

**DOL Leadership Team Meeting
December 3, 2013, 2:00 P.M.
3rd Floor CR, ORB**

Attendees: Commissioner Berry, Tina Morris-Anderson, Jack Brinson, Art Britt, Renathe Cotten, Gina Cullen, Mike Daniels, William Gerringer, Jane Gilchrist, Jennifer Haigwood, Phil Hooper, Wanda Lagoe, Tiffany Lathan, Nancy Lipscomb, Allen McNeely, Dolores Quesenberry, Steve Sykes and Anne Weaver.

Scribe: Charity Locklear

Welcome:

Commissioner Berry welcomed members. She stated it has been two months since the last Leadership meeting and she hoped everyone had a nice Thanksgiving.

Commissioner's Update

The Commissioner stated she is so proud of the Department and the work we do because the injury and illness dropped from 3.1 for 100 full-time workers to 2.9. N.C. is 1 of 8 states who saw a reduction in our Workplace Injury and Illness rate and 1 of 15 states that are below the National average of 3.4%. Zero is the only acceptable number but a downward trend is a wonderful thing.

Employee Appreciation Program is going along well. Twenty-two service awards have been handed out so far and there are still more to present. The Commissioner's goal is to personally recognize employees individually with service awards and/or special awards.

Apprenticeship was transferred to Department of Commerce, Workforce Development on Chapanoke Road. The transfer will become effective January 1, 2014. We are going to miss them, but Apprenticeship is in a good place and will have a wonderful opportunity to be effective in Commerce. They will have an opportunity to sit at the table and talk about industrial training and workforce recruitment in a way they never had before. Commissioner Berry feels since DOL is a regulatory agency that may have caused some reluctance on the part of companies to contact Apprenticeship and invite us to work with them. Commerce has more funding to offer Apprenticeship. She stated she is very glad the transfer is taking place.

William Gerringer was the star of the radio program today at Shaw University representing the Mine and Quarry program. Commissioner Berry found the information William gave to be very interesting and informative. She stated in Mt. Airy, North Carolina there is a quarry called the "Rock". It is a quarry so big it can be seen by astronauts from outer space.

Val Eucare, Wage & Hour administrator, will be guest speaker on the radio show in January.

The State Fair is over. There is still an ongoing investigation of the ride accident. Commissioner Berry stated it is a reminder to all of us the seriousness of our work and the inspections we conduct. She said the Elevator and Amusement Device inspectors do a wonderful job.

Commissioner Berry stated she is very glad to have the Governor's Office participate with DOL as a partner in the Toys for Tots Campaign.

Communications

Dolores Quesenberry said the News and Observer just released the N.C. Injury and Illness rate report. The next statewide release will be the calendar year for fatality rates. The numbers from PSIM look as though they will also reflect good news.

The WTVD investigation report on a public records disclosure request turned into a lot of work for OSH, Budget & PSIM. Dolores thanked everyone involved and stated the outcome was good. Other Public Record Requests have come in for the Boiler and Elevator bureaus.

Don Kinney, boiler inspector, submitted an excellent story to Communications about antique boilers. Dolores encouraged the leadership staff to have their employees submit any stories or ideas for the Labor Ledger. Communications is always looking for a story to share. Dolores thanked Steve Sykes for writing the Deadly Mistakes column and Val Eucare for writing the Workplace Worries column.

OSH Update

Allen McNeely stated the statistics for the Injury and Illness rate is 2.9% and for the first time in North Carolina's history the rate is below 3%. Our staff is really to be commended. Compliance, Consultation and ETTA's are pulling together and working hard to get the word out and the numbers down. Allen appreciates the staff and all of their hard work.

The STAR and the SHARP programs are performing well. The STAR program closed out FY2013 with 152 in business/industry and SHARP closed out FY2013 with 148 in business/industry.

There were 122 requests for speakers through OSH's Speaker's Bureau.

OSH officiated 116 webinars this year which was a cost savings for employers and for OSH.

OSH is preparing for FAME (Federal audit) in mid-January. The Federal auditors will be in the training room in Anne's area for a few weeks. They are looking at a percentage of compliance cases with the emphasis on Employment Discrimination cases and evaluating their targeting program. Kim Morton,

Federal OSHA, and her team will be conducting the audit beginning mid-January and continuing a few weeks after.

