

## **District XI Staff Meeting Agenda and Notes**

February 10, 2020

Lake Boone Towers/2nd Floor (conference room) – 10:00 AM to 12:00 PM

**Attendees:** Bruce Miles, Alta Guzman, Cristina Almonte, Doreen Makaya, Kevin Higham, Sri Babu, Jacopo Wiggins, Katie Perry

### **I. Opening Remarks**

- a. SEP & Fat/Cat Updates
- b. Personnel Update – 2 SCO I in the process of filling. KP is on track to be released in the upcoming months, good job KP!
- a. End of the appraisal period, everyone is performing well. Great Job, D-11. Keep up the good work! I will meet with each of you for interim appraisal feedback next week. Things to improve on, Lapse time and SWR citations and IC rate. There was a discussion led by supervisor Miles on ways to improve on the workplan. It was agreed upon that there were inspections that we could approve lapse time and we had to stay focused.
- b. We must make an effort to address all citations that have been returned as undeliverable. FOM chapter was reviewed on the process of when citations are returned undeliverable. It was agreed that the supervisor would have to sign off on the citation package before submitting it to administration.
- c. Make sure you keep your own spread sheet for your inspection stats. O. E. reports are not always accurate. Your final appraisal needs to be accurate.
- d. Use electrical and fall charts when applicable on all citations related to falls and electrical violations.
- e. Use Communication log for all entries/Case File summary log are both the same. There is a committee for paperless O.E. project/Deidre/Alta volunteered.
- f. Office work hours 7 am -9 am to 4 pm -6 pm. I need to know what your office work hours are.
- g. Don't forget to use the CSHO inspection worksheet when submitting case files. (handout)
- h. Attendance Policy- give a 2 day notice when taking leave or when you know you are going to be out of the office. You must take at least a 30 minute lunch break. Your office work hours can't include a 30 minute lunch break at the end of the day. Limit unexcused absences when you're not sick.
- i. Election year – 3 republicans and 1 democratic nominee.
- j. FAME report comes out soon. Abated during the inspection must have documentation how it was abated and picture.
- k. Emergency notification software – you can include your personal cell phones on this software if you want to be notified of state emergencies.

- l. Paperless training by ETTA – download Power Point presentations and bring tablets to class for upcoming classes.
- m. Try to avoid accumulating comp time. Don't carry over and use as soon as practical.
- n. Alta – reviewed paperless information.

## **II. OPEN DISCUSSION**

There were several discussions/questions related to the paperless case files and the time frames.