

**CAMDEN COUNTY, GEORGIA  
BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING  
MARCH 3, 2015, 6:00 PM**

**A regular meeting of the Camden County Board of County Commissioners was held at 6:00 p.m. on Tuesday, March 3, 2015, in the Board of County Commissioners' Meeting Chambers of the Government Services Building, Woodbine, Georgia.**

Chairman Starline called the meeting to order at 6:00 p.m.

Finance & Budget Director Mike Fender delivered the invocation.

Chairman Starline led the Pledge of Allegiance.

**Present: Chairman James H. Starline; Vice-Chairman Chuck Clark; Commissioner Gary Blount; Commissioner Willis R. Keene, Jr.; County Administrator Steve Howard and County Clerk Kathryn A. Bishop.**

**Absent: Commissioner Tony Sheppard and County Attorney; John S. Myers**

**Agenda Amendments:**

**Addition to regular agenda:**

6. Approval of the Contract for Professional Services with the Coastal Regional Commission as it relates to facilitated workflows for GIS addressing.

Commissioner Blount made a motion, seconded by Vice-Chairman Clark to approve the agenda amendments as presented.

*The motion carried unanimously.*

**Motion to Adopt the Agenda:**

Vice-Chairman Clark made a motion, seconded by Commissioner Keene to adopt the agenda as amended.

*The motion carried unanimously.*

**Approval of Minutes**

- February 17, 2015 public hearing and regular meeting minutes

Vice-Chairman Clark made a motion, seconded by Commissioner Keene to approve the February 17, 2015 public hearing and regular meeting minutes

*The motion carried unanimously.*

## **Presentations**

- Potential Impact of House Bill 170 on Camden County presented by Management Analyst Shannon Nettles and Finance & Budget Director Mike Fender.

Management Analyst Shannon Nettles and Finance & Budget Director Mike Fender presented PowerPoint Presentation to the Board outlining the potential impacts of House Bill 170 on Camden County,

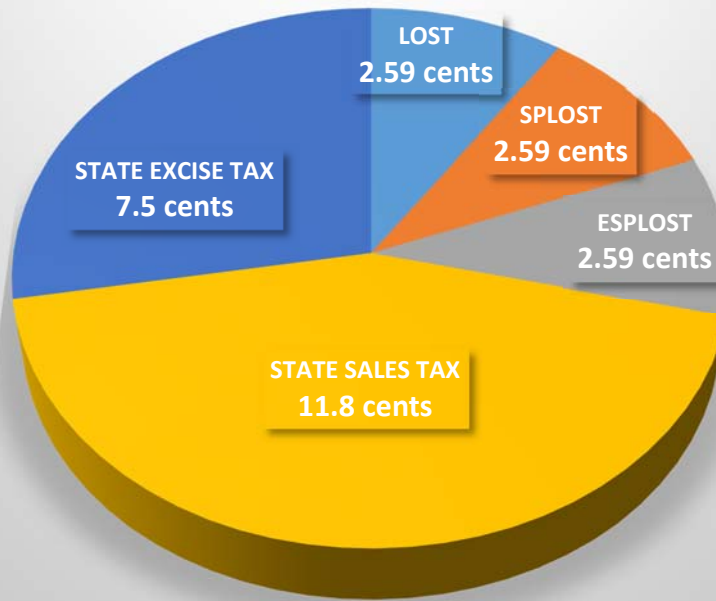
Management Analyst Shannon Nettles explained the history of House Bill 170. She stated that the bill was introduced at the end of January by Representative Jay Roberts[R] with continued changes being made to bill as of March 2<sup>nd</sup>. She stated that the General Assembly wants to increase the amount of funding available to address statewide transportation needs, and ACCG is identifying solutions to help counties like Camden replace the proposed loss of funds from the sales tax on gasoline while maintaining local control over transportation dollars. She explained that the local provisions such as SPLOST and ESPLOST will continue to be collected on motor fuel, but upon expiration of current SPLOST/ESPLOSTs, revenue derived from motor fuel based on a three (3) year calendar average, must be used for transportation purposes. She further stated that all future SPLOSTs must now require a dedicated transportation component that is equal to the three (3) year average amount collected on motor fuel.

Finance & Budget Director Mike Fender explained the following to the Board:

- **Excise Tax:** Increase from 7.5 cents to 29.2 cents per gallon by eliminating the sales tax on motor fuel and converting to the excise tax.
- **Vehicle Fees:** \$200 consumer and \$300 commercial annual fee to be charged for vehicles run solely on electric, propane or compressed natural gas (CNG).
- **Aviation Fuel:** Removal of sales tax exemption on aviation fuel has been added to HB 170.

