1. CALL TO ORDER
   5:00 p.m. Closed Session
   “Personnel”
   “Boards and Commissions”

2. NEW BUSINESS
   5:40 p.m. DEPARTMENT OF PUBLIC WORKS
      Administration
      1. Request For Safety Improvements At MD544 & MD290
      2. Draft Courthouse Dedication Plaque
      Sanitary
      1. Piney Narrows Condominium Association - Request For Water Allocation
      3. Slippery Hill Development - Request For Additional Water & Sewer Allocation
      4. Sudlersville To Barclay Sewer Extension

   5:50 p.m. Mr. Gregg Todd, County Administrator
      “Presentation of Documents for Signatures and Weekly Correspondence”
      Action
      1. Major Subdivision – Amended Deed Of Forest Conservation Easement
      2. MALPF State Matching Fund Program – Letter Of Intent To Participate
      3. Foreman Branch Rural Legacy Area Expansion
      4. Draft Standard Operating Policy,
      5. Request For EDIF – Kent Narrows Marine, LLC
      6. TA/CO 18-11 revisions to CH 18
      7. Workforce Investment Board Workforce Innovation & Opportunity Act
      8. Hospice Request To Waive Impact Fee

   Documents:
   01.08.2019DPW.pdf
   01.08.2019 - Action.pdf
   01.08.2019Correspondence.pdf

3. PRESENTATIONS
   6:00 p.m. Mr. Kenneth Kozel, University of Maryland Shore Regional Health CEO
      “Shore Health Update”
   6:15 p.m. Mr. Kip Mathews, Director of Public Works
      Mr. Mike Whitehill, Project Manager
      “Liberty, Commerce Infrastructure Project Update”
   6:30 p.m. Mr. Steven Chandlee, Parks and Recreation Director
      “Parks And Recreation Update”
   6:45 p.m. Mr. Michael Faust, Vice President
      “State Fireman’s Association Update”

   7:00 p.m. Legislative Session
      County Ordinance 19-01 - the Expansion of the Kent Narrows Commercial Management and Waterfront Improvement District Established Under Article IV of Chapter 5 of the Code of Public Local Laws of Queen Anne’s County (to be introduced)
      County Ordinance 19-02 - Applicability of the Queen Anne’s County Ethics Ordinance, Chapter 8 of the Code of Public Local Laws (to be introduced)
      County Ordinance 19-03 - Public Facilities Bond Authorization of 2019 (to be introduced)

   7:15 p.m. Press And Public Comments**

4. REPORTS
   7:25 p.m. Commissioner’s Roundtable

* Please note that Schedule times are subject to change, except for public hearings.

** Press and Public Comments at the beginning of the meeting will last 15 minutes. Additional time will be available at the end of the meeting for anyone wishing
COUNTY COMMISSIONERS SCHEDULE
TUESDAY, JANUARY 8, 2019
LEGISLATIVE DAY
CALL TO ORDER
5:00 p.m.
Closed Session
"Personnel"
Administrative Session
"Boards and Commissions"
5:30 p.m.
Call To Order,
Pledge Of Allegiance,
Moment Of Silence,
Approval Of Agenda
Accept County Commissioners' Minutes – Regular Minutes – December 11, 2018
Press And Public Comments**
New Business
5:40 p.m.
DEPARTMENT OF PUBLIC WORKS
Administration
1. Request For Safety Improvements At MD544 & MD290
2. Draft Courthouse Dedication Plaque
Sanitary
1. Piney Narrows Condominium Association – Request For Water Allocation
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"Presentation of Documents for Signatures and Weekly Correspondence"
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"Parks And Recreation Update"
6:45 p.m.
Mr. Michael Faust, Vice President
"State Fireman's Association Update"
7:00 p.m.
Legislative Session
County Ordinance 19 - the Expansion of the Kent Narrows Commercial Management and Waterfront Improvement District Established Under Article IV of Chapter 5 of the Code of Public Local Laws of Queen Anne's County (to be introduced)
County Ordinance 19 - Applicability of the Queen Anne's County Ethics Ordinance, Chapter 8 of the Code of Public Local Laws (to be introduced)
County Ordinance 19 - Public Facilities Bond Authorization of 2019 (to be introduced)
7:15 p.m.
Press And Public Comments**
Reports
7:25 p.m.
Commissioners Roundtable
* Please note that Schedule times are subject to change, except for public hearings.
** Press and Public Comments at the beginning of the meeting will last 15 minutes. Additional time will be available at the end of the meeting for anyone wishing to speak. Comments are limited to 3 minutes in length. Comments longer than 3 minutes must be submitted in writing.
*** Part of the meeting may be closed to the Public in accordance to the Open Meetings Act procedures.
**** Agendas will be posted by 4:30 pm the Friday prior to the meeting. The meeting attachments will be posted on the agenda by 4:30 pm the Monday prior to the meeting.

Three or more of the County Commissioners will be attending the following events in the next few weeks:
1/5 Church Hill VFD Installation of Officers
1/12 Queenstown VFD Installation of Officers
1/12 Goodwill VFD Installation of Officers
1/12 United Communities VFD Installation of Officers
1/17 SHA meeting RE: safety improvements at MD 544 & 290
1/19 Sudlersville VFD Installation of Officers
1/26 Grasonville VFD Installation of Officers

Documents:
MEMORANDUM

Date: January 8, 2019

To: County Commissioners

From: Todd R. Mohn

Re: Request for Safety Improvements at MD 544 and 290

The referenced at-grade intersection has been a longstanding safety concern to residents of this region.

The attached letter addressed to SHA District Engineer, Ken Fender, requests a re-evaluation of this intersection for safety upgrades to eliminate future collisions at this location. It is further suggested that SHA consider the installation of a round-a-bout or a full traffic signal as preferred methods to improve safety.

Suggested Motion:

I move that we execute and send the attached letter to the State Highway Administration requesting further safety improvements at the MD 544 and MD 290 intersection.
January 8, 2019

Mr. Ken Fender, District Engineer
State Highway Administration
615 Morgue Road
P.O. Box 299
Chestertown, MD 21629

Reference: Intersection Safety Improvements at MD 544 & MD 290

Dear Mr. Fender:

We are writing to express the County’s continued concern about the hazardous at-grade intersection of Maryland Routes 544 and 290 in northern Queen Anne’s County. This high speed “cross road” intersection has been the unfortunate location for a disproportionate percentage of serious accidents over the past several years. A new petition from many of our constituents has been presented to SHA renewing their immediate local observations and distresses.

We understand that traffic volumes are low, however this makes the situation worse as regional motorists lose respect for the very minimal traffic control devices which are present today. These cross roads also provide access to many unfamiliar out of town travelers that come to the Dixon Sale event each and every week. This unfortunate mix of drivers has proven to be very dangerous and in too many cases, deadly.

We urge SHA to re-evaluate this intersection for essential and needed safety upgrades aimed to curtail and eliminate future collisions. Safety improvements including but not limited to a round-a-bout or a full traffic signal could do wonders at this location.

This correspondence confirms our unanimous support and desire to complete this project on a fast-track basis. Thank you for your efforts and we look forward to continuing our strong working relationship with the State Highway Administration on this highway safety improvement.
Date: January 8, 2019
To: County Commissioners
From: Todd R. Mohn
Re: Draft Courthouse Dedication Plaque

We are planning for the formal dedication of the new Circuit Courthouse this coming Spring. The actual date for the dedication is still to be determined.

A draft of the dedicatory plaque is attached for your consideration and/or approval.

Suggested Motion:

I move that we approve the Circuit Courthouse Dedicatory Plaque as submitted.
MEMORANDUM

ACTION ITEM

Date: January 8, 2019

To: Sanitary Commission

From: Alan Quimby

Re: Piney Narrows Condominium Association
Request for Water Allocation

The owners of the existing Piney Narrows marina are interested in connecting to public water. The marina consists of 278 boat slips and 2,200-ft2 of commercial floor area. The amount of water allocation required is 4,280-gpd at a cost of $81,320.

If agreeable, please make a motion similar to the following:

I move that we grant 4,280 gallons per day of water allocation to the Piney Narrows Condominium Association in order to connect their existing marina to County water for which a 10% refundable deposit will be required within 30 calendar days.
MEMORANDUM

Date: January 8, 2019

To: Sanitary Commission

From: Alan Quimby

Re: Slippery Hill Development Request for Additional Water & Sewer Allocation

Green Street Housing’s allocation for the Slippery Hill mixed used project was originally granted in July 2014. The project then consisted of 108 rental apartments (12 1-bed, 66 2-bed, and 30 3-bed), a clubhouse, as well as 20,000-ft² of office space. This equated to an allocation need of 22,550 gpd.

During the site plan process the project was refined and split into two phases. The Sanitary Commission executed a Public Works Agreement on November 13, 2018 for Phase 1 which consisted of 66 apartments (24 1-bed apartments, 19 2-bed apartments, and 23 3-bed) and 9,420-ft² of commercial floor area. This equated to an allocation need of 11,946 gpd.

Phase 2 would consist of adding an additional 71 apartments (51 1-bed apartments, 10 2-bed apartments, and 10 3-bed), 48 elderly apartments, and 4,800-ft² of commercial floor area. The allocation need for Phase 2 would be 15,349-gpd for a total allocation need of 27,295-gpd, which exceeds the original allocation amount granted by 4,745-gpd.

The cost of the additional 4,745-gpd of water allocation will be $92,410 and the cost of the sewer allocation will be $166,045.

If agreeable, please make a motion similar to the following:

I move that we grant an additional 4,745 gallons per day of water and sewer allocation to Green Street Housing’s Slippery Hill mixed use complex at a current cost of $258,455 for which a 10% refundable deposit will be required within 30 calendar days.
MEMORANDUM

Date: January 8, 2019

To: County Commissioners

From: Todd R. Mohn

Re: Sudlersville to Barclay Sewer Extension

The Town of Sudlersville has been working on a sewer extension project that would ultimately connect the Town of Barclay into their public sewer treatment plant.

In January 2018, Sudlersville applied for a Bay Restoration Fund Grant and a State Water Quality Loan from the Maryland Department of the Environment (MDE). Unfortunately, their application was not approved during last year’s annual cycle. MDE cited shortfalls in three primary areas as follows: 1) documentation concerning the public health problem due to failing septic systems in Barclay, 2) removal of properties from the new Barclay public sewer service area which are outside of the established Priority Funding Area, and 3) submission of a financial plan for any applicable loan repayment.

The Town of Sudlersville is continuing to pursue State Bay Restoration Grant funds to support implementation of this project. We have been working with the local Health Department, MDE and the Town’s over the past month to strengthen the State Grant application for the 2019 cycle. The applications are due each year on January 31st.

Attachments:

Updated documentation of public health concerns in Barclay
December 6, 2018

To: Town of Barclay Commissioners  
P.O. Box 38  
Barclay, Md. 21607

Re: Area of public health concern  
and need for public sewer

Our office was requested to comment on the need for public sewer and any public health concerns for the Town of Barclay. The following comments are offered:

1. Public sewer is the permanent solution for domestic waste disposal. The Town currently has at least five (5) commercial use properties, a post office, some church properties and at least forty (40) plus single and multiuse family units. Two of the commercial properties have such severe on-site waste disposal limitations that they must be served by "holding tanks", whereby the wastewater is pumped out as needed and transported to a sewage treatment plant. Enclosed is a letter of (3-19-2014) to the Town of Sudlersville, detailing our office's opinion concerning other properties the Town of Barclay has considered serving should they connect into the Sudlersville Sewage Treatment Plant. A copy was sent to the Town of Barclay.

