

## **ETTA BUREAU MEETING MINUTES**

Date: Monday, June 27, 2022

Location: 3<sup>rd</sup> Floor Conference Room, C324 or Via Lifesize with Supervisor Approval

Time: 1:00 pm

Scribe: Christy Reed

### **In Attendance:**

Starsky, Tyrone, Michelle, Tim, Pam, Meredith, LaMont, Joseph, Wanda, Morgan, Carol, Nick, Cory, Todd, Jay, Crystal, Joe, Hollis, Alta, Marcy, Celeste, Andy, James, Julie and Christy

### **Schedule**

**Open Meeting-** Anyone has a "Safety Moment" to Share

Last bureau meeting- 4/25/22 minutes have been posted on the One Stop

### **Bureau Chief Updates/Announcements, Wanda Lagoe**

- Birthdays- July – Nick, Tyrone; August – Julie, Todd, Marcy, Meredith, Tim, Celeste
- Certificates – None
- Complete your NCVIP by Friday as it closes on July 4<sup>th</sup>.
- Mileage rates increase July 1 to \$.625/mile for POV.
- Remember to do your COVID numbers by end of month. Betty needs them by EOM.
- State budget LI 2.5 % increase; possible an additional 2.5%.
- Commissioner considering a Heat Stress Standard. Will meet with stakeholders and then announce it next month. Then we will start on rulemaking.
- New floating holiday; personal observation day. Use code 9571.
- Still working on the One Stop Shop upgrade. Hope to roll out in September.
- New equipment needs. Please run it by your supervisor as we have lapse salary available.

**OSH Deputy Commissioner/Director Updates/Announcements, Kevin Beauregard-** will not attend.

### **Section Updates**

#### **Library, Nick Vincelli**

- Completed NFPA standard/code cataloging & transfer from stacks to Standards Collection project (begun in 2019).
- Attended NCLA/GRS meeting (re: government documents).
- Began project of reviewing & deactivating inactive patron records.

### **Recognition Program Section, LaMont Smith**

- Attended and assisted with two Safety Award Banquets (i.e., Wilmington and Raleigh). Both banquets went well.
- On June 6-10, 2022, I attended the Region IV VPPPA Conference.
- During a presentation Star site locations for FFY20 and FFY21, the NCDOL Carolina Star Program achieved the most star site approvals among all State Plan States within Region IV.
- Reminder that the Carolina Star Safety Conference is scheduled for September 14-16, 2022.

### **Standards Section, Hollis Yelverton**

- Standards books – Thanks to Christy for organizing and managing the distribution around the state to all the field offices. Thanks to Crystal for handling the details of the delivery.
- Appropriations Act Compliance Directive – Federal OSHA released the annual memo with the updated industry NAICS code list. The memo was dated early March, but was not posted to OSHA's website until May and the states weren't notified. It was discovered by OSH in June and now the list on the One Stop and on federal OSHA's website are up-to-date.

### **Training Section, Marcy Collyer**

- External Training -new registration platform up and running-Jay sent out an email this morning.
- Internal Training-105 course, PSM course and Annual Training coming up. More information to come when everything is finalized. Can register on the internal calendar.
- Potential new alliances in the next few months- Tree Care Industry Association and Plumbing-Heating-Cooling-Contractor's Association.

### **Committee Updates**

Safety & Health Steering Committee Quarterly Meeting, Carlene Harris & James Washington

#### **James Washington**

- June 21<sup>st</sup> Walk through with Joe Long reported fire door on 1<sup>st</sup> floor does not properly close. Forwarded information to the building utilities for repair.
- July 12<sup>th</sup> - Next Safety meeting.
- Information from Safety and Health committee: Please be aware not to allow people to enter into the building without asking for their identification.