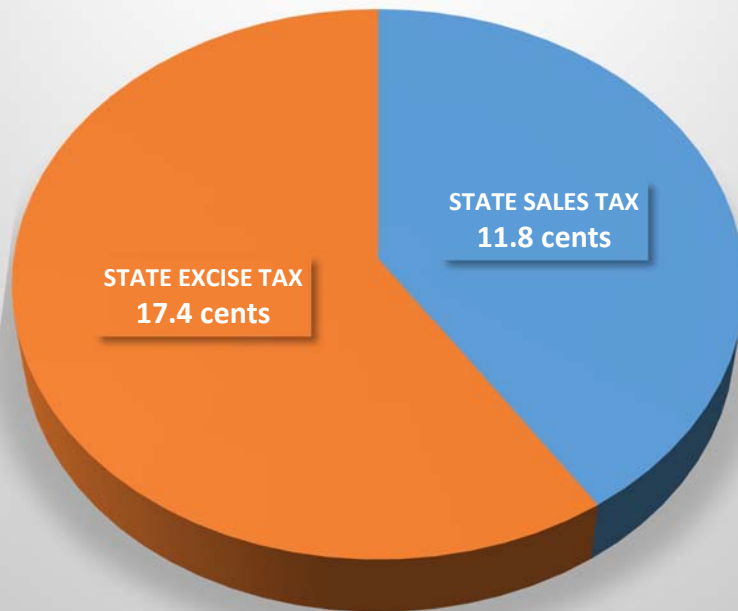
He explained that LOST / HOST will be raised to 1.25% as of July 1, 2016, and will no longer be collected on motor fuel, as well as no action is required by local governments for the increase to take effect. He further stated that the LMIG increase will be by the amended 2016 or Fiscal Year 2017 Budget, and ACCG is working on getting the current 10% floor for LMIG funding raised to 11%. He stated that with Georgia receiving more revenue from motor fuel, the LMIG program would generate more funding for counties (est. \$60-70 million). He stated that the bottom line, impact on Camden County, is a projected net loss of -\$401,143 which is tentatively effective July 2016. He announced that the total County impact felt by Fiscal Year 2017 will be a projected net loss of -\$112,724.

### Current Gas Tax Allocation



Current 27.07 cents/gallon

### Proposed Gas Tax Allocation



Proposed 29.02 cents/gallon

## Public Comments

No comments were offered during this time.

## Regular Meeting

1. Approval of amendments to the Camden County Purchasing Policy.

Commissioner Keene made a motion, seconded by Commissioner Blount to approve and adopt the amendments to the Camden County Purchasing Policy.

*The motion carried unanimously.*

2. Approval of Surplus Item List.

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to approve the Surplus Item List as presented.

*The motion carried unanimously.*

1	1535		Sets of speakers	N/A	No longer operable
2	1535		3 -Speakerbars	N/A	No longer operable
3	1535		Speakers	N/A	No longer operable
4	1535		Keyboard, USB, Wireless	N/A	Replaced during countywide upgrade
5	1535		Keyboards, PS/2	N/A	Replaced during countywide upgrade
6	1535		Keyboards, USB	N/A	Replaced during countywide upgrade
7	1535		Mouse, Ball PS/2	N/A	Replaced during countywide upgrade
8	1535		Mouse, Ball USB	N/A	Replaced during countywide upgrade
9	1535		Mouse, Optical USB	N/A	Replaced during countywide upgrade
10	1535		Mouse, Trackpad USB	N/A	Replaced during countywide upgrade
11	1535		Attachmate	N/A	No longer operable
12	1535		Back-UPS w/battery	N/A	No longer operable
13	1535		Desk Phone	N/A	no longer compatible
14	1535		2 -Docking Station	N/A	No longer operable
15	1535		Docking Station w/ Stand	N/A	No longer operable
16	1535		Parallel Cables	N/A	No longer operable
17	1535		Signature Pad	N/A	No longer operable
18	1535		Super Disk	N/A	No longer operable
19	1535		Temporary Power Tap	N/A	No longer operable
20	1535		USB Audio "Sound Box"	N/A	No longer operable
21	1535		56k PCI Fax Modem	N/A	No longer operable
22	1535		Ethernet NIC	N/A	No longer operable
23	1535		Ethernet NIC	N/A	No longer operable
24	1535		Router, wireless	N/A	No longer operable
25	1535		Switch	N/A	No longer operable
26	1535		Switch, 48-port	N/A	no longer compatible

