

DOL Leadership Team Meeting
October 4, 2016, 10:30 am
2nd floor Conference Room, Labor Building

Attendees: Commissioner Berry, Kevin Beauregard, Jack Brinson, Art Britt, Nicole Brown, Tom Chambers, Renathe Cotten, Gina Cullen, Mike Daniels, Cliff Dautrich, Gary Franks, William Gerringer, Jane Gilchrist, Jennifer Haigwood, Tammy Higgins, Kisha Holmes, Phil Hooper, Robby Jones (via speaker phone), Don Kinney, Wanda Lagoe, Tiffany Lathan, Kathy Martorell, Judyth Niconienko, Kevin O'Barr, Mary Katherine Pegram, Tommy Petty, Dolores Quesenberry, Christine Ryan and Anne Weaver.

Commissioner Berry welcomed team members. It has been 3 months since the last meeting held July 13. Today's meeting will be the last meeting for 2016. She stated the next meeting will be the beginning of our 5th term together.

Commissioner Berry congratulated Jennifer Haigwood and her team on another great banquet. The department has about 340 filled positions at any one time. Out of that number, 283 employees voluntarily registered to attend and celebrate with each other. That is an 83% voluntary participation rate and is something special to celebrate.

Since the Fair season has begun she has helped open the Mountain State Fair, Cabarrus County Fair, Robeson County Fair, Hickory Fair, Dixie Classic Fair and will open the State Fair next week.

Commissioner Berry thanked Phil Hooper for representing her yesterday at the Certified Public Manager Program graduation ceremony. Congratulations go to Kisha Holmes, Wage and Hour; Don Kinney, Boiler Safety; and Wanda Lagoe, OSH ETTA, who graduated from the Certified Public Manager Program.

Commissioner Berry stated sometimes at Leadership meetings we say goodbye to some of our colleagues who are retiring or moving on to bigger and better things. However today she is excited Kevin Beauregard and Dolores Quesenberry will be introducing two new colleagues.

Jack Brinson gave a Budget update. He stated team members should have received an email report detailing 1st quarter expenditures. The report is only a tool to help bureau chiefs and division directors manage their budgets.

Jack thanked Gary Franks and his team for their hard work setting up a computer program to help Budget collect interest and penalties owed the department. He stated Budget is currently testing and it will be at least 30 days before results are available.

Dolores Quesenberry gave a Communications update. Dolores introduced Mary Katherine Pegram, new employee in Communications, who began work October 3, 2016. Dolores welcomed Mary Katherine to the department.

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Dolores thanked Tommy Petty, Tom Chambers and Phil Hooper for working with Communications on media requests regarding inspections of amusement rides.

Mike Daniels will be sending out an email this week requesting volunteers to work the department's booth at the Fair. Dolores urged team members to encourage their employees to sign up to work the department's booth. Employees must have their supervisor's approval even though it is counted as work time.

Dolores stated the Commissioner's Christmas Open House is scheduled Tuesday, December 13th, 2:00 in the Commissioner's Conference Room 205 of the Labor Building.

William Gerringer, Mine and Quarry bureau chief, is the Commissioner's guest today on the WSHA Radio show.

Renathe Cotten gave a Human Resources Update. Renathe told team members NCVIP made it through the first year. Angela Hamilton entered all the goals, however, in the future it will be the supervisor's responsibility to do so.

Art Britt thanked Renathe and her team for using all the money allocated to the department for salary adjustments. The department used all but \$1.00 of the funds.

Renathe stated there have been issues with Open Enrollment. She urged team members to tell their employees not to wait to the last minute to enroll in case they encountered problems with the system. Open Enrollment ends October 31, 2016.

Jennifer Haigwood gave a Legislative Update. Jennifer said LaMont Smith did a great job as MC at the Employee Recognition Banquet. She also thanked Sarah Beth Koonce, Adriana Jordan, Carrie Boring, Amanda Carroll, John Luckado, Eursula Joyner, Karen Kelly, Kristi Bryson, Tammy Higgins, Laura Crawford and Steve Able, members of the Employee Recognition Banquet Planning Committee, for their work in planning the banquet. There were 150 survey cards filled out this year. Just as last year's cards were used to plan this year's banquet, these cards will be used to plan next year's banquet.

There were 20 employees who received Service Awards who were not able to attend the banquet. Jennifer is making arrangements for Commissioner Berry to present the Service Awards to these employees.

Budget items for next year are due to State Budget October 31, 2016. The long session of the General Assembly begins January, 2017. Jennifer will send an email to Bureau Chiefs next week soliciting statutory changes that may be included in the department's legislative agenda. She will compile a list by mid-November of the changes so the list will be ready by January.

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Jennifer asked team members to submit their mobile device information for the annual report to Jack Brinson.

Gary Franks gave an IT Update. The interest and penalties program for Budget was turned on this past weekend. Gary said this has been one of IT's top priorities. Security Update on Application Server will begin after the State Fair. An outside consultant has been called in to assist with the OSH Express spellcheck issues. Art Britt noted to the group that DIT had recognized Gary and his team for the great work they did on the server conversion.

Kevin Beauregard gave an OSH Update. Kevin introduced Judyth Niconienko, State Plan Coordinator, filling the position Steve Sykes formally held.

Kevin told team members ETTA is preparing for Hurricane Matthew.

North Carolina hosted the OSHSPA conference held in Wilmington September 20-21, 2016. Kevin said the conference was very successful with 71 people attending. Virginia will be next year's host.

