

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

Tuesday, October 22, 2013  
Third Floor Conference Room 320  
Rock Island County Office Building  
1504 Third Avenue  
Rock Island, Illinois

MEMBERS PRESENT:

Kas Kelly	Muscatine County
Stephanie Romagnoli	City of Muscatine
Evelyn Gay	East Moline SD 37
Kim Walker	Henry County Public Transportation
Nikki Soto	River Bend Transit
Michelle Javornik	City of Bettendorf
Mark Garrow	City of Bettendorf

OTHERS PRESENT:

Felicia Cruz	Project Now HEAD Start
Kris Bedard	Project NOW RIM Rural Transit
Michelle Hostens	Genesis Occupational Health
Peggi Merchie	Bi-State Regional Commission

1. Round Table Introductions. Ms. Merchie opened the meeting with introductions.
2. Discussion about Preparing New Request For Proposal. Ms. Merchie opened the discussion, stating that we were in our first extension with Genesis, and our Contract would end in September of 2014. All members were in agreement and asked if they could electronically see the RFP before it went out to Vendors. They're also discussion about should we take the lowest bid or not. I said it depended on the majority of the consortium, if the RFP meets all the requirements needed and is the lowest price, that would be great. If however the lowest price that comes back does not have all the qualifications the consortium needs, they will not be picked.
3. Questions Regarding Genesis Services. Ms. Merchie asked how everyone was getting along with Genesis Service, most people reported back they were happy with the service. It was brought up about having different draw times available for employees. Michelle Hostens, with Genesis, said that they do have an after hours Pager number anyone can call, to get their employee's in for testing at different times, than the normal 8 to 5 shift time.
4. Discussion about Monitoring of Collection Sites. Ms. Merchie has offered that each government or municipality should have someone from their workforce monitor their draws for their workers. Therefore letting everyone involved know that the draws were being done correctly.

a. Ms Merchie reported that there were no new updates from the FTA website. Ms. Merchie had asked everyone present if they could make sure to get in any changes on Contact information for the Drug & Alcohol Consortium representative.

5. Other Business. Ms. Gay started a discussion about employec's having TB immunization shots be part of the Drug & Alcohol Consortium. Since the FTA does not make that mandatory, the consortium decided against it, and will not be part of the new contract either.

Ms. Hostens from Genesis handed out flyers about upcoming Training for Supervisors, that will be held in town in Sept, Nov., Feb. and April 2014.

Ms.Javorick, from Bettendorf had requested a listing of Collection Sites, which I will send to her.

Ms. Kelly asked about a chair. The position has not been filled, and can be part of the next agenda.

6. Adjournment. The meeting adjourned at approximately 11:10 a.m.

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

Thursday, May 9, 2013  
Bi-State Conference Room  
Rock Island County Office Building  
1504 Third Avenue  
Rock Island, Illinois

MEMBERS PRESENT:

Kristy Korpi	City of Muscatine/MuscaBus
Travis Spivey	Galva CUSD #224
Jim Grafton	City of Silvis
LuAnn Baetke	North Scott Schools
Randy Zobrist	River Bend Transit

OTHERS PRESENT:

Michelle Hostens	Genesis Occupational Health
Peggi Merchie	Bi-State Regional Commission

1. Round Table Introductions. Ms. Merchie opened the meeting with introductions.
2. Staff Report on 2012 Testing Program Rates. Ms. Merchie provided committee members with a 2012 Testing Audit. Both testing pools met their mandatory testing rates for the 2012 Calendar Year. The Federal Motor Carrier Safety Administration (FMCSA) pool had an average of 762 employees, and needed 381 urine drug tests and 76 breath alcohol tests. The actual testing rate was 384 for urine drug (50.39%) and 85 for breath alcohol (11.15%). The Federal Transit Administration Pool had an average of 175.75 employees, and needed 44 urine drug tests and 18 breath alcohol tests. The FTA pool completed 48 urine drug tests (27%) and 25 breath alcohol tests (14%) during 2012. A copy of the testing audit is attached for reference.
3. Discussion of 2011 Testing Program Rates. Ms. Merchie noted that in past years, random tests have been drawn at a rate of 5% above the actual USDOT requirements. Recently, and particularly in the FTA pool, it does not appear the full 5% is needed to meet the Consortium's annual requirements. Ms. Merchie proposed that the Consortium test at a rate that is closer to the actual requirements (50%/10% for FMCSA and 25%/10% for FTA), and increase mid-year if needed. This will reduce the number of excess tests being completed. The Consortium Members that were present concurred.
4. Question and Comments Regarding Genesis Service. Ms. Merchie invited Consortium members to provide comments and ask questions regarding testing services since the last meeting.