2. Also, enclosed is a letter of (9-9-2009) sent to the USDA Rural Development at Dover, Delaware detailing our office's public health concerns and need for public sewer. A copy of this letter was sent to the Town of Barclay and the Town of Sudlersville. The statements made in this letter are still appropriate and accurate as of 12-6-2018.

In conclusion, I hope you find this information helpful to pursue other funding opportunities to finalize your Town being able to connect into the Sudlersville Sewage Treatment Plant.
If you have any questions please feel free to contact me at 410-758-2281.

Sincerely,

John Nickerson, Director
Environmental Health-
Queen Anne's County

Cc: Town of Sudlersville
    Todd Mohn, Director
    Queen Anne's County Dept.
    Of Public Works

Enclosures: Letter of 9-9-2009
            Letter of 3-19-2014
USDA Rural Development
1221 College Park Drive, Suite 200
Dover, Delaware 19934

Re: Town of Barclay
Septic Systems

To Whom It May Concern:

The following comments are offered regarding the on-site waste disposal systems in the Town of Barclay, Queen Anne’s County:

1. The Town of Barclay as a whole has very poor surface drainage relief and numerous failing septic systems due to a seasonal high water table.
2. Approximately 70-80% of the Town’s septic systems fail to provide an adequate soil treatment zone to remove pathogens and wastewater chemicals prior to discharging into the shallow groundwater.
3. This shallow groundwater has high nitrates exceeding safe drinking water standards. Several homes in the Town utilize this shallow groundwater (Columbia Formation) as their drinking water resource.
4. Many of the Town’s homes are situate on small lots and lack suitable area to replace or to add on to their existing septic systems when they fail hydraulically. Consequently, some septic systems periodically discharge domestic wastes to the ground surface or pipe a discharge outlet to any nearby ditch. Our office has received complaints regarding people pumping out their septic system wastes to a ditch.

In conclusion, there is a definite need for some type of central public sewer method to accommodate the Town’s wastewater disposal needs. Most of the Town’s existing homes are older and wouldn’t exist under today’s wastewater disposal regulations. These homes often originally had outhouses and no inside bathrooms.
When electric came in the 1940’s, bathrooms, plumbing and eventually corresponding septic systems were installed by property owners. Over 80% of the existing septic systems are non-conforming with current regulations governing on-site waste disposal.

If you have further questions, please call me at 410-758-2281.

Sincerely,

[Signature]

John E. Nickerson, Director
Environmental Health Services

JEN:clh
Cc: Town of Barclay, P.O. Box 39, Barclay, Md. 21607
   Town of Sudlersville, P.O. Box 116, Sudlersville, Md. 21668
   Attn: David Tiel
March 19, 2014

To: The Honorable Commissioners of the
   Town of Sudlersville
   200 South Church Street
   Sudlersville, Md. 21668

Dear Gentlemen:

It is my understanding that the Town of Sudlersville is entering into an agreement with the Town of Barclay to receive the wastewater from the properties in Barclay. It is proposed that Barclay’s wastewater will be pumped to Sudlersville’s Wastewater Treatment Plant for proper treatment and disposal.

At a joint meeting on 3-10-2014 with the Town of Sudlersville and Town of Barclay representatives, I was requested to identify properties fronting the proposed sewer line on Rt. 313 out of Barclay’s Town limits and properties on Barclay Cut-Off Road in need of public sewer for a permanent means of waste disposal.

1. The following improved properties identified by Tax Map and Parcel on Barclay Cut-Off Road have severe limitations for on-site waste disposal:

   Tax Map 18, Parcel 82
   Tax Map 24, Parcel 131
   Tax Map 18, Parcel 26

2. The following improved properties identified by Tax Map and Parcel on Barclay Cut-Off Road have severe soil and site limitations for on-site waste disposal, but because of the poor

www.qahealth.org • Maryland Relay: 800-735-2258
existing building conditions and if vacated for more than three (3) years, are treated as raw undeveloped land by Maryland Department of Environment policy. These parcels would have to pass minimum soil and site conditions which meet Comar Regulations 26:04:02 for on-site waste disposal adequacy in order to remodel or replace the existing structures:

- Tax Map 24, Parcel 119
- Tax Map 24, Parcel 143
- Tax Map 18, Parcel 92

3. The following improved properties identified by Tax Map and Parcel on the west side of Rt. 313 heading North on Rt. 313 currently not in Barclay's Incorporated limits have severe limitations for on-site waste disposal:

- Tax Map 18, Parcel 45
- Tax Map 18, Parcel 44
- Tax Map 18, Parcel 43
- Tax Map 18, Parcel 42
- Tax Map 18, Parcel 86
- Tax Map 18, Parcel 60
- Tax Map 18, Parcel 22

4. The following improved properties identified by Tax Map and Parcel on the west side of Rt. 313 heading north on Rt. 313 currently not in Barclay's Incorporated limits have soil and site conditions that currently meet Comar Regulations 26:04:02 for adequacy of on-site waste disposal:

- Tax Map 18, Parcel 41
- Tax Map 18, Parcel 40, Lot 1
- Tax Map 18, Parcel 40, Lot 2 (vacant)
- Tax Map 18, Parcel 39

In conclusion, the Queen Anne's County Environmental Health Office would designate properties listed in Number 1 and Number 3 as those of "public health concern". Those properties listed in Number 2 as needing public sewer if they are to
be remodeled or replaced. Those properties in Number 4 are not in a designation of "public health concern", but public sewer would provide a desirable permanent means of waste disposal.

If you have further questions, please call me at 410-758-2281.

Sincerely,

[Signature]
John E. Nickerson, Director
Environmental Health Services

CC:  Honorable Town Commissioners
     Of Barclay
     Steve Cohoon, Queen Anne’s County
     Department Of Planning
     Todd Mohn, Queen Anne’s County
     Department Of Public Works
     Alan Quimby, Queen Anne’s County
     Sanitary District
     Mr. Peter Bourne, KCI
Meeting Date: January 22, 2019

To: County Commissioners
   County Administrator
   Margie Houck

From: Rob Gunter, Senior Planner

Re: Major Subdivision #04-95-003
   Legal Document – Amended Deed of Forest Conservation Easement

Please find attached the Amended Deed of Forest Conservation Easement document which affects the forest conservation area of the Fair Prospect Subdivision.

In 1995 the subject property was part of a major subdivision which required that 15.3 acres of forested area be put into a conservation easement when the lots were created.

In 2016 the current owners purchased Lot 9 of the Fair Prospect Subdivision which had a driveway and a kennel. They have removed the kennel and constructed their residence and would now like to construct a barn. They are seeking to relocate 0.60 acres of forest conservation area.

Recently the State of Maryland updated the Chesapeake Bay Critical Area maps for Queen Anne’s County. During a review of the new maps it was found that the critical area line impacts on this parcel were vastly different than the lines on the previous maps. The old critical area lines were used to establish the forest conservation areas for the 1995 subdivision. The majority of the Lot 9 that was outside of the critical area was protected under a forest conservation easement which limit the improvements that the owners are able to do on the property.

The critical area line changes have afforded the property owners more upland area outside of the critical area that is unencumbered where they may potentially relocate a small portion of forest conservation area. This is the reason they are seeking to reconfigure the existing forest conservation easement.

Additionally, when the original easement was created there was a portion of the property left out for the driveway. When the driveway was originally installed they miscalculated its location and mistakenly built it in the easement area. Therefore the current owners are also proposing to adjust the forest conservation area to reflect the as built location of the driveway and in turn encumber the non-critical area portion of the area originally left out of the forest conservation easement.

As proposed, there will be no net loss of forest conservation area and the overall total will remain at 15.3 acres.

Respectfully, staff requests that the County Commissioners please review and sign this Amended Deed of Forest Conservation Easement.
TO: COUNTY COMMISSIONERS  
COUNTY ADMINISTRATOR – Gregg Todd

FROM: Donna K. Landis-Smith  
Soil Conservation Aide/Land Preservation

RE: Maryland Agricultural land Preservation Foundation (MALPF)  
State Matching Funds Program – letter of intent to participate

DATE: January 8, 2019

Queen Anne’s County has been a participant in the MALPF program since 1975. As part of the Matching Funds Program the Maryland Department of Agriculture requires the County to fund a portion of the upcoming easement acquisitions.

A letter of intent to participate is due to the MALPF Executive Director by the beginning of January 2019. Funds utilized by the County are derived from the agricultural transfer tax and have been dedicated towards Land Preservation easement acquisitions.

If you have any questions concerning the letter of intent to participate I can be reached at 443-988-4178 or by email at donna.landissmith@md.nacdnet.net

MOTION: I MAKE A MOTION TO APPROVE THE LETTER OF INTENT TO PARTICIPATE IN THE MALPF MATCHING FUNDS PROGRAM
January 8, 2019

Michelle Cable – Executive Director
Maryland Agricultural Land Preservation Foundation
50 Harry S. Truman Parkway
Annapolis, MD 21401

Dear Ms. Cable:

Consider this letter as confirmation that Queen Anne’s County will be participating in the FY19 MALPF Matching Funds Program. All of the funds that will be utilized have been derived from the Agricultural Transfer Tax which is dedicated to land preservation.

After review of identified funds, the Queen Anne’s County Board of County Commissioners will advise MALPF of the amount of matching funds.

If you have any additional questions, contact the Finance Office at 410-758-4064 or Donna K. Landis-Smith at 443-988-4178.

Sincerely,

QUEEN ANNE’S COUNTY BOARD OF COUNTY COMMISSIONERS

James J. Moran, President

Stephen Wilson

Jack N. Wilson, Jr.

Philip L. Dumenil

Christopher M. Corchiairino
ACTION ITEM

TO: County Commissioners  
County Administrator – Gregg A. Todd

FROM: Donna K. Landis-Smith  
Soil Conservation Aide

DATE: December 26, 2018

RE: Foreman Branch Rural Legacy Area Expansion

PROPOSED EXPANSION OF THE FOREMAN BRANCH RURAL LEGACY (RL) AREA

Background -

The Foreman Branch RL Area is located outside of Chestertown, Church Hill and Crumpston. It was created in 2000 and encompasses 11,691 acres of which 8,113 acres have been permanently preserved (69%).

The Foreman Branch RL area is located in the Northwestern part of the County. The existing RL area runs along the Chester River (on the County’s northern border), Rt. 544 to Rt. 301 towards Sudlersville/Millington, Rt. 213 near Church Hill. The existing area encompasses 11,691 acres of prime agricultural, forested, waterfront and environmentally and ecologically sensitive land. Of the total 11,691 acres 8,113 acres have been permanently preserved through MALPF, RL, and other preservation programs.

Contingent upon landowner response and landowner requests to be included in the proposed expanded area there will be eight (8) additional parcels eligible for easement acquisition. The proposed expansion of 1,095 acres is a result of requests from landowners seeking to permanently preserved their properties.

The proposed expansion would be contiguous to the existing RL area and would expand the Foreman Branch RL Area to 12,786 acres.

MOTION: I MAKE A MOTION TO APPROVE THE EXPANSION OF 1,095 ACRES TO THE EXISTING FOREMAN BRANCH RURAL LEGACY AREA
January 8, 2019

Thomas McCarthy – Project Manager
Land Acquisition and Planning - Rural Legacy Program
Tawes State Office Building D-4
580 Taylor Ave.
Annapolis, MD 21401

Dear Mr. McCarthy:

After review of the proposed expansion of the Foreman Branch Rural Legacy (RL) Area, on December 11, 2018, the Queen Anne’s County Board of County Commissioners finds the Foreman Branch RL Area is a vital part of the Queen Anne’s County’s effort to preserve it finest agricultural, natural and environmental resources. Continued efforts by the County and State are imperative to succeed in further preserving valuable land.