27	1535		Switch, 8-port	N/A	no longer compatible
28	1535		Switch, 8-port	N/A	no longer compatible
29	1535		Wireless AP	N/A	No longer needed
30	1535		Wireless PCMCIA Card	N/A	No longer operable
31	1535		Wireless Range Extender	N/A	No longer needed
32	3910		OptiPlex 330	4S6ZMH1	Replaced during countywide upgrade
33	3910		OptiPlex 330	3S6ZMH1	Replaced during countywide upgrade
34	3910		Dell DV051	BGT9M91	Replaced during countywide upgrade
35	1535		OptiPlex 160	BS63NK1	Replaced during countywide upgrade
36	6505		OptiPlex 360	5047CK1	Replaced during countywide upgrade
37	6505		OptiPlex 360	5046CK1	Replaced during countywide upgrade
38	1320		OptiPlex 755	C60DYF1	Replaced during countywide upgrade
39	3700		OptiPlex GX620	3C1NM81	Replaced during countywide upgrade
40	3920		Dell DV051	HBTL91	Replaced during countywide upgrade
41	3920		Dimension 4700	1NZF871	Replaced during countywide upgrade
42	1510		OptiPlex 330	6FSNDG1	Replaced during countywide upgrade
43	1510		Latitude D630	CPZ5BF1	Replaced during countywide upgrade
44	1510		OptiPlex GX520	5BQ3V71	Replaced during countywide upgrade
45	1340		Latitude D630	FVFW9G1	Replaced during countywide upgrade
45	1340		OptiPlex GX520	2FNYKB1	Replaced during countywide upgrade
47	1558		Latitude D630	70Z92D1	Replaced during countywide upgrade
48	1535		Latitude D630	J79QXG1	Replaced during countywide upgrade
49	2600		Latitude D430	C9Y9DG1	Replaced during countywide upgrade
50	2400		Latitude D620	CT5H7B1	Replaced during countywide upgrade
51	4900		OptiPlex 330	FZK7KF1	Replaced during countywide upgrade
52	7000		Latitude D620	FB8SPC1	Replaced during countywide upgrade
53	4200		OptiPlex 330	GZK7KF1	Replaced during countywide upgrade
54	7000		OptiPlex 745	7RB73D1	Replaced during countywide upgrade
55	5144		OptiPlex 330	CFSNDG1	Replaced during countywide upgrade
56	5144		Dimension 2350	4KH3P21	Replaced during countywide upgrade
57	4200		Latitude D630	H6LFDG1	Replaced during countywide upgrade
58	1558		Latitude D630	1HXWSG1	Replaced during countywide upgrade
59	540		OptiPlex 320	CFG1DC1	Replaced during countywide upgrade
60	540		OptiPlex 330	FNXZ6G1	Replaced during countywide upgrade
61	208		OptiPlex 330	HZK7KF1	Replaced during countywide upgrade
62	540		OptiPlex 330	118DYF1	Replaced during countywide upgrade
63	540		MM061 - Laptop	GWC0PB1	Replaced during countywide upgrade
64	1550		OptiPlex 360	20D86J1	Replaced during countywide upgrade
65	1550		OptiPlex GX520	3F6V091	Replaced during countywide upgrade
66	1550		OptiPlex GX620	8PWKV71	Replaced during countywide upgrade
67	1550		OptiPlex 380	6G12KM1	Replaced during countywide upgrade
68	1550		OptiPlex GX520	1G6V091	Replaced during countywide upgrade
69	1550		OptiPlex 360	40D86J1	Replaced during countywide upgrade
70	1550		OptiPlex 380	6G04KM1	Replaced during countywide upgrade

