**DOL LEADERSHIP TEAM MINUTES**
**FEBRUARY 7, 2012**
**10:30 CONFERENCE ROOM 205 LABOR BUILDING**

**Attendees: Commissioner Berry, Tina Morris-Anderson, John Baldwin, Kevin Beauregard, John Bogner, Karen Bogner, Jack Brinson, Art Britt, Kathryn Castelloes, Tom Chambers, Tim Childers, Gina Cullen, Mike Daniels, Andy Frazier, William Gerringer, Jane Gilchrist, Jack Given, Jennifer Haigwood, Tammy Higgins, Phil Hooper, Felicia Hoover, Wanda Lagoe, Tiffany Lathan, Nancy Lipscomb, Allen McNeely, Mike Morrow, Tommy Petty, Dolores Quesenberry, Steve Sykes, Nick Vincelli, and Lee White.**

**Commissioner Berry opened the meeting by welcoming members. She said she enjoyed traveling around the state attending staff meetings and other events in field offices which enabled her to present service and superlative awards to DOL employees.**

**Commissioner Berry stated she looked forward to the Department of Labor's Annual Report. She is proud of the work of DOL employees and uses the report for talking points at speaking engagements.**

**She thanked division directors/bureau chiefs for continuing to manage their budgets well.**

**Nancy Lipscomb gave an HR Update. Nancy stated that several months ago she approached upper management about moving to a revised performance management rating system. Currently the department uses a 5 point scale. The revision would reduce paperwork by using a 3 point scale and lessen disputes by combining some of the current grading scales.**

**Nancy told team members in January the department began using the E-Recruitment system for applications. This has caused a slowdown in the way HR processes applications due to the large number of applications received. However it will benefit the department due to an increase in more qualified applicants. Nancy, Lee and Renathe will work together to formalize a document outlining the recruitment process and methods. Paper applications (PD 107) will still be accepted.**

**Nancy stated Deer Oaks is no longer the contractor for the employee assistance program. The new contractor is McLaughlin Young Group in Charlotte. The company provides the same services for less money with a more hands on approach. Nancy asked division directors/bureau chiefs to make sure their employees are aware of the services provided by this contractor. DOL pays for the service and it is free to employees.**

**Tina Morris-Anderson gave an IT Update. Tina told team members Research and Policy is now known as Research, Policy and Information Technology.**

**Gary Franks has completed repairs to the Novell server. IT is in the process of migrating everyone over to Active Directory. Labor Building, Boiler and Elevator migration is complete and IT will move to ORB and begin with OSH Director's Office. Tina told team members Gary and Chris will continue to**

**handle day to day IT issues. Tina will be calling division directors/bureau chiefs to set up one on one meetings to find out what issues and projects they have so IT can be more responsive to their needs.**

**Tina said IT continues to work with ITS on selecting a consultant to help develop an RFP for a new system to control and house OSH inspection/consultative data in a unique and comprehensive program independent of, but able to communicate with OSHA.**

**Dolores Quesenberry gave a Communications Update. Dolores told members the Communications Division will be issuing two statewide news releases. The first will be sent out to chambers of commerce March 1st on Labor Law Poster scams. A Heat Stress news release will be sent out early this year. Communications has worked with EDB, W&H and OSH on the many public records requests received this year.**

**Neal O'Briant is working on the Annual Report which will be available March 1.**

**Communications worked with Apprenticeship to launch their Facebook page.**

**<u>The Labor Ledger</u> newsletter currently has 13,000 subscribers and continues to grow, adding approximately 2,000 subscribers a year.**

**Allen McNeely gave an OSH Update. The 2011 Federal audit of OSH is almost completed. A total of 150 files were inspected and waiting for a recommendation from OSHA.**

**Allen stated the OSH Division continues to work well with Kim Morton, Assistant Director of the Area Office as well as Cindy Coe, OSHA Regional Director in Atlanta.**

**Next week the combined State Plan and Solicitor's meet in Louisville, KY. Jane Gilchrist, DOL Legal Affairs Division and Victoria Voight, Department of Justice, Attorney General's Office, will also attend the meeting. The purpose of the meeting is to meet with national and regional OSHA officials to discuss areas we agree on and areas we do not agree on. The question still remains who is most effective, state or federal OSHA; should penalties continue to increase; should OSH adopt every NEP; is the Injury & Illness Prevention Policy (I2P2) the one piece of legislation to support this year? Dr. David Michaels, OSHA Assistant Secretary, will give his state of OSHA speech next Tuesday at this meeting.**

