

Meeting Minutes – January 26, 2010

In attendance: Jamie, Tiffany, Phil, Don, Nancy, Charity Locklear, and Alberta Hall. After CPR/AED recertification training Jeri Cruz and Ellen Allbritton joined meeting via tele-conference. Also joining meeting was Andy Frazier and John Baldwin.

- Dennis conducted CPR/AED recertification training. Those receiving recertification included: Jamie, Tiffany, Phil, Don, Nancy, Charity Locklear, and Alberta Hall. Certification will expire in January 2012.
- Alberta Hall, from Human Resources spoke about new HR policies that were either revised or enacted November 1, 2009. Policies discussed included: Information Resources and State Equipment Acceptable Use Policy (revised); NCDOL Tele-work Policy (revised); Alcohol and Drug-Free Workplace Policy (new); and State-Owned Vehicle Use Policy (new). All DOL employees are required to read and sign revised/new policies.
- Tiffany has received several complainant comments regarding investigative services. Investigators should be contacting both the complainant and respondent within 15 days, as well as attempting an early resolution and or settlement. If you contact the respondent and they are not interested in an early resolution you should still contact the complainant. Additionally investigators should also interview complainant witnesses when requested. She agrees that 24 witnesses are excessive (as in one of Jeri's cases) and not necessary.
- Tiffany is still receiving files with written activity logs. All investigators should be typing activity logs. Activity logs should be detailed and should include opening and closing conferences.
- There will be a federal OSHA audit beginning February 8th. They have asked for 88 random cases from November 1, 2008 – October 31, 2009. All OSHA cases will be included not just cases under federal jurisdiction. All investigators are subject to be contacted during this process for questioning. Steve Sykes will be the liaison. If all goes well the audit will be completed by February 19th. Questions for the auditor include: Should all OSHA cases be entered into IMIS or only those under federal jurisdiction (filed within 30 days); should OSHA 87's be completed on all cases or just those under federal jurisdiction; should a CASPA be completed on case with no federal jurisdiction?
- There are 3 months left in the grading period. Ellen and Don are working on making changes to the 2010-2011 Strategic Plan. Everyone should have received the new plan with proposed highlighted changes. If there are any

additional changes or suggestions noted please contact Ellen and/or Don.
Changes will begin April 1st, 2010.

- Tiffany noted that some investigators have not been including tolling reasons in ORACLE when cases have been tolled. Cases over 90 days as well as tolling reasons must be reported during monthly statistical meeting with Andy and John.
- The budget was discussed by Tom. Each bureau was asked to prepare budget 3%, 5%, and 7% cuts. EDB's budget is approximately \$600,000. Our total non-salary budget is \$38,761. Last year EDB spent approximately \$15,879 on postage, phone, and supplies. Proposed cuts include:

3% Cut	5% Cut	7% Cut
\$20,045	\$33,409	\$46,773

With the proposed cuts, a 3%, 5%, or 7% cut will not be possible without a cut in personnel. At most we can reduce our budget by 1.5% or \$10,000 by limiting travel; getting rid on investigator cell phones (using credit cards). Andy and John suggested that we focus on non-personnel budget cuts. Tom and Tiffany will present budget to Jack Brinson.

- Last year DOL lost 14 positions due to the budget. 11 positions were vacant and 3 positions were from Apprenticeship.
- Due to budget EDB will be ordering only basic supply necessities. John and Andy suggested that Tiffany check with Kevin Beauregard and Steve Sykes to see if EDB is eligible to benefit from OSH supplemental money for supplies.
- Ellen reported that the voice recognition program that we ordered for her works very well. She recommends it for those with trouble typing due to injuries and/or carpal tunnel.
- Nancy conducted safety training. The topic was: File Cabinet Safety.
- Everyone is reminded to enter time into Beacon in a timely manner (preferably weekly).
- Case Inventory - 267
- If you are going to take vacation please submit anticipated days to Tiffany as soon as possible to ensure coverage of the office.

- Next meeting April, date: tbd.