

**DOL Leadership Team Meeting**  
**January 9, 2018 10:30 am**  
**Commissioner's Conference Room 205, Labor Building**

**Attendees:** Commissioner Berry, Kevin Beauregard, Art Britt, Nicole Brown, Tom Chambers, Renathe Cotten, Jill Cramer, Mike Daniels, Cliff Dautrich, Gary Franks, Carter Grimes, Jennifer Haigwood, Harriet Hopkins, Kisha Holmes, Phil Hooper, Felicia Hoover, Wanda Lagoe, Scott Mabry, Kevin O'Barr, Tommy Petty, Dolores Quesenberry, Beth Rodman, Jennifer Stackpole, Paul Sullivan (by teleconference) and Anne Weaver.

**Commissioner Berry:** Commissioner Berry welcomed LT members. It has been 3 months since our last meeting October 3, 2017 and there have been many changes. The Commissioner recognized Art Britt, Jennifer Haigwood and Phil Hooper to introduce new employees. Art Britt introduced Jennifer Stackpole to team members as the new Budget Director. Jennifer comes to the department from DHHS. Art said Jennifer was selected from a very strong applicant pool and we are glad to have her as a new team member.

Jennifer Haigwood told team members she was excited to introduce Carter Grimes, Special Assistant for Governmental and Constituent Affairs. Carter graduated from UNC Chapel Hill in Political Science and has a paralegal degree from Meredith.

Phil Hooper said Harriet Hopkins is the new Deputy Administrator for EDB. Harriet began work October 27, 2017. She was formally a private practice attorney and has excellent management and legal skills.

Commissioner Berry said it is looking like a busy spring for all of the divisions/bureaus. She said her schedule is full of STAR events, SHARP ceremonies, radio programs and 30 plus Safety Award Banquets.

The Commissioner told team members sadly we had to say goodbye to some old and dear friends. Ray Payne in Boiler, Ed Lewis in ETTA and Bill Best, retired from OSH West Compliance. She said we will miss them all and asked team members to keep their families in their hearts and prayers.

**HR Update:** Renathe stated NCVIP progress updates are due by Friday January 12, 2018. Angela Hamilton will be contacting employees who have not completed their progress update. Interim reviews will launch on January 16, 2018. Terri Harris will hold a web-ex meeting Thursday January 11, 2018 at 3:00 for all supervisors. Renathe asked team members to encourage their supervisors to listen in. Terri will go over changes in the performance management policy and provide a walk thru of the interim review work flow. OSHR has revised the performance management policy and the disciplinary policy. HR will send supervisors a list of the changes in each policy by Friday, January 12, 2018. The latest security monitoring on LMS is due to be completed by each employee no later than January 15, 2018. Angela will contact employees who have not completed this training. Worker's compensation has added a new benefit to employees on WC. Employees who travel more than 20 miles roundtrip to the doctor for the initial visit and follow-up appointments will be reimbursed.

Terri Harris will be scheduling NCVIP supervisor's training classes beginning in May for 2 weeks. Classes will be held in Raleigh and Charlotte.

**Budget Update:** Jennifer Stackpole gave a budget update. She passed out a handout to team members containing SFY-18 Budget Analysis – Second Quarter. Jennifer explained she can tailor budget information for divisions/bureaus to have more information or less. Commissioner Berry stated if you prefer to receive the information in a different format to let Jennifer know.

**Communications Update:** Dolores Quesenberry gave a Communications Update. Dolores said Communications successfully launched the new website and met the November 13<sup>th</sup> deadline. New images change every six seconds which is a great thing because website can keep current with latest issues. Have received 6,000 requests for updated Labor Law Posters. There is still an issue with certain companies trying to use scare tactics to charge companies for Labor Law Posters. Communications used the website to issue a statewide press release. Mike Daniels is working to print all DOL documents with the new domain name.

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Dolores told team members it is time to gather information for the 2017 Annual Report. Jason Tyson will be sending out emails to you regarding the Annual Report.