Allen is working with HR on recruiting for the Consultative Services Bureau Chief position. The decision should be made by next week. This will begin a new and important era in our consultation program.

Human Resource Update

Nancy Lipscomb stated the turnover rate for DOL is getting close to 30%; anything above 10% is pretty significant. The largest portion of the turnover is in OSH Compliance. Human Resources will be taking measures in the hiring process to increase the retention rate of employees in the future.

Nancy mentioned this year she brought a proposal to the leadership staff and to the Commissioner which would implement a Leadership Development program within the agency. Unfortunately, the organization DOL was to partnership with did not have their contract renewed with the State. Since that time, the Office of State Human Resources has piloted and developed a program called We Can Do All Levels. The program focuses on supervisory positions as well as non-supervisory positions. Nancy believes, in the future, the program will provide for DOL to have some structured leadership development we don't currently have the resources to provide as a full program. It would provide courses needed within our agency. Nancy is working on the application for a trainer to submit for the new program so we can offer internal courses to employees.

HR has a new employee, Doris Hester who comes to the department from DHHS. She will be working in Renathe's old position.

Budget

Jack Brinson passed out the Report on Expenditure Status on 11/30/2013. The report is a financial summary of your bureau's expenditure status by 11/30/2013. DOL is doing extremely well as usual. The main thing managers should take away from the spreadsheet is this is just a summary. Managers should be looking at their budgets and below the line, operational expenditures. Managers should also be looking for any wide variations in expenses you wouldn't normally expect. If you have any questions, please call Jack.

Leadership team members received a handout on the briefing Lee Peacock is presenting tomorrow to Infragrad. Infragrad is an organization sponsored by the FBI. Jack Brinson is sector Chief in North Carolina for Chemical Industry and Hazardous Materials. The group's mission is to prevent terrorism and organized crime against critical infrastructures within the United States. Lee's presentation tomorrow is in reference to the new chemical standards. Jack stated the Infragrad group he is a member of mainly focuses on IT issues. Infragrad is focused on bringing together academics, government and business leaders such as IBM's & Cisco. These companies share information about

possible attacks and therefore they can hopefully prevent attacks against the United States. Commissioner thanked Jack for the presentation and asked the number of members in the group? Jack said there are two chapters; one located in Raleigh and the other in Charlotte. About 50 members show up regularly. There is approximately 2000 members nationwide reporting to two FBI field offices.

The Commissioner asked Art Britt if he had heard anything regarding the budget and the legislative short session. Art said something was supposed to come out in December. Jack Brinson said something had come out as far as positions, breakdown of general funds and special funds. Budget has all of the information available so it should not be an issue to provide.

Tina Morris-Anderson

- IT helped Apprenticeship transition over to Commerce with a brand new data processing system that will allow them to meet their needs. IT is waiting for Commerce to put in place what it needs to do their job so DOL IT can shift support control over to Commerce.
- Windows XP support will end in April. IT is in the process of bulk purchasing to make sure bureaus have what they need.
- FileNet replacement – FileNet has been replaced with On-Base. FileNet has not been cut off yet because IT wants to be sure everyone is comfortable with the cutoff. Once the cutoff takes place DOL will gain a large amount of server space.
- OSHA Express is going good. IT continues to work on their part of the project and it is going smoothly.
- Dawain asked Tina to let everyone know he is sending out instructions today to ensure you have optimal Intranet experience on your work computer. December 5, 2013 is the go live date for the updated Intranet. The old Intranet will be available through late January, 2013. The site reconstruction included: Administration, S&I, Safety and Health and One Stop Shop will still take care of OSH. Allen asked Tina if employees have to sign in twice. Tina stated employees do not. Jennifer asked if there will be a new password. Tina answered she was not sure.

Jennifer Haigwood

- As of December 1, 2013, the Department of Labor is enforcing the new law protecting expunged criminal records from being disclosed to employers. The Wage and Hour Bureau will handle those complaints and enforce the law according to the N.C. Statute.
- Toys for Tots bins have been placed in the buildings. Jennifer thanked Lee Peacock for a great job spearheading the Toys for Tots campaign each year. Lee, along with several fellow Marines, will be picking up the toy bins December 12, 2013.

- EAP – All of the photos can be found on the Intranet. Commissioner Berry still has some awards to present to staff members next week.
- Labor Building Update – The Labor Building is still under HVAC reconstruction. Though it is taking longer than expected the construction is resulting in some much needed upgrades and it is really looking good. The next floor turnover date should be in early January, 2014.