The Queen Anne’s Board of County Commissioners gives their support of expanding the Foreman Branch Rural Legacy Area.

Sincerely,

QUEEN ANNE’S COUNTY BOARD OF COUNTY COMMISSIONERS

James J. Moran
Jack N. Wilson Jr.
Stephen Wilson
Phil L. Dumenil
Christopher M. Corchiarino

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TO: Queen Anne’s County Commissioners

FROM: Beverly A. Churchill
Director, Human Resources

DATE: December 14, 2018

SUBJECT: Draft Standard Operating Policy

ACTION ITEM

On July 1, 2018 we transitioned to White Glove Drug & Alcohol Testing, Inc. During the past six months, we have been working with White Glove on the general implementation of the program but also on revising our drug and alcohol policies and the associated forms. Attached you will find three revised policies for your review:

- CDL Drug and Alcohol Testing Policy (Drivers with a CDL License; follows the Federal motor Carrier Safety Administration regulations)
- FTA Drug and Alcohol Testing Policy (Bus Drivers, Transit Dispatchers and Mechanics, follows the Federal Transportation Administration regulations)
- County Drug and Alcohol Testing Policy (All other County employees not covered by the above stated policies, follows the Drug Free Workplace Act)

These policies have been reviewed by the Safety Committee and respective department heads for any suggestions. In addition supervisor training has been scheduled for February 2019.

Lastly, is the revised Sick and Safe Leave Policy. There have been minor revisions to this policy as more information has become available from the State regarding compliance with the Maryland Working Families Act. This policy has been reviewed by the department heads and our attorney.

If you wish to adopt these new and revised policies, please make a motion similar to this:

I move that the Drug and Alcohol Testing Policies and the Sick and Safe Leave Policy be adopted as presented, effective in seven business days.
QUEEN ANNE’S COUNTY
STANDARD OPERATING POLICIES

SECTION: 300 - Human Resources

POLICY TITLE: Drug and Alcohol Testing Policy

POLICY NUMBER: 300-602

APPROVAL: Director of Human Resources

EFFECTIVE DATE: 10/01/1995 (Original)

REVISION DATE(S): November 19, 2009, December 2018

REFERENCE(S):
- 49 CFR Part 655 as amended
- 49 CFR Part 40 as amended
- Employee Assistance Policy
- Family and Medical Leave Policy

FORM: Reasonable Suspicion Checklist 300-602-F1
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G. COLLECTION SITES AND PROTOCOLS  
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M. SPECIMEN VALIDITY & MEDICAL EVALUATIONS
A. STATEMENT OF PURPOSE:

Queen Anne’s County Government and the Queen Anne’s County Board of County Commissioners believe that the use of alcohol or illicit drugs in the workplace is detrimental to public safety, employee morale, and productivity.

B. APPLICABILITY:

The provisions of this drug and alcohol testing policy are applicable to all employees and volunteers who do not hold a CDL license.

C. DESIGNATED EMPLOYER REPRESENTATIVE (DER):

Human Resources Department
Queen Anne’s County Government
107 North Liberty Street
Centreville, MD 21617
(410) 758-4406 telephone

D. MEDICAL REVIEW OFFICER (MRO):

The Medical Review Officer (MRO) is a licensed physician with knowledge of controlled substances testing and substance abuse disorders. The primary role of the MRO is to act as an independent, impartial gatekeeper and advocate for the accuracy and integrity of the drug testing process. The MRO must also provide a quality assurance review of the drug testing process for the specimens reviewed and processed by said MRO. The MRO will perform all mandated duties, and make all decisions and determinations in accordance with MRO best practices and industry standards.

E. EMPLOYEES SUBJECT TO TESTING:

All employees and volunteers who do not hold a CDL license shall be subject to pre-employment, random, post-accident, reasonable suspicion, return to duty, and follow up drug and alcohol testing under this policy.

F. TESTING LABORATORIES:

Queen Anne’s County Government retains the services of several DHHS (Department of Health and Human Services) certified forensic laboratories for the purposes of urine drug screening and
confirmation testing. These laboratories have completed the certification program conducted by the DHHS and administered by the National Institute of Drug Abuse (NIDA).

The laboratory must retain any specimen reported with positive, adulterated, substituted, or invalid results, for a minimum of 1 (one) year. The MRO must offer the donor of any laboratory confirmed positive test result, the opportunity to have "split specimen" testing performed. Laboratories testing the "split specimen", must also retain those specimens for 1 (one) year.

G. COLLECTION SITES AND PROTOCOL:

Specimens for pre-employment, random, post-accident, reasonable suspicion, return to duty, and follow up alcohol and drug testing will be collected at locations with properly trained and certified personnel to act as collectors. These locations will also furnish all of the necessary equipment and supplies for the purpose of collecting breath, saliva, and urine specimens for drug & alcohol testing. All procedures used for collection, shipment, custody control, and accessioning of specimens are performed according to industry standards and best practices following the guidelines set forth in U S DOT 49 CFR part 40 as amended, and will be reviewed regularly by the administrative staff of Queen Anne’s County Government’s Third-Party Administrator for compliance of these regulations.

Queen Anne’s County Government reserves the right to require a designated supervisor escort any employee who has been directed to test, to the collection site.

H. ALCOHOL TESTING:

For purposes of alcohol testing Queen Anne’s County Government utilizes only NHTSA-approved Alcohol Screening Devices and Evidential Testing Devices. Any alcohol test registering an alcohol concentration above 0.02 must be confirmed after a 15 (fifteen) minute waiting period has elapsed, and the donor has been instructed not to eat, drink, smoke, chew, or belch. The confirmation test must be completed within 30 (thirty) minutes of the initial screening test result. If the confirmation test is not completed within the specified 30 (thirty) minutes, the testing will be still be conducted, and the reason for the delay and amount of time that has actually elapsed, are noted on the remarks line of the alcohol testing form.

All alcohol-testing technicians are certified by approved training program. They are also provided with continuing education and training with regards to equipment and testing protocols, to keep in compliance with Federal and State regulations. Training certifications and calibration information for equipment and collectors utilized by Queen Anne’s County Government are maintained at Queen Anne’s County Government’s Third-Party Administrator and can be inspected upon request.

I. DRUG TESTING:

Queen Anne’s County Government’s Drug and Alcohol Testing Policy will adhere to industry standards, best practices, and guidelines set forth in the US DOT 49 CFR Part 40 regulation for
specimen collection, transit, and laboratory analysis. The analysis of all specimens will include an initial screen with confirmation by SAMHSA certified laboratories, and certified MRO review for non-negative results. All non-negative laboratory results will be forwarded directly to the MRO, at which time the chain of custody and documentation concerning the specimen is examined in detail. Both the laboratory and the MRO inspect each sample for “fatal flaws”. If any “fatal flaws” are discovered, the test is cancelled. In situations where correctable flaws exist, they must be corrected prior to the completion of MRO verification process.

After a thorough review of the collection procedure, chain of custody form, testing protocol and laboratory results, negative results are verified and reported by the MRO to the employer. For non-negative results, the MRO will contact the employee and conduct a medical interview, focusing on the individual’s medical history and/or any other relevant biomedical factors. The MRO shall examine all alternative medical explanations for any positive test results. The MRO will also review all medical records made available by the donor, when a confirmed positive test result could have resulted from legally prescribed medications. Additionally, the MRO reserves the right to order additional laboratory ancillary testing and/or specimen re-analysis and quantification of the specimen submitted, in order to complete the verification process.

The MRO must offer the donor of any laboratory confirmed positive test result, the opportunity to have “split specimen” testing performed. The donor must notify the MRO of their request for “split specimen” testing within 72 (seventy-two) hours of the initial interview by the MRO. Split specimen testing allows the donor to have the unopened specimen bottle, with the chain of custody and tamper evident seal intact, sent to a second independent DHHS approved laboratory for confirmation. Donors are financially responsible for the cost of any “split specimen” test request.

The MRO will attempt to contact the donor a minimum of at least 3 (three) times during the first 24 (twenty-four) hours. If the MRO is unable to contact the donor after 24 (twenty-four) hours, the MRO will request that the Queen Anne’s County Government Designated Employer Representative (DER), attempt to contact the donor. The DER, will instruct the donor to contact the MRO immediately. The donor will be instructed that contact with the MRO must occur within 72 (seventy-two) hours. The DER must also advise the donor, that his or her failure to contact the MRO within 72 (seventy-two) hours after being instructed to do so will result in the test being reported by the MRO as a refusal to test which is considered a verified positive.

If after 10 (ten) days from the MRO’s receipt of the confirmed laboratory positive result, the MRO and DER are still unable to contact the donor the test will be reported as verified positive. In the event the donor expressly declines or refuses an interview with the MRO, the test will be reported as verified positive. The MRO is permitted to release to the Queen Anne’s County Government DER or any regulatory agency the results of drug testing. The MRO will not release individual test results to any other person, without first obtaining specific written authorization from the donor.

Any corrupted samples or chain of custody forms that require cancellation based upon MRO best practices, industry standards, and/or guidelines set forth US DOT 49 CFR Part 40 as amended will result in the cancellation of the test by the MRO.
QUEEN ANNE'S COUNTY GOVERNMENT

All collection officials have been trained and certified with regards to collection procedures. Each collector participates in a quality assurance and continuing education program, which requires periodic monitoring and proficiency demonstrations utilizing mock collections. Training certification documentation for all collectors utilized is maintained by Queen Anne’s County Government’s Third-Party Administrator.

J. SELF REPORT

Queen Anne’s County Government does not consider a request for assistance with a drug and/or alcohol problem after an employee or volunteer is notified or required to report for testing as a “voluntary” or “self report”. In this case, the employee or volunteer would still be required to submit to any requested drug and/or alcohol testing, and subsequent action taken if adverse results were received.

If an employee or volunteer has reason to believe he or she is unfit to perform duties and voluntarily seeks assistance, due to a drug and/or alcohol problem, the employee must contact Queen Anne’s County Government Drug & Alcohol Testing Program DER, and request a temporary leave from duty. The employee or volunteer may not return to the performance of duties until a qualified drug and alcohol counselor has approved him or her to do so, after completing an evaluation, and all recommended treatment/education. The employee or volunteer must also submit a negative return to duty drug test and/or alcohol test, prior to the commencement of any safety-sensitive functions.

While the employee may use leave (if applicable), Queen Anne’s County Government cannot guarantee a position will be available or “held” for the employee during and/or after treatment.

The employee or volunteer remains subject to all personnel policies, including those related to drugs and/or alcohol while undergoing treatment. The employee is subject to termination if found to be violating the Drug & Alcohol Testing Policy, notwithstanding the fact that he or she may be receiving treatment.

The cost of any treatment, education, as well as follow up and return to duty testing, will be the employee or volunteer’s financial responsibility.

K. POLICIES & PROCEDURES

1. General Program Guidelines & Prohibited Behaviors

Employees and volunteers are prohibited from performing duties while under the influence of alcohol and/or illegally prescribed or illegally used controlled substances.

Any employee deemed a refusal to test will be immediately terminated.

Employees or volunteers using prescription medication should obtain confirmation the usage does not pose any safety concerns from the prescribing physician, or Queen Anne’s County Government’s
QUEEN ANNE’S COUNTY GOVERNMENT

MRO. If a medically legitimate prescription, that would preclude or inhibit the performance of job duties, is dispensed to an employee, he or she will be placed on leave until the cessation of the prescribed medication is indicated.