**Consultative Services Bureau has been rolling out the Public Sector SHARP and John Bogner has been called upon to assist NCSU partners in the E3 project, adding a safety component to economy engineering environment.**

**Allen reported that ETTA is busy getting Industry Guides edited working with Communications and updating One-Stop Shop with directives and operations procedures. ETTA 2012 training is in full swing.**

**PMIS has been answering all of the requests that seem to increase during an election year.**

**Compliance has dealt with some significant cases this year ranging from fire departments to poultry industry to swine feed facilities.**

**OSH prepares to continue a dialogue with DHHS on workplace violence in Long Term Care facilities since this has been an area of concern for both for some time.**

**ASH Gold Star Growers luncheon was the premier of the Migrant Housing DVD.**

**Doug Kalisowski, Allen's counterpart from MI, is the new liaison between state plan states and federal OSHA.**

**Jack Brinson gave a Budget Update. Jack told division directors/bureau chiefs they are doing a great job with management of their budgets. Nothing has been mentioned about mandated cuts.**

**State Auditors are in the Labor Building Budget office and will be there for approximately 1 month.**

**Jack told members a new E-Procurement system will be implemented beginning July 1. He will be sending out an e-mail on the new system.**

**Jack ordered 19 transponders for DOL employees to use when traveling on the new toll road. When the transponders are received Jack will inform division directors/bureau chiefs.**

**The fixed asset inventory will be sent out soon for updating. All new equipment should be added to the inventory.**

**Art Britt gave a Legislative Update. The legislative session begins May 16. Jennifer Haigwood continues to work on annual reports for the legislature. No new bills can be introduced unless it is urgent.**

**Art has been working with the State Parking Office on relocating all parking spaces assigned to the Department of Labor to be in close proximity of the Labor Building and ORB. Of the 147 parking spaces assigned to DOL, Art has been able to relocate 56 employees to closer spaces to their work location.**

**Art told members Commissioner Berry traveled the state attending staff meetings and Christmas parties in order to personally present service awards and superlative awards to DOL employees.**

**Around the Room:**

**Tina Morris-Anderson announced Terry Kramer retired the end of the month.**

**Gina Cullen said the Gold Star Growers luncheon was a success and attendees really enjoyed the Migrant Housing DVD.**

**Jane Gilchrist said Legal Affairs Division is very busy with rules and E-Verify.**

**Phil Hooper told members Compliance has been very busy especially with federal and state audits.**

**Felicia Hoover said the OSH Review Commission has 160 cases.**

**Lee White stated with E-Recruitment job applications have doubled.**

**Tiffany Lathan told members Phil Leslie retired and EDB has a new inspector who is working out well. Tiffany is working on the EEO report.**

**Tom Chambers said Elevator and Amusement Device Bureau has hired two new inspectors who already have their certifications.**

**Tommy Petty stated Ghost Town is scheduled to be purchased by Alaska Presley, an 87 year old woman. Elevator employees hope to arrange a meeting with Ms. Presley prior to the purchase to make her aware of problems with the ski lift and roller coaster.**

**Kathryn Castelloes announced the apprenticeship webinar session will begin this Friday. She stated Facebook is time consuming, but hopefully will generate interest in apprenticeship. She thanked Andy Frazier for allowing Charity to work with apprenticeship staff to test the webinar training session. In April apprenticeship plans a preapprenticeship project with Time Warner Cable.**

**Jennifer Haigwood is busy working to complete yearly reports for the General Assembly on Youth Employment, OSH and Ag Safety due next month.**

**Wanda Lagoe reported Sybil Bray, Rod Wilce and Barry Bailey have completed training and are OSH Construction Safety Specialist certified trainers.**

**Mike Morrow said W&H is fully staffed. W&H ICU employees are taking over administrative duties for EDB. W&H is looking at updating the 800 line adding Boiler and Elevator to the menu.**

**The meeting adjourned at 11:45**