**Legislative Update:** Jennifer Haigwood gave a Legislative Update. Jennifer stated Carter Grimes will be taking over responsibility of Parking Coordinator for the department beginning February 1, 2018. She said there is not much legislative news. Legislators will be coming to town tomorrow, January 10, 2018, to deal with some judicial changes and environmental issues. The short session will begin May 1<sup>st</sup>. Next week we will receive instructions on how much to cut or to grow our budget. DOL will have a new fiscal budget analyst this year. Jennifer and Kisha Holmes are working on a legislative report due to General Assembly February 1, 2018.

**IT Update:** Gary Franks told team members IT continues to support Wage and Hour, PSIM, ASH, Elevator and Star awards programs. IT is hiring an Onbase support specialist to enhance support of the Onbase document management system. Gary reminded team members about the new phone system changes coming this year which will include telephone number changes. Sometime in the next few months a security audit will be performed. IT is preparing for new computers in Charlotte and Asheville with other locations to follow. Gary stated he received an email from Lee Peacock asking for IT support with the new drone program OSH is implementing. Lee Peacock is heading up the drone project in OSH. Amanda Carroll, with IT, will be working with him.

**OSH Update:** Kevin Beauregard gave an OSH Update. Kevin said Lee Peacock is heading up the drone project for OSH. ETTA and Compliance have one drone each. Lee is working with North Carolina DOT to get necessary pilot training. There are numerous regulations and required pilot training before drones can be operated.

OSHA approved FY2017 21D and 23G extension requests through February 28, 2018. Most of the outstanding furniture purchases from DOC have been received with the balance of DOC items expected to be received by the end of the month.

OSHA's Injury Tracking Application for reporting 2016 data closed out December 31. Employers required to submit information have from now until July 1 to enter 2017 data.

OSH completed DOA utilization of leased space surveys for 5 OSH leased buildings. The Wilmington lease had 1 bid submitted on the current building. Up next is the Lake Boone Trail building lease. The Charlotte office has an option to renew their lease.

New laptops are being distributed in Charlotte the week of January 22, 2018, Asheville the week of January 29, 2018 and Raleigh the week of February 4, 2018.

Labor One's exterior graphics were completed in December and the awning will be installed this week.

OSH is preparing for Federal OSHA on-site audit January 16 – January 19, 2018.

Kevin is attending the OSHSPA Board meeting in Washington, DC January 17 – January 19, 2018.

The current federal Continuing Resolution expires January 19, 2018.

Fatalities are up for 1<sup>st</sup> Quarter of FFY18

**Standards & Inspections Update:** Phil Hooper gave a Standards & Inspections Update. Paul Martin, Boiler Safety Bureau, has been qualified to start in service inspections and recently passed the authorized inspector exam to do ASME shop inspections.

Boiler will internally post the eastern Supervisor position.

Autoclave construction, maintenance and safe operation training is scheduled for inspectors May 1 and 2.

Don Kinney has been assigned duties as ASME shop inspector supervisor effective January 1, 2018.

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The Elevator and Amusement Device Bureau has been approved to create 2 new inspector positions needed to cover the increase in lift devices being installed in the state.

The bureau is looking forward to 2018 to make even more improvements to the bureau's operations which will soon include automated web based application for our elevator inspection process.

The bureau has completed certification of 104 wind turbine elevators on our eastern coast. The team did an outstanding job getting the units inspected considering the weather, bears, wasps, ticks and extreme cold during their time onsite.

The Employment Discrimination Bureau has a new Deputy Administrator, Harriet Hopkins, who began work October 17, 2017. EDB is working on developing an Operations and Procedures Manual for training purposes, a process of hiring for vacancies, and working with the Attorney General's Office to get some training for EDB staff.

Mine and Quarry Bureau has a vacant position for a field representative in the eastern territory which should be posted by HR at any time.

Mine and Quarry has several upcoming training events over the next several months.

The annual NC Mine Safety and Health Conference is scheduled March 21-23 in Atlantic Beach. Announcements will be going out upon William's return from Aurora.

The Wage and Hour Bureau call center has a new phone system. They were previously using Symposium and have changed to the EIPT Platform. The new phone system is EIPT (Voice Over IP) and has a backup in case of a power outage.

Wage and Hour continues to maintain a workable inventory with an investigation closure average of 70 days. IT staff continues to work with Wage and Hour on improving the current database.

