

## 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	<b>Welcome:</b>		
2	<b>District STATS: 7-1-21 to 4-25-22</b> 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	<b>District Staffing:</b> 1 vacancy for health and 1 vacancy for safety		
4	<b>Administrative Subpoena for Tax information-</b> 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	<b>Criminal Investigation Reports- All Are Not Public Records</b> All law enforcement investigative files are <b>not</b> considered to be public records under the NC Public Records Act pursuant to NC Gen. Stat 132-1.4.		
6	<b>Witness Statements: Chapter 3 FOM</b>		
7	<b>Section E. of the Narrative/ Lapse Time</b>		
8	<b>Lock out/Tag out discussion- Always refer to the LOTO CPL.</b>		
9	<b>Lennar Carolinas, LLC discussion- 318137510-</b> General Contractor Citations- Evidence needed to support		

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