

DOL Leadership Team Minutes
March 4, 2009, 10:00 a.m.
Conference Room 205, Labor Building

Attendees: Commissioner Berry, Tina Morris-Anderson, John Baldwin, Kevin Beauregard, John Bogner, Jack Brinson, Art Britt, Jonathan Brooks, Dennis Bruce, Kathryn Castellones, Tim Childers (via teleconferencing), Mike Daniels, Andy Frazier, Jack Given, Greg Lundberg, Jennifer Haigwood, John Hoomani, Phil Hooper, Felicia Hoover, Nancy Lipscomb, Gina Luginbuhl, Allen McNeely, Mike Morrow, Dolores Quesenberry, Frank Seiber, Nancy Swaney, Steve Sykes, Jim Taylor, Anne Weaver, Tammy Higgins, Lee White, Nick Vincelli.

Commissioner Berry welcomed team members. She announced all thirty safety award banquets were on her calendar and was very pleased the banquets continued to be scheduled in spite of the economy.

The Commissioner also announced the Annual Report was completed and it speaks well of the department. The picture on the cover is the work of a local artist, Mary Earle Klutz Thompson. The original watercolor was a gift in 2001 to the Commissioner from Art Britt and John Baldwin. Copies of the Annual Report were distributed at the close of the meeting.

Commissioner Berry said the Employee Appreciation Banquet was curtailed for this year because of the budget; however, she will visit the various offices across the state to present awards to recognize our employees for their hard work and service to the State.

The Commissioner stated the department is operating at 7% reduction for this fiscal year and every penny is under scrutiny. We have been asked and provided 3, 5, and 7% permanent cuts for next fiscal year. At this time, we are able to make cuts with vacant positions. If the reduction percentage goes higher, we may have to implement the RIF policy. She urged everyone to tell their staff to keep up the good work, focus on the task at hand, concentrate on your own safety and health and to give our best effort.

HR Update: Nancy Lipscomb echoed the Commissioner's comments that we are not in a RIF situation at the present time and referred to a 2003 policy.

Nancy talked about problems with communication between the bureaus and Human Resources regarding an employee's separation from the department. She emphasized the importance of getting all paperwork submitted prior to an employee's last day of work in order to prevent overpaying the employee and also making sure the ID badge has been deactivated.

Jim Taylor asked if it would be possible to submit a copy of the paperwork to HR electronically? Nancy said not all attachments are done electronically (i.e. letters of resignation), but a system may be put in place if approved.

Nancy talked also about the problem of getting paperwork/documentation from the bureaus before an employee's return to work after an illness or surgery. She said that a document is forthcoming regarding what HR needs from the employee and the responsibilities of HR and the supervisor to treat the employee fairly and maintain a safe work environment.

Acceptable Use Policy: John Baldwin talked about the importance of the Acceptable Use Policy and stated there had been four incidents where employees had violated the policy by downloading unauthorized software. He stated the two steps that are followed when the policy is violated are: 1) coaching session, or 2) written warning depending on the severity. Accessing a pornography website is automatic dismissal.

Communications Update: Dolores Quesenberry asked everyone to e-mail her with any ideas and/or stories for the **Labor Ledger**. Also, she asked that employees across the state send her any newspaper articles mentioning NCDOL which may appear in their local newspapers. Dolores said to be on the lookout on the Intranet for a new section which will contain stories and news.

Employee Satisfaction Survey: Tina Morris-Anderson indicated that later this spring we would conduct another survey. She reminded us that an Employee Survey and Administration Survey were done in 2001 and an Employee Satisfaction Survey was done in November 2002. She is now assembling a survey team. Details to follow.

OSH Update: Kevin attended OSHPA in South Carolina two weeks ago. There were ten states not represented because of budget restrictions. The OSH Division highlights are Injuries & Illnesses went down in 2008 to 3.8% overall. Construction rate was 4.0% in 2007. Manufacturing dropped as well. Kevin stated the Raleigh Convention Center was completed with only one lost time injury. In consideration of budgetary concerns, there has been some restructuring and beginning April 1, OSH Compliance will go from 10 geographic districts and one statewide district to 11 geographic districts. Work is progressing with the NC Crane Standard and the new standard should be in place July 1.