71	1550		OptiPlex GX520	FF6V091	Replaced during countywide upgrade
72	3600		CF-19KDRAX6M		Replaced during countywide upgrade
73	3600		OptiPlex 360	JY4FDK1	Replaced during countywide upgrade
74	2600		Dell DM061	5M33DD1	Replaced during countywide upgrade
75	2500		OptiPlex 760	GHLV5J1	Replaced during countywide upgrade
76	2500		OptiPlex 760	GHLW5J1	Replaced during countywide upgrade
77	2500		OptiPlex 760	GHLV4J1	Replaced during countywide upgrade
78	2500		OptiPlex 760	GHLT5J1	Replaced during countywide upgrade
79	2500		OptiPlex 760	GHLW4J1	Replaced during countywide upgrade
80	3600		OptiPlex 760	C8M0SK1	Replaced during countywide upgrade
81	1320		OptiPlex GX270	7F45J41	Replaced during countywide upgrade
82	4200		Latitude D630	FX9Y3J1	Replaced during countywide upgrade
83	4200		OptiPlex 745	22CH3D1	Replaced during countywide upgrade
84	1545		OptiPlex GX240	J5VXY01	Replaced during countywide upgrade
85	1535		Dimension 3000	12V3181	Replaced during countywide upgrade
86	1535		Latitude D830	1GF1NF1	Replaced during countywide upgrade
87	3920		Latitude D410	80TN581	Replaced during countywide upgrade
88	2600		Dell DM051	5BL6V91	Replaced during countywide upgrade
89	1535		M275		Replaced during countywide upgrade
90	1535		Solo Pro 9300		Replaced during countywide upgrade
91	1535		Inspiron 700M	CKG9W71	Replaced during countywide upgrade
92	1535		OptiPlex 360	FF9KJG1	Replaced during countywide upgrade
93	1535		OptiPlex 360	FF9JJG1	Replaced during countywide upgrade
94	1535		OptiPlex GX520	1RB5T71	Replaced during countywide upgrade
95	1535		OptiPlex 745	4XG4KC1	Replaced during countywide upgrade
96	1535		OptiPlex GX240	93XFK11	Replaced during countywide upgrade
97	4200		OptiPlex 760	GHLT4J1	Replaced during countywide upgrade
98	1540		Dimension 2400	82K0F41	Replaced during countywide upgrade
99	2150		MM061	JCGKBC1	Replaced during countywide upgrade
100	1535		Studio Hybrid D140G	CGSXXH1	Replaced during countywide upgrade
101	1535		Studio Hybrid D140G	7252hj1	Replaced during countywide upgrade
102	1535		OptiPlex GX260	41XTK21	Replaced during countywide upgrade
103	1535		OptiPlex 360	2QF1YH1	Replaced during countywide upgrade
104	1535		OptiPlex GX240	46VXY01	Replaced during countywide upgrade
105	1535		OptiPlex GX260	9WWTK21	Replaced during countywide upgrade
106	1535		Dimension 9150/XPS 400	914VP91	Replaced during countywide upgrade
107	1535		OptiPlex GX240	2TC5C11	Replaced during countywide upgrade
108	1535		OptiPlex GX110	5JHC201	Replaced during countywide upgrade
109	1535		OptiPlex GX110	BG1WN01	Replaced during countywide upgrade
110	1535		OptiPlex GX111	5JHC201	Replaced during countywide upgrade
111	1535		OptiPlex GX520	5J63TB1	Replaced during countywide upgrade
112	1535		HP Deskjet 842C		does not work
113	1535		HP Deskjet F4140		does not work
114	1535		HP Deskjet 712C		does not work

115	1535		HP Laserjet 4240n		does not work
116	1535		HP Laserjet 64250		does not work
117	1535		Officejet 6500		does not work
118	1535		Officejet Pro K5400		does not work
119	1535		CRT Monitors	Various	out dated technology
120	1535		LCD Monitors	Various	no longer needed
121	1535		Monitor stands	Various	no longer needed
122	1535		VGA Cables	Various	no longer needed

3. Consideration of new policy, Leave without Pay, and amendments to the FMLA Extension Leave

Commissioner Keene made a motion, seconded by Commissioner Blount to approve and adopt the new policy, Leave without Pay, and amendments to the FMLA Extension Leave.

*The motion and amendments carried 4 – 1, Vice-Chairman Clark was opposed to the motion.*

**So voted:**

**Chairman Starline – Yes**

**Vice-Chairman Clark – No**

**Commissioner Keene – Yes**

**Commissioner Sheppard – Yes**

**Commissioner Blount – Yes**

***Leave of Absence without Pay***

1. *In the event an employee leave does not meet FMLA qualifications, an employee may be granted leave without pay.*
  - a. *The employee will apply via formal letter submitted to Human Resources for the County Administrator's approval.*
  - b. *The County Administrator may grant a regular employee a leave of absence without pay for a period not to exceed three (3) months.*
  - c. *The employee can use their accrued vacation and sick leave until it is exhausted.*
  - d. *Leave without pay may be granted only when it will not adversely affect the interests of the county service.*
  - e. *Leave without pay does not guarantee job protection.*
  - f. *No personal time or sick time will be accrued by an employee for the time that such employee is on leave without pay.*
  - g. *An employee may elect to have health insurance continue to be provided, with the employee paying the total amount of the premium each pay period.*
  - h. *Failure of an employee to return to work at the expiration of approved leave shall be considered as absence without leave and shall negate any agreement and the employee shall be terminated.*

