

EDB Staff Meeting
June 24, 2014

Meeting called to order at 9am by Bureau Chief Tiffany Lathan.
A quick welcome and introduction by Investigator Julie Hughes

IOD Calendar

Tiffany requested that any changes to July and August IO Calendar need to be made known to her ASAP.

OSHA On-site

OSHA cases were discussed. It was made aware that if an OSHA case warrants an on-site visit, Investigator should go to on-site visit.

It was also mentioned that Federal OSHA wants us to go on-site at least 1-2 times per year.

Screening when IO

We may get complaint forms to screen to see if it is in fact a REDA violation.

IMIS

Please be sure to open and close cases in IMIS system

Early Resolution Settlements

Make sure you try ER in all cases. If case file has not settled within 90 days, release the file and write Report of Investigation.

With cases over 90 days, please close ASAP. We currently have 28 open cases.

Inventory Strategy

Go through file drawer and call C and R to see if they want to resolve the case with either 90 day RTS or settlement.

Legal Affairs – Jane and Britne

Legal affairs discussed the difference between an employee and an Independent Contractor.

Went over Fact sheet on NCDOL Website and alleged ER exhibiting control factors

If signed settlement in file, remain Independent Contractor.

Follow-up on letter, find out why is letter in file

No benefits to Employee

If you get to case factors early, administrative close case file

Question was asked: Narbona (Irenes Case) No OSHA investigation, should PSIM redact the file?

Legal affairs determined case would still be sent to PSIM.

Attorney filed the complaint; DI went to C directly instead of going through attorney.

Should know all correspondence in file

Change intake letter and complaint form to indicate requested by attorney and make a note in activity log that C form requested by attorney.

SOP's

File order in the case file folder was discussed

File arrangement in the SOP section 1200

Went over when and how to load information into Oracle, also discussed LSI problems with SOP's

LSI Investigators

Talking to people to make decision

Who's telling you the truth

How long does it take to do EDB versus W&H case?

-Depends on the case

Familiar with workings of the case

-Totally different between EDB and W&H

SWOT Analysis

S:

-Motivated

-Dedicated

-EDB Laws in W&H cases

-Review Back log of cases for quick closure

-In-service training

-Mentoring

O:

-LSI Investigator

-Learn EDB

-Training

-Learn OSHA cases

-Apply Don's job

-Budget

-IO Training

W:

-LSI Investigator

-Training too short

-Moral

-Less Investigators

-Budget

-Administrative Support

T:

-Retirement

-Less Positions

-Bad habits passed on

-Move OSHA cases

-Not Knowing

-Backlog

-Legislative/Budget