested in ordering you can view the entire catalog and obtain an order form by logging onto the department's intranet home page. Jennifer stated this sale is not a fundraiser and items will be sold at cost. If you have questions you may contact either Jennifer Haigwood or Stacey Thompson.

Lee White thanked Janet Rust for all her help in getting the equity increases processed.

Tammy Higgins said all the supplemental money OSH received is gone. She said the money was put to good use.

The meeting adjourned at 11:50.

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