



**STATE OF NORTH CAROLINA
OFFICE OF ADMINISTRATIVE HEARINGS**

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**Status Report
to the
Joint Legislative Oversight Committee on General Government**

**Re: Merger of the Human Relations Commission within the Civil Rights Division
in the North Carolina Office of Administrative Hearings**

September 29, 2017

I. Background

In 2017, the General Assembly approved a Type I transfer of the Human Relations Commission (HRC) from the North Carolina Department of Administration (DOA) to the Civil Rights Division (CRD) within the North Carolina Office of Administrative Hearings (OAH) effective July 1, 2017. The General Assembly appropriated \$50,000 to the OAH to renovate space within its existing office to accommodate the transfer of the HRC.

This report provides the status of:

- The building renovations;
- The transfer of HRC funding and positions to the OAH; and
- The merger of HRC within the CRD.

II. Status of Building Renovations

The HRC consists of seven (7) full-time staffed positions that require office space, furniture, and office equipment (printers, copiers, telephones, etc.) The HRC staff's computers and a projector will be transferred from DOA to OAH; however, no additional furniture or office equipment will be transferred. In addition to the seven (7) HRC positions, the General Assembly appropriated funds in the FY 2017-18 CRD budget for one (1) additional Civil Rights Investigator position effective January 1, 2018. As the OAH building is currently configured, there are not sufficient offices to accommodate eight (8) additional staff.

Administration
919/431-3000
fax: 919/431-3100

Rules Division
919/431-3000
fax: 919/431-3104

Judges and
Assistants
919/431-3000
fax: 919/431-3100

Clerk's Office
919/431-3000
fax: 919/431-3100

Rules Review
Commission
919/431-3000
fax: 919/431-3104

Civil Rights
Division
919/431-3036
fax: 919/431-3103

Upon notification of the legislative approval of the transfer of the HRC to OAH, staff worked diligently with the building owner to develop a building renovation plan to create eight (8) additional office spaces. Judge Julian Mann, the Director and Chief Administrative Law Judge of OAH, approved the building renovation plan on August 18, 2017, and architectural drawings of the proposed renovations on August 30, 2017. Because the building is occupied, construction will be done on weekends and electrical and HVAC during the week. It is anticipated construction will commence on October 14, 2017 and be completed over four to five weekends. (See attached NC Office of Administrative Hearings Building Renovation Flowchart, and architectural drawings of the proposed building renovations.)

III. Status of Transfer of HRC Funds and Positions to CRD

The HRC budget has been certified in OAH's budget in July certified reports. Funds and Centers have been set up in the North Carolina Accounting System (NCAS) to record the expenses and revenues for the HRC within OAH.

In August, the HRC's positions and employees were transferred from DOA to OAH in the Office of the State Controller (OSC) Integrated HR/Payroll System.

As of September, all HRC expenses except Department of Information Technology (DIT) bills (telephone, email, calendaring, PC service charges) are being paid from OAH's budget. Once the building renovations are completed and the employees are physically relocated to OAH, OSC will move the balances from DOA to OAH.

DOA officials have informally agreed to continue housing the HRC staff until the renovations are completed at OAH and the employees are relocated.

IV. Status of HRC Merger within the CRD

There are several areas of focus regarding the transition of the HRC within the CRD. Some areas have been completed while others remain in various stages of development.

Following is a status report of items currently being addressed by CRD Director Lamont Goins:

Administrative

Tasks Completed

- Updated OAH and DOA websites informing the public of the transfer of the HRC to OAH, and provided a link between the corresponding websites;

- Coordinating, managing and supervising work activities of HRC and CRD by spending time in both locations to review work, approve decisions in cases and authorize payments to vendors;
- Updated OAH email system to include HRC on internal communications;
- Developed transitional letterhead for use by HRC;
- Established protocol for HRC staff to request OAH state vehicle;
- The HRC has been incorporated within the CRD organizational structure and chart (See attached CRD Organizational Chart);
- Established protocol for subpoena document sign-off;
- Completed the annual audit with Housing & Urban Development (HUD) and met with HUD officials during the audit;
- Verified reconciliation report with HUD;
- Obtained access authorization for HEMS (HUD's Housing Enforcement Management System);
- Obtained copy of HUD contract.

