

## **ETTA Supervisor Meeting**

**Date:** 11/27/2023

**Time:** 10 am – 11:50 am

**In Attendance:** Marcy Collyer, LaMont Smith, Hollis Yelverton, Wanda Lagoe

In Summary:

### **Wanda**

- NCVIP – Starting up soon. No need to do as much detail as in the past. Still provide good feedback especially for Does Not Meets and Exceeds.
- Ensure staff and yourselves complete the Preventing Sexual Harassment training by the due dates.
- Ensure adequate coverage for Christmas in each section.
- ETTA Christmas party and cutthroat to start at 10 on December 15. Will stay at \$10 for cutthroat and Secret Santa.
- Commissioner's open house is December 13 and the ORB Christmas luncheon is December 18.
- Does anyone else need a new monitor for the office? Please check with staff as

### **LaMont**

- Will have Christmas coverage – Kiley plans to be in the office.
- All staff are doing fine. Work as usual. Chris fitting in well.

### **Marcy**

- Working on internal training schedules. Going to be busy after the first of the year.
- We are now able to increase our alliances to 5 years where applicable. Lamar will be the first to do so.
- Labor One is getting older and needs more maintenance. Running numbers to see how many events are done annually along with the cost of maintenance. Do we need to consider retiring L1 and/or get a new one?
- Two trainer positions are being posted this week.
- Will have Christmas coverage – Elma plans to be in the office.

### **Hollis**

- Joseph started today in Standards.
- Will have Christmas coverage; Japonica, Alta and Jacopo will cover their phone shifts.  
Hollis will be bureau POC.