

ETTA Supervisor Meeting

Date: June 1, 2021; 1:00 pm – 3:05 pm

In Attendance: Marcy Collyer, LaMont Smith, Hollis Yelverton, Wanda Lagoe (Scribe)

Agenda:

Reopening Plans

Work Schedule Policy

Orientation List

Separation list

Teleworkers Home visits – annual

Around the Room

BC Comments:

- Verified that all employees were aware of the reopening plans and the changes to the Work Schedule Policy. No concerns were brought up by employees to the supervisors.
- Went over the Orientation and Separation Lists. Will remove the duplications that are on the NCDOL forms.
- Reminded LaMont to conduct the annual teleworker home visits.

Recognition Program:

- SSTM/OSTM courses went well last month. Will be sending an email out regarding OSTM assistance.
- Meredith has finished most of the scheduling for the banquets. Having to follow up with a couple non-responsive co-sponsors. Co-sponsors have mentioned the challenges of finding venues this time of the year.
- Star consultants continue to do both on-site and virtual site visits.
- Carolina Star Conference will likely be a hybrid (virtual and in-person) conference.
- Working with Deidre and Jackie on OE; consultants loading reports on test server. Hopes to be up and running by July.

Standards:

- Jacopo starts mid-June.
- James moved to Doc's old office.

Training:

- New training studio on hold – waiting on Lifesize.
- Will be getting rid of webinars once Studio up and running.
- Working on Captivate modules. Have regular meetings with the trainers to cover items learned while using the software.
- Going through the PPTs and getting them updated.
- Construction Forum went fine. Would have been better if the studio was up and running.
- Will need state vehicles soon. Will check with Betty on the process on getting more gradually especially with the Safety Award Season starting up in July.