

Meeting Minutes – November 4, 2010

The meeting commenced with a welcome given by Jeri Cruz. All were in attendance: Tiffany, Jamie, Phil, Dennis, Nancy, & Don. Field investigators Jeri, Tom and Ellen listened via tele-conferencing.

EDB's Operation Manual is outdated. It was suggested that the manual be scrapped and rewritten. Ellen is currently working on the manual as her assigned special project. Dennis and Phil will work with Ellen to bring manual up to date. Tiffany encouraged all investigators to include some input. It was noted that Federal OSH has recently updated their manual and we will incorporate some of the same procedures in our manual. Dennis has a copy of the updated federal manual.

The Federal OSH audit indicated that EDB's FIR format was not consistent, meaning that everyone had their individual format. Federal OSH has a new format that EDB can follow particularly with OSH cases. This is for more consistency.

Don noted that the tax on settlements will increase 3% on January 1, 2011. He is not sure how this will affect settlement agreements or percentages.

SWOT Analysis

Strengths	Weaknesses
Cohesiveness	Down an investigator
Low turnover	Lack of communication with Liaisons (IT and OSH)
Experienced Workforce	Old manual
Updated Equipment	Inventory
Opportunities	Threats
New manual	Budget
New FIR procedures	Retirements
Oracle Updates	Media
OSH Conventions	Spanish Complaints
	Layoffs/Furloughs

Federal OSH and legal are still reviewing the CASPA submitted by Gilbert Jackson. OSH has suggested that although Mr. Jackson retired on his own, there may have been some retaliation in his case. A definite response has not yet been given. Steve Sykes is still waiting for the outcome. He will let us know once a decision has been made.

Allen McNeely wrote a letter to Cindy Coe (dated October 13, 2101) in response the suggestions made to OSH and EDB after the Federal OSH Audit. The letter included responses submitted to Steve Sykes from EDB. EDB thought the letter was well written and to the point. It noted that our law would have to change before we could adhere to their suggestions.

One suggestion of federal OSH was that EDB conduct more on site investigations. However, because of budget constraints this is not possible. Most interviews are currently conducted over the phone; this has not been an issue. Investigators are able to meet face to face when necessary. One suggestion was to use video conferencing when possible at the OSH field offices.

Jeri suggested that EDB request to be under OSH vs. Standards and Inspections. She thinks that this will be a better fit for us. It would create more opportunitites for growth and funding.

Suzanne Street (director of Raleigh federal OSH office) will be retiring at the end of December. There is no word on who will be her replacement.

Investigators are reminded to continue to type activity logs. During review of files Tiffany has noticed that some logs were still written rather than typed. This makes notes/logs easier to read when being reviewed.

Investigators should be contacting complainants and respondents within 10 days after receiving file. Investigators should always attempt an early resolution/settlement during 10-day contact. This should be notated in activity logs.

Additionally Investigators should also be notating closing conferences. Tiffany can help with closing conferences/consultation if needed.

Jamie has completed the surplus of all old equipment and all new equipment has been distributed. Everyone is asked to please send in updated equipment forms so that inventory can remain current.

Everyone should be entering and releasing their time weekly in Beacon. This is monitored by HR. Tiffany, Andy, and John receive a message/list every week when time has not been completed.

Safety training was conducted by Nancy. Topics included: Falling, Workers Compensation, and Fire Extinguisher training. It was questioned if NCDOL will provide fire extinguishers for filed personnel. Nancy will check.

Phil suggested that investigators keep files in cabinet until needed. This is because most investigators have become overwhelmed with cases since the loss of Jim's position. Investigators can not devote the time needed to thoroughly investigate cases. It was questioned how this would affect the 11% of cases needed on current strategic plan. Tiffany indicated that investigator's KRR would have to be changed. She will take a look at current inventory and keep this suggestion in mind for the next planning year.

There are currently 64 cases over 90 days. If you have an older case that you think may settle; investigators are encouraged to continue working on the settlement. If not try to close as soon as

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possible. Since the loss of Jim's position investigators must close at least 9 cases per month to reach 11% at the end of the rating period. Each investigator is currently receiving on average 11-13 cases per month.

Tolling reasons should be included in ORACLE when cases have been tolled. Tiffany suggested that if investigators have tolled cases over 180 days, they should contact the complainant and ask if he/she would like a 180 right to sue letter. Investigators are encouraged to revisit the 1 year policy.

- Tiffany will be doing interims and going over performance logs shortly. Anyone can ask to see performance logs at any time.
- Please submit any scheduled vacation time as soon as possible to Tiffany.
- Standards and Inspections Thanksgiving luncheon will be November 18th. The cost is \$6 per person or bring your favorite dish. Contact Dennis for more details.
- Next meeting: February (date to be determined).

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