

MEETING MINUTES  
N.C. DEPARTMENT OF LABOR  
ADMINISTRATION UNIT SAFETY & HEALTH COMMITTEE

DATE/TIME: 1/7/2015 - Meeting commenced at 10:05

LOCATION: Labor Building, Room 301

ATTENDING: Todd McNoldy, Chanel Brown, Mildred Rivera, Jovonah Weeden, Tammy Higgins, JJ Bullock and Jacquelyn Haley

OLD BUSINESS: Minutes from last meeting approved

NEW BUSINESS: Update from Steering Committee

- Previous discussions regarding high wattage appliances being plugged in to power strips resulted in Jiles Manning adding a new line on the inspection sheets to note this in the areas we inspect and to see if they could be plugged directly in the wall
- Todd McNoldy asked for an electronic copy of the new form. Currently the intranet has not been updated with the new form
- Our next meeting will be April 7, 2016 in the 3<sup>rd</sup> floor Budget conference room. At this meeting we will elect a new chair and new committee members

ADJURNMENT: 10:20

SUMMITTED BY: Tammy Higgins