The Consultative Services Conference is scheduled October 25-29th in Fort Lauderdale, Florida.

Supplemental funds totaling \$229,000 were used to purchase needed equipment and supplies. Kevin thanked Tammy Higgins for all her hard work administering the supplemental funds.

Robby Jones is busy teaching the OSHA 100 Course in Charlotte this week. Training during Employee Appreciation week was very successful.

The Salary Adjustment fund has helped recruit better qualified applicants. There are currently 21 OSHA vacancies.

Phil Hooper gave a Standards & Inspections Update. Boiler Strategic Plan goals are within range. Boiler has a temporary inspector working 4-5 days per month in Wake and Mecklenburg counties. Dean Strickland has been hired through Temporary Solutions.

Supervisor Greg Davis represented the Department at an annual training session in Charlotte September 20th. The event is hosted by C&C Boiler and presented by Cleaver Brooks. Owners and operators attend for training on operation and maintenance of high pressure boilers. Greg has a question and answer session which is well received by those attending.

Holli Singleton, NCSU OTI, conducted training in Incident Investigation for all inspectors. Clark Reliance presented training on drum level control for boilers.

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Don Kinney drafted a bureau specific Time and Attendance policy which will be sent to Human Resources for their review.

Cliff Dautrich is attending the Annual Chief Inspector meeting in Columbus October 3-7, 2016. He would like to volunteer for National Board Committee work in 2017 which may require 2 additional trips at the National Board Committee's expense.

Elevator and Amusement Device Bureau is currently in the most active time for Amusements. The State Fair begins October 13th. The bureau anticipates approximately 105 rides this year. One of the rides is the second largest Mobil Ferris wheel in the country. The new chairlift at the State Fairgrounds passed the final inspection October 3, 2016.

Inspection staff, during the Fair, will be reduced by comparison to previous years. The Elevator and Amusement Device bureau has communicated with ride vendors this year they will require each company to assign a representative to accompany inspectors on all ride complaints from Red Cross and local law enforcement.

The vacant position, previously held by Casey Kirkman, has been filled. Western A Supervisor Johnny Grindstaff has submitted his resignation effective October 1, 2016 and will be retiring.

Employment Discrimination Bureau has hired a new investigator who began work Monday, October 3, 2016.

This past month EDB has had four settlements in the amounts of \$20,000, \$16,000, \$6,000 and \$2,600 respectively. One of these settlements was negotiated by our newest investigator.

Jeff Hand will be attending the OSHA Whistleblower course in Chicago, IL the first week of November, 2016.

Mine and Quarry Bureau TRAM Conference (Training Resources Applicable to Mining) will be held October 11-13 at the National Mine Academy in Beaver, WV along with a States Grants meeting. November 1-4 the MSHA Southeast District Conference will be held in Birmingham, AL. The North Carolina Mine Safety and Health Law School will be held December 13-15 at Western Piedmont Community College, Morganton, NC. The Mine and Quarry Bureau is preparing for a heavy training schedule during the winter months.

Wage and Hour Bureau interviewed for 3 investigator positions in Charlotte and is in the process of hiring. Three investigators were hired in the Raleigh office and are all currently in training. The Charlotte satellite office recently hosted Commissioner Berry.

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Wage and Hour conducted presentations on the new USDOL Overtime rules in Sylva, Franklin and 2 in Alamance. Five more presentations are scheduled through November, 2016.

Wage and Hour also worked with IT to automate our most commonly sent letters across two database systems.

Around the Room

Jack Brinson told team members federal auditors were scheduled to conduct an audit for 3 days. However, at the end of day 2, auditors saw no problems and gave us a good audit report.

Tiffany Lathan introduced EDB's new investigator Kathy Martorell to team members.

Kevin O'Barr said Consultative Services is 95% staffed. The Consultative Services Conference is scheduled October 25-29th in Fort Lauderdale, Florida.

Robby Jones stated the vacancy issue may have turned around. They are receiving applications from better qualified applicants.

Nicole Brown said OSH Compliance East has hired new employees. She is working with the Attorney General's Office on high profile cases.

Anne Weaver, OSH PSIM, stated PSIM has received all but 25 responses on the Public Sector Survey. They will continue to work on the survey until they receive all responses and are down to zero.

Gina Cullen thanked Jennifer Haigwood for attending a meeting with Ag business folks. ASH is getting ready for Gold Star meetings. They have outgrown the current venue. Still working with NC State on DVDs putting 10 modules on 1 DVD. DVD will be in English and will be used in 10 to 13 states.

Christine Ryan said Wage and Hour continues to work on their backlog. She stated the United States House of Representative is delaying the new USDOL Overtime rules until December 1, 2016.

Mike Daniels told team members he would be sending out an email sign up sheet to work the department's Fair booth. He stated those employees working the booth would need their Supervisor's approval even though working the Fair booth is considered work time.

Mike reminded team members of the photo policy and that Communications can help with their needs in this regard.

Publications is in the process of interviewing for their vacancy.

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Wanda Lagoe stated Andy Sterlen is updating their inventory of gloves, hard hats and various other PPE equipment in preparation for Hurricane Matthew.

Wanda stated LaMont Smith was great as MC at Employee Recognition Banquet. She said the Star Conference was a great success. There were 678 people registered and 740 attended.

Commissioner Berry thanked team members for their hard work.

The meeting adjourned at 11:35.