

**MINUTES OF THE
BI-STATE DRUG AND ALCOHOL TESTING CONSORTIUM**

Tuesday, February 23, 2010
Third Floor Conference Room 320
Rock Island County Office Building
1504 Third Avenue
Rock Island, Illinois

MEMBERS PRESENT:

LuAnn Baetke	North Scott Schools
Rachel Beers	Project NOW Head Start
Leticia Cruz	Project NOW Head Start
Kas Kelly	Muscatine County
Jill Niebuhr	Scott County
Jim Smith	Galva CUSD #224
Brian Stombaugh	Silvis Schools
Kim Walker	Henry County Public Transportation
Randy Zobrist	River Bend Transit

OTHERS PRESENT:

Michelle Hostens	Genesis Occupational Health
Deni McCarter	Genesis Occupational Health
Chelsey Waterman	Bi-State Regional Commission

1. Round Table Introductions. Chelsey Waterman opened the meeting with introductions.
2. Testing Program Updates. Ms. Waterman noted that U.S. Department of Transportation (DOT) testing rates had not changed for the 2010 Calendar Year. Urine drug testing rates remain at 50% for Federal Motor Carrier Safety Administration (FMCSA) and at 25% for Federal Transit Administration (FTA). Both pools must continue to conduct breath alcohol tests at a rate of 10%. Ms. Waterman noted that the DOT had recently implemented a mandatory direct observation requirement for return to duty tests. Effective August 31, 2009, DOT-covered employees who have failed or refused a urine drug test will be required to take follow-up and return to duty tests under direct observation. Michelle Hostens of Genesis Occupational Health noted that all employees are made aware of this requirement when tested.
3. Staff Report of 2009 Random Testing Program. Ms. Waterman presented attendees with a report of Concentra and Genesis tests completed during the 2009 Calendar Year, as well as the average number of employees for both testing pools. Both the FMCSA and FTA pools met their urine drug (50% and 25%) and breath alcohol (10%) testing rate requirements. Ms. Waterman noted that because the October 2009 transition to Genesis Occupational Health came shortly before the end of the year, testing rates were unusually high for 2009. In the future, annual tests are not expected to be more than 5% above the required testing rate. Ms. Waterman noted that in the

past the Consortium generally tests 5% above the required testing rate to ensure compliance with USDOT regulations.

4. Question and Comments Regarding Genesis Service. Ms. Waterman invited Consortium members to provide comments and ask questions regarding the testing services by Genesis Occupational Health. Ms. Waterman presented a question that had been asked by several members via email, asking whether or not Genesis could display only the last four digits of employees' social security numbers on correspondences. Ms. Hostens noted that the first five digits have been masked on selection notifications, and that she would follow-up with staff to see if it is possible to use another identifier on the testing form provided to supervisors and employees.

One Consortium member commented that four of his twelve employees had been randomly selected in February, and when an alternate was requested it came from his employee pool. Ms. Deni McCarter and Ms. Hostens explained that although the probability is low, the random selection process and the alternate selection process are random and can come from any employer within the pool. A list of potential alternate selections are drawn randomly on the same date that monthly random selections are drawn, and if multiple employers have alternate requests the probability of getting an alternate from within your testing pool increases. Ms. Hostens clarified that the alternate could have been the result of multiple employers requesting alternates in one month, and was not necessarily the result of his request

It was also noted that several of employers encountered long wait times when sending employees to collection sites. Ms. McCarter explained that, on average, wait times are much lower and walk-in visits will continue to be acceptable. Ms. McCarter stated that it may be possible to fax collection site forms noting when an employee left to his or her supervisor upon request.

Several Consortium members discussed the proper procedure for handling random selections for school bus drivers during summer months. In the past, many school districts have held these selections until school resumes in August. Ms. McCarter and Ms. Hostens recommended that school districts remove employees who are not working during summer months from their testing pool. Employers are not required to conduct return to duty testing on these employees unless they have been removed from the pool for 90 days or more. Consortium members noted that some drivers are on-call during summer months and it would be challenging to establish who will and will not be driving. Ms. McCarter explained that Genesis staff will contact other clients and testing programs to determine a list of best practices in this situation.

5. Other business. Ms. Waterman asked Consortium members for input on future meeting dates. In the past, the group has held annual meetings when contract changes are not being discussed. Mr. Stombaugh recommended that the Consortium meet again prior to the end of the calendar year. Ms. Waterman noted that the next meeting would likely be scheduled in August 2010.
6. Adjournment. The meeting adjourned at approximately 10:53 a.m.