MRO Safety Concerns: During the MRO verification process, a donor may disclose medication that requires the MRO to report the result as negative, but also to generate a “safety concern” letter. If the MRO issues a “safety concern” letter subsequent to an MRO interview, the donor will be required to undergo a “fitness for duty” exam. Information concerning medication usage, including but not limited to consultation with the MRO will be provided to the medical examiner performing the exam.

Prohibited substances addressed by this policy include the following:

Controlled Substances and Illicit Drugs: Illegally used controlled substances, or drugs under the Drug-Free Workplace Act of 1988, any drug or any substance identified in Schedules I thru V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 thru 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U. S. Drug Enforcement Administration or the U. S. Food and Drug Administration. Illegal use includes usage of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

Medical Marijuana: Queen Anne’s County Government is required to abide by the Drug Free Workplace Act of 1988. Marijuana is listed as a Schedule I drug by the DEA; employees are prohibited from using marijuana. The MRO is prohibited as accepting medical marijuana as a legitimate medical explanation during the verification process of any laboratory positive test results.

Hemp Products: The MRO is prohibited as accepting hemp product use as a legitimate medical explanation during the verification process of any laboratory positive test results. This would include CBD oils and other hemp derivatives.

Mate de Coca: The MRO is prohibited as accepting mate de coca product use as a legitimate medical explanation during the verification process of any laboratory positive test results.

Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing duties is prohibited. An alcohol test can be performed on a just before, during, or just after the performance of job duties.

On-call employees and volunteers are prohibited from performing duties if they have consumed alcohol within 4 (four) hours of reporting for duty. On-call employees and volunteers, who have consumed alcohol, must advise a supervisor of the alcohol use prior to reporting for duty. Queen Anne’s County Government reserves the right to perform an alcohol screen to determine a driver’s fitness to perform on-call duties.

Queen Anne’s County Government considers the following behaviors prohibited, and will result in immediate removal from duty and termination of employment;
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- On duty use or possession of alcohol.
- Pre-duty use of alcohol within 4 (four) hours of reporting for duty.
- Use of alcohol within 8 (eight) hours of a reportable accident, or until post accident alcohol testing has been conducted.
- Refusal to submit to a required alcohol or controlled substances test. Any employee deemed a refusal to test will be immediately terminated.
- Possessing, using, selling, transferring, or exchanging controlled substances, whether on or off duty.
- Illegal use and/or impairment while on duty of any prescription medication, which may affect work performance or pose a danger to the safety of the employee or others.
- Possessing, using, selling, transferring, or exchanging controlled substances in the workplace, on or in Queen Anne's County Government property, including but not limited to; facilities, parking lots, equipment, and vehicles.
- Possessing, using, selling, transferring, or exchanging substances, and/or products, including but not limited to prosthetic devices used to carry clean urine, and/or any other attempt to evade drug detection, and/or adulterate or substitute a specimen sample.

Queen Anne's County Government reserves the right to search, at any time Queen Anne's County Government property used by employees, i.e. desks, work areas, motor vehicles, lockers, etc. for the presence of controlled substances and/or alcohol.

Drug/DUI/DWI Arrests and Convictions:
All employees are required to notify the Queen Anne's County Government DER of any criminal drug statute and/or DUI/DWI arrest/conviction within 5 (five) days after such arrest or conviction. Failure to comply with this provision shall result in immediate termination of employment.

1. Pre-Employment

All applicants for employment and volunteers are notified at the time of their application that as a condition of employment, they will be required to submit a drug screen with a negative result, prior to the performance of any duties. The applicant (except volunteers) must report for the pre-employment test within 2 business days of being notified.

If any pre-employment drug test is verified positive, the applicant or volunteer will be notified his or her candidacy will not receive further consideration. If any pre-employment test is cancelled, the applicant will be instructed to repeat the test immediately.

Upon consideration of a job offer, Queen Anne's County Government is responsible for directing applicants to the collection site for a urine drug screen. No applicant or volunteer shall be allowed to begin the performance of duties until Queen Anne's County Government receives a negative drug screen result.
II. Random Testing

All employees and volunteers who do not hold a CDL license are subject to random unannounced alcohol and drug testing under this policy. Random testing will occur at intervals spaced equally throughout the year, equally throughout all shifts, and equally throughout all days of the week.

All employees and volunteers are tested just prior to, during, or immediately after performance of duties. All employees are to report directly to the collection site upon notification any of required testing. Failure to report for testing within 2 hours after notification is considered a refusal to test, and grounds for immediate dismissal.

III. Post Accident Testing

Queen Anne’s County Government may require post-accident testing for any accident or incident where there is damage to property, and/or where medical attention is rendered, and/or where the determination is made that based on potential liability; it would be in the best interest of Queen Anne’s County Government to require testing based on departmental determination. Queen Anne’s County Government also reserves the right to perform expanded panel testing.

Post-Accident testing will be required for accident involving a fatality, any accident in which any vehicle was towed from the scene, and the Queen Anne’s County Government employee or volunteer was issued a citation, any accident in which any person was taken from the scene via ambulance, and/or received medical attention, and the Queen Anne’s County Government employee was issued a citation.

Post accident testing should be performed immediately. Employees and volunteers must remain readily available and refrain from any alcohol use until the testing has been performed. If an employee subject to post accident testing does not remain readily available for testing, including notifying Queen Anne’s County Government of his or her location if he or she leaves the scene of the accident prior to submitting to testing, he or she may be deemed to have refused testing.

Alcohol testing should occur within 2 (two) hours of the accident. If not promptly administered, Queen Anne’s County Government will prepare and maintain on file, a record stating the reasons for not administering the test. If a post accident alcohol test is not administered within 8 (eight) hours following an accident, Queen Anne’s County Government shall cease attempts to administer the test, and prepare and maintain the same explanatory record. Drug testing should also occur immediately following an accident, but must be performed no more than 32 hours after the accident.

At no time shall any employee or volunteer be delayed or denied medical attention or be prohibited from leaving the scene of an accident, for the period necessary, to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. If an employee or volunteer cannot participate in the collection process due to injury or state of consciousness, the employer may accept test results performed by Federal, State, or Local officials, if the results are released.
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If an employee or volunteer subject to post accident testing does not remain readily available for testing, including notifying Queen Anne’s County Government of his or her location if he or she leaves the scene of the accident prior to post accident testing, he or she may be deemed to have refused testing.

IV. Reasonable Suspicion

Any employee or volunteer exhibiting behavior or conduct that has been observed by at least one supervisor who has received 2 (two) hours of training for drug & alcohol awareness, gives reasonable suspicion to suspect drug or alcohol use, he or she must submit to reasonable suspicion drug & alcohol testing. A refusal to submit to testing will be treated as a positive result, and grounds for immediate termination. The supervisor will escort the employee or volunteer directly to the collection site for drug & alcohol testing. Under no circumstances will an employee or volunteer that requires reasonable suspicion drug & alcohol testing be permitted to drive his or herself to the collection site.

V. Consequences of a POSITIVE Test Result

Any covered employee or volunteer with a confirmed alcohol concentration greater than 0.02 but less than 0.04 will be IMMEDIATELY removed from duty for a period of no less than 24 (twenty-four) hours.

Any employee or volunteer with a confirmed positive drug test, confirmed alcohol test of 0.04 or greater, a refusal to test, or any other drug/alcohol policy violation, will be immediately terminated and referred to a substance abuse professional.

Any employee or volunteer that refuses to submit to any drug and/or alcohol test will be considered positive and immediately terminated.

VI. Refusal to Test

The following behaviors are considered a refusal to test and carry the same consequences as a positive test result immediate removal from duty and termination;

- Failure to appear for a pre-employment test within 2 business days (except volunteers) after being notified to do so.
- Failure to appear for a random test within 2 hours after being notified to do so.
- Failure to remain at the testing site until the testing process is complete.
- Failure to provide a specimen for any drug or alcohol test required by the Queen Anne’s County Government Drug and Alcohol Policy.
- Refusal to allow the observation or monitoring of a specimen collection when it is required.
- Failure to provide a sufficient urine or breath sample without an adequate medical explanation for the failure.
- Failure to take a second test that the employer or collector has directed the employee to take.
- Failure to undergo a medical exam as directed by the employer or the MRO as part of the verification process, or “shy bladder” or “shy lung” procedures.
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- Failure to cooperate with the testing process (Examples: refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process).
- For a direct observation collection; failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to allow the observer to see if employee is wearing a prosthetic or similar device that could be used to interfere with the collection process.
- Possession or wearing of a device or product intended to help the employee pass the drug test.
- Admitting adulteration or substitution of the specimen to the collector or the MRO.
- If the MRO reports a verified adulterated or substituted test result.
- An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying Queen Anne’s County Government of his or her location if he or she leaves the scene of the accident prior to submission to a test.

VII. Observed Collections

A collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- a. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports there was not a valid medical explanation for the result; or
- b. The MRO reports the original positive, adulterated, or substituted specimen had to be cancelled because the test of the split specimen could not be performed.
- c. The collector observes materials brought to the collection site or the employee’s conduct clearly indicates an attempt to tamper with a specimen; or
- d. The temperature of the original specimen was out of range; or
- e. The laboratory reports to the MRO, validity testing revealed an invalid “dilute” specimen with a creatinine of less than or equal to 5mg/dL and the specific gravity is less than or equal to 1.001 or greater than or equal to 1.020.

During observed collections, observers will check for items such as prosthetic devices designed to carry clean urine, with both male and female donors. The observer will follow industry standards and best practices.

I. CONFIDENTIALITY AND RECORDKEEPING

Confidentiality will be maintained to the fullest extent possible with regards to drug and alcohol testing. All correspondence written or verbal, between the Queen Anne’s County Government’s DER, TPA, and the MRO, is further protected from breeches in confidentiality by utilization of a password, known only to these individuals, prior to the exchange of any information.

The traditional doctor/patient relationship does not exist when the MRO is acting within the scope of duties assigned under the Queen Anne’s County Government’s Drug & Alcohol Testing Policy. Individuals are advised, information provided to the MRO during the verification process of a confirmed laboratory positive test result, may be disclosed to third parties. No testing information will be furnished to a third party, without express written consent provided by the employee/donor.
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Test results will not be disclosed by the DER, the MRO, the TPA, or the testing laboratory, to anyone outside of Queen Anne’s County Government, including law enforcement agencies except when the following circumstances occur:

a. A proceeding initiated by the employee or on behalf of the employee, including but not limited to the decision maker in a lawsuit, grievance, worker’s compensation claim, unemployment compensation claim, or any other proceeding relating to a benefit sought by the employee require such.

b. As a requirement of any Federal, State, or Local regulation or statute.

c. When results are requested by a potential employer and the appropriate authorization form signed by the employee or applicant has been provided.

M. SPECIMEN VALIDITY TESTING AND MEDICAL EVALUATIONS

For specimens deemed invalid due to adulteration or substitution, the result will be treated as a positive, and the employee subsequently terminated. If the urine is reported as “dilute”, it is still a valid test, either positive or negative.

In the event an employee or volunteer is unable to produce a sufficient amount of specimen, the MRO will arrange for a medical evaluation. In the absence of a medical condition or legitimate medical explanation, insufficient samples will be treated as a refusal to test, which carries the same consequence as a positive test result.
Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6-ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholics")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
QUEEN ANNÉS COUNTY GOVERNMENT

- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.
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Attachment B
Drugs of Abuse

Cannabinoids: (Marijuana, Hashish)
Effects: Euphoria, slowed thinking and reaction time confusion, impaired balance and coordination impaired memory, increased heart rate, and anxiety

Depressants: (Barbiturates, Benzodiazepines)
Effects: Reduced anxiety, feeling of well being, lowered inhibitions, slowed pulse, poor concentration, impaired coordination, memory loss, addiction

Opioids: (Codeine, Morphine, Heroin, Opium, Hydrocodone, Hydromorphone, Oxycodone, Oxymorphone)
Effects: Euphoria, drowsiness, nausea, vertigo, confusion, sedation, addiction, coma, increased tolerance, respiratory depression and arrest.