Tasks Ongoing

- Renovation of the OAH building and physical relocation of the HRC staff to OAH;
- Learning and evaluating the core functions of the HRC;
- Learning the operations of housing enforcement under HUD and the contract provisions;
- Learning the HUD Housing Enforcement Management System (HEMS);
- Assessing HRC case production and performance;
- Reviewing and evaluating existing HRC policies, practices and procedures;
- Assessing housing and employment protocols within the new division for future changes and integration;
- Reevaluating intake function within the division;
- Planning for future reorganization of the division.

Personnel

Tasks Completed

- Completed transfer of HRC staff from DOA to OAH in OSC Integrated HR/Payroll System;
- Held a Meet & Greet Event at OAH with HRC, CRD & other OAH staff;
- Agency Director and Deputy Director met with HRC staff at DOA to welcome them to the OAH Family;
- Reviewed and approved staff work schedules;
- Monitoring and approving staff time in OSC Integrated HR/Payroll System;
- Established and approved goals for performance management;
- Established procedure for staff requesting leave.

Tasks Ongoing

- Resolving time issues for staff in OSC Integrated HR/Payroll System;
- Rewriting HRC Investigator position description for reclassification;
- Reclassification of HRC Intake position.

HRC Board of Commissioners

Tasks Completed

- Obtained updated list of HRC Board members;
- Met with DOA officials regarding current membership of HRC Board of Commissioners;
- Notified local Human Relations Commissions of the merger of HRC with CRD;
- Established communication with the Office of Boards & Commissions.

Tasks Ongoing

- Reestablish communication with the HRC Board of Commissioners;
- Coordinate ethics training for HRC Board of Commissioners;
- Develop a Power Point presentation for new Board members;
- Plan and convene meeting of the HRC Board of Commissioners at OAH.

V. Conclusion

Barring any unforeseen problems or other issues of concern during the OAH building renovation, it is anticipated the physical relocation of HRC staff to OAH will take place in November 2017. Once this is done, all phases of the Type I transfer will be complete.

This status report to the Joint Legislative Oversight Committee on General Government will be updated when all matters have been finalized. Should there be any questions or concerns in the interim, please do not hesitate to contact Chief Administrative Law Judge Julian Mann at 919-431-3019 or julian.mann@oah.nc.gov or Linda T. Worth, Deputy Director, at 919-431-3047 or linda.worth@oah.nc.gov

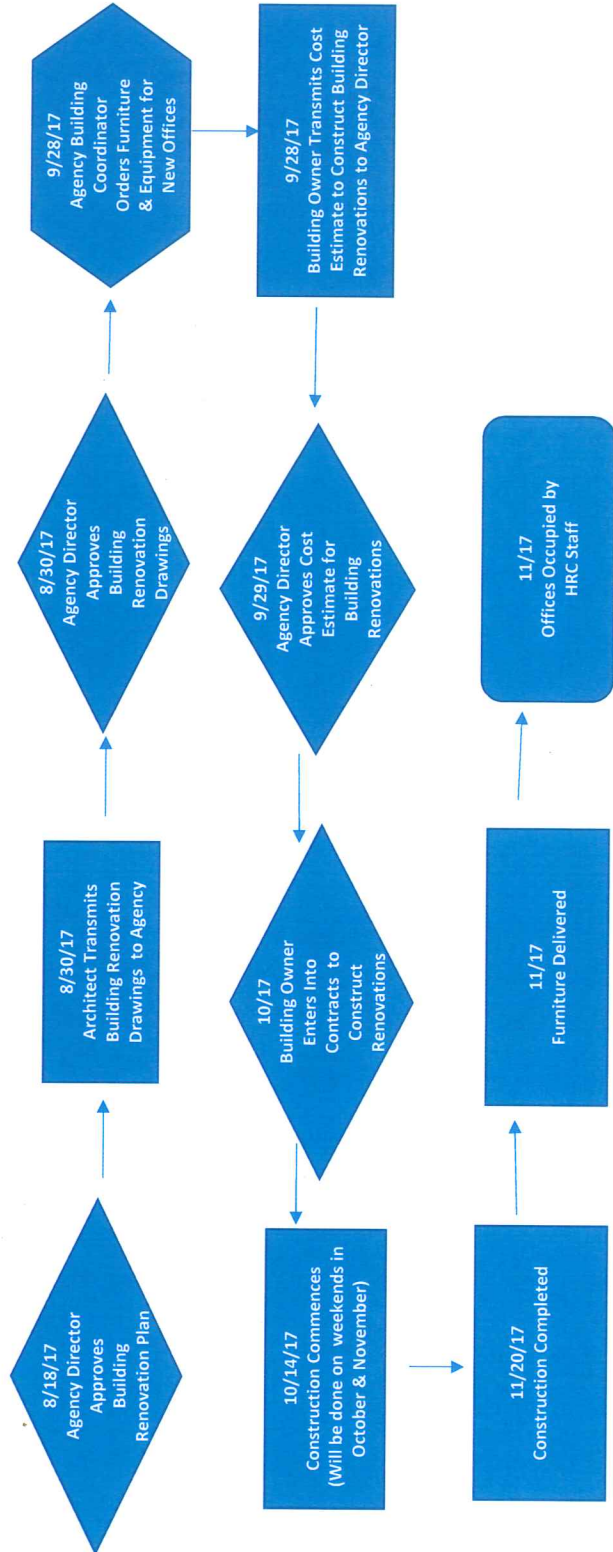
Attachments:

