

MEETING NOTES			
Meeting Description: District 9 Meeting			
Date: 4/28/2022, 2:00 PM			
#	District 9 Team Members	#	Members that Participated in the Meeting:
1	Neesia Hill (Supervisor)		*
2	Chris Jasion (SCO II)		*
3	Sheldon Joseph (SCO I)		
4	Wesley Herron (SCO I)		
5	Deane Mills (SCO I)		*
6	Frank Castillo (SCO I- IT)		*
7	Scott Justice (HCO II-OEDM)		*
8	Tyler Bobo (HCO I- IT)		
9			
10			
1	Welcome:		
2	District STATS: 7-1-21 to 4-25-22 151 total inspections: 77 comprehensive planned and 74 partial in scope. 431 total citations issued (39.2% non-serious, 58.2% serious, 2.6% repeat) Make sure to stay on top of your individual workplan goals.		
3	District Staffing: 1 vacancy for health and 1 vacancy for safety		
4	Administrative Subpoena for Tax information- Application found on One Stop under forms, make sure to also complete the check list. The process for the subpoena is found within the FOM Chapter 3.		
5	Criminal Investigation Reports- All Are Not Public Records All law enforcement investigative files are not considered to be public records under the NC Public Records Act pursuant to NC Gen. Stat 132-1.4.		
6	Witness Statements: Chapter 3 FOM		
7	Section E. of the Narrative/ Lapse Time		
8	Lock out/Tag out discussion- Always refer to the LOTO CPL.		
9	Lennar Carolinas, LLC discussion- 318137510- General Contractor Citations- Evidence needed to support		

10	Run your Open Inspection Report Weekly- To keep track of your inspections and abatements.
11	SEP meeting attendance/ discussion- Thank you all for attending and participating in the SEP meetings. SEP chair/ members update
12	Prior to the end of the evaluation period- citations issuance.
13	Group fatality/accident discussions- Unusual Situations?
14	Question and Answer- Around the room. Any concerns?
	Calendar of Events