Stimulants (Amphetamine, Methamphetamine, Cocaine)
Effects: Increased heart rate, blood pressure, metabolism euphoria, reduced concentration, rapid irregular, heart rate, weight loss, decreased appetite, heart failure.

Dissociative Anesthetics: (PCP)
Effects: Increased heart rate, impaired motor function, psychotic behavior, numbness, nausea, memory loss, catatonia, lethargy, flashbacks
QUEEN ANNE'S COUNTY GOVERNMENT

Attachment C
Substance Abuse Resources

Employee Assistance Program

Director of Human Resources, Queen Anne’s County Government

Queen Anne’s County Health Department;
Substance Abuse Services After-Hours
I acknowledge I have been provided with a copy of Queen Anne's County Government's Drug & Alcohol Testing Policy. I further acknowledge I have also been provided with contact information for the person or persons who can answer any questions I may have concerning any components, aspects, or consequences contained in this policy.

__________________________________________  ______________________
Employee Signature                                     Date

__________________________________________
Employee Printed Name
Queen Anne’s County
Reasonable Suspicion Checklist

The following checklist should be completed when a manager or supervisor suspects drug or alcohol use based on the physical appearance and behavior of the employee. Also completing the checklist should be all other managers or supervisors who witnessed the employee being unfit for duty. The manager or supervisor completing this checklist MUST have completed the two hours of training for drug and alcohol awareness.

PART 1: EMPLOYEE INFORMATION

Employee Name: ____________________________________________________________

Employee Job Title: ________________________________________________________

Observation Date: _________________________________________________________

Observation Time (indicate a.m. or p.m.): _____________________________________

Location: _________________________________________________________________

PART 2: OBSERVATIONS

Place a checkmark next to any of the following observations exhibited by the employee.

PHYSICAL

Walking:
____ Holding on; ______ Stumbling; ______ Unable to walk; ______ Unsteady; ______ Staggering;
____ Swaying; ______ Falling; ______ Other (describe) _____________________________

Standing:
____ Swaying; ______ Feet wide apart; ______ Unable to stand; ______ Rigid; ______ Staggering;
____ Sagging at knees; ______ Dizziness; ______ Other (describe) __________________

Movements:
____ Fumbling; ______ Jerky; ______ Nervous; ______ Slow; ______ Normal; ______ Hyperactive;
____ Reduced reaction time; ______ Not following tasks; ______ Diminished coordination;
____ Tremors; ______ Other (describe) ________________________________

Eyes:
____ Bloodshot; ______ Watery; ______ Droopy; ______ Glassy; ______ Closed;
____ Dilated/Constricted Pupils; ______ Other (describe) _________________________

Face:
____ Flushed; ______ Pale; ______ Sweaty; ______ Other (describe) ________________

Breath:
____ No alcoholic odor; ______ Faint alcoholic odor; ______ Alcoholic odor; ______ Chemical odor;
____ Sweet/pungent tobacco odor; ______ Heavy use of breath spray;
____ Other (describe) ______________________________________________________
Speech:
____ Whispering; ___ Slurred; ___ Shouting; ___ Incoherent; ___ Slobbering; ___ Silent;
___ Rambling; ___ Mute; ___ Slow; ___ Other (describe) _____________________________

Appearance:
___ Neat; ___ Unruly; ___ Messy; ___ Dirty; ___ Stains on clothing; ___ Marijuana Odor; ___ Partially dressed; ___ Bodily excrement stains;
___ Visible puncture marks or tracks; ___ Burnt rope smell on clothes, hair, body;
___ Excessive sweating in cool area; ___ Other (describe) __________________________

BEHAVIORAL

Demeanor:
___ Cooperative; ___ Calm; ___ Talkative/Rapid Speech; ___ Polite; ___ Sarcastic;
___ Sleepy; ___ Crying; ___ Sleeping on job; ___ Argumentative; ___ Excited;
___ Withdrawn; ___ Mood swings; ___ Overreacts to minor things; ___ Excessive laughter;
___ Forgetful; ___ Other (describe) _______________________________________________

Actions:
___ Hostile; ___ Fighting; ___ Profanity; ___ Drowsy; ___ Threatening; ___ Erratic;
___ Hyperactive; ___ Calm; ___ Resisting communication; ___ Paranoid;
___ Possessing, using or distributing an illegal substance; ___ Baseless Panic;
___ Other (describe) __________________________________________________________

Appetite:
___ Always munching on something; ___ Constantly Chewing Gum;
___ Frequently Eating Candy; ___ Popping Mints Often;
___ Other (describe) __________________________________________________________

MISCELLANEOUS
___ Presence of alcohol and/or drugs in employee’s possession or vicinity
___ On-the-job misconduct by employee
___ Employee admission to alcohol and/or drug use or possession

CORROBORATING WITNESSES
List names of all witnesses to the employee’s conduct below
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

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OTHER OBSERVATIONS
List below any other observations not included in this checklist. Also provide details for any accident that the employee in question caused or was involved in.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

PART 3: EMPLOYEE’S RESPONSE
Document below the employee’s explanation or reasons for his/her conduct.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

PART 4: ACTION PLAN

Once the above parts of this Reasonable Suspicion Checklist are completed by you and a witness, you can proceed to an action plan in a meeting with the employee. Remember to follow County procedures as outlined in its Drug and Alcohol Testing Policy.

Place a checkmark next to the applicable action as agreed upon with the employee:

____ Employee has agreed to testing
____ Employee has not agreed to testing
____ Employee referred to MAP/EAP
____ No further action at this time
QUEEN ANNE'S COUNTY
STANDARD OPERATING POLICIES

SECTION: 300 - Human Resources

POLICY TITLE: Drug and Alcohol Testing Policy
As Mandated by the authority of the Federal Transportation Administration

POLICY NUMBER: 300-602 (B)

APPROVAL: Director of Human Resources

EFFECTIVE DATE: 10/01/1995 (Original)

REVISION DATE(S): March 31, 2016, December 2018

REFERENCE(S): 49 CFR Part 655 as amended
49 CFR Part 40 as amended
Employee Assistance Policy
Family and Medical Leave Policy

FORM: Reasonable Suspicion Checklist 300-602-F1
Consent to Release Previous Testing Results (FTA) 300-602-F2 (B)
Post-Accident Testing Decision Form (FTA) 300-602-F3 (B)
QUEEN ANNE’S COUNTY
STANDARD OPERATING POLICIES

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In some cases, Queen Anne’s County Government reserves the prerogative to utilize stricter policies or procedures than the U. S. Department of Transportation when such are believed to be in the best interest Queen Anne’s County Government clients and employees. Any provisions set forth in this policy that are included under the sole authority of Queen Anne’s County Government and are not provided under the authority of the above-named Federal regulations are underlined indicating it is a requirement of Queen Anne’s County Government for employment by that entity, and not required by the U. S. Department of Transportation.

Underlined text = Queen Anne’s County Government requirements  
Regular text = FTA requirements

Attachment A Safety-Sensitive Positions
Attachment B Alcohol Fact Sheet
Attachment C Drug Effects Fact Sheet
Attachment D Substance Abuse Counseling, Treatment and Rehabilitation Providers
A. PURPOSE

As public providers of transportation, we must consider the impact this service on the residents of the County utilizing public transportation. Our goal is to provide transportation that is more reliable, cost effective, and safer than what other private and public providers can deliver. To this end, we must eliminate drug use and alcohol misuse in the workplace. Not only is this a best business practice, but it is the right thing to do. As conscientious transportation professionals, we must all do our part to provide a product that everyone can be proud of. In keeping with this mission, Queen Anne’s County Government declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Queen Anne’s County Government is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full-time part-time, contractual) when performing any transit-related business. A safety-sensitive function is any duty related to the safe operation of public transportation service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any other transit employee who is required to hold a Commercial Driver’s License. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles, and/or equipment used in revenue service. A list of safety-sensitive positions that perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions.
C. DEFINITIONS

Accident, means an occurrence associated with the operation of a revenue service vehicle even when not in revenue service or which requires a Commercial Driver’s License to operate, if as a result—

(1) A person dies,
(2) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident, or
(3) One or more vehicles incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, disabling damage means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

This definition represents the FTA thresholds for an accident that would require post-accident drug and alcohol testing. Under its own authority, Queen Anne’s County Government may test covered employees under County authority if the accident fails to meet FTA thresholds. For accidents that do not meet the FTA thresholds, Queen Anne’s County Government will use non-DOT testing forms and procedures.

Adulterated specimen: A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration that it is not consistent with human urine. An adulterated specimen is considered a refusal to test, and subject to the same consequences as a positive test result.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device (EBT).

Alcohol Salvia Device (ASD): A device listed on ODAPC’s website is used to test the alcohol concentration in a saliva sample. Please note ASD testing can be used for screening purposes only. All positive alcohol saliva test results must be confirmed with an approved evidential breath-testing device within 30 minutes of the initial screening test result.

Cancelled Test: A drug test that has been declared invalid by a Medical Review Officer. A cancelled test is neither positive nor negative.

Covered Employee: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of Queen Anne’s County Government covered employees).

Designated Employer Representative (DER): An employee authorized by the employer to take
immediate action to remove employees from safety-sensitive duties and to make required
decisions in testing. The DER also receives test results and other communications for the
employer, consistent with the requirements of 49 CFR Parts 40 and 655.

Department of Transportation (DOT): Department of the federal government which includes the US
Coast Guard, Federal Transit Administration, Federal Railroad Administration, Federal Highway
Administration, Federal Motor Carrier Safety Administration, Research and Special Programs, and
the Office of the Secretary of Transportation.

Dilute specimen. A specimen with creatinine and specific gravity values that is lower than
expected for human urine.

Disabling damage means damage that precludes departure of any vehicle from the scene of the
occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to
vehicles that could have been operated, but would have been further damaged if so operated, but
does not include damage which can be remedied temporarily at the scene of the occurrence without
special tools or parts, tire disablement without other damage even if no spare tire is available, or
damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers, that makes them
inoperative.

Evidentiary Breath Testing Device (EBT) A Device approved by the NHTSA for the evidential testing
of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on
ODAPC's website list of “Approved Evidential Breath Measurement Devices”.

Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy)
responsible for receiving laboratory results generated by the drug testing program who has
knowledge of substance abuse disorders, and has appropriate medical training to interpret and
evaluate an individual's confirmed positive test result, together with his/her medical history, and
any other relevant biomedical information.

Negative Dilute is a drug test result that is negative for the five drug/drug metabolites but has a specific
gravity value lower than expected for human urine.

Negative test result for a drug test means a verified presence of the identified drug or its
metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol
concentration of less than 0.02 for breath of saliva samples is a negative test result.

Non-negative test result is a test result found to be adulterated, substitute, invalid, or positive for
drug/drug metabolites.

Performing (a safety-sensitive function) means a covered employee is considered to be
performing a safety-sensitive function and includes any period in which he or she is actually
performing, ready to perform, or immediately available to perform such functions.

Positive test result for a drug test means a verified presence of the identified drug or its metabolite
at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test
result means a confirmed alcohol concentration of 0.04 BAC or greater.

