



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

DATE/TIME: 06/27/12; 2:00pm

LOCATION: Labor Building, 2nd floor conference room

ATTENDING: Carrie Boring, Pamela Short, Amy Jager, Tammy Higgins, Todd McNoldy, Joyce Bulluck, Dawain Faison.

CALL TO ORDER: Carrie Boring, called meeting to order at 2:00pm

OLD BUSINESS: No Old Business

NEW BUSINESS: Be mindful of cardboard boxes directly on the floor as they continue to be an issue. 1 fire extinguisher out of date on 4th floor – Art Britt notified. Carrie Boring, Chair, will be on maternity leave in late September. Therefore, the next meeting will be earlier in September and another committee member will need to be at the next Steering Committee meeting.

ADJOURNMENT: 2:12

SUBMITTED BY: Carrie Boring, Chair