

District XI Staff Meeting Agenda and Notes

February 8, 2022

Lake Boone Towers/2nd Floor (conference room) – 10:00 am – 12:00 pm

Attendees: Bruce Miles, Merville Forrester and Katie Perry

***Budget- state budget signed by Governor Cooper: 5% raise, 2.5% this year and next year. Also includes \$1,500 bonus for salaries under \$75k and \$1,000 over \$75k. Make sure you received in your December paycheck**

- I. Opening Remarks**
 - a. SEP & Fat/Cat Updates**
 - b. Personnel Update – 1 SCO II and 1 SCO 1**
 - c. PTS approval and collecting EIN/TIN, employers required to fill out W-9 tax form or provide SS# beginning 1/1/22.**
 - d. Photos in O.E. include only what's needed or referenced in case file, Appendices coding/labeling, other documents.**
 - e. Citing temp agencies/fatalities, host, citations.**
 - f. Report work related injuries/illnesses to supervisor before receiving medical treatment**
 - g. Managing Case Files/undeliverable citations/abatements – reviewed ways to improve managing casefiles and time.**
 - h. Medical records-don't include but label appendices ref location. CFR disc should be accessible for CFR case files.**
 - i. Update 31's and time sheets weekly.**
 - j. Managing case Files, updating abatements payment only and closing case files are important.**
 - k. Must try 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.**
 - l. Assigned computer security training/beacon, stay current. Must keep up to date**
 - m. Review weekly One Shop Stop Updates. Make a habit in reviewing OSH updates, good information is included.**

OPEN DISCUSSION

District XI Staff Meeting Agenda and Notes

December 2021

Have a Great and Blessed Holiday Season!

Lake Boone Towers/2nd Floor (conference room) – 10:00 am – 12:00 pm

Attendees: Bruce Miles, Merville Forrester and Katie Perry

***Budget- state budget signed by Governor Cooper: 5% raise, 2.5% this year and next year. Also includes \$1,500 bonus for salaries under \$75k and \$1,000 over \$75k.**

I. Opening Remarks

- a. **SEP & Fat/Cat Updates – review all current inspections and CFR case files.**
- b. **Personnel Update – 1 SCO II and 1 SCO 1**
- c. **Lifeseize Meetings – will be used for district meetings**
- d. **Interim appraisal period ends (12/31/21) – keep up the good work!**
- e. **Managing Case Files/undeliverable citations/abateements – reviewed ways to improve managing casefiles and time.**
- f. **Update 31's and time sheets weekly.**
- g. **Must manage time when conducting CFR case files. Must continue to meet workplan when also having CFR assignments.**
- h. **Routing case files to AG's office include all information, incompliance goes to BC first, inspections with citations AGS office.**
- i. **All employee training, 11/2/21, virtual - canceled**
- j. **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.**
- k. **Managing case Files, updating abateements payment only and closing case files are important.**
- l. **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.**
- m. **Assigned computer security training/beacon, stay current. Must keep up to date**
- n. **Review weekly One Shop Stop Updates. Make a habit in reviewing OSH updates, good information is included.**
- o. **Some triple zero inspections will need BC approval. Discussed what information is needed and what triple zero inspections need BC approval.**

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