Prohibited drug means marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels
above the minimum thresholds specified in 49 CFR Part 40, as amended.
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Revenue Service Vehicles include all transit vehicles that are used for passenger transportation service or that require a CDL to operate including ancillary vehicles used in support of the transit system.

Safety-sensitive functions include (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver’s License (CDL); (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle; and (e) carrying a firearm for security purposes.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified social worker; or a licensed or certified psychologist; or a licensed or certified employee assistance professional; or a state-licensed or certified marriage and family therapist; or an alcohol and drug abuse counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse with knowledge of, and clinical experience in the diagnosis and treatment of drug and alcohol related disorders, knowledgeable about the SAP function as it relates to employer interests in safety-sensitive duties, and knowledgeable about U.S. DOT 49 CFR Part 40, and the DOT agency regulations applicable to employers for whom evaluations occur, as well as the DOT Guidelines. The SAP must also receive qualification training, successfully complete an exam, and continuing education requirements as stated in 40.281

Substituted specimen. A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

Test Refusal The following circumstances are considered a refusal to test;

1. The employee fails to appear for any test (excluding pre-employment) within 2 hours after being directed to do so.
2. The employee fails to appear for a pre-employment test within 2 business days after being directed to do so.
3. Failure to remain at the testing site until the testing process is complete.
4. Failure to provide a specimen for any drug or alcohol test required by DOT/FTArules.
5. Refusal to allow the observation or monitoring of a specimen collection when it is required.
6. Failure to provide a sufficient urine or breath sample without an adequate medical explanation for the failure.
7. Failure to take a second test that the employer or collector has directed the employee to take.
8. Failure to undergo a medical exam as directed by the employer or the MRO as part of the verification process, or “shy bladder” or “shy lung” procedures.
9. Failure to cooperate with the testing process (Examples: refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process, or failure to wash hands after being directed to do so by the collector).
10. For a direct observation collection; failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to allow the observer to see if employee is wearing a prosthesis or similar device that could be used to interfere with the collection process.
11. Possession or wearing of a device as described above intended to help the employee
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pass the drug test.

12. Admitting adulteration or substitution of the specimen to the collector or the MRO.
13. If the MRO reports a verified adulterated or substituted test result.
15. An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying Queen Anne's County Government of his or her location if he or she leaves the scene of the accident prior to submission to a test may be deemed a refusal.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority.

D. DESIGNATED CONTACTS

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s):

Department of Human Resources
Queen Anne’s County Government
107 North Liberty Street
Centreville, MD 21617
(410) 758-4406

E. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

Illegally Used Controlled Substance or Drugs: Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use
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includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, as which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section M of this policy. Illegal use of these five drugs is prohibited at all times, and thus covered employees may be tested for these drugs anytime that they are on duty.

Under certain conditions, when licit and/or other drug usage is suspected, Queen Anne’s County Government maintains the right to perform an expanded drug-testing panel to include other substances. This testing will be conducted exclusively under the auspices of Queen Anne’s County Government’s Drug & Alcohol Testing Policy, and the specimen would be collected using a non-Federal chain of custody form.

(1) **Legal Drugs:** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, under Queen Anne’s County Government’s authority, an employee must inform any physician prescribing medication, that the employee is enrolled in a drug free workplace program. Further, any employee covered under this policy (Attachment A), must inform any physician prescribing medication, prior to actually using any medication, that the employee’s duties include the performance of safety-sensitive functions. Any prescribed medication and possible safety concerns surrounding the usage of these medications, the employee must obtain written confirmation the usage does not pose any significant safety concern, prior to using the medication while on duty. If a medically legitimate prescription, that would preclude or inhibit the performance of safety sensitive functions is dispensed to an employee, he or she will be placed on leave until the cessation of the prescribed medication is indicated.

(2) **Alcohol:** The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under Queen Anne’s County Government authority, an alcohol test can be performed any time a covered employee is on duty if reasonable suspicion exists.

(3) **Medical Marijuana:** Marijuana is listed as a Schedule I drug by the DEA, drivers and employees with a CDL driver’s license are prohibited from using marijuana. The MRO is prohibited from accepting medical marijuana as a legitimate medical explanation during the verification process of any laboratory positive test results.

(4) **Queen Anne’s County Government is required to abide by the Drug Free Workplace Act of 1988.** Marijuana is listed as a Schedule I drug by the DEA, driver’s and employees with a CDL
driver's license who are tested under Queen Anne's County Government policy are prohibited from using marijuana at all times.

(5) Hemp Products: The MRO is prohibited as accepting hemp product use as a legitimate medical explanation during the verification process of any laboratory positive test results. This would include CBD oils and other hemp derivatives.

(6) Mate de Coca: The MRO is prohibited as accepting mate de coca product use as a legitimate medical explanation during the verification process of any laboratory positive test results.

F. PRE-EMPLOYMENT TESTING

All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

(1) All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a covered position unless the applicant takes a drug test with verified negative results.

(2) When a covered employee or applicant has previously failed or refused a pre-employment drug test administered under this part, the employee; must provide Queen Anne’s County Government or the DER proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR Section 655.62 and Part 40 Subpart O as amended. Under no circumstances will an employee be reinstated or an applicant hired to the conduct of safety-sensitive job functions prior to completion of the treatment plan set forth by the SAP. The cost for assessment and any subsequent treatment will be the sole responsibility of the employee.

(3) A non-covered employee shall not be placed, transferred or promoted into a covered position until the employee takes a drug test and Queen Anne’s County Government receives a verified negative result.

(4) If an applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least two years. Evidence of completion of the requirements outlined in 49 CFR Part 40 Subpart O, as amended and a negative pre-employment drug test will be required prior to further consideration for employment.

(5) If a pre-employment/pre-transfer test is canceled, Queen Anne’s County Government will require the applicant to take and complete another pre-employment drug test with a verified negative result.

(6) In instances where a covered employee is on extended leave regardless of reason, or out of the random testing pool, for a period of 90 days or more the employee will be required to take a drug test under 49 CFR Part 655, as amended and have negative test results prior to the performance of safety-sensitive job functions.

(7) An applicant with a dilute negative test result will be required to retest. In such cases, the employment decision will be based on the results of the second test.
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(8) Applicants are required to consent for Queen Anne's County Government to obtain previous DOT covered employer drug and alcohol test results consistent with 49 CFR Part 40.25. Employees must also report (40.25(j)) any positive results or refusals to test on any pre-employment drug and/or alcohol tests administered by an employer to perform safety sensitive duties, for which the employee applied, but did not actually perform safety sensitive work. Failure to do so will result employment offer being rescinded.

G. REASONABLE SUSPICION TESTING

All Queen Anne's County Government covered employees will be subject to a reasonable suspicion drug and/or alcohol test when there are reasons to believe that drug or alcohol use is impacting job performance and safety. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

1. Reasonable suspicion referrals must be made by one supervisor who is trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. Under FTA authority, a reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Queen Anne's County Government's authority, a reasonable suspicion alcohol test may be performed any time the covered employee is on duty utilizing a Non-DOT ATF. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

2. Queen Anne's County Government shall be responsible for transporting the employee to the testing facility. Supervisors should avoid placing themselves and/or others in a situation that might endanger the physical safety of those present. Queen Anne's County reserves the right to perform expanded panel testing under County authority. The employee shall be placed on leave pending the results of company authority testing. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall be immediately removed from duty, referred to a Substance Abuse Professional and terminated.

3. A written record of the observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation prior to the release of the test results. This written record shall be submitted to Queen Anne's County Government's DER and the DAPM shall be attached to the forms reporting the test results.

4. When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use or, but the employee (who is not already a participant in a treatment program) admits the use or abuse of alcohol or other substances to a supervisor, the employee shall be immediately removed from duty, referred to the EAP for an assessment. Queen Anne's County Government shall place the employee on leave (if applicable) in accordance with the provisions set forth under Section P of this policy. Testing in this circumstance would be performed under the direct authority of Queen Anne's County Government. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered.
H. POST-ACCIDENT TESTING

All covered employees will be required to undergo drug and alcohol testing if they are involved in an accident with a transit revenue service vehicle regardless of whether or not the vehicle is in revenue service if the accident results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance cannot be completely discounted as a contributing factor to the accident.

In addition, a post-accident test will be conducted if an accident results in injuries requiring medical treatment away from the scene; or one or more vehicles incurs disabling damage, unless the operator’s performance can be completely discounted as a contributing factor to the accident.

The above testing represents the FTA thresholds for an accident that would require post-accident drug and alcohol testing. Under its own authority, Queen Anne’s County Government may test covered employees under County authority if the accident fails to meet FTA thresholds. For accidents that do not meet the FTA thresholds, Queen Anne’s County Government will use non-DOT testing forms and procedures.

Post-accident testing procedures include the following:

1. As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

2. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and within 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

3. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

4. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

5. In the rare event that Queen Anne’s County Government is unable to perform an FTA drug...
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and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Queen Anne's County Government may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

I. RETURN-TO-DUTY TESTING

Queen Anne's County Government has a ZERO tolerance policy concerning any refusal or verified positive drug tests, as well as any alcohol confirmation tests with a result of 0.04 or greater, or any other drug/alcohol violations of 49 CFR Parts 40 & 655, as amended. The ZERO tolerance policy means immediate removal from duty and termination.

Employees who self-report a substance abuse problem will be immediately removed from duty. The employee will be subject to a return to work agreement. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Queen Anne’s County Government employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the EAP the employee is cooperating with his/her EAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing. The cost of this treatment and testing will be the employee’s financial responsibility.

Queen Anne’s County Government cannot “hold” a position for an employee who is receiving treatment and cannot guarantee any position will be available.

J. FOLLOW-UP TESTING

Queen Anne’s County Government has a ZERO tolerance policy concerning any refusal or verified positive drug tests, as well as any alcohol confirmation tests with a result of 0.04 or greater, or any other drug/alcohol violations of 49 CFR Parts 40 & 655, as amended. The ZERO tolerance policy means immediate removal from duty and termination.

Employees who self-report a substance abuse problem will be immediately removed from duty. The employee will be subject to a return to work agreement. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Queen Anne’s County Government employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the EAP the employee is cooperating with his/her EAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing. The cost of this treatment and testing will be the employee’s financial responsibility.

K. RANDOM TESTING

All covered employees will be subjected to random, unannounced testing. The selection of
employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.

(1) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, days of the week, and hours that safety-sensitive functions are performed.

(2) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. Queen Anne’s County Government combines safety-sensitive employees of more than one agency into the eligible pool of safety-sensitive employees. The testing percentage rates are conducted at the highest percentage rate established by agencies for which the employees included in the pool are subject to.

(3) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.

(4) Covered transit employees who fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of employees that are included solely under Queen Anne’s County Government’s authority.

(5) Random tests can be conducted at any time during an employee’s shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety-sensitive duty. Testing can occur during the beginning, middle, or end of an employee’s shift.

(6) Employees are required to proceed immediately to the collection site upon notification of their random selection. Employees who fail to report within 2 hours of being notified will be considered a refusal to test. Queen Anne’s County Government reserves the right to have a supervisor transport the employee to and from the collection site.

L. PROHIBITED BEHAVIOR

(1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART 40, as amended.

(2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.

(3) Queen Anne’s County Government shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.

(4) Each covered employee is prohibited from reporting to work or remaining on duty
requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.

(5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

(6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

(7) Queen Anne’s County Government, under its own authority also prohibits the consumption of alcohol at anytime employee is on duty, or anytime the employee is in uniform.

(8) Consistent with the Drug-Free Workplace Act of 1988, all Queen Anne’s County Government employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including Queen Anne’s County Government premises, transit vehicles, while in uniform or while on Queen Anne’s County Government business.

