

District XI Staff Meeting Agenda

April 26, 2021

Lake Boone Towers/2nd Floor (conference room) – 11:00 am – 01:00 pm

In attendance: B. Miles, C. Almonte, K. Perry, J. Wiggins and M. Forrester

I. Opening Remarks

- a. **SEP & Fat/Cat Updates – CFR and current inspections were reviewed and discussed.**
- b. **Personnel Update – 2 HCOs and 2 SCO. In the process of interviewing for vacant positions.**
- c. **End of the appraisal period (06/30/21), very challenging (COVID-19) appraisal period. Supervisor discussed the current status of D-11 work plan/activity and methods to use to proceed to the end of the appraisal period.**
- d. **We must make an effort to address all citations that have been returned as undeliverable. Supervisor Miles discussed managing case files, recommended to select/commit at least one day/week for managing case files.**
- e. **Update 31's and time sheets weekly. Discussed the importance of submitting work hours on time sheets and completing OSH 31 forms.**
- f. **Must manage time when conducting CFR case files. Must continue to meet workplan when also having CFR assignments.**
- g. **SEP construction inspections, must collect all information from 1st, 2nd tiers and general contractor. Recommend developing a questionnaire sheet. A determination of responsibility and citation issuance will be made after all the information has been collected.**
- h. **Managing case Files, updating abatements payment only and closing case files are important.**
- i. **Must make an effort to get CFR case files in as quickly as you can. Must schedule a pre-citation meeting within 45 days from opening for Fat/Cat inspections if not submitted for supervisor review.**
- j. **Assigned computer security training/beacon, stay current.**
- k. **Communication log should not document notes or other other informal information. All information documented on the communication log will have to be made available for contested cases.**
- l. **Review weekly One Shop Stop Updates. One update mention what type of triple zero inspections will need BC/AD approval.**
- m. **COVID Inspections – 6 - month statue of limitation begins when victim tests positive if information is reported or available.**
- n. **Drug Screening – new employees will be drug tested.**
- o. **Fixed asset #s on printers.**
- p. **Vacation – May 24th through May 28, 2021.**

OPEN DISCUSSION

District XI Staff Meeting Agenda

December 15, 2020

Lake Boone Towers/2nd Floor (conference room) – 10:00 AM to 11:30 AM

Attendees: Cristina Almonte and Katie Perry

1. **Opening Remarks** – HAPPY HOLIDAYS!!
2. **SEP & Fat/Cat Updates** – several fatalities were reviewed, status and importance of lapse time emphasized.
3. **Personnel Update** – Down to 2 HCOs and 1 SCO. In the process of interviewing for positions. The status of vacant positions and interviewing process was discussed.
4. **End of the interim appraisal period (12/31/20)**, very challenging (COVID-19) appraisal period. Great Job, D-11. Keep up the good work! Work from home will continue to further notice (phase 3/Governor's plan). Discussed meeting with staff for interim appraisals.
5. **Undeliverable citations** - We need to make an effort to address all citations that have been returned as undeliverable. Information documented in FOM was reviewed.
6. **Weekly time sheets** - Update 31's and time sheets weekly.
7. **CFR case files/construction SEP inspections** - Must manage time when conducting CFR case files/construction SEP inspections can help lapse time during this difficult time with COVID-19 concerns.
8. **SEP construction inspections:** must perform due diligence: collect all information from 1st, 2nd tiers and general contractor, then decide who to open with directed towards establishing violations/citations. Focus inspections/programmed plan/review OPN.
9. **Case files** - Managing case Files, updating abatements payment only case files in a timely manner important. I am going to assign case files from ex-employees to be monitored and updated/closed. Reviewed running open case file reports.
10. **Lapse time** - Discussed lapse time particularly CFR case files. Must make an effort to get CFR case files in as quickly as you can. Must schedule a pre-citation meeting within 45 days from opening for Fat/Cat inspections if not submitted for review.

11. **Assigned computer security training** - Keep up with assigned computer security training/beacon.
12. **Accident report forms** - Reviewed accident report forms. Field 7 and 23 accident form (fatality not catastrophe/hospitalization). Event tab must also be completed.
13. **OPEN DISCUSSION**
Open discussion concerning workplan and how difficult it has been to follow work plan during the COVID 19 ERA.