MINUTES
DOL LEADERSHIP TEAM MEETING
JANUARY 6, 2015, 10:30 am
CONFERENCE ROOM 205, LABOR BUILDING

Attendees: Commissioner Berry, Tina Morris Anderson, Kevin Beauregard, Jack Brinson, Art Britt, Tom Chambers, Renathe Cotten, Gina Cullen, Cliff Dautrich, Gary Franks, William Gerringer, Jane Gilchrist, Jennifer Haigwood, Sandra Hamm, Kisha Holmes, Phil Hooper, Felicia Hoover, Robby Jones, Don Kinney, Wanda Lagoe, Chris Lehenbauer, Allen McNeely, Kevin O'Barr, Tom O'Connell, Dolores Quesenberry, Steve Sykes and Anne Weaver.

Commissioner Berry: Commissioner Berry welcomed everyone. She stated she would be continuing the WSHA radio program Lunch and Labor in 2015. Eursula Joyner will be her guest today discussing the Safety Awards program. Next month's guest is Gina Cullen, Agricultural Safety and Health.

Jack Brinson gave a Budget Update. He gave Commissioner Berry a paper copy of the Budget summary for fiscal years 2014-2015. An electronic version has been sent to bureau chiefs/division directors. Jack asked team members to look at their specific areas of need and contact budget if their needs changed so budget could work with them to fulfill their needs.

Dolores Quesenberry gave a Communications Update. She stated Skanska has made it possible for the department to continue its public service announcements regarding hazards in the construction industry. The PSAs began airing in October 2014 on Univision thanks to a media buy of $5,000 donated by Builders Mutual. Skanska will place a media buy and Univision will again match the broadcast schedule dollar for dollar. The media buy will allow the PSAs to continue airing through March. The PSAs will focus on falls, struck-by accidents, and employees returning home to their loved ones at the end of the work day.

Dolores said Labor Law reporting requirements have changed. The Labor Law poster's colors have changed from ECU colors to State red color.

Communications conducted a test video on UTube to see if there is interest in doing another video, this one on Youth Employment certificates. Very positive results have been received.

Dolores said Neal will be contacting bureaus/divisions regarding information for the department's Annual Report. The Annual Report will be published March 17th and should be available at the next DOL Leadership Team meeting scheduled April 7, 2015.

Commissioner Berry stated the Annual Report is her Bible. She uses the report for talking points in speeches she gives across the state. She said it is of upmost importance information and numbers contained in the Annual Report be accurate. Jennifer Haigwood also uses the report to lobby the legislature for budget dollars for the department. If you are uncertain of the accuracy of the numbers you use in the report, do not use them.

Renathe Cotten gave a HR Update. Renathe told team members the Office of State Human Resources has made changes in the Adverse Weather and Emergency Closings policies effective January 1, 2015. Beth Benson will be sending bureau chiefs/division directors an e-mail with both the old and new policies. Renathe stated the old policy gave employees 365 days to make up work time and under the new policy time must be made up within 90 days. The employee must first use any accumulated comp time, vacation leave or bonus leave and lastly leave without pay (LWOP). If employees do not have any comp time, vacation leave or bonus leave the leave will be taken out of the employees' pay.

After an audit in December, issues with the telework policy were found which will require revisions to the policy. Once the revisions are made, a new telework policy form will need to be completed, signed and submitted to HR by the end of January.

Commissioner Berry thanked Renathe and Jane Gilchrist for all their hard work on the audit. She stated policy changes needed to be made to clarify issues and those changes have been made. The Commissioner urged team members to use HR and Legal Affairs if they have any questions regarding state policies or DOL policies.

Gary Franks, Chris Lehenbauer and Tina Morris Anderson gave an IT Update. Gary Franks told team members PC support is in the process of refreshing DOL servers. Governor McCrory's mandate is for all servers to be moved to ITS. He stated Jack Brinson will need to procure funding before off loading of servers moves to ITS. Microsoft 365 has been migrated to Elevator and will next be migrated to the 4th floor Labor Building. All Department of Labor Microsoft 365 should be completed by the 3rd quarter of this year.

Chris Lehenbauer thanked all involved with OSH Express for making the transition as smoothly as possible. He said thanks to OSH ITS was forced to use Cintrix which is a good idea. Accounts receivable collections for OSH is moving from two systems to an OnBase system. Testing will begin January 17 or 19. He thanked Budget for all their help with design. Jack Brinson stated budget is very excited about the new system and it's a great product. Chris said the system would enable our agency to collect interest and penalties on collections and could do much more than Filenet.