- i. Any employee who has been granted leave of absence and who wishes to return before the leave period has expired shall be required to give his or her Department Head at least a two-week notice. Upon receipt of such written notice, the employee may be permitted to return to work, with the approval of the Department Head.
- j. An employee returning from a leave of absence without pay shall be employed based upon the conditions agreed to in the leave of absence agreement.
- k. Employees on a Leave without Pay are ineligible for leave donations.

***FMLA Extension Leave of Absence***

- 1. Once FMLA leave has expired, an employee may apply for an additional extension up to 6 weeks.
  - a. The extension must be applied for in a formal letter format and is to be approved by the County Administrator.
  - b. FMLA Extension leave does not guarantee job protection.
  - c. No personal time or sick time will be accrued by an employee for the extension period.
  - d. An employee may elect to have health insurance continue to be provided, with the employee paying the total amount of the premium each pay period.
  - e. If the employee does not return to work by the expiration of approved extension, the employee will be subject to termination.
  - f. Any employee who has been granted leave of absence and who wishes to return before the leave period has expired shall be required to give his or her Department Head at least a two-week notice. Upon receipt of such written notice, the employee may be permitted to return to work, with the approval of the Department Head.
  
- 4. Consideration of amendments to the Termination Appeal Process and a new policy, Chain of Command Grievance.

Commissioner Keene made a motion, seconded by Commissioner Blount to approve and adopt the amendments to the Termination Appeal Process and a new policy, Chain of Command Grievance.

***The motion carried unanimously.***

**Chain of Command Grievance**

*The Chain of Command Grievance resolution procedure is available for use by any employee that has completed their initial designated probationary period and feels that they have been treated unfairly in regards to discipline action including: formal written counseling, suspension, final warning, and / demotion. The process is as follows:*

- 1. Within three (3) working days of the affected employee informing the Human Resource Director via letter of their request to grieve. The letter must include reason for grievance and requested resolution.



2. *The Human Resources Director will review the letter and the position of the employee with the next level of management. Management will submit their decision in writing to the grieving employee and a copy to the Human Resources Director within five (5) business days.*
3. *If the employee is not satisfied with the next level of management's decision, they must contact the Human Resources Director within three (3) days upon receipt. The Human Resources Director will then submit the letter for review to the next level of management up to the County Administrator. This level of management will submit their decision in writing within seven (7) business days.*
4. *The decision of the County Administrator shall be deemed final.*
5. *If the employee is satisfied with the outcome at any point in the process, the grievance is considered resolved and the employee will note his/her acceptance via formal letter.*

### **Termination Appeal Process**

*When a regular employee that has completed their initial designated probationary period and is charged with misconduct that serves as just cause for dismissal, wherein the County deems the employment relationship between the employee and the County no longer workable, the employee has the right to appeal the termination following the below process: (Please note this process is for terminations only. Employees may appeal other forms of formal discipline via "Chain of Command Grievance." (See policy).*

1. *Within three (3) working days of the affected employee informing the Human Resource Director via letter of their request to appeal. The letter must include reason for appeal and requested resolution.*
2. *The Human Resources Director will appoint the Appeals Board. The Appeals Board will consist of three employees that have been within the organization for a minimum of one year. These employees may be managers, staff or a combination. No one from the Appeals Board will be subordinate to each other and no one appointed shall be employed with the same department as the appealing employee. The Human Resources Director will have five (5) business days to appoint the Appeals Board and organize the date, time and location of the hearing.*
3. *The hearing will be scheduled within ten (10) working days of the receipt of request for appeal. The Appeals Board will hold an open meeting and receive the evidence in relation to the dismissal. The appealing employee may bring counsel and up to three witnesses. The County Attorney and Human Resources Director will be present for the duration of the hearing. The County may also have up to three witnesses attend on its behalf. Both the county and affected employee shall be heard. No formal rules of evidence shall govern; instead the Appeals Board should endeavor to receive competent, relevant evidence that seeks the truth.*

