

**DOL Leadership Team Minutes  
June 2, 2009 10:30 a.m.  
Conference Room 205, Labor Building**

**Attendees: Tina Morris-Anderson, John Baldwin, Kevin Beauregard, Commissioner Berry, John Bogner, Jack Brinson, Art Britt, Jonathan Brooks, Kathryn Castelloes, Tom Chambers, Tim Childers, Meredith Cook, Mike Daniels, Andy Frazier, Jack Given, Jennifer Haigwood, Tammy Higgins, John Hoomani, Phil Hooper, Felicia Hoover, Randy Kimrey, Wanda Lagoe, Tiffany Lathan, Nancy Lipscomb, Diane Littlejohn, Greg Lundberg, Gina Luginbuhl, Allen McNeely, Mike Morrow, Dolores Quesenberry, Frank Seiber, Nancy Swaney, Steve Sykes, Anne Weaver and Nick Vincelli.**

**Commissioner Berry welcomed team members and introduced summer interns, Diane Littlejohn and Meredith Cook. Diane is a rising third-year law student at N.C. Central University School of Law in Durham and is working with Legal Affairs. Meredith Cook is a rising senior at UNC Chapel Hill studying public relations and is working with Art Britt and Jennifer Haigwood in the Office of Administration and Governmental Affairs.**

**Commissioner Berry said she continues to receive positive comments about NCDOL employees as she travels the state and thanked employees and their staffs for the continued hard work on behalf of the department.**

**The Commissioner told team members the department is in good shape as far as the budget for the current fiscal year, however the upcoming fiscal year the state is looking at a \$4.6 billion shortfall and NCDOL is facing cuts. She also stated the state is expecting a \$6.1 billion shortfall for the following fiscal year. The budget problem is not going away and she expects the Governor to call for mandatory reversions.**

**Commissioner Berry mentioned the rumors regarding pay cuts and furloughs and stated she had not heard anything other than the rumors but would not be surprised to see something. She asked team members to continue to monitor their budgets closely and to look for ways to reduce expenditures.**

**Nancy Lipscomb gave an HR Update. Nancy reminded members to have employees enter timesheets weekly. Timesheets should be entered into Beacon by 5:00 pm Monday and supervisors should approve by Tuesday.**

**Nancy explained to team members the Flexible Furlough deduction and 10 hours of time off, which can be taken, with management approval, between June 2 and December 31, 2009. Employees should use Absence/Attendance Type 9710 when recording flexible furlough hours. HR will provide bureaus/divisions with a spreadsheet for tracking furlough hours.**

**A new court case has changed the way employees file a grievance. Grievance forms and the new changes are posted on the intranet. John Hoomani stated employees must have a reasonable accommodation in order to grieve.**

**Allen McNeely gave an OSH Update. He stated OSH staff has been meeting to discuss and update the Strategic Plan and make any needed changes.**

**The Federal Annual Monitoring and Evaluation Report (FAME) commended the OSH Division for its continued commitment to meeting the safety and health needs of workers in North Carolina. Allen stated illnesses and injuries and fatalities have come down this fiscal year.**

**Special Emphasis Programs include sawmill manufacturing, wood products, construction, health hazards, logging/arborists, long term care, and food manufacturing. The OSH Division has a new alliance with the NC Association of Professional Loggers and a new partnership with SKANSKA/Wake County Detention Center. Allen told team members Commissioner Berry presented Certificates of Completion to SKANSKA/Barnhill for the new convention center; Crowder, Wilmington Wastewater Treatment; and Turner BE & K Davies NASCAR Plaza.**

**Commissioner Berry attended the 25<sup>th</sup> Anniversary of Builders Mutual Insurance Company and was presented with \$12,000 in training equipment for use by the OSH Division.**

**Allen stated OSH continues to receive many complimentary comments about the Consultative Services, STAR programs and ETТА training.**

**Jack Brinson gave a Budget Update. Jack provided a spreadsheet handout to members which detailed the status of the 7% reduction by bureau/division. He urged members to continue operating at the 7% level and stated there is very little cash on hand. He indicated the available cash will be used for payroll. There are 16 outstanding travel advances which must be paid by the end of the week. He asked team members to delay purchasing expenditures, if possible, to use 100% federal funding. Any use of 100% state funds or 50/50 funds must be approved by the budget office.**

**Mike Daniels reminded members to be aware of charges to their budgets if they anticipate large printing or mailing projects.**

**Art Britt gave a Legislative Update. Art provided team members with a handout listing bills being tracked by NCDOL and their status. Art asked members to remind their employees not to exceed the speed limit when driving state cars. He stated the Commissioner continues to receive complaints from Motor Fleet Management regarding speeding. Art also told team members it is the responsibility of the employee receiving a speeding or parking ticket to resolve the**

**tickets in a timely manner. The state will not pay; it is the responsibility of the employee.**

**John Baldwin stated he anticipates the House coming out with its budget proposal this Thursday, (June 4), perhaps as early as Wednesday, (June 3). The House draft proposal had NCDOL at a 10% cut, abolishing 19 positions. The Senate proposes a 7.2% reduction, abolishing 14 positions. John stated pay cuts and furloughs were only rumors at this point, but to anticipate something. He said nothing has been mentioned regarding retirement incentives.**

**John told members there will be a shortfall and the department will likely be in the same situation this time next year. John stated positions which normally would be filled had purposefully not been filled in anticipation of the downturn. He stated next year will be more challenging since we will not have vacant positions to fall back on. Do not assume if you have a vacancy it will be filled. The hiring freeze will remain in place, however if you feel there is a critical need, contact John and in turn Jack Brinson will seek approval from State Budget to fill the position. The department is considering dropping back down to the motor pool rate of 33 cents beginning July 1 regardless of state car availability. John said members should be prepared for State Budget to reduce the department's allotments and to plan on operating at the same 7% reduction.**

**Jonathan Brooks stated the Elevator and Amusement Device Bureau has been working with Ghost Town to get the roller coaster inspected. He stated "The Got To Be N.C. Festival" held at the State Fairgrounds was a great success. The Safety Amusement Star Program application is on the website and has generated six inquiries so far.**

**Kathryn Castelloes thanked Commissioner Berry for attending and presenting certificates at the Nash-Rocky Mount Public Schools Apprenticeship Program Spring Banquet May 19.**

**Tina Morris-Anderson stated Research and Policy Division has mailed out the 2008 Illness and Injury Survey. She said the Employee Survey has been postponed this year. The State Employees Combined Campaign will kick off later this summer.**

**Frank Seiber told members all DOL employees have now been migrated to Exchange email from NCMail. ITS copied all of NCMail emails to the Exchange email system at the time employees were migrated. Emails received prior to migration are still in the old system unless they have been deleted. Please insure all NCMail emails you need were copied since IT is asking ITS to delete these emails automatically after June 19<sup>th</sup>. Please call the IT Help Desk if you need further assistance. Employees should include their new Exchange email address on new business cards.**

**The meeting adjourned at 12:00 noon.**