(9) If an employee has reason to believe he or she is unfit to perform safety sensitive functions and voluntarily seeks assistance due to a drug and/or alcohol problem, the employee must contact one of Queen Anne’s County Government’s Drug & Alcohol Program Managers or the Designated Employer Representative, and request a temporary leave from the performance of safety sensitive functions. The employee may be reassigned to non-safety sensitive functions if a position is available while under treatment. The employee will be tested prior to returning to duty after completion of the Employee Assistance Professional’s recommended treatment program and subsequent release to duty. Queen Anne’s County Government will not consider a request for assistance with a drug and/or alcohol problem, after an employee is notified or required to report for testing as a “voluntary” or “self-report. In any case, the employee would still be required to submit to any requested drug and/or alcohol testing, and subsequently be terminated if adverse results are received.

(10) Consistent with the Drug Free Workplace Act of 1998, failure to notify Queen Anne’s County Government management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to report this information will result in termination.

M. TESTING METHODS

Drug Testing Procedure:

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

The drugs that will be tested for are established in 49 CFR Part 40 as amended, and include marijuana, cocaine, opiates, amphetamines, and phencyclidin. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at an...
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HHS certified laboratory. An initial drug screen and specimen validity testing will be conducted on the primary urine specimen. For those specimens that are non-negative, a confirmatory test such as Gas Chromatography/Mass Spectrometry (GC/MS) will be performed. The test will be considered laboratory positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

Following a negative dilute test result, employees will be required to undergo another test. This test will not be collected under direct observations unless there is a separate reason to conduct an observed test. If the second test result is also negative dilute, the test will be considered negative and no additional testing will be required unless directed by the MRO.

Under certain conditions, when illicit and/or other drug usage is suspected, Queen Anne’s County Government maintains the right to perform an expanded drug-testing panel to include other substances. This testing will be conducted exclusively under the auspices of Queen Anne’s County Government’s Drug & Alcohol Testing Policy, and the specimen would be collected using a non-Federal chain of custody form.

The test results from the HHS certified laboratory will be reported to a Medical Review Officer (MRO). The MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Queen Anne’s County Government’s Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Any covered employee who questions the results of a required drug test under Sections F through L of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee’s request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Queen Anne’s County Government will ensure that the cost for the split specimen testing is covered in order for a timely analysis of the sample. Employees will not have access to a test of their split specimen following an invalid test. Queen Anne’s County Government will seek reimbursement for the split sample test from the employee. While the employee is responsible for paying the cost of split specimen testing, they will not be denied a split sample re-test based on inability to pay for the testing.

If the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct Queen Anne’s County Government to retest the employee under direct observation.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is
completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if such is requested by the employee through the Medical Review Officer. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

**Direct Observation Collections:**

Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Queen Anne’s County Government that there was not an adequate medical explanation for the result. The MRO reports to Queen Anne’s County Government that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
- The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
- The collector observes that the original specimen appears to have been tampered with. The temperature on the original specimen was out of range.
- Any return to duty and follow-up testing conducted after the employee violates drug and alcohol testing regulations outlined in Part 40, as amended.

**Alcohol Testing Procedure:**

Tests for breath alcohol concentration will be conducted utilizing a device on the ODAPC website list of “Approved Evidential Breath Measurement Devices” operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is listed on ODAPC website list of “Approved Screening Devices to Measure Alcohol in Body Fluids”. This testing will be performed by a trained Screening Test Technician (STT).

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using an ODAPC listed EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This test result, test number, time, and unit identifier will be provided on each EBT printout in triplicate. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

An alcohol test result of 0.02 to 0.039 BAC shall result in the removal of the employee until the employee has a test result less than 0.02 BAC. QACC requires removal from duty for a period of 24 hours. The employee will not be allowed to return to safety-sensitive duty or their next shift until he/she submits an alcohol test result of less than 0.02 BAC. If the employee has an alcohol test result of 0.02 to 0.039 BAC two or more times within a six-month period, the employee will be removed from duty and terminated.
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An alcohol concentration of less than 0.02 will be considered a negative test.

An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section P of this policy.

Queen Anne’s County Government affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

N. TESTING REQUIREMENTS

All covered employees (Attachment A) are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

O. REFUSAL TO TEST

The following circumstances are considered a refusal to test;

1. Failure to appear for any test (except pre-employment) within 2 hours after being notified to do so.
2. Failure to appear for a pre-employment test within 2 business days after being notified to do so.
3. Failure to remain at the testing site until the testing process is complete (provided that an employee who leaves the testing site before the testing process commences (selection of a collection kit) for a pre-employment test, is not deemed a refusal to test).
4. Failure to provide a specimen for any drug or alcohol test required by DOT/FTA rules.
5. Refusal to allow the observation or monitoring of a specimen collection when it is required.
6. Failure to provide a sufficient urine or breath sample without an adequate medical explanation for the failure.
7. Failure to take a second test that the employer or collector has directed the employee to take.
8. Failure to undergo a medical exam as directed by the employer or the MRO as part of the verification process, or “shy bladder” or “shy lung” procedures.
9. Failure to cooperate with the testing process (Examples: refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process, or failure to wash hands after being directed to do so by the collector).
10. For a direct observation collection; failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to allow the observer to see if employee is wearing a prosthetic or similar device that could be used to interfere with the collection process.
11. Possession or wearing of a device as described above intended to help the employee pass the drug test.
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12. Admitting adulteration or substitution of the specimen to the collector or the MRO.
13. If the MRO reports a verified adulterated or substituted test result.
15. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

P. CONSEQUENCES OF A POSITIVE TEST OR SELF REPORT

Queen Anne’s County Government has a ZERO tolerance policy concerning any refusal or verified positive drug test, as well as any alcohol confirmation test with a result of 0.04 or greater, or any other drug/alcohol violations of 49 CFR Parts 40 & 655, as amended. The ZERO tolerance policy means immediate removal from duty and termination.

Positive Test or Alcohol Test Greater than .02

(1) An alcohol test result of 0.02 to 0.039 BAC shall result in the removal of the employee until the employee has a test result less than 0.02 BAC. QACG requires removal from duty for a period of 24 hours. The employee will not be allowed to return to safety-sensitive duty or their next shift until he/she submits an alcohol test result of less than 0.02 BAC. If the employee has an alcohol test result of 0.02 to 0.039 BAC two or more times within a six-month period, the employee will be removed from duty and terminated.

(2) Any employee with a confirmed positive drug test will be IMMEDIATELY removed from duty and immediately terminated.

(3) Any employee who refuses to submit to any drug and/or alcohol test will be treated in the same manner as a positive test result and immediately terminated.

(4) Any DOT covered employee with a confirmed positive drug test, confirmed alcohol test of 0.04 or greater, a refusal to test, or any other drug/alcohol policy violation of 49 CFR Parts 40 & 655 as amended, will be immediately terminated and referred to a substance abuse professional.

Self-Report

In the instance of a self-referral, disciplinary action against the employee shall include:

(a) Immediate removal from duty and a mandatory referral to an Employee Assistance Professional (EAP) for assessment, formulation of a treatment plan, and execution of a return to work agreement;
(b) Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Queen Anne’s County Government employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the EAP the employee is cooperating with his/her EAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy;
(c) Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
(d) A self-referral to the EAP that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test

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result.

(e) Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral which results in a verified positive shall be considered a positive test and a violation of the return to work agreement.

(f) A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Queen Anne’s County Government.

(g) A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.

(h) The cost of any treatment and testing will be the financial responsibility of the employee.

(i) Queen Anne’s County Government cannot “hold” or guarantee a position will be available when the employee completes treatment and is eligible to return to work.

Q. EDUCATION AND TRAINING

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use. This training will be conducted when practical prior to the employees performance of safety sensitive duties, or within 30 days of commencing such.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. This training is required prior to making any decision regarding fitness for duty or reasonable suspicion testing determination. This training is conducted onsite throughout the year. All supervisors are required to have initial and/or refresher training periodically. Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in Attachment B and Attachment C of this policy.

R. INFORMATION DISCLOSURE

Drug/alcohol testing records shall be maintained by Queen Anne’s County Government’s Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

(1) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

(2) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, Department Supervisor and Personnel Manager on a need to know basis.
Records will be released to a subsequent employer only upon receipt of a written request from the employee.

Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the preceding. The information will only be released with binding stipulation from the decision maker will make it available only to parties in the preceding.

Records will be released to the National Transportation Safety Board during an accident investigation.

Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Queen Anne's County Government or the employee.

If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended necessary legal steps to contest the issuance of the order will be taken.

In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.
QUEEN ANNE'S COUNTY
STANDARD OPERATING POLICIES

Attachment A
Safety-Sensitive Positions

- Commuter Bus Operator/Driver (regular or substitute)
- Commuter Bus Mechanics
- Commuter Bus Dispatchers
- Commuter Bus Supervisors that perform post-accident investigations, dispatching, and driving when necessary.
QUEEN ANNE'S COUNTY
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Attachment B
Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stupor us condition
- Slowed reaction rate
- Slurred speech
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholics'")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide.
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More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.
Cannabinoids: (Marijuana, Hashish)
   Effects: Euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination, impaired memory, increased heart rate, and anxiety

Depressants: (Barbiturates, Benzodiazepines)
   Effects: Reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse, poor concentration, impaired coordination, memory loss, addiction

Opioids: (Codeine, Morphine, Heroin, Hydrocodone, Hydromorphone, Oxycodone, Oxymorphone)
   Effects: Euphoria, drowsiness, nausea, vertigo, confusion, sedation, addiction, coma, increased tolerance, respiratory depression and arrest.

Stimulants (Amphetamine, Cocaine)
   Effects: Increased heart rate, blood pressure, metabolism euphoria, reduced concentration, rapid irregular heart rate, weight loss, decreased appetite, heart failure.

Dissociative Anesthetics: (PCP)
   Effects: Increased heart rate, impaired motor function, psychotic behavior, numbness, nausea, memory loss, catatonia, lethargy, flashbacks
QUEEN ANNE'S COUNTY
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Attachment D

Substance Abuse Counseling, Treatment and Rehabilitation Providers

> NSAPN-National Substance Abuse Professionals Network
  (800) 879-6428

> ASAP-American Substance Abuse Professionals Network
  (888) 792-2727
I certify that I have been provided with a copy of my company's drug & alcohol testing policy. I further acknowledge that I have also been provided with contact information for the person or persons who can answer any questions I may have concerning any components, aspects, or consequences contained in the company's drug & alcohol testing policy.

______________________________  ________________________
Employee Signature                  Date

______________________________
Employee Printed Name

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Queen Anne’s County
FTA
Consent to Release Previous Drug and/or Alcohol Testing Results
This form must be filled out by all FTA new hires and sent to ALL previous employers of the past 2 (two) years.

I, ________________________________,
(Print Name of FTA Covered Applicant)
social security number: ____________, hereby authorize
___________________________________________________________
(Company Name)
to release to Queen Anne’s County;

1. Alcohol tests with a result of 0.04 or higher alcohol concentration.
2. Verified positive drug tests.
3. Refusals to be tested (including verified adulterated or substituted results).
4. Other violations of DOT agency drug & alcohol testing regulations.
5. With respect to any employee who violated a DOT drug & alcohol regulation, documentation of the employee’s successful completion of DOT return to duty requirements, including follow up testing.

This authorization is valid until withdrawn by me in writing. Dated this __________ day of
_________________________, 20__________.

☐ I have not held a position subject to DOT agency drug & alcohol testing regulations in the past 2 years.

