

DOL Leadership Team Meeting
July 11, 2017 10:30 am
Commissioner's Conference Room 205, Labor Building

Attendees: Commissioner Berry, Kevin Beaugard, Jack Brinson, Art Britt, Nicole Brown, Tom Chambers, Renathe Cotten, Jill Cramer, Regina Cullen, Mike Daniels, Cliff Dautrich, Rebecca Floyd (Legal intern), Gary Franks, William Gerringer, Jennifer Haigwood, Kisha Holmes, Felicia Hoover, Wanda Lagoe, Scott Mabry, Kevin O'Barr, Dolores Quesenberry, Karissa Sluss, Jason Tyson and Anne Weaver.

Commissioner Berry: Commissioner Berry welcomed Leadership Team members. It has been 3 months since the last meeting on April 4, 2017.

The Commissioner said before our next Leadership Team meeting we will say goodbye to our friend and colleague Regina Cullen. "G" as many of you know her, started with the ASH Bureau January 1, 1990. The Commissioner thanked Gina for her 27 years of service to the farmers, farm workers and the taxpayers of North Carolina.

Commissioner Berry attended all 30 banquets of her 17th Safety Award Banquet Season. She states she has 2 or 3 others left to attend. The Safety Award Banquet Season has been very successful and continues to grow.

The Legislature went home, at least for a while, but they will return. Commissioner Berry thanked Jennifer Haigwood and Sarah Beth Koonce for all their hard work with the General Assembly on the department's budget. They managed to get the department a little money with no cuts for the first time in several years.

Budget Update: Jack Brinson gave a Budget Update. Jack updated team members on the status of FY 2016-17 and FY 2017-18. Jack thanked team members for the good work in operating their bureaus/division's effectively and efficiently.

Charles Perusse, State Budget Director, sent a memorandum to all agencies dated July 7, 2017 with new travel reimbursement revision rates effective July 1, 2017.

June 13, 2017 Jack sent a memo to all DOL employees regarding the New Overnight Travel Policy. Prior written approval by the department head or his or her designee must be obtained in order to qualify for reimbursement for overnight stays. Supervisory personnel must sign off on the reimbursement request. Employees must travel at least 35 miles from their regularly assigned duty station or home, whichever is less, to receive approved reimbursement. An email from the employee's supervisor is acceptable approval.

Jack told team members the Budget and Management Division is now fully staffed.

Human Resources Update: Renathe Cotten gave a Human Resources update. HR conducted 4 supervisor training sessions in the month of June. A few supervisors were not able to attend the class. HR will be offering a make-up class by the end of July.

Last year applicants were screened by HR and all qualified applicants were referred to supervisors. This fiscal year HR will screen all pools down to the most qualified applicants and refer this specific group to supervisors. Supervisors can still see the entire pool of applicants if they wish.

Last year salary ranges did not change with the 1.5 legislative increase. This year the minimum will stay the same but the maximum will increase by 1.5% plus \$1,000. In-range adjustment maximum allowed will remain at 10% per 12 month period.

In NCVIP all evaluations are at the indirect manager level. Be sure when approving employees with a rating of 1 or 3 you attach notes to support the rating. OSHR will be auditing employees with a straight 2.0 or 3.0.

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HR and Legal are working on a new Driver's License policy and revising the Secondary Employment Policy. A final draft will be completed by the end of the week.

Legislative Update: Jennifer Haigwood gave a Legislative Update. The Legislature adjourned however they will be returning August 3, 2017.

Jennifer said she is very happy with \$200,000 received for IT and \$500,000 received for OSH. The department did not receive any budget cuts for the first time in years.

Jennifer stated the Zip Line bill went nowhere.

Jennifer told team members we are 2 months out from the banquet which is scheduled September 13, 2017. LaMont Smith has agreed to be the MC again this year. The committee is still in the process of selecting a caterer and menu.

By the end of the week Jennifer will be sending out information regarding superlative awards selection and by the end of the month information regarding employee of the year selection.

Art Britt asked if the ERC will have an apparel sale this year. Jennifer said yes, a draft catalog is being edited of the items for sale and employees should receive the information soon. Coffee mugs will be one of the items for sale this year.

OSH Update: Kevin Beauregard gave an OSH Update.

Robby Jones retired June 30, 2017 with 26 years of service. Kevin welcomed Paul Sullivan who is the new Western Compliance Bureau Chief.

Kevin stated OSH received the 2016 FAME report. All old findings and observations were closed out and there were no new findings.

The FY2018 Grant application is being completed for a mid-July deadline.

