

## **District Meeting Minutes**

### **District VI**

**October 26, 2020**

The district meeting was held *via* Lifesize with employees working remotely and within the office.

#### **Discussion Items:**

- Nancy requested unavailability dates for January
- There has been a request for a review of several complaints – Nancy was unsure of the reason for the review
- Nancy explained the issues associated with attempting to cite a limited liability company (LLC) that does not have “employees” vs. members of the LLC. LLCs cannot be cited if there are no employees. CSHOs were encouraged to conduct thorough interviews to determine the number of employees (payroll, bookkeeping, vice president, etc.) If the LLC has these personnel in place then citations can be issued. If the LLC doesn’t have these personnel, we can’t open an inspection
- CSHOs were reminded to make sure there are no underage employees, specifically seasonal employees using hazardous equipment. Add a question to your opening conference to cover underage employees.
- Clarify as much as possible during the opening conference regarding temporary employees – how many, what agency, job description, exposures (remember this during sampling)
- CSHOs were reminded that they do NOT have the authority to release or provide copies of a case file, whole or in part, regardless of who asks. This is the responsibility of the Planning, Statistics and Information Management (PSIM) Bureau.