DOL Leadership Team Minutes
October 6, 2009 10:30 a.m.
Conference Room 205, Labor Building

Attendees: Commissioner Berry, John Baldwin, John Bogner, Jack Brinson, Art Britt, Jonathan Brooks, Kathryn Castelloes, Tim Childers, Mike Daniels, Andy Frazier, William Gerringer, Jennifer Haigwood, Tammy Higgins, John Hoomani, Phil Hooper, Felicia Hoover, Wanda Lagoe, Tiffany Lathan, Nancy Lipscomb, Gina Luginbuhl, Greg Lundberg, Mike Morrow, Dolores Quesenberry, Frank Seiber, Nancy Swaney, Jim Taylor, Anne Weaver, Lee White and Nick Vincelli.

Commissioner Berry welcomed team members and thanked them and their staffs for their continued outstanding work on behalf of the department. She told members they had done a great job preparing for last years' cuts and stated members need to do the same again this fiscal year.

Commissioner Berry stated Governor Perdue issued Executive Order #24 banning her office and cabinet agencies from accepting any gifts or favors from contractors working or seeking work with the state. The Commissioner stated she wanted to make the policy clear and easy and is extending the policy to cover all DOL employees banning acceptance of any gifts or favors period. If an employee finds he or she is unable to decline a gift without embarrassment to the department, the gift will be donated to charity.

Nancy Lipscomb gave an HR Update. Nancy told members the budget bill prohibits any salary adjustments for the next two years. She gave examples of acceptable exceptions. Nancy provided a handout entitled Summary of Major Provisions of NCDOL Policies enacted November 1, 2009. The summary included highlighted provisions of the Updated Acceptable Use Policy; Updated Telework Policy and two new policies, Alcohol & Drug-Free Workplace and State-Owned Vehicle Use Policy. Members will be provided an e-mail copy of the policies. The Updated Acceptable Use Policy clarifies the department's zero tolerance policy for accessing pornographic information using state equipment and requires all NCDOL employees to read and sign the updated version of the policy which will be kept in their personnel file.

John Hoomani explained the Alcohol & Drug-Free Workplace Policy. He told members the policy establishes procedures for testing employees who exhibit reasonable suspicion of being under the influence of drugs or alcohol while at work; establishes a timeframe for employees to report to NCDOL any conviction of a criminal, drug or alcohol related offense and establishes disciplinary actions NCDOL will take for violations of the policy. Web-based training will be provided

to supervisors on criteria for assessing reasonable suspicion and ensuring employees are tested based on observed behaviors. Web-based training will also be provided to employees on their responsibilities based on the policy.

John highlighted provisions of the department's State-Owned Vehicle Use Policy. The policy establishes an agency policy to complement the state's Motor Fleet Management policy; establishes all NCDOL employees who drive a state vehicle shall have his/her driving record reviewed annually. NCDOL Legal Affairs Division will conduct these reviews. The policy applies to employees issued state-owed vehicles and employees who drive vehicles assigned to a work location. The policy also establishes all employees shall notify his/her supervisor within 5 business days of any traffic violations received while operating a state-owned vehicle, including, but not limited to parking citations, red-light citations and all other violations. If the employee fails to notify his/her supervisor the employee will be subject to disciplinary action up to and including dismissal. The policy clarifies all NCDOL employees are prohibited from transporting alcoholic beverages, illegal drugs and firearms in state-owned vehicles.

Jack Brinson gave a Budget and Management Update. Jack discussed with members the issues of concern the Internal Audit identified. He stated his division is working with IT staff to track departmental equipment and asked team members to follow budget procedures and use the on-line budget form for tracking all equipment.

Jack stated IT needs to be notified of any internal transfers of equipment. Effective September 1, 2009, the departmental mileage reimbursement rate is 33 cents, the Motor Fleet Management rate.

Jack provided members a handout entitled Report on Status of 6.75% Reduction by Fund on 9/30/09. The General Assembly in July, 2009, through State Budget, reduced all state agencies budgets by 15% of their appropriations; August by 16% and beginning September, 2009 the rate for state agencies budgets was set at a 5% reduction until further notice.