OSH submitted a \$300,000 supplemental funding list to OSHA and is waiting to see what they receive.

We are reviewing the Attorney General's Office reductions and the potential impact on OSH.

OSH returned 10 state-owned vehicles to Motor Fleet Management due to new procedures to better utilize state-owned vehicles.

OSH Division will hold training sessions September 11-13 during the Employee Appreciation week meeting at McKimmon Center.

OSH had a partnership signing ceremony in Charlotte for Flatiron Blythe and Turner Rodgers for an airport expansion project.

OSH held their quarterly meeting with OSHA August 30, 2017.

Commissioner Berry welcomed Paul Sullivan to the Leadership Team meeting. Paul, who attended via teleconference, said he was proud to be part of the Leadership Team.

Around the Room

Mike Daniels asked team members to use the 1101 Mail Service Center address for mail delivery. He stated July will be the last month mail will be forwarded to the Department of Labor with the 4 West Edenton Street address.

Cliff Dautrich told team members Boiler has a new employee, Mark Saltsman, in Wake County. Don Kidd is the interim supervisor while Ray Payne is out on disability.

Cliff stated Boiler advertised for recruitment of Boiler inspectors on the National Board website. However, with the low starting salaries offered recruitment is very difficult. He will be working with Renathe Cotten to hopefully increase starting salaries.

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Jason Tyson asked team members to submit any items of interest for the July/August Labor Ledger so those items could highlight in the Labor Ledger.

Dolores Quesenberry is working with a group on the redesign of the DOL website. The target date for launching is sometime in November. Once the new redesign is up and running Communications will be able to make any changes/additions required from their offices.

The redesign will require changes in business cards and other DOL publications to update addresses.

Jill Cramer introduced Rebecca Floyd, a 2L at UNC Law who is interning this summer for Legal Affairs. DOL may be losing part of our team of lawyers in the Labor Section of the Attorney General's office due to budget cuts to DOJ. Legal Affairs is continuing to review driver's licenses for new employees in relation to the revised policy that will be coming out soon, continuing to work with State Archives on the new Record Retention Schedule and continuing to work with OAH on the periodic review of rules.

Wanda Lagoe stated ETTA hired a new trainer from Compliance who will be starting this month and also finished interviews for the Standards Officer position.

ETTA has seen a decrease in attendance at the 10 hour construction courses in Spanish and have had to cancel three of the courses. The last course held in Charlotte had only 4 people attend. Feedback received indicates they are concerned ICE will show up.

The annual Safety Awards season will conclude at the end of this month and all has gone well.

Recordkeeping rule for electronic submissions has a proposed delay from July to December 1, 2017.

Anne Weaver said PSIM is anticipating a new Processing Assistant 5 position to be filled in the next few days.

The Public Sector Injury and Illness Survey was mailed to 3,166 survey participants June 19th. As of July 10th (21 calendar days), we have received 1,766 (56%) of the survey responses. 88% (1,546) of these survey responses have no errors and 220 (12%) have errors and will require further contact to verify data. Most of the survey responses were received electronically.

Williams Geringer said Mine and Quarry has been busy with training in Greensboro and will hold training classes in Castle Hayne beginning in September. Mine and Quarry has received good news from the feds and is waiting for funding to be received.

Gina Cullen gave 2 completed workplace safety DVDs to Commissioner Berry. The DVDs will be going out to 13 states. The English narrator from NC State did a great job of narrating as did Francisco Rodriguez the Spanish narrator. Each segment begins with a three question tutorial which is a great way to teach.

Nicole Brown thanked IT for working to help identify network issues they are having at LBT field office.

Jennie Cagle began her new position as District 7 Supervisor July 1, 2017.

The Compliance Bureau received an application from Skanska for a new partnership.

Scott Mabry said recommendations have been made for 2 Supervisors, one in the Charlotte Office and one in the Asheville Office. The Asheville office lease has been renewed.

Gary Franks told team members PSIM is up and running. IT is working with ASH Bureau on applications. IT continues to work with Wage and Hour on support. On June 30th IT attempted to upgrade On Base, however the upgrade was not successful. August 11th IT will attempt the On Base upgrade again.

Tom Chambers said he received a call from the Administration Building that one of their elevator doors was closing randomly. The elevator was shut down and Schindler was called.

This week, an amusement ride accident occurred at Hill Ridge Farms. One of the kiddy train cars flipped over off the tracks and injured several riders. The car has been removed and elevator inspectors are going to the site this afternoon to investigate the accident.

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Kisha Holmes reported the Wage and Hour Bureau continues to reduce its backlog of cases.
The meeting adjourned at 11:50.