It was noted that the turnaround for monthly employee roster updates has improved, and allows the random selections to be sent to Consortium Members more quickly. Ms. Hostens explained that during previous Consortium meetings, the issue of school bus

drivers during summer months had been discussed. As a result of the meeting, it was recommended that school districts remove all drivers who will not be driving during summer months and are not on-call for emergency events.

Consortium members discussed the thresholds for FMCSA post-accident testing requirements, including a disabled vehicle, fatality, and injury that requires individuals be transported from the scene. In some cases, the employer may have another policy in addition to federal requirements. For example, drivers may be required to conduct a post-accident test in all cases, not only those that meet US DOT requirements. Ms. Merchic recommended the employer outline what procedures are employer-specific, and not DOT-required, in the agency's Drug and Alcohol Program Policy.

The possibility of Bi-State providing future trainings, either separate or in conjunction with Consortium meetings was discussed. Ms. Hostens referenced the Drug and Alcohol Testing Industry Administration (DATIA), an agency that holds conferences and webinars throughout the year.

5. Other Business.

6. Adjournment. The meeting adjourned at approximately 10:45 a.m.

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

Thursday, June 6, 2012  
Bi-State Conference Room  
Rock Island County Office Building  
1504 Third Avenue  
Rock Island, Illinois

MEMBERS PRESENT:

Travis Spivey	Galva CUSD #224
Jim Grafton	City of Silvis
LuAnn Baetke	North Scott Schools
Randy Zobrist	River Bend Transit

OTHERS PRESENT:

Michelle Hostens	Genesis Occupational Health
Peggi Merchie	Bi-State Regional Commission

1. Round Table Introductions. Ms. Merchie opened the meeting with introductions.
2. Staff Report on 2011 Testing Program Rates. Ms. Merchie provided committee members with a 2011 Testing Audit. Both testing pools met their mandatory testing rates for the 2011 Calendar Year. The Federal Motor Carrier Safety Administration (FMCSA) pool had an average of 771 employees, and needed 385 urine drug tests and 77 breath alcohol tests. The actual testing rate was 379 for urine drug (49.16%) and 86 for breath alcohol (11.16%). The Federal Transit Administration Pool had an average of 206.75 employees, and needed 52 urine drug tests and 21 breath alcohol tests. The FTA pool completed 58 urine drug tests (28.05%) and 31 breath alcohol tests (14.99%) during 2011. A copy of the testing audit is attached for reference.
3. Discussion of 2010 Testing Program Rates. Ms. Merchie noted that in past years, random tests have been drawn at a rate of 5% above the actual USDOT requirements. Recently, and particularly in the FTA pool, it does not appear the full 5% is needed to meet the Consortium's annual requirements. Ms. Merchie proposed that the Consortium test at a rate that is closer to the actual requirements (50%/10% for FMCSA and 25%/10% for FTA), and increase mid-year if needed. This will reduce the number of excess tests being completed. The Consortium Members that were present concurred.
4. Question and Comments Regarding Genesis Service. Ms. Merchie invited Consortium members to provide comments and ask questions regarding testing services since the last meeting.

Consortium members discussed the thresholds for FMCSA post-accident testing requirements, including a disabled vehicle, fatality, and injury that requires individuals be transported from the scene. In some cases, the employer may have another policy in addition to federal requirements. For example, drivers may be required to conduct a post-accident test in all cases, not only those that meet US DOT requirements. Ms. Merchie recommended the employer outline what procedures are employer-specific, and not DOT-required, in the agency's Drug and Alcohol Program Policy.

5. Adjournment. The meeting adjourned at approximately 10:45 a.m.