Jack told team members Pay Point has been a very successful pilot project. Pay Point makes it easier for businesses to pay fees and fines to the state since payment is by credit card or electronic check. Elevator and OSH are currently on-line with Pay Point and Apprenticeship and Wage & Hour are scheduled to go on-line next week.

Dolores Quesenberry stated the Wage & Hour section of the Labor Laws has been updated to include the minimum latest wage increase and information on hazardous/detrimental occupations for youth.

Dolores thanked all employees who have signed up to cover shifts at the NDOL State Fair Booth. The NCDOL booth is booth 16 located in the Kerr Scott Building.

The Christmas Open House is scheduled December 17 in Conference Room 205 of the Labor Building. Lee Peacock will be heading up the Toys for Tots campaign again this year.

Dolores asked team members to assign one employee from their division/bureau to be the contact to work with Communications on redesign of the website. The employee will be responsible for ensuring division/bureau content information is correct and up-to-date.

Frank Seiber gave an IT Update. Frank stated Commissioner Berry received a letter in August stating NCDOL is no longer in Phase III of the consolidation efforts which has been postponed indefinitely.

Frank told team members IT has welcomed Chris Lehenbauer as a new employee in IT. Chris transferred from the Boiler Bureau.

Art Britt gave team members a 2009 Long Session Overview. Art sent DOL supervisors an e-mail September 16 providing details on the session wrap up. He stated the past session was one of the toughest in recent memory with Apprenticeship Bureau suffering the most in budget cuts and RIFS. Art thanked division directors/bureau chiefs, John Hoomani, Jack Brinson and Jennifer Haigwood for their hard work during the session.

Art stated due to the budget situation the department will be unable to participate in the purchasing of service award gifts. Art and Jennifer Haigwood will be working with Dolores Quesenberry and Neal O'Briant to provide service award recognition certificates. The Commissioner will present eligible employees their certificates at either holiday events or at division/bureau staff meetings. No state funds are used for superlative awards (Employee of the Year, Commissioner's Award for Excellence in Service, Field Empoyees).

John Baldwin told team members Kevin Beauregard, Allen McNeely and Steve Sykes were attending the OSHSPA meeting in Crystal Springs, Virginia. John congratulated Kevin on his election as chair of this group.

Tiffany Lathan has accepted appointment as the NCDOL's EEO officer effective January 1, 2010. John thanked Bobby Davis for his past service as the department's EEO officer.

In Tina Morris-Anderson's absence, John reminded members pledges for State Employees Combined Campaign are due October 16, 2009.

John stated no state funds can be used for out of state travel and all out of state travel requests must be submitted to his office.

He asked team members to please comply with Dolores' requests to provide one employee from their division/bureau to work with Communications on redesign of NCDOL's website.

John stated although State Budget has lifted their hiring freeze all requests for job postings should be submitted through his office.

Greg Lundberg told team member Boiler Safety quarterly meeting begins next Tuesday.

William Gerringer stated Unimin Red Hill is scheduled to receive a 2 million man hour award without lost time November 13, 2009.

Mike Daniels thanked OSH for funds used to purchase a new printing press in Publications.

Jonathan Brooks told team member State Fair season is in full swing and inspectors are busy inspecting rides.

Andy Frazier commended Elevator and Boiler on their good safety records.

Tiffany Lathan stated EDB case load is steadily increasing.

Anne Weaver told members the Honoring Military Family Members project will be soliciting contributions this year.

Gina Luginbuhl said ASH Bureau is finishing up work on two safety DVS and thanked OSH for training in technical writing.

Wanda Lagoe said power point training should be on-line by end of week.

Kathryn Castelloes stated Apprenticeship is busy preparing for State Fair contests.

John Bogner said the Star Conference was a success with over 500 attending. He thanked Eursula Joyner for working on the State Fair Booth. He stated SHARPE numbers are at 86 and North Carolina is third in the nation.

Phil Hooper stated OSH has completed FOM training and the crane standard is effective October 1, 2009.

The meeting adjourned at 11:55.