Gary stated all the upgrades would be costly and will need budget funding. Jack and Tina will be working together the next two or three months to give us direction.

Tina said that is the reason why IT held strategic planning sessions last year. She stated IT will be setting up meetings with Allen, Art and Phil to set priorities.

Commissioner Berry thanked Tina, Gary and Chris for working with Jack to secure funding to have the best systems in place for the agency.

Jennifer Haigwood gave a Legislative Update. The long session of the General Assembly will begin January 14. It will be a one day session to elect leadership for committees and swear in legislators. The General Assembly will officially begin the session January 28, 2015. The department will have new budget analyst which will involve us going through the education process with House and Senate committees.

We have an amendment to the Amusement and Safety Device bill. The department has two reports due February 1, one regarding federal grant funds requiring what the state will match and a Wage and Hour Employment Report.

Jennifer told team members Commissioner Berry has traveled the state presenting safety awards to DOL employees. She has presented 43 service awards to employees and is scheduled to present at least 10 more to DOL offices in the western part of the state.

Jennifer thanked Renathe Cotten for allowing Stacey Thompson and Angela Hamilton to co-chair the Employee Appreciation Banquet Steering Committee and to organize the successful bake sale held in December. There will be other fundraisers throughout the year to help offset the cost of the banquet which will be held November 5, 2015 at the McKimmon Center in Raleigh.

As Parking Coordinator for the department, Jennifer said there are major changes taking place in the way parking spaces will be assigned. Employees parking in Deck 17, under the History Museum, will be transferring to a transponder system which should happen within the next couple of weeks. Also State Parking is rolling out an on line system which will allow employees to go on line to complete parking information.

Art Britt asked when the Governor's budget will be available. Jennifer indicated the Governor's budget should be out by mid to late March.

Allen McNeely gave an OSH Update. Allen, Kevin, Jane and Victoria Voight, from the Attorney General's Office, will be attending the OSHSPA & SOLO meeting in Oakland, CA February 1, 2015 to find out what the federal initiatives will be for 2015. Due to OSHSPA meeting, Allen and Kevin will be unable attend the Gold Star Growers meeting or the supervisor's meeting.

Ron Wells has been named interim Compliance East Bureau Chief and Neesia Hill named interim District Supervisor.

Workplace fatalities are 42 for 2014 which is up from our record low of 20 for 2013, 18 of which were in construction.

Marcy Collyer, Training Supervisor, ETTA has been working on an Alliance with DHHS, primarily with and for our Long Term Care Special Emphasis Program. Latest word is DHHS Safety Directors want a broader statewide Alliance. Allen said he is hopeful discussions will usher in an agreement covering workplace violence as well.

Lastly, and most importantly, 2013 Illness and Injury rates fell again in North Carolina. Rates, overall 2.9 and 2.7 with private industry. DART rate is 1.4.

Kevin Beauregard said new recordkeeping rules went out January 1. The new rules will require changes in our posters. Kevin stated IT, ETTA and Compliance met to discuss creating an on line PDF form so employers can complete on line.

Employee Retention program is very good. It has allowed DOL to give some increases and retain employees. Beginning salaries for state employment versus private employment is still a problem making it difficult to compete with other state agencies and private industry.

<u>AROUND THE ROOM</u>

Jane Gilchrist stated it is time for rules review. Jane said Legal has worked with Tom Chambers on Elevator rules and Wage & Hour Controlled Substances. Jane and Renathe will be working together to review the Telework and Motor Fleet policies.

Kevin O'Barr said High Rate Modifier letters were mailed in mid December.

William Gerringer said Mine and Quarry received federal funding for this year. Mine and Quarry will hold the their annual conference in March.

Gina Cullen stated Agricultural Safety is currently conducting pre occupancy inspections. They are recruiting for a bilingual inspector. The Gold Star Growers meeting guest speaker is Jenny Fulton, better known as Miss Jenny's Pickles.

Wanda Lagoe said ETTA is working to update all their on line information. She told team members they were recruiting to fill position left vacant by Leonard Mangum's retirement.

Phil Hooper told team members he has moved to his new office in ORB and looking forward to working in his new position as Deputy Commissioner of Standards and Inspections.

The meeting was adjourned at 11:30.