DOL LEADERSHIP TEAM MEETING MINUTES
SEPTEMBER 13, 2011
10:30 CONFERENCE ROOM 205 LABOR BUILDING

Attendees: Commissioner Berry, Tina Morris-Anderson, John Baldwin, Kevin Beauregard, John Bogner, Jack Brinson, Art Britt, Kathryn Castelloes, Shannon Council, Mike Daniels, Andy Frazier, Jane Gilchrist, Jack Given, Jennifer Haigwood, Tammy Higgins, Phil Hooper, Felicia Hoover, Wanda Lagoe, Tiffany Lathan, Nancy Lipscomb, Allen McNeely, Lauren Norton, Dolores Quesenberry, Darryl Saunders, Frank Seiber, Steve Sykes, Nick Vincelli, Anne Weaver and Lee White.

Commissioner Berry welcomed members. The Commissioner thanked Hollis Yelverton and Kevin O'Barr for coordinating the department's efforts during Hurricane Irene. Over 400 individuals have been contacted so far with hundreds of quick cards and PPE distributed. She thanked OSH Division employees for a great job.

Commissioner Berry congratulated team members for continuing to do a very nice job managing their budgets. The department has a 1% holdback in place in anticipation of mandated reversions at some point during the year. She stated to date we have not received any communication about required cuts, but we do expect a cut in some amount.

Commissioner Berry said we had a bad summer with 6 fatalities linked to heat stress. She has asked Allen McNeely to review the cases and come up with recommendations for next year's hot season.

There have been 37 fatalities so far this year compared to 33 this time last year. Commissioner Berry asked team members to work hard to provide safety and health information to employers and employees.

Fall is when Commissioner Berry has the opportunity to meet with employees to hand out service and superlative awards. She stated it is very important to her to have this opportunity to recognize and visit with DOL employees. She asked team members to work with Art and JJ to schedule times for these presentations.

Nancy Lipscomb gave an HR Update. Paulette Hernandez sent an e-mail to each division/bureau requesting updated Organizational Charts. The deadline for paper copies of Org Charts to be sent to John Baldwin for signature is October 14th. Paulette will also need to be e-mailed an electronic copy.

Nancy stated HR has updated their work schedules and their schedules are posted on the intranet.

Nancy cautioned team members about maintaining employee confidentiality. Example: employees out on medical leave and you need to assign a coworker additional duties. Under no circumstances should you verbally discuss or e-mail the absent employee's medical condition. E-mails become a matter of public record. If you need assistance with work load redistribution please discuss with your chain of command, Legal Affairs or Human Resources.

Nancy will send team members an e-mail detailing the proper procedures to follow to maintain employee's confidentiality.

Frank Seiber gave an IT Update. Frank told team members IT has four big proposals on applications software.

IT is getting closer to replacement of Novell with Active Directory.

Kevin Beauregard gave an OSH Update. Kevin stated Federal OSHA continues to try to tell us how to run our state program. Kevin said although the relationship with the national office is not what we want it to be we continue to have a good relationship with the local office.

OSH Division continues to pursue a computer system in an attempt to control and house OSH inspection/consultative data in a comprehensive program independent of, but still able to communicate with OSHA.

Hollis Yelverton and Kevin O'Barr coordinated the department's efforts during Hurricane Irene. Kevin said OSH operated in a consultative mode during hurricane cleanup providing ETTA quick cards and PPE. OSH employees traveled 6,300 miles and helped over 400 people.

Jack Brinson gave a Budget Update. He provided team members with handouts on FY2011-12 Budget, Motor Fleet Management Vehicles and Mobile Electronic Communications Devices Policy.

Jack thanked divisions/bureaus for the good job they have done with their budgets through August and stated we are where we need to be.

The Motor Fleet Management Vehicles and Mobile Electronic Communications Devices Policy were discussed by Jack. These reports will need to be updated and sent to the Appropriations Committee of the General Assembly every quarter. Jack will send out an e-mail requesting updates to the Mobile Electronic Communications Device Policy. He thanked Jane Gilchrist for putting together a great policy on mobile devices.

The new mileage reimbursement rates were discussed. Forty cents if you travel 100 miles or under; 40 cents regardless of distance if no state car is available; and 30 cents if you choose to drive personal car when state car is available. Please do not use the IRS rate of 55 ½ cents.

Jack said the state only recognizes three mobile device providers, Verizon, Sprint and US Cellular. The department may be able to negotiate a reduction in cost to cover the 25% reduction cost of mobile devices mandated by the General Assembly.

Tina Morris-Anderson told team members the State Employees Combined Campaign began September 1 and will run through October 31, 2011. She stated all combined campaign pledge forms have been distributed. Tina will be repelling off a building in Raleigh again this year and Nicole Brown will be repelling off a building in Charlotte. Both will earn credits which will be added to NCDOL contributions.

Art Britt updated team members on the Employee Appreciation Program. Again this year, the budget will not allow for the All Employee Appreciation Banquet. However, the Commissioner will be presenting service awards and superlative awards to departmental employees at various gatherings around the state. Art encouraged employees to attend these presentations in support of their coworkers receiving awards. Art stated Stacey Thompson in HR does an outstanding job of providing him a clean list of employees eligible to receive service awards.

Darryl Saunders congratulated Shannon Council on her promotion to Raleigh Office Manager for the Wage and Hour Bureau.

Felicia Hoover stated the OSH Review Commission presently has 168 cases, which is higher than usual.

Tina Morris-Anderson told team members she will be conducting an EEOI 2 day training session in the western part of the state.

DOL has been mandated to oversee E-Verify legislation. Tina and a small group of DOL employees are working together to develop policies and procedures to put E-Verify into place. If you have suggestions please put into writing and send to Erin Gould or Jane Gilchrist.

Andy Frazier stated the Duplin County Fair is new this year. Andy said Wage and Hour will be taking REDA complaints once the phones are switched over to Wage and Hour.

Tiffany Lathan told team members Jamie Meadows has been promoted to an EDB investigator.

Commissioner Berry thanked Anne Weaver and PSIM for providing information for the Charlotte Observer article.

Mike Daniels stated he would be sending out an e-mail asking employees to work the Department of Labor Fair booth. The booth will be in the same location as last year.

Wanda Lagoe told team members OSH has a new partnership with Yadkin River Bridge.

Kathryn Castelloes said Apprenticeship is working on bringing in fees, launching face book page, and working on state fair contests.

John Bogner stated the Carolina Star Conference opens September 14 and closes September 16. Consultative Services has mailed out over 400 letters on the 1.5 rate modifier. They are working on 453 backlog requests.

The meeting adjourned at 11:45.