



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

**DATE/TIME:** Monday, May 2, 2011, 2:30pm

**LOCATION:** Labor Building, 2<sup>nd</sup> floor, Commissioner's Conference Room (205)

**ATTENDING:** Dawain Faison, Art Britt, Nick Vincelli, Pam Short, Carrie Boring,  
Kathy Canady, J.J. Bullock, Todd McNoldy

**CALL TO ORDER:** Dawain Faison called the meeting to order at 1p.m.

**OLD BUSINESS:** Dawain welcomed everyone for their first meeting this calendar year. Kathy Canady mentioned the email with the members list didn't have the current member and alternates listed. Dawain advised the template was from last year and apologized for the confusion but says he would send a link to the member list that is current. The link to the 2011 SAF members list is

<http://10.21.81.244/intranet/saf/Committees/UnitCommittees/Admin/members.pdf>

Dawain queried the room regarding interest in the SAF Chair position and provided a high-level overview of the responsibilities. All those interested were asked to send an email and he would explain in more detail the responsibilities.

**NEW BUSINESS:** There were a couple of inspections that still need to be conducted. All will be completed by end of the week. Dawain advised that we have to do some "course correction" to get back on track with inspections to ensure that we get all four in this calendar year. He says to expect a quick turnaround. Dawain introduced Art Britt and Art discussed the fire escape replacement plan for the Labor building. No official date

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has been finalized due to budget constraints. Art discussed that there would be personnel, that have already been identified, moved to alternate locations while the construction is taking place. The projected time for the first phase will be approximately six months. The second phase should be less time. Art also discussed that potential hazards are minimal and plans are in place to keep work environment safe during the duration of the project. Art discussed the contingency plan for other employees who work experience is impeded to the extent that would affect their productivity.

**ADJOURNMENT:** Dawain adjourned the meeting at 3:04pm. Todd McNoldy second the motion.

**MINUTES SUBMITTED BY:** Dawain Faison 05/02/11