4. *All hearings will be recorded and/or transcribed in the event the outcome is appealed to the County Administrator.*
5. *Within five (5) working days of the hearing, the Appeals Board will render a decision. The Appeals Board can uphold or reverse the termination. The Appeals Board will notify The Human Resource Director in writing of their recommendation. The Human Resources Director will then notify the employee in writing of the decision of the Appeals Board.*
6. *Either the county or the employee may appeal the decision of the Appeals Board to the County Administrator. Such written appeal notice shall be filed with the Human Resource Director within three (3) working days of the employee being provided the written decision of the Appeals Board. The County Administrator shall within seven (7) working days, review the recorded and/or transcribed testimony and the evidence presented by both the county and the employee at the Appeals Hearing. No new testimony or evidence shall be considered or allowed at the County Administrator's hearing. The County Administrator has the right to contact any parties involved to ask any necessary questions pertinent to the appeal to assist in the final decision process. The final decision as to the appeal process shall be made by the County Administrator in written form within ten (10) working days with written notice of the final decision being delivered to the county and employee. The County Administrator is vested with the final authority to affirm, reverse, or modify the appeals board decision; said ruling by the County Administrator shall be the final determination of all issues in this matter; with there being no right of an appeal to the Camden County Board of Commissioners.*

5. Consideration of amendments to the Drug and Alcohol Policy.

Commissioner Keene made a motion, seconded by Commissioner Blount to approve and adopt the amendments to the Drug and Alcohol Policy.

***The motion and amendments carried 4 – 1, Vice-Chairman Clark was opposed to the motion.***

**So voted:**

**Chairman Starline – Yes**

**Vice-Chairman Clark – No**

**Commissioner Keene – Yes**

**Commissioner Sheppard – Yes**

**Commissioner Blount – Yes**

### ***Drugs and Alcohol Policy***

*Camden County is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace by employing a work force free from the use of illegal drugs and the abuse of alcohol or prescription drugs. We recognize that alcohol abuse and drug use pose a significant threat to our goals. In order to ensure*

*integrity and preserve public trust and confidence in a fit and drug free government agency, Camden County shall implement a drug screening program to detect prohibited drug use by employees.*

*1. Pre-Employment Testing*

- a. Any applicant seeking employment with Camden County shall be required to submit to a drug test during the pre-employment physical as a condition of the employment agreement.*
- b. Candidates must advise testing lab of all prescription drugs taken in the past 30 days prior to the screen. Prospective employees must be prepared to provide proof of such prescriptions to testing lab personnel.*
- c. Test in conducted by a trained health care professional at internal clinic. Testing will be conducted by collection of a urine sample provided by the candidate. Clinic personnel will follow clinic procedures to ensure privacy of employee, while protecting against tampering/alteration of results.*
- d. Refusal to undergo testing or failure to show up for a drug test will eliminate consideration for employment.*
- e. All required medical tests will be conducted in accordance with the procedures outlined in this policy, in accordance with the best practices established by the Georgia Department of Administrative Services at the county's expense by qualified, County-designated medical personnel. All job applicants who are required to undergo testing must sign a consent form authorizing the medical personnel to conduct necessary testing.*
- f. Initial screening tests that are positive, will be confirmed by the medical personnel who performed the original test. This confirmation will be performed on the original specimen supplied. If the confirmation test is negative, for illegal substances, the County will disregard the initial screened positive test.*

*2. Sensitive Position/High Risk Testing*

- a. Certain positions are critical to the public welfare and fellow employees in regards to health and safety. High Risk employees shall be requested to submit to a drug and alcohol screening test on a random, unannounced or a periodic basis from time to time as determined by the Department Head and Human Resources Director. The following roles are considered to be safety sensitive and "high risk."*
  - i. Solid Waste: All Personnel*
  - ii. Emergency Management/Civil Defense Department: All personnel*
  - iii. Fire Departments: All personnel and volunteers*
  - iv. Roads and Bridges: All personnel*
  - v. Emergency Medical Services: All personnel*
  - vi. Mosquito Control: All personnel*
  - vii. Living Well Clinic*
- b. Testing for High Risk employees will be on an unannounced basis. The Human Resources Director is authorized to develop an unannounced and anonymous method of selecting employees for testing on a periodic basis. In each unannounced selection, the names of all employees subject to drug testing shall be included for each draw of names to be tested. The Human Resources Director, in conjunction with the County Administrator, shall determine a percentage of employees to be tested each time, which is deemed both cost effective and sufficient to insure that the goals of the policy are implemented. The Human Resources Director, may direct the*

*testing of any or all of the employees subject to testing on an occasional or periodic basis.*