- 1) NC Office of Administrative Hearings Building Renovation Flowchart
- 2) NC Office of Administrative Hearings Architectural Drawings of Proposed Renovations
- 3) Civil Rights Division Organizational Chart

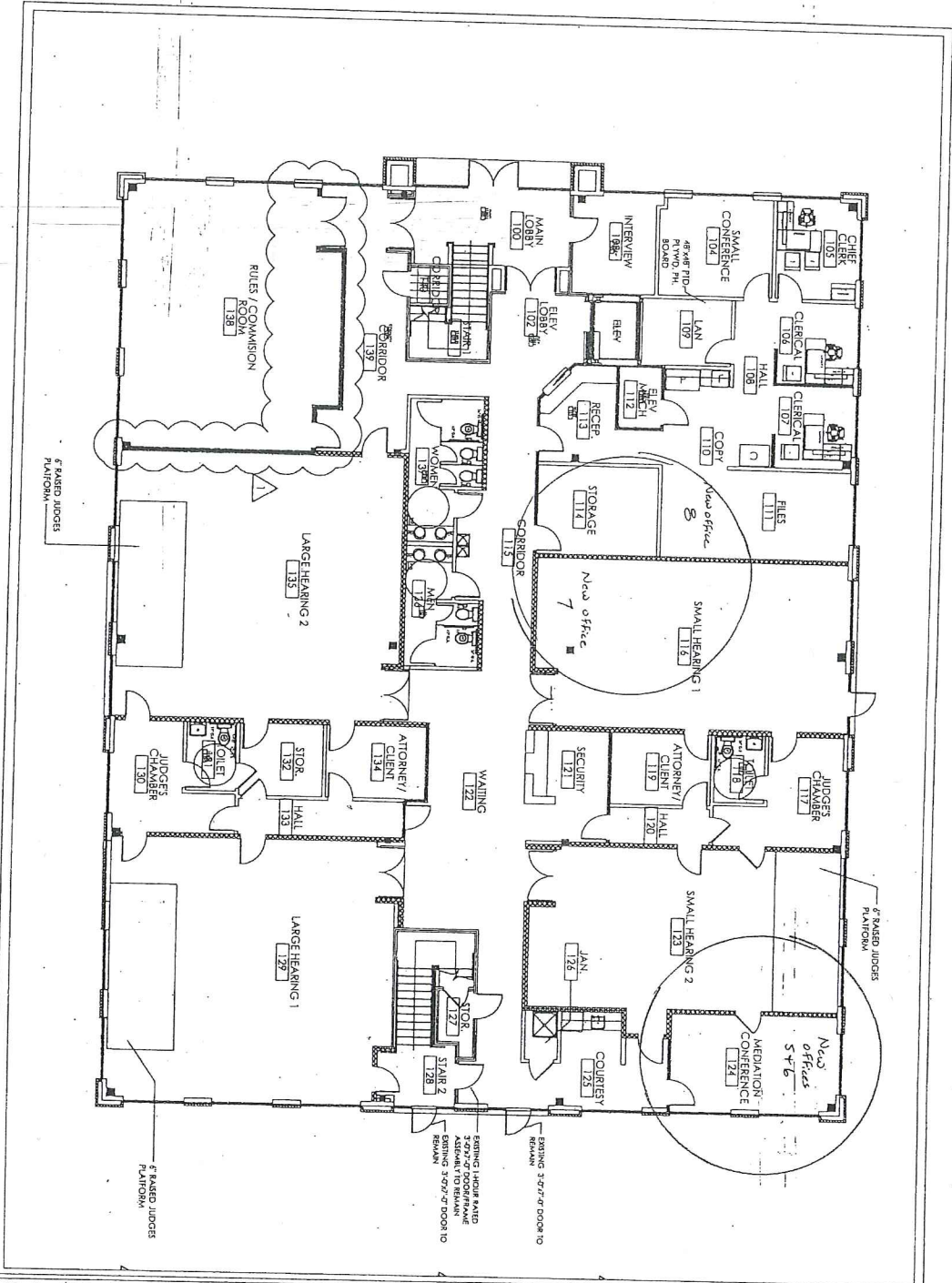
NC OFFICE OF ADMINISTRATIVE HEARINGS

BUILDING RENOVATION FLOWCHART

**NC OFFICE OF ADMINISTRATIVE HEARINGS
BUILDING RENOVATION FLOWCHART**



N C OFFICE OF ADMINISTRATIVE HEARINGS
ARCHITECTURAL DRAWINGS
OF
PROPOSED BUILDING RENOVATIONS



Price Modern Carolina
 3000 Perimeter Park Dr.
 Morrisville, NC 27560
 Phone: (919) 325-0002
 Fax: (919) 829-0103