On the federal level, Kevin announced the appointment of the new U.S Secretary of Labor Hilda Solis. However, the Assistant Secretary of Labor (who oversees OSHA) has not been announced. The federal budget has been passed which included a federal increase, but no state increase.

Budget Update: Jack Brinson distributed two handouts: 1) Report on Status of 7% Reduction by Fund As Of 2/28/09. He stated this report should be used as a management tool and to focus on the right-hand column, The percentage of remaining funds for FY 2008-09 should be at or above 0.33. Jack commended OSH's efforts to manage their budget. The Department is in pretty good shape right now with four months to go; however, if the % increases, everything is retroactive to July 1, 2008.

Handout 2) was in regard to a new E-Procurement policy which has been implemented. Any order over \$100 must go through E-Procurement. This policy does not supersede

Purchase & Contract Rules. Jack encouraged bureaus to engage the Budget Division on purchasing issues.

Legislative Update: Art Britt distributed a handout of 2009-2010 Bill Tracking Master List. He stated the department has always responded quickly and accurately to legislative information requests. He emphasized to the team members that they will be notified of any bill which involves their bureau. He also said he and Jennifer are always available for questions/updates on bills.

Employee Appreciation Banquet: Art Britt stated again the banquet has been cancelled for this year; however, 2010, 2011, 2012 dates are still being held. He said for the last eight years, three-fourths of the banquet cost has been paid for by our co-workers participation in the ERC.

Employee Recognition Committee: Jennifer Haigwood followed up Art's comments by saying the banquet was the main event for the ERC; however, the committee will continue to do fundraisers (i.e. silent auction, catalog sales) and details will be forthcoming.

Around the Room:

- Mike Daniels: Surgery done, Annual Report printed.
- Kathryn Castellones: Appreciate support regarding Apprenticeship
- Phil Hooper: Redistricting on Compliance side; CSHOs busy.
- John Hoomani: Erin out until next week because of death in family.
- Art Britt: Thank you for letting us know about legislative contact.
- Frank Seiber: Cooperation appreciated during migration, encryption. Consolidation depends on budget cuts. No decision has been made.
- Andy Frazier: Per William Geringer, the Mine & Quarry Safety and Health Conference in April has been cancelled. The bureau will opt for a one-day event in the East and West instead.
- Jack Given: Newsletter out on a quarterly basis, has been well received. Fifth anniversary of Greg's weekly Boiler Update.
- Jonathan Brooks: Redistricting. Bureau has two more Field Supervisors and has filled the two field positions left vacant.
- Lee White: Commended Shelby and Darlene. Calls coming into front desk have increased by 4,000 over last year. There have been 300 more calls in January and February 2009 compared to January and February 2008.
- Gina Luginbuhl: There were 150 folks at the Gold Star Growers Luncheon. She thanked John Baldwin for representing the Commissioner. Gina said they were getting into their busy season. A one-page grower survey is being distributed when the pre-occupancy inspection is done.
- Steve Sykes: Mentioned that the OSH newsletter is one of the results of the previous survey
- Ann Weaver: PSIM plugging along. Changed all e-mail addresses this morning.

- Jim Taylor: Business as usual. Down two investigators with a possibility of two more. Inventory growing. Discussed the new system of Legal Affairs sending out the initial letter for claims; Charity and LuJuana assisting as well.
- John Bogner: Announced the first Safety Awards Banquet is March 26.
- Kevin Beauregard: Thanks to OSH for pinching pennies.
- Tim Childers: Appreciate information and updates from department. He has received a number of thank you letters from employers congratulating CSHOs on professional manner in which they do their jobs.
- Commissioner Berry: Stated that she had received quite a few thank you letters from employers also.

March 5, 2009