

**MINUTES**  
**DOL LEADERSHIP TEAM MEETING**  
**APRIL 3, 2013, 10:00**  
**CONFERENCE ROOM 205, LABOR BUILDING**

**Attendees:** Commissioner Berry, Jack Brinson, Art Britt, Tom Chambers, Tim Childers, Gina Cullen, Cliff Dautrich, Justin DeLancey, Rex Edwards, Val Eucare, Andy Frazier, William Geringer, Jack Given, Jennifer Haigwood, Tammy Higgins, Phil Hooper, Felicia Hoover, Wanda Lagoe, Tiffany Lathan, Chris Lehenbauer, Nancy Lipscomb, Allen McNeely, Neal O'Briant, Tommy Petty, Nancy Swaney, Anne Weaver, and Lee White.

**Commissioner Berry:** Commissioner Berry welcomed members. She stated this was the first Leadership Team meeting in six months and the first since the voters gave her another four years to work with people she loves and appreciates. Commissioner Berry said the new Governor borrowed three Department of Labor employees to work with his Transition Team, but only returned two. She said John Baldwin will be missed; however, his being a member of the Governor's team is good for the state and government. She stated how proud she is of him. Commissioner Berry thanked Nancy Lipscomb and Renathe Cotten for their help on the Transition Team.

Commissioner Berry announced that Jennifer Haigwood is the new Director of Administration and Governmental Affairs.

Commissioner Berry stated she is proud of the Annual Report and thanked Dolores and Neal for their hard work completing this report. This Annual Report is used in safety schools and Star events. Commissioner Berry told the team members there were copies for them at the meeting and also available on-line.

Commissioner Berry said we were working hard with the General Assembly on the budget and she was disappointed in the Governor's budget. There was one important item regarding removing \$500,000 from the budget and replacing with Boiler, Elevator and Amusement Devices receipts. Art Pope, State Budget Director, promised to try to help.

Commissioner Berry said the Safety Award Banquets have begun with Lincoln (March 26) and Rocky Mount (April 2). She said 17 million hours without loss time awards were given out in Rocky Mount.

**Jack Brinson:** Jack gave a Budget Update which included the Commissioner's presentation to NER. He said the Governor's budget was just the first step in the process to the final budget. The budget goes to the Senate first, the House for changes and then they will reach a compromise. Jack said he saw the \$500,000 error that the Commissioner had seen, but there is no cause for alarm.

Jack stated that the Governor's Office asked for cost-cutting proposals. However, in an April 1 email to the Office of State Budget and Management (also appearing in Labor newsletter), Jack stated that OSBM funds are not used in appropriations each year; therefore, no line items will be submitted. Jack thanked everyone for their cost-cutting measures, but there is no need to submit anymore at this time. Jack added that an email would be in each member's Inbox when they return to their office which shows the

department's financial status. He said we have 29% of the budget left to spend. He congratulated everyone on their efficiency. Jack continued by announcing that effective July 1, there will be a new State Budget System. Training regarding this system will impact the department's Budget Office only.

Jack stated a meeting with the State Auditor's Office is scheduled for Thursday, April 4 concerning issues with IT projects which are in place or almost in place. The Auditor's staff will lay out what they found and then Jack will submit a written response within three business days.

**Nancy Lipscomb:** Nancy talked about Family Medical Leave Approval (FMLA)-Communications. She said once an employee has been approved for FMLA, Stacey Thompson sends an email to the employee and copies his/her supervisor.

The State has implemented a Learning Management System and is the administrator for the system. HR will be able to track an employee's training/certification through an automated data base. This information will transfer with the employee. State Personnel Training Center records will automatically be uploaded into the data base. Certificates can be scanned and uploaded into the employee's records. Nancy estimates that within six months to a year, agencies will be offered the option to upload external training and possibly the public will have the option to access training events which are offered.

Nancy also discussed the Employee Assistance Program (EAP) whose services offer support to employees as they do their jobs. The department pays less than \$2,000/year for staff coverage. EAP offers 24-hour access and offers assistance (critical event counseling) for employees who have viewed accident scenes prior to clean-up.

**Chris Lehenbauer:** Chris gave an IT Update by discussing three projects: 1) Replacing FileNet which is out of date. The contract was awarded before Christmas and vendors are installing software in the process of conversion; 2) Working with OSH to replace 30-year old system. Making final touches on contract which will go through our legal section before sending to vendor; 3) Elevator Automation. IT is collaborating with OSC. The Department of Labor is one of three pilots. The vendor was on-site last week for a kick-off and demonstration.

Chris stated that Dawain was working hard to rework the Intranet – not only the content but also the foundation.