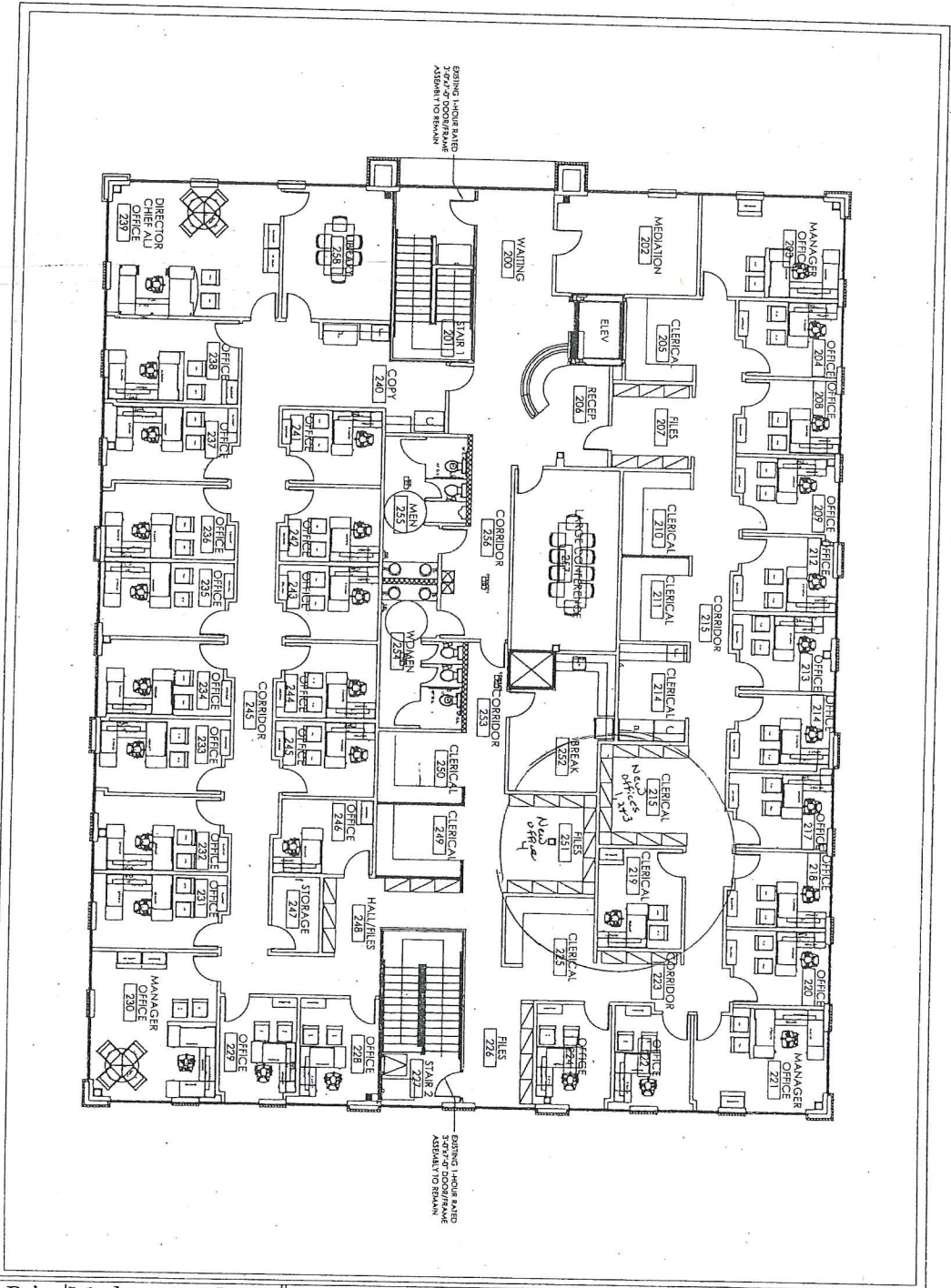


Customer Name: Office of Admin Hearings
 Project Name: 1st Floor
 Project Number:

Revisions

Price Modern of Carolina does not warrant the accuracy of any dimensions and shall remain responsible for making all conditions and field dimensions. This drawing is the property of Price Modern of Carolina. Unauthorized duplication or use of these drawings is prohibited.