#### **Around the Room:**

Jill Cramer told team members Legal Affairs Division is working on the driver's license annual audit. She stated there has been an uptick in bankruptcy filings. Legal is also working on a large Wage and Hour judgment. Jill said they are working on rulemaking standards for wind turbines.

Paul Sullivan added to what Gary Franks and Kevin Beauregard noted about the new drone program. Lee Peacock is heading up the program for OSHNC and some team members will be attending some free DOT training later this month. Paul gave an example of how the drones can be used for compliance inspections. He stated several years ago at the Bartlett explosion, a compliance officer was put in an aerial lift (with fall protection) to take photos of the building floors. With the drone, compliance officers will be able to do the same thing and the inspector can stay safely on the ground.

Gary Franks reminded team members to be extremely careful opening emails to protect their computers from a potential virus.

Anne Weaver thanked Commissioner Berry for her support of the Honoring Military Family Members in Active Military Service project.

Anne stated PSIM has completed the 2017 Public Sector Injury and Illness Survey (collection of 2016 data) with a 100% response rate from all public sector employers. Compliance staff assisted in acquiring the data from the last few holdouts.

As Kevin Beauregard said, PSIM (Karen Bogner) will be the contact for any North Carolina employers still needing to report their 2016 injury and illness data as required by the 1904 recordkeeping standard. The Federal OSHA website is no longer accessible for entering the 2016 data, therefore the information must be reported in hard copy format.

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As Gary Franks mentioned, NCDOL's IT Division is assisting the PSIM Bureau with a new General Industry Inspection Assignment Schedule with plans for it to be released by mid-January 2018.

Nicole Brown provided an update on the Pasquotank Correctional Institute multiple fatality investigation. The onsite investigation portion of the investigation has been concluded and the CSHO is in the process of reviewing documents collected. The Attorney General's Office has been consulted and has assisted the CSHO in obtaining documentation due to the Attorneys of DPS involvement.

Mike Daniels will be working with each division/bureau to make sure all forms will be changed to reflect the new domain name.

Beth Rodman stated ASH Bureau is fully staffed. Four of the six CSHO are released for compliance.

Gerald Miller joined the ASH bureau in November 2017.

Lauren Norton received her ASP (Associate Safety Professional) certification in December 2017. Lauren is the first and only ASH CSHO to obtain this certification.

ASH is working with Gary Franks and the IT team to create a new inspection program to reduce the amount of double entry and improve productivity.

The Double Gold Star luncheon is scheduled January 31, 2018 and 133 double gold star growers are invited. The Single Gold Star luncheon is scheduled February 1, 2018 and 106 single gold star growers are invited.

2018 Preoccupancy stats: Registered sites for 2018: 1,203 sites. Certified sites for 2018: 100 certificates including field, office, and provisionals.

Wanda Lagoe said Eursula and Sandra have almost completed the safety awards mailings and should finish the mailing this week. Eursula is also working on scheduling the banquets.

PowerPoints for both General Industry and Construction 30 hour courses are basically complete except for a couple of last stages and will be posted soon. ETTA transitioned to thumb drives in lieu of binders at the 10 and 30 hour courses for a huge cost savings.

2018 Stand Downs will use webinars, billboards and drones. Falls, May 7-11; Safe and Sound, August 13-19; Excavations and Trenching June 19-24.

ETTA is working to fill 3 open training positions and 1 open standards officer position.

Kevin O'Barr said Consultative Services Bureau is prepared for and looking forward to the federal audit.

SHARP employers are just before beginning their required annual self-review. If you hear from any of these employers please refer to CSB's main office number 919-807-2899. The Safety Awards application will be mailed to SHARP participants for the first time. There are 28 SHARP employers who have been with the program continuously for over ten years. Consultative Services Bureau is working on recognition for these exemplary employers.

The annual 1.5 EMR mailing is wrapping up. Consultative Services Bureau has a meeting scheduled with the North Carolina Rate Bureau to explore ways to improve this process and better serve North Carolina employers.

Harriet Hopkins stated a draft of the Operations and Procedures manual is almost ready. She will send to investigators, Christine Ryan, and Jill Cramer for their comments.

Harriet said she was very much enjoying her work with EDB and the department.

Scott Mabry told team members a long time employee with OSH, Belvin Horres, will be retiring the end of January, 2018.

The meeting adjourned at 11:35.

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