- c. The Human Resources Director, with the approval of the Board of Commissioners, may designate additional positions which are deemed to be safety sensitive and subject to testing on an unannounced or periodic basis.*
- d. It is understood that certain firefighters and sheriffs' officers are volunteers/ and/or part time and contribute their time unselfishly for the protection of the citizens of their cities and county. The County recognizes the fact that volunteer these individuals ordinarily hold full time employment elsewhere, and in order to avoid disrupting their employment, shall be tested only while they are on shift with the county. In the event an individual is absent, his/her name shall automatically be submitted for the next unannounced testing at the next meeting.*

### 3. Drug/Alcohol Testing Based on Reasonable Suspicion

- a. Testing will be required when a supervisor reasonably suspects that an employee is impaired and /or unfit for duty due to illegal drug(s), controlled substances, or alcohol. Testing based on a reasonable belief that an employee is using or has used drugs or alcohol in a violation of the policy may be drawn from specific objective and documented facts and reasonable inferences drawn from those facts and may be based upon, among other things:
  - i. Observable phenomena, such as direct observation of possession, transfer, drug use/or the physical symptoms of being impaired and/or unfit for duty do to a drug and/or substance.*
  - ii. Abnormal conduct or erratic behavior while at work that includes but is not limited to: slurred speech, staggered gait, flushed face, dilated/ pin point pupils, deterioration of work performance to include absenteeism and tardiness.*
  - iii. Report of drug use during assigned working hours provided by a reliable and credible source(s) and which has been independently corroborated.**
- b. An employee who is requested to test based on reasonable suspicion will be suspended pending the outcome of the results. If the test is negative, the employee will return to work with full back pay, unless the suspension was imposed in accordance with the progressive discipline policy. (see policy)*

### 4. Testing After Work Related Accidents

- a. All employees involved in work related incidents that require any level of medical attention, involves personal injury, or property damage may be tested promptly for drug and/or alcohol use in accordance with department policies. Any employee involved in a motor vehicle accident while driving a County vehicle on a public roadway will be subject to testing for drugs and alcohol. Employees involved in motor vehicle accidents in their personal vehicles while conducting county business will also be subject to drug and alcohol screening. A drug test shall be administered when a sworn employee is involved in a shooting incident within 8 hours of the incident.*

5. Treatment as Part of Physical Examination

- a. *If the County requires a physical examination for employees, then the employees will be required, as part of the examination process, to submit to a substance abuse test during the examination.*

6. Return to Work

- a. *The County has the right to require any employee who returns to regular employment after being placed on layoff status for more than fourteen (14) calendar days, or after medical leave of absence or personal leave other than vacation for more than fourteen (14) calendar days, to undergo a drug test as a condition of his or her return to work.*

7. Prohibited Activity

- a. *Any employee found to be under the influence or in possession of illegal drugs or alcohol while at work or on Camden County property will be subject to immediate discipline, up to and including termination.*
- b. *Any employee arrested or convicted of a drug-related offense must bring the conviction to the attention of the Human Resources department within five (5) days of the arrest or conviction.*
- c. *Employees shall only ingest any controlled or other dangerous substance when prescribed by a licensed medical practitioner. Amounts ingested must not be beyond the documented dosage.*
- d. *Employees must notify their immediate supervisor immediately when required to use prescription medicine that may alter or impair job performance.*
  - i. *Any employee who is taking any medication or drug, such as but not limited to, Schedule II-V Drugs, which could interfere with the safe and effective performance of duties or operation of vehicles or equipment shall notify his or her supervisor before beginning work. Failure to do so may result in disciplinary action, including termination. If there is a question regarding such employee's ability to safely and effectively perform assigned duties, pre-clearance from a physician will be required. The employee may be assigned to other duties or put on administrative leave while awaiting the physician's clearance.*
  - ii. *Supervisors will contact next chain of command and Human Resources Director to ensure appropriate management of employee's situation*
  - iii. *Human Resources Director will notify clinic of prescription in order to be recorded in employee's health file.*
  - iv. *Employee may be reassigned to new duties when appropriate.*
- e. *If an employee unintentionally ingests a controlled substance, the employee will immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.*
- f. *Any employee that has a reasonable basis to believe any other employee is illegally using, or in possession of any controlled substance shall immediately report the circumstances to their supervisor or Director of Human Resources.*

8. Disciplinary Action

- a. *Violations to the policy will result in disciplinary action, up to and including termination, and may constitute legal action.*