Scale: 3/32" = 1'-0"
 Date: 2-2-08
 Designer: MV
 Sales Rep: CP
 Project Manager: LL
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Price Modern Carolina
 3000 Perimeter Park Dr.
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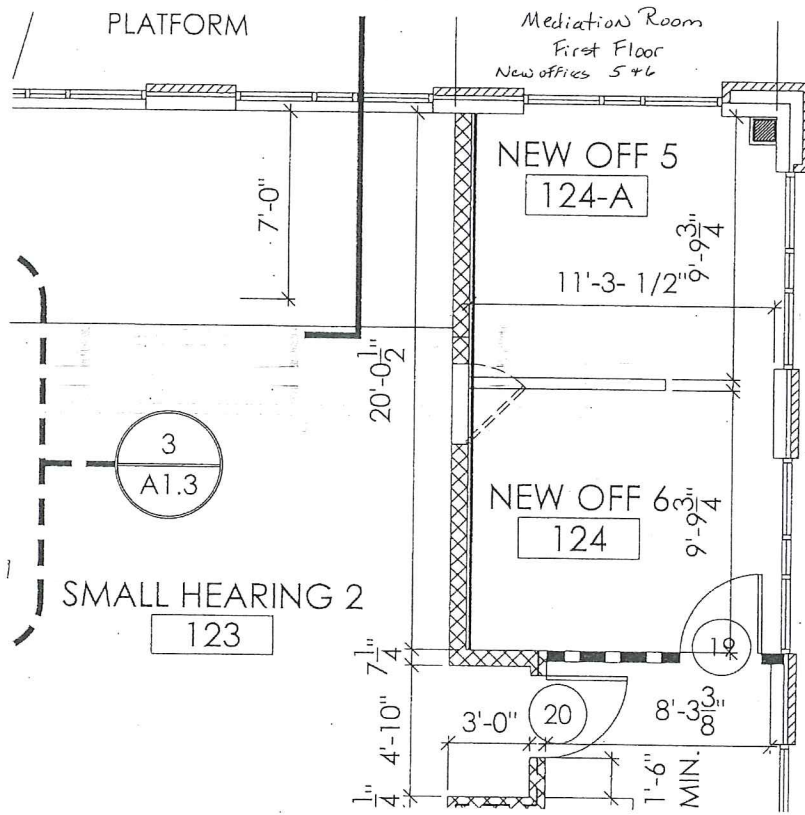
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 Project Name: 2nd Floor
 Project Number:

