



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

DATE/TIME: 12/13/11; 2:00pm

LOCATION: ORB Building conference room, 3rd Floor

ATTENDING: Jennifer Chrisohon, JJ Bulluck, Todd McNoldy, Angela Hamilton, Kathy Canady, Nick Vincelli, Chanel brown, Paulette Hernandez

CALL TO ORDER: Carrie Boring called meeting to order at 2:04pm

OLD BUSINESS: Fire Extinguisher and 2nd floor of Labor Building still not inspected, brought to Art Britt's attention. Labor Building fire escape Phase 1 to be completed this week.

NEW BUSINESS: Carrie Boring volunteered to Chair for 2012, unanimously passed by Committee. Update Committee member information for 2012. Nick Vincelli announced that due to reorganization the library will no longer be part of the administrative section, thus he will no longer be with the committee.

ADJOURNMENT: Todd McNoldy made a motion to adjourn, seconded by Nick Vincelli at 2:21pm

SUBMITTED BY: Carrie Boring, Chair