9. Testing Procedures

- a. *A pre-test interview shall be conducted by testing personnel with each applicant or employee in order to ascertain a list of those prescriptions and over the counter medications that he or she has recently used. The list of medications shall be kept confidential. The list will only be disclosed to those medical review officials who will determine whether a false positive result might be to the lawful use of any of the listed medications.*

- b. *Substances tested for:*

- i. *Marijuana*
- ii. *Sedatives*
- iii. *Methaqualone*
- iv. *Opiates/Narcotics*
- v. *Stimulants*
- vi. *Amphetamines*
- vii. *Benzodiazepines*
- viii. *Hallucinogens*
- ix. *Alcohol*
- x. *Cocaine*

- c. *Any employee who undergoes any test for alcohol and the results indicate a blood alcohol concentration of 0.04 or more shall be considered in violation of this policy and shall be subject to progressive discipline up to and including termination.*
- d. *Before a test is administered, applicants and employees will be asked to sign a consent form authorizing the test and permitting release of test results to the employer and medical review officials. The consent form shall provide a space for employees and job applicants to acknowledge that they have been notified the requirements of this policy.*
- e. *If a candidate refuses to consent to a drug test, the applicant will be denied employment. If an employee refuses to sign the consent form or submit to a drug / alcohol test, the employee will be subject to immediate termination. Employees who fail to appear at the designated collection site to take the test when directed will also be subject to immediate termination. Any employee who fails to cooperate with a County investigation into possible policy violations is subject to immediate termination.*

10. Collecting and Testing Procedures

- a. *All drug testing shall be conducted by a trained medical professional, at a facility authorized by the County Administrator. All specimen collection and tests will be performed using appropriate protocols and practices to insure accuracy of results, quality control over lab analysis, and the protection of privacy.*
- b. *The laboratory or medical facility selected shall meet the requirements of the United States Department of Health and Human Services to ensure proper security, proper chain of custody, and proper integrity and identity*

*of specimens. The procedures and guidelines for testing shall be available for inspection by contacting the Human Resources Department.*

**11. Access to Records**

- a. Any applicant or employee who is subject to a drug test will, upon written request, have access to records directly relating to his/her drug test.*

**12. Drug Test Results and Confidentiality**

- a. All records pertaining to County required drug tests shall remain confidential, and shall not be provided to other employers or agencies without written permission of the person whose records are sought.*

**13. Searches**

- a. When a supervisor reasonably suspects that an employee is impaired and/or unfit for duty due to illegal drug(s), controlled substances, or alcohol, or that an employee is manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring any illegal drug(s), controlled substance(s) or alcohol while on the job, on County property, operating County equipment, or vehicles or operating any other equipment or vehicle on County business, the County shall have the right to conduct reasonable searches of the employee's clothing, briefcase, purse, lunchbox, tool box, locker, desk, backpack, or motor vehicle. Prior to conducting a search pursuant to this paragraph, the County will explain to the employee the reasons and grounds for the search and request consent to search. Searches will be conducted in a manner that minimizes any intrusions into the employee's privacy. No search will be conducted without consent, however an employee's refusal to cooperate with search efforts may subject the employee to disciplinary action up to and including termination.*
- b. If a search reveals evidence of employee wrongdoing, illegal activity, or employee violations of County rules or policies, the evidence may be used as supporting information in regards to disciplinary action up to and including termination. If the case involves illegal activities, the evidence will be turned over to the authorities.*

6. Approval of the Contract for Professional Services with the Coastal Regional Commission as it relates to facilitated workflows for GIS addressing.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the Contract for Professional Services with the Coastal Regional Commission as it relates to facilitated workflows for GIS addressing.

***The motion carried unanimously.***

## **Reports**

### ***Calendar – March & April 2015***

County Clerk Kathryn Bishop read the calendars for March & April 2015.

***County Administrator's Report:***

County Administrator Steve Howard announced that the conclusion of the Citizen's Academy was held featuring a graduation ceremony last Thursday. He informed the Board that the program was well received and a lot of positive feedback was received from the participants. He announced that staff is already receiving applications for the next program to be held later this year.

He announced that he has been asked to attend and address the Georgia Space Working Group held in Atlanta this Thursday where they are currently working on a strategic plan which will feature Camden County.

**Additional Public Comments:**

No public comments were offered during this time.

**Adjournment:**

Vice-Chairman Clark made a motion, seconded by Commissioner to adjourn the March 3, 2015 meeting. The vote was unanimous to adjourn the meeting at 6:43 PM.