EDB TEAM MEETING MINUTES
December 2, 2014

Attendees:
Tiffany Lathan
Julie Hughes
Angela Richardson
Elnora Fields
Britne Becker
Jane Gilchrist
Maria Conde
Claire Wallace
Kathy Woodford
Ana Gomez

Attendees via Conference Call:
Taylor Cambron
Irene Diaz-Clark
Ellen Allbritton

Meeting came to order at 9:05 am with a quick welcome and introduction by Maria. Tiffany took the floor to discuss legal affairs with Jane and Brittany.

Legal Affairs:
Angela inquired Complainant is a sales person, employer sent him to Italy for a trade show a week in advance. When complainant got back, employer could not find any work done that first week. The complainant's wife accompanied him on the trip but employer only paid airfare for complainant. Complainant believes he should be compensated for the first week of the trip since he was sent by employer a week early. He also believes that employer owes him for expenses for that week (ie. Food, hotel). Complainant states he did minimum work during that week and was unable to communicate with employer due to no internet service.

Jane states that it depends on what the agreement was between the complainant and the employer before the trip. Also, employer would have needed to collect receipts to cover the expenses that complainant is requesting.

Ana states that attorneys always want to be present at all interviews. She points out that the manual states that attorney is not required to be at all interviews and is only ok if witness agrees to this.

Jane replied that we must advise the witness that the attorney does not have a legal right to be there and witness does have a right to be interviewed without the attorney present.

Tiffany advises that when not interviewing all witnesses a note be placed in the activity log advising why the witness was not interviewed.
Jane states that they prefer that all witnesses be interviewed.
Irene asks what if the witness was not present at time of the incident.

Jane states to ask why it is important that this witness be interviewed. If they have information relevant to the investigation then they should be interviewed.
Irene points out that this will slow down the process as some complainant's want us to interview 20 people.
Jane advises they only need to be interviewed if they have knowledge of what happened or what lead up to the incident.
Kathy states that if after 2 people she has an understanding of what happened she doesn't feel the need to interview all witnesses.
Jane states that is fine.
Julie wanted to know if a person gets injured on an employer's parking lot, is the employer responsible for incident.
Jane asked if a Workers Comp claim was filed.
Julie states this is hypothetical.
Tiffany states that when it snowed someone fell outside the labor building on ice on the way into work.
Jane says if they filed a Workers Comp claim and were fired then yes this would be a REDA case.
Britne states that we do not determine if it is a legit Workers Comp claim.
Legal affairs portion is done and Jane states they are more than happy to assist when needed.

IOD Calendar:
Tiffany states IO Calendar is up through the end of December and let her know if any adjustments need to be made.
Tiffany inquired if IO logs are working ok
Elnora states that is a good tool to keep track of who has called and keep a record of repeat callers.

OSHA:
As of yesterday there are 19 open OSHA cases
Everyone should have an open OSHA case.
Tiffany states that if anyone has an OSHA case that needs to go on-site let her know.

OSHA Appeals:
Tiffany stated we had 4 OSHA appeals in last 4 months.
Steve and Kevin are on the appeals committee.
Reminder when there is an OSHA appeal the company must be contacted within 20 days.
Tiffany advises that when she gets a new OSHA case she takes it downstairs, when she gets it back she sends Position Statement to complainant. At end of investigation send letter of intent with finding. Then the complainant has the opportunity to appeal and file goes to the OSHA Review committee.

Tiffany points out that when doing OSHA cases, having Federal appeal, make sure activity log is filled out in detail and make sure witnesses are being interviewed. Dot I's and cross t's.

Always ask up front if C & R want to settle.
Claire asked where she can get original case files for OSHA.
Tiffany advised that OSHA case files are setup here and taken to PSIM downstairs, then case folder is mailed out to the investigator.
Ana states that attorneys hold up the interview process.

Tiffany states to be as detailed as possible in investigations. If they are requesting an appeal they must contact Tiffany.

Screening:
Elnora wanted to know what should be done if the Employer name is incorrect, she states that with W&H cases the name cannot be changed, they would have to close the case and a new case submitted with correct name.
Tiffany states that cases must have the correct legal Employer name. If legal name is different call complaint desk.
Claire suggests asking complainant for a copy of a pay check; the pay check will usually have the correct legal name of the Employer.

Angela inquired on REDA forms in Spanish.
Tiffany states we do have them they just have to be located, if we cannot locate we will have them in Spanish soon.

Interims:
Tiffany states everyone should have interims by now.
If any questions they can contact her.

Meeting adjourned at 11:45am.