

MEMORANDUM

TO: Members of Bi-State Drug and Alcohol Testing Consortium

FROM: Chelsey Waterman, Consortium Coordinator

DATE: February 12, 2009

RE: Notice of 2009 Annual Meeting

The annual meeting of the Bi-State Drug and Alcohol Testing Consortium has been scheduled for **Monday, February 23, 2008 at 1:30 p.m.** in the Third Floor Rock Island County Conference Room, 1504 Third Avenue, Rock Island, Illinois.

Tentative agenda for the first half of the meeting includes a summary report of the 2008 random testing program and an opportunity for Consortium members to discuss testing questions or concerns with Tara Thirtyacre, Area Assistant Administrator of Concentra Medical Centers. During the second half of the meeting, Consortium members will be asked to develop a subcommittee to begin the formal procurement process for the 2010 testing contract. As noted in the past, Department of Transportation regulations require a formal procurement process after an initial three-year testing contract and two one-year contract extensions with the same vendor. The 2009 contract was assigned to Concentra and would have been the final, one-year extension with Trinity Work Fitness.

The random test sample for the Consortium remains the same for 2009 at 50% for drug tests and 10% for breath alcohol tests. Beginning in 2009, Consortium members with employees who fall under Federal Transit Administration (FTA) regulations may join a separate FTA testing pool within the Consortium. These employees are then testing at the 25% FTA testing rate for drug tests and 10% for breath alcohol tests. It is common practice for the Consortium to test at 5% above the required rate in both testing pools to assure that we have enough completed tests to meet the minimum requirements.

If you have questions or any other matters that you would like to add to the agenda, please let me know. If you plan to attend, please RSVP to Bi-State's receptionist at (309) 793-6300 by **Friday, February 20, 2008.** You may also RSVP or direct questions to me by e-mail at cwaterman@bistateonline.org.