

## Meeting Minutes - July 22, 2010

- Welcome - Jeri welcomed EDB to the staff meeting
- Jim's Position – John Baldwin stepped into the EDB meeting and stated Jim's position was a Work Against position, where another person was put into Jim's position for the time being until the General Assembly was over. If someone retires in EDB, we will be able to keep the 7 Investigator positions that we have. We have to do what we can with the 7 Investigators.
- 2010-11 EDB Work Plan – I need the signature page acknowledging you received your work plan for 2010-11 before July 24, 2010
- Operations Manual – Please review Operations manual before the next TEAM meeting for changes
- Activity Log – Make sure activity logs are typed
- 15-day contact/ER – Please make sure you are contacting the C & R within 15 days and attempt the Early Resolution. Easier to do a settlement that write a FIR!
- Closing conferences – Continue doing closing conferences in your cases.
- Equipment/Supplies/Ordering – Phil discussed that EDB has received the 24" monitors. The field people have Wireless printers/scanners. The monitors plug in the same as the ones we use now. Do not use the HP disc that comes in the packet. Phil installed the disc and IT had to come and delete it off the system. We do need to surplus that items in the copy room ASAP.
- Weekly Time Sheets/OSH 31's/Comp – Complete weekly time sheets before the Wednesday of the next week. Investigators are allowed to work 16 hours. If you acquire 46 hours, 9 hours earned must be taken by the next month. Comp Time, but MUST take comp time by the next month. Advantage, can work time in advance to get work done ahead of time.
- IT/Email – Please clean out your emails and be careful of websites visited.
- Federal OSHA – Audit still pending. A few Federal OSHA recommendation; mentioned Safety & Health cases should not be in writing; interviews should be conducted in person; more detailed closing conferences and reports. NC Settlement policy should be consistent with Federal OSHA. If Federal statute, refer complaint to Suzanne Street, and let her pass on to the new 11© investigator.

- Legal Review – John Hoomani
  - Discussed the Pierce(CCG) and Hawkins (JAC) cases.
  - John also stated that Gilbert Jackson was going to file a CASPA on the case investigated by EDB – (PDL).
  - John did not respond back to Attorney Glen Schultz on the request to file a REDA case on an STAA issue that is not under our jurisdiction. John feels is a C files a complaint concerning a safety issue to management, then the STAA is a Federal issue.
  - Dennis discussed the Air 21 case where an airline pilot complained about the number of hours he had to fly.
  - Nancy discussed the Company/Temporary agency issues. Once a RTS letter issued, date stands to file the Civil Action in 90 days.
  
- Safety – Nancy’s topic was on Falling.
  - Nancy asked Jeri how she was doing from her fall.
  - While at the mall, be careful of curbs.
  - Nancy also spoke about HEAT and heat related illnesses. The body overheats and may cause heat stroke and exhaustion.
  - Body not able to cool down. Sweat does not evaporate and the heat affects older people, individuals that are obese, and people that take prescription drugs.
  - The body temperature gets high and may cause a rapid pulse, dizziness and confusion. If this happens, call EMS for medical assistance immediately.
  - Can put the person in the tub or hose them down.
  - If you have Heat cramps, drink juice or water;
  - If you have Heat Rash, may cause skin irritation. Keep the area dry and put powder on it.
  - Stay inside and stay cool!
  
- Tolloed cases/Settlements open – Please toll case whenever possible. Phil mentioned that we have been asking IT for the past 3-4 years that we needed some variables added to the ORACLE database. Tom states it would be great if you are on vacation and could enter that data once and apply to all open cases for Tolling purposes so you don’t have to add data for each case.
  
- Cases over 90 days – We have about 52 cases over 90 days.
  
- FIRs & Report Writing – Please write detailed FIR’s. According to Don, we average 1-2 disclosure requests per week in EDB.
  
- Future meetings: Have speaker come from USDOL; Settlement Dialog; SWOT
  
- Comments for the Good of the TEAM