**Allen McNeely:** Allen began his OSH Update by saying Kevin Beauregard was attending the OSHSPA Board meeting in San Francisco, California. He continued stating that the Office of Management and Budget made a mistake in OSHA budget calculation, cuts were near 6% instead of 5% and the projected cuts will be permanent and may even increase in 2014. OSHA putting all resources into enforcement, cutting compliance assistance, however, they are leaving Harwood Grants alone.

Allen discussed Sunday, March 31, 2013, New York Times article about the furniture cushion industry in North Carolina and exposures to n-propyl bromide (nPB). OSHA thinks this will help them promulgate new standards/regulations as it shows their current standards are not effective. Allen thinks there will be more stories in this series.

Allen continued by saying OSHA OIS (replacement for failing NCR) is slowly being rolled out. They think Consultative Services in all states by Fall 2013 and Compliance by 2014. OSHA Express is on pace for North Carolina. This will replace NCR in NC and will allow us to use data and create our own reports.

He said now more than ever we could use access to Worker's Comp and Unemployment Insurance data to get to SST industries and not waste time at random inspections.

Allen stated that Consultative Services Bureau is doing lots of SHARP's events and bureaus are doing well with less.

**Jennifer Haigwood:** Jennifer began the Legislative Update by introducing our new employee, Justin DeLancey, a recent NCSU graduate who is filling her old position as Special Assistant for Governmental and Constituent Affairs.

She continued by saying we are two months into the long session and 1200 Senate bills have been filed - over 200 bills were filed on Tuesday which was the Senate's bill-filing deadline. The House has two more weeks before their filing deadline. Some bills which are important to the department are Migrant Housing, Child Labor, Historic Boilers and two OSH bills: Definition of Ag Operation and Handling Hazardous Drugs.

Jennifer stated that a positive bill is an Apprenticeship tax credit (\$1,000 per year per apprentice) to employers.

Regarding the Governor's budget, it is the Senate's turn to review and we will know more about potential cuts after the April 15 tax-filing deadline. Mid-May is the Senate's target date to get the budget out.

Jennifer stated that parking coordination is shifting to her so all communication regarding parking should go to her.

#### **Around the Room:**

Neal O'Briant said hard-copies of Annual Report and updated phone cards are available for members before they leave. He stated 14,700 Labor Ledgers were sent out, and the department has over 200 Twitter followers and Facebook fans. He asked that anyone who has photos of ceremonies such as SHARP etc to submit and he would post on Facebook.

Nancy Swainey said the OSHA Review Board has 181 active review cases and they receive approximately 10 cases each month.

Tommy Petty said it had been a record month, 2000 inflatable inspections last month; receipts generated important. Shows from Florida have started migrating up to NC.

Gina Cullen stated that new migrant housing was being built, current housing was being improved and there were few contested cases.

Tim Childers announced his retirement effective July 1 after 37 years with the Department of Labor. He said he appreciated the department – a great place to work.

Phil Hooper stated the compliance officers finished their appraisal year.

Jack Given said it had been business as usual. Jack stated - regarding the Historic Boilers bill - the department can't compromise on safety.

Val Eucare gave credit to Wage and Hour staff for \$2.2 million recovered which goes back into the economy and taxes. Staff has also gone into 145 county schools to teach potential workforce on their wage and hour rights.

Tiffany Lathan stated they are updating the EDB Manual and the EEO Report was completed March 1, 2013. She also gave the new EEO posters which have the new laws and Governor McCrory's signature to Nancy Lipscomb for distribution.

William Gerringer stated the Mine & Quarry State Conference went well. There are budget concerns with 64% mandated for every state grant. He thinks language in the Mine and Quarry Act may help with the cut. Tri-State Coalition (VA, SC, and NC) is scheduled for May in Greensboro.

Lee White said there is a bill to change the name from Office of State Personnel to Office of Human Resources.

Felicia Hoover said the OSHA Review Board sign has been installed so we can find their office now.

Anne Weaver stated PSIM has more responsibilities, but hanging on with fewer people. Preparing for public sector survey and cleaning up their data base.

Rex Edwards said the Annual Report was printed using their new equipment. They were busy printing for the Governor's Office during the transition. Also, Rex stated the division is incorporating/using Twitter and Facebook icons on new publications.

Wanda Lagoe announced the bureau has a new trainer who is fluent in Spanish. She also discussed the availability of lots of webinars which are very useful since staff cannot travel. Wanda also stated Labor I has been repainted.

In closing the meeting, Commissioner Berry stated that for the first time in her political career, secretaries of other agencies and departments had called her wanting to meet and work together. Commissioner Berry also talked about Lt. Governor Dan Forest visiting the Department of Labor and taking time to meet everyone. He stated it was unusual to hear so many employees say they loved their jobs and where they worked.