Around the Room

Jack Given

- Cliff Dautrich's wife had a shadow box designed for the pen presented to him by Commissioner Berry when he received the Commissioner's Excellence in Service Award. Jack encouraged employees to stop by Cliff's office to see it. Cliff is not present since he is giving a presentation to the Elevator and Safety Device Bureau at the annual inspector's meeting.
- Derek Bailey is the newest Boiler employee coming to the department from the Department of Corrections. Derek attended Ivy Technical Community College's boiler and pressure vessel inspector's pre-certification training for two weeks in Indiana. Upon his return he sat for a daylong exam of the National Board Exam and passed with great marks.

William Gerringer

- William enjoyed hosting the radio show this morning.
- Training is heavy during the winter months, especially comprehensive training.
- The Incident rate for 2012 was 1.69
- There will be zero fatalities to report this 2013 calendar year, if we make it thru December without incident.
- Commissioner Berry asked how the mining industries were doing and if business has increased. William answered no, not a whole lot.
- William stated Commissioner Berry will attend the Mine & Quarry staff meeting December 18, 2013 to present employees service awards.

Tiffany Lathan

- EDB is looking forward to the Federal OSHA audit coming up in January, 2014.
- EDB has 2 or 3 employee retirements in early 2014 and will be in the recruiting process.
- Tiffany will be the speaker for DOL radio show in February.

Anne Weaver

- Four military boxes will be shipped out to DOL family members in the service as a part of the Honoring Military Family Members project. Commissioner Berry thanked Anne for spearheading the effort.

Renathe Cotten

- The deadline for Beacon time entry and any payroll changes has to be completed by December 16, 2013.

- Payday will be December 23, 2013.

* Renathe's son has been registered in the pre-apprenticeship program at Clayton Caterpillar. Congratulations to her for her son's acceptance into the program.

Wanda Lagoe

- The new book has been put out and is being sent out to consultants. It will go on the website as well as any changes.
- The first beginner level course: "Complying with OSHA Standards" was held in October and the next one will be held in December. The classes filled up fast so were capped at 15 participants. Wanda would like to expand training classes to every 2 months and also have a class for construction.
- There has been some employee turnover and there will be some recruitment postings in the near future.
- There have been 6 applications for the STAR program. Every year companies have to re-apply.
- Wanda is serving on a team dealing with Workers Compensation across the state and bringing it down. Workers Compensation rate is really high within State government without even looking at DPI's numbers. Wanda is on UNC's Continuing Education Committee.
- Posters were printed of the new book for posting in field offices.

Val Eucare

- The unpaid wages collection rate from May –November 2013 is 76% for Evaluation Year 2013-2014. \$1,264,794 million dollars were found due to N.C. employees. Wage and Hour collected and returned to the citizens of N.C. \$964,933 through unpaid wage collection. The unpaid wage collection rate for November is currently at 83%.

Art Britt

- Thanked Charity for taking the minutes.
- The 1st and 2nd quarterly leadership meetings dates will be set and sent out by Sandra Hamm.
- Art stated Tom Chambers has developed a very impressive amusement device incident recording system. Each year Tom Chambers addresses ride owners and operators he has a list of all ride incidents for each device and the specifics of each device issue found for every ride inspected in N.C. The individual device data the Elevator Bureau collects is also very useful to amusement device manufactures. The amusement device incident recording system Tom has created should help prevent future amusement ride incidents.

Regina Cullen

- ASH is addressing the issue of how to create a safe workplace for the field and Raleigh offices.
- Phillip Sykes accepted a new position with the Department of Corrections.
- Unfortunately there have been a few fatalities recently including a Christmas tree fatality.
- Dean Richard Linton from N.C. State will be the keynote speaker at the Gold Star Ceremony.

Phil Hooper

- There are 2 high profile fair incident cases OSH is currently working on.
- OSH is preparing for the Federal audit coming up in January.

- Nancy Carpenter retired and a new employee has been hired in that position.

Dolores Quesenberry

- Dolores will be reaching out to staff in regard to Communication's current and upcoming items

Commissioner Berry

Thanked the staff and said she will see everyone on December 12, 2013 at the Christmas Open House in the Labor, Building.

Meeting Adjourned.