## **Open Discussion – Staff Updates**

### **Carol Wells**

- Have new WEX gas cards beginning 7/1/22 for our state vehicles – giving out Recognition's cards today to those attending our meeting. Going over new cards with Christy for our three vehicles located in Raleigh. The following info is included with your new card - Pin # remains the same, new one activates on first use, destroy the old one after the new one is activated – please shred or cut up. Old one will be suspended automatically after 6/30/22.
- Processed payments for all the purchase orders encumbered for this state fiscal year except for a docking station which has been on back order for a year and the final payment for the replatform for the One Stop is not ready to be made yet. Thanks to everyone who helped with obtaining quotes, dropping off & picking up L1 for all its additional equipment, putting information into the e-procurement system, and receiving items so invoices could be submitted for payment.
- Working on some purchase orders soon for vendors we would like to use during our annual training.
- Have five invoices remaining to process for our physicals.
- Have processed invoices for four safety award banquets to date – Asheboro, Charlotte, Concord & Goldsboro.
- Blanket authorizations for the new state fiscal year have been sent over to Financial Services (FS) for signature. Received several that have been signed and I will forward them to staff for their records. Waiting on Recognition and a couple more for Training to be signed by FS.
- Asked Wanda about going over wish list item information.

Because of all the vacancies, we have accumulated a lot of lapse funding. Wanda has asked the supervisors if there are things that they still need to purchase in the window before we close out this year's grant in September, please send those to Carol by July 6<sup>th</sup> and cc Wanda. Consider things that are on State Term contract, items that don't require going out for bid, and items that can be sole sourced as well (safety awards, sleeves, flags, equipment, subscriptions, etc.).

### **Tim Hogan**

- Exceeded the MFM 3-month average requirement of 1,050 miles/month for the first time since the pandemic started.

### **Tyrone Taylor**

- The month of June was a busy one.
- I performed STAR annual reviews, pre-site visits, STAR and Bldg. STAR presentations, Certification visits, also - attended team meetings and Safety Awards banquets.

## **Joe Long**

- BCSP's Global Summit certificates of attendance information was sent out via email by BCSP. If you attended the summit, you can print out a certificate.
- Noticing an increase in stressful work environment inquiries. CDC/NIOSH has created "Total Worker Health" resources that can be accessed through their website.

## **Cory Dunphy**

- NUCA participated in their Trench Standdown last week (June 20-26). Sounds like they had good participation from their members. No other updates from them.
- Carolinas Heat-Health Coalition and the Statewide Heat-Related Illness Group have not been active with meetings lately. Keeping an eye on the heat exposure information from them.
- Federal OSHA has updated heat exposure documents on their website. I recommend taking a look at those documents when you get a chance to familiarize yourself with them.
- Hurricane season has started in NC on June 1. This year they are predicting a slightly above-normal season, with approximately 18-20 named storms, 9-12 hurricanes and 3-5 major hurricanes. Not all will affect NC, but we need to keep an eye out for them. Hollis and I continue to monitor NCEM for their alerts.
- I attended the online BCPS Global Learning Summit during the first week of May. I agree with the others that it was very beneficial and I learned some interesting information from all the classes I attended.
- I am helping out Morgan with a STAR re-certification in Durham this week (June 28-30) and Carlene in Fuquay on July 26-28.
- I am preparing to teach at the upcoming OSH 105 class in August.
- I am skipping the dad joke of the day in this report because it got too many groans. I will have a better one prepared for the next meeting.

## **Starsky Martin**

- Labor One: New safety improvement and upgrades have been completed! The backup camera is enhanced to have a front view, right side, left side and rear view. Stereo system has been upgraded with Bluetooth connectivity and navigation maps compatibility with an iPhone or Android smart phone. Please reach out to me to schedule a tutorial and drive time to become familiar and acclimated to the new camera and audio systems. The exterior paint dark trim has been refreshed. I will be obtaining a quote to get Labor One's rooftop repainted. Labor One has been detailed and polished professionally. I will be obtaining a quote to get Labor One detailed professionally quarterly. Please remember to scan your Labor One Gas Receipts to your desktop, save on the F-drive and give the original hard copy to Carol. Obtaining duplicate gas receipts is very time consuming and can be avoided if this process is followed. Carol worked an additional 45 minutes to 1 hour to retrieve a duplicate gas receipt from a fuel vendor.

