DOL LEADERSHIP TEAM MEETING MINUTES
DECEMBER 7, 2010, 10:00 A.M.
CONFERENCE ROOM 205, LABOR BUILDING

Attendees: Commissioner Berry, Tina Morris-Anderson, John Baldwin, John Bogner, Jack Brinson, Art Britt, Kathryn Castelloes, Tim Childers, Gina Cullen, Mike Daniels, Cliff Dautrich, William Gerringer, Jack Given, Jennifer Haigwood, Alberta Hall, John Hoomani, Phil Hooper, Felicia Hoover, Wanda Lagoe, Tiffany Lathan, Nancy Lipscomb, Allen McNeely, Mike Morrow, Dolores Quesenberry, Frank Seiber, Nancy Swaney, Steve Sykes, Nick Vincelli, and Anne Weaver.

Commissioner Berry welcomed team members. With much regret, the Commissioner announced John Hoomani will be leaving the department at the end of January opening a private law practice. She thanked John for his hard work on behalf of the department and said he will be greatly missed.

Commissioner Berry told team members she attended the Council of State meeting earlier and Governor Perdue announced she is proposing a reorganization of state government which will consolidate some agencies. Commissioner Berry said in the spirit of being a team player the department has submitted the requested 5, 10 and 15% budget cuts requested by the Office of State Budget.

The Commissioner stated the Christmas Open House is scheduled Wednesday, December 15 in Conference Room 205 of the Labor Building and urges all to attend. She thanked team members and DOL employees for participation in the US Marine Corps Reserve Toys for Tots program.

Nancy Lipscomb gave an HR Update. Nancy provided team members with a handout entitled Summary of NCDOL Performance Management Program Triennial Review. Nancy highlighted some of the survey results. Out of 389 employees surveyed, 315 responded, an 81% response rate. HR plans to conduct a thorough review of employee survey comments and provide an analysis at a future leadership team meeting. Nancy indicated HR will also research non-monetary employee rewards and recognition systems. Full documentation of this information will be sent to the Office of State Personnel and results will be posted on the NCDOL intranet site under Performance Management section.

Alberta Hall stated survey results indicated one area the department needs to improve upon is skill development for employees.

Allen McNeely gave an OSH Update. Allen stated the division's Enhanced Federal Annual Monitoring & Evaluation (E-FAME) report was released this fall and the department's official response followed. A corrective action plan was submitted by the area OSHA office and our office commented on what we intend to do regarding recommendations made in the E-FAME. Allen told team members the 2010 E-FAME instructions are forthcoming.

Suzanne Street, OSHA area director is retiring after 35 years. Allen stated an interim area director will be appointed.

Federal legislation involving OSH Act changes have been hushed since early November, 2010.

Allen told team member North Carolina workplace fatalities for CY2010 rest at 46, a 26% increase in numbers since 2009. An area of concern is forklift safety with 6 fatalities recently. He stated ETTA is developing a Hazard Alert on forklift safety. Allen also stated they are working with partnerships in construction and building industries to get the word out about forklift safety.

The Incident and Illness rates for 2009 came down to the lowest point, 3.4 (for both private and public sectors) 3.1 for private industry. These are incidence rates that represent about 3 injuries per every 100 full-time workers.

A safety partnership between NCDOL OSH Division and Raleigh-Durham Roadbuilders was announced in September. Raleigh-Durham Roadbuilders is a joint venture between Archer Western Contractors and Granite Construction to manage a roadway construction project that will help complete the new I-540 toll road.

Jack Brinson gave a Budget Update. Jack provided team members with a handout entitled Report On Status of 3.00% Reduction by Fund on 11/30/2010. Jack commended team members for continuing to do a good job handling their budgets. He stated he expects beginning January 2011 to receive a mandate from State Budget for more cuts. The new IBIS budget system is up and running. Our Budget and Management Office has experienced difficulties with the new system, but soon hope to have all issues resolved. Jack told team members the deadline for the new cell phone audit is Friday, December 10.

Art Britt gave a Legislative Update. Art thanked bureau chiefs/division directors for meeting with the new analyst assigned to the department. He stated the meetings were very informative, eye opening and had a positive impact on the analyst. Art told members the new legislative session begins January 26 and he will be sending out a worksheet to them this afternoon.

Art stated any Motor Fleet Management complaints received by the department must be responded to. The department does not automatically assume the employee is guilty of any wrong doing. Legal Affairs is responsible for verifying the employee's valid license, and verifying the driving record is free of violations prohibiting the employee from driving a state car. HR is provided a copy of the report for the employees' file.

The Employee Appreciation Banquet was cancelled again this year due to the budget. However, Art told team members the Commissioner wanted to personally recognize employees by presenting employees their service awards. At this time she has presented 104 awards to employees. All but two bureaus have been scheduled and presented awards and by Christmas all awards should be presented.

Tina Morris-Anderson thanked team members and their employees for contributing to the State Employees Combined Campaign. The department's contributions this year totaled $15,800.

Nancy Swaney stated the OSH Review Commission has more cases than ever.

Frank Seiber stated the new voice mail system will likely be available in the Old Revenue Building next weekend and in the Labor Building the following weekend. Amanda Carroll is IT contact for the voice mail project. Frank said the only noticeable changes will be the number you dial to enter the voice

mail system will change and you will need to record a new personal greeting. The Help Desk is available to answer any questions regarding the new voice mail system.

Dolores Quesenberry stated Communications continues to operate in a routine mode. Dolores encouraged all team members and their employees to attend the Christmas Open House Wednesday, December 15, from 2:00-4:00 in Conference Room 205 of the Labor Building.

Gina Cullen told team members the 17th Annual Gold Star luncheon is scheduled February 2, 2011. She stated Agriculture Safety and Health Bureau has a safety DVD. RJR provided funding and there is a section on Forklift safety.

Jack Given was named Chairman of the Board of Trustees for the National Board for a 3 year term. Jack introduced Cliff Dautrich and stated he is doing a great job as assistant boiler chief.

William Gerringer stated Mine & Quarry is in their heavy training session season. He thanked Commissioner Berry for attending the NC Aggregate Association meeting.

Tiffany Lathan stated the Employment Discrimination Bureau participated in the OSH audit and will be updating their manual once the feds update theirs.

Anne Weaver thanked team members and departmental employees who participated in the Honoring Military Family Members project. Anne also thanked Commissioner Berry for her support of this very special project. The project helped 10 family members this year and 16 last year.

Mike Morrow said Wage and Hour is in a transition period training a number of new hires. Complaints are up especially with the slow economy and job losses. Commissioner Berry thanked Mike and W&H employees for their hard work in these challenging economic times.

Wanda Lagoe stated in October ETTA launched the first State Plan State Train the Trainer Program for general industry and construction. She stated the program is open to industries in the OSH Special Emphasis Programs. Wanda told team members Labor One is now equipped with a telescoping camera.

The meeting adjourned 11:25.