Revisions

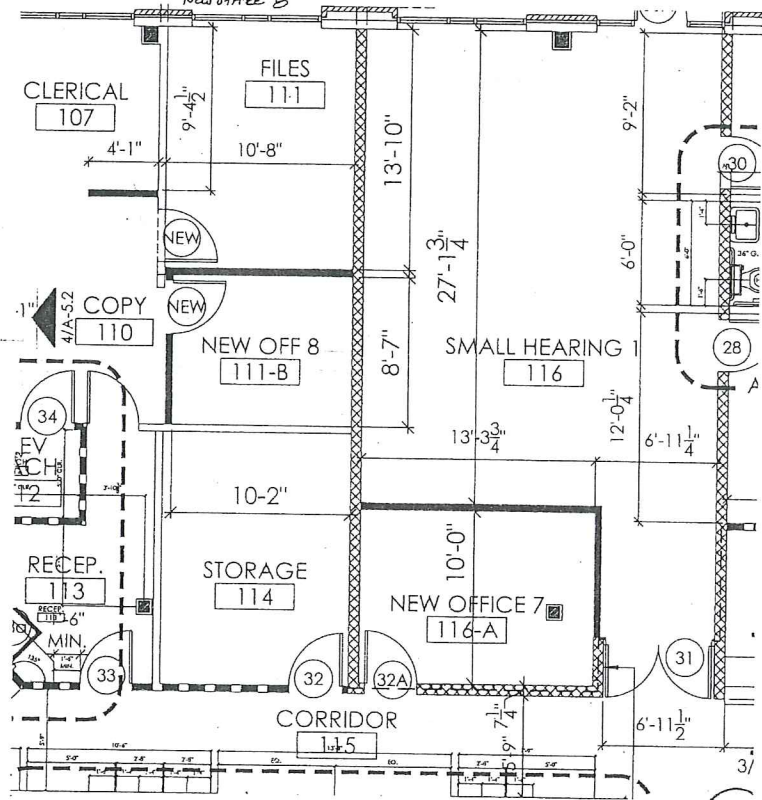
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 Date: 4-2-08
 Designer: MV
 Sales Rep: CP
 Project Manager: LL
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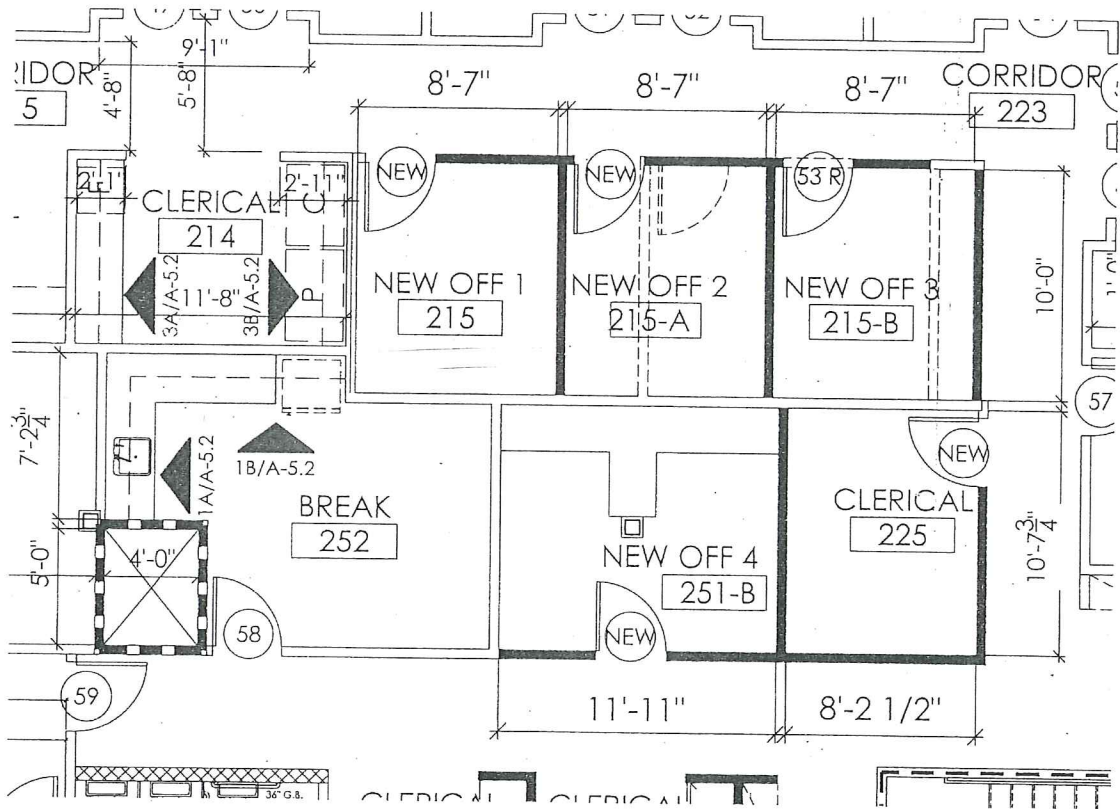




Clerk's Office
 First Floor
 New office B



Small Hearing 1
 New office 7



2nd Floor
 New Offices 1, 2, 3 + 4

CIVIL RIGHTS DIVISION
ORGANIZATIONAL CHART

CIVIL RIGHTS DIVISION