Please let me know if you have questions about this Labor One Gas Receipt Process. Remember email also has been sent to all ETTA.

- State Motor Fleet: Please help keep our state motor fleet clean and request a AutoBell carwash ticket from Christy. More AutoBell carwash tickets are being ordered. Please note, if you have an appointment to service your state vehicle at DOA Motor Fleet Garage, they have a full-time detailer, and you can add to the appointment to have your state vehicle washed. We will be receiving an additional new permanently assigned vehicle, a Ford Explorer or Chevy Traverse soon. I will continue to assist Christy Reed and Carol Wells with our state motor fleet vehicles.
- Ergonomics Committee: Informal ergonomics evaluations increased. Common issues found are staff not knowing how to adjust equipment, lack of equipment or need old equipment removed. There are no outstanding ergonomics evaluations to perform or assign. No meetings are scheduled at this time. The ergonomics committee only meet when necessary and will continue to collaborate through email.
- Grocery SEP Committee: Last meeting held June 7, 2022. External and Internal PPT finalized. FY 2021 Goals met: October 2020 - September 2021: Compliance conducted 21 inspections; Consultative Services conducted 6 surveys; and ETTA conducted 2 training events with 21 people trained. Next meeting TBA.
- Employee Insurance Committee: Last meeting held May 20, 2022. We have one vendor proposal to review for voluntary additional employee insurance benefits to offer employees via payroll deduction. A survey is being constructed by the vendor and will be sent out to employees once approved. Next meeting TBA.
- I will continue to work on special projects, fulfill training assignments to instruct safety and health awareness through in person/virtual classroom 10/30 hours, speaker bureau request and webinars via all platforms: Lifesize, GoToWebinar, Zoom and MS Teams.

## **Joseph Davis**

### **Fall Stand Down: May 2-6**

- 3 events: 2 with Commissioner Dobson and Labor 1.
- Highest attended FSD events.

### **OCSS Trenching & Excavation: June 16-17**

- Paul McCain: Instructor.
- 14 students.
- 3 site visits.

### **Long-Term Care Workshop: June 22**

- New and improved agenda.
- New pre-screening ensured only qualified students attended.

- @LBT and in person.
- 8 students.

### **Jay Cronley**

- New Online Registration Calendar published for both internal and public courses.
- New calendar includes wait list for all courses.
- Newsletter resuming regular publication.
- In the process of determining accuracy and precision of Babbel Spanish training time-tracking.

### **Andy Sterlen**

- We have two 10-Hour classes in Construction coming up in June and July.
- All the 10 and 30-hour classes through the end of the year have been scheduled and posted.
- We are starting back on the Arborist guidelines in the Logging & Arborist SEP committee.
- We are investigating additional training for COSHOs when it comes to Arborist activities.
- Celeste and Andy are working on extending Logging & Arborist outreach through teaching at and attending TCIA Expo.
- Fall Stand Down went well. We taught several webinars and made 3 Labor One appearances.

### **Celeste Hardy**

- Logging SEP has 17 inspections from Compliance and 12 inspections from consultative. ETTA has surpassed our goals for training! One fatality-Arborist.
- CSHOs expressed need to for training in for arborist inspections, i.e., Rigging and climbing the trees for the arborists.  
Andy and I have talked to Marcy about looking for companies that can provide training for us. Andy and I Are working to develop contacts With TCIA , Sherrill Tree who can assist with arborist training. TCIA annual conference in Charlotte scheduled.
- The 10-hour Construction training scheduled for Lake Boone Trail will be 6/28-29. 14 participants attended.
- Like others in ETTA, I will be participating in the 105 training in August with 4 topics.

Closing – Adjourned at **2:36 pm**