______________________________ _____________________________
(Signature of Applicant) (Witness)

If you have any questions or concerns regarding this request please call QAC Department of
Human Resources at 410-758-4406. You may return this document via fax at 410-758-6913 or
mail to Queen Anne’s County Department of Human Resources, 107 N Liberty Street, Centreville,
MD 21617.

PLEASE NOTE: RECEIPT OF AdVERSE CORRESPONDENCE MAY RESULT IN THE
RETRACTION OF A PRIOR JOB OFFER
FTA Post-Accident Drug and Alcohol Testing Decision Form

Accident Information:

Date of Accident: ____________________________  Time of Accident: __________ AM/PM

Employee Name: ____________________________  (please use proper name)

Decision Questions:

1. Was there a fatality?  Yes _____  No _____  (If yes, FTA drug and alcohol testing required)

2. If there was NO fatality, answer the following questions:

   • Did any individual involved in the accident suffer bodily injury and immediately receive medical treatment away from the scene of the accident?
     Yes _____  (If yes, FTA drug and alcohol testing required)  No _____

   • Did the mass transit vehicle (bus, electric bus, van, or automobile) or any other vehicle involved in the accident sustain disabling damage* requiring any of the vehicles to be transported away from the scene by a tow truck or other vehicle?
     Yes _____  (If yes, FTA drug and alcohol testing required)  No _____

     • If there was NO fatality AND you checked YES for either or both of the answers to QUESTION 2, a FTA Post-Accident DRUG and ALCOHOL test is required unless you determine, using the best information available at the time of the decision, that the employee’s performance can be completely discounted as a contributing factor to the accident. Any reason for discounting the employee’s performance as a contributing factor to the accident MUST be documented on the reverse side of this form.

3. Could the actions of the Driver or any other covered employee on the vehicle have contributed to the accident?

   Yes _____  (If yes, contact the employee’s supervisor to conduct a FTA drug and alcohol test)
   No _____

4. Could the actions of any other safety-sensitive employee have contributed to the accident (e.g., mechanic, dispatcher)?

   Yes _____  (If yes, contact the employee’s supervisor to conduct a FTA drug and alcohol test)
   No _____

If ALCOHOL testing is not conducted within 2 hours after the accident, document the reason for the delay on the reverse side of this form. If no alcohol test is administered within 8 hours, cease all efforts to have the test administered and update the documentation.

If DRUG test is not conducted within 32 hours after the accident, cease all efforts to administer the drug test and document the reason why the test was not administered.

300-602-F3 (B)
December 2018
DISABLING DAMAGE is damage that precludes the departure of any vehicle from the scene of an accident in its usual manner in daylight hours after simple repairs. Disabling damage includes: damage to vehicles that could have been operated, but would have caused further damage if so operated. Disabling damage does not include: damage that could be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no space tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperable.

DOT Alcohol Testing Location: ___________________________ DOT Alcohol Testing Time: __________

DOT Urine Drug Testing Location: ________________________ DOT Urine Drug Testing Time: __________

Reason the ALCOHOL test was not conducted within 2 hours of the accident. Update this statement if no test conducted within 8 hours.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reason the DRUG test was not conducted within 32 hours of the accident.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reason the employee's performance was completely DISCOUNTED as a contributing factor to the accident and therefore, FTA post-accident testing was not conducted.

Driver Discounted? Yes______ No______

Supervisor's Description of the Accident:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Supervisor Signature: ____________________________

To arrange testing or obtain assistance please call (410) 458-8276 24 hours a day

300-602-F3 (B)
December 2018
QUEEN ANNE’S COUNTY
STANDARD OPERATING POLICIES

SECTION: 300 - Human Resources

POLICY TITLE: CDL Drug and Alcohol Testing Policy

POLICY NUMBER: 300-602 (C)

APPROVAL: Director of Human Resources

EFFECTIVE DATE: December 2018 (Original)

REFERENCE(S): 49 CFR Part 655 as amended
49 CFR Part 40 as amended
Employee Assistance Policy
Family and Medical Leave Policy

FORM: Reasonable Suspicion Checklist 300-602-F1
Consent to Release Previous Testing Results (CDL) 300-602-F2 (C)
Post-Accident Testing Decision Form (CDL) 300-602-F3 (C)

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In some cases, Queen Anne’s County Government reserves the prerogative to utilize stricter policies or procedures than the U. S. Department of Transportation when such are believed to be in the best interest of the Queen Anne’s County Government residents and employees. Any provisions set forth in this policy that are included under the sole authority of the Queen Anne’s County Government and are not provided under the authority of the above- named Federal regulations are underlined indicating it is a requirement of Queen Anne’s County Government for employment by that entity, and not required by the U. S. Department of Transportation.
QUEEN ANNE’S COUNTY
STANDARD OPERATING POLICIES

Underlined text = QUEEN ANNE’S COUNTY GOVERNMENT requirements
Regular text = FMCSA requirements

A. STATEMENT OF PURPOSE:

Queen Anne’s County Government and the Queen Anne’s County Board of County Commissioners believe that the use of alcohol or illicit drugs in the workplace is detrimental to public safety, employee morale, and productivity. Additionally, designated employees come under the regulatory auspices of the United States Department of Transportation (DOT) (49 CFR Part 40 as amended), specifically the Federal Motor Carrier Safety Administration (FMCSA) (49 CFR Part 382). Queen Anne’s County Government is required to comply with the regulations of this operating administration within the U. S. Department of Transportation.

In some cases, Queen Anne’s County Government reserves the right to utilize stricter policies or procedures than the U. S. Department of Transportation when such are believed to be in the best interest of the general public and Queen Anne’s County Government employees. When a policy or procedure is mandated by Queen Anne’s County Government, rather than the FMCSA (49 CFR Part 382), underlined text will appear indicating it is a requirement of Queen Anne’s County Government for employment by that entity, and not required by the U. S. Department of Transportation.

B. APPLICABILITY:

The testing program applies to all employees and drivers who are required to hold a commercial driver’s license (CDL), and operate a commercial motor vehicle for Queen Anne’s County Government, even if they drive such vehicles only infrequently. The U. S Department of Transportation 49 CFR Parts 40 and 382 as amended, requires mandatory testing for those employees who must have a CDL driver’s license in order perform their respective job functions, and/or are involved in maintaining the safety, and operation of commercially regulated vehicles.

AUTHORITY:

This program was adopted pursuant to, and is intended to comply with federal regulations promulgated by the Department of Transportation 49 CFR Parts 40 and 382 as amended and applicable state regulations. Unless otherwise indicated by underlined text, the testing provisions of the program are required by federal regulations.

C. DEFINITIONS:

Commercial Motor Vehicle: A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

- Has a gross combination weight rating of 26,001 or more pounds, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds, or;
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- Has a gross vehicle weight rating of 26,001 pounds, or;
- Is designed to transport 16 or more passengers, including the driver, or;
- Is of any size, and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Act (49 U.S.C. 5103(b)), and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

Performing Safety Sensitive Functions: A driver is considered to be performing a safety sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety sensitive functions.

Post Accident Testing: All employees covered under this section of Queen Anne’s County Government’s Drug & Alcohol Testing Policy, will be required to undergo drug and alcohol testing as soon as practical following an accident involving a commercial vehicle operating on a public road, if as a result:

- A person dies;
- An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident, and the driver of the commercial vehicle was issued a citation.
- One or more vehicles incur disabling damage as the result of the accident, and are transported away from the scene by a tow truck or other vehicle, and the driver of the commercial vehicle was issued a citation.

Queen Anne’s County Government may require post-accident testing for any accident or incident where there is damage to property, and/or where medical attention is rendered, and/or where the determination is made that based on liability, it would be in the best interest of Queen Anne’s County Government to require testing. All testing mandated by Queen Anne’s County Government is performed under Queen Anne’s County Government policy, and will be collected utilizing Non-Federal testing forms. Queen Anne’s County Government also reserves the right to perform expanded panel testing for Non-Federal testing.

Refusal to Test: The following actions/criteria are considered a refusal to test and subject to the same consequences as a positive test result:

Any employee deemed a refusal to test will be immediately terminated.

- The employee fails to appear for any test (excluding pre-employment) within 2 hours after being directed to do so.
- The employee fails to appear for a pre-employment test within 2 business days after being directed to do so.
- The employee fails to remain at the collection site until the testing process is complete.
- The employee refuses to provide a urine or breath specimen for any drug or alcohol test required by Part 40 as amended or DOT agency regulations.
QUEEN ANNE’S COUNTY
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- The employee fails to permit the observation or monitoring of the provision of a specimen when the MRO had determined a direct observed or monitored specimen is required by Part 40 as amended or DOT agency regulations.
- The employee fails to provide a sufficient amount of urine, breath, or saliva when directed, after it has been subsequently determined through a medical evaluation, there is no adequate medical explanation for the failure to provide.
- The employee fails or declines to take a second test after the DER or collector has directed the employee to take such.
- The employee fails to undergo a medical evaluation or examination, as directed by the MRO or DER for Queen Anne’s County Government, as part of the verification process after the employee has failed to provide a sufficient amount of urine, breath, or saliva for testing.
- The employee fails to cooperate with any portion of the testing process (e.g. refusal to empty pockets when directed to do so by the collector, confrontational behavior towards the collector that disrupts the collection process).
- The employee submits a specimen that has been verified as “adulterated” or “substituted” by the MRO.
- The employee is found to possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- The employee refuses to follow the collector’s instructions during an observed collection process to raise and lower clothing as specified in the U.S. Department of Transportation 49 CFR Part 40 as amended testing regulations.
- The employee admits to the collector or MRO that he/she adulterated or substituted the specimen.
- The employee refuses to sign step 2 of the ATF (alcohol testing form).

Safety-Sensitive Functions: All time from the time a driver begins to work or is required to be in readiness to work, until the time he or she is relieved from work, and all responsibility for performing work. Safety sensitive functions shall include:

- All time at an employer, terminal, facility, or other property or any public property, waiting to be dispatched, unless the driver has been relieved from duty.
- All time inspecting, servicing, or conditioning any commercial vehicle.
- All time spent at the driving controls of a commercial motor vehicle in operation.
- All time other than driving time, in or upon any commercial motor vehicle, except for time spent resting in a sleeper berth that meets requirements of The U.S. Department of Transportation.
- All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded.
- All time remaining in readiness to operate a commercial motor vehicle.
- All time spent giving or receiving receipts for shipments loaded or unloaded.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
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Split Specimen: All urine samples collected from covered employees will be split into two aliquots for transport to the lab. Each aliquot will be sealed with a tamper evident tape in the presence of the donor. If the MRO reports a result other than negative, or negative dilute to the employer, the donor has the right to have the second unopened aliquot retested at a second certified laboratory.

D. DESIGNATED EMPLOYER REPRESENTATIVE (DER)

Human Resources Department
Queen Anne’s County Government
107 North Liberty Street
Centreville, MD 21617
(410) 758-4406 telephone

E. MEDICAL REVIEW OFFICER (MRO):

The Medical Review Officer (MRO) is a licensed physician with knowledge of urine drug testing and substance abuse disorders. The primary role of the MRO is to act as an independent, impartial gatekeeper and advocate for the accuracy and integrity of the drug testing process. The MRO must also provide a quality assurance review of the drug testing process for the specimens reviewed and processed by said MRO. The MRO will perform all mandated duties, and make all decisions and determinations in accordance with standard DOT procedures listed in 49 CFR Parts 40 & 382 as amended.

F. EMPLOYEES SUBJECT TO TESTING:

All drivers, or potential drivers, of commercial motor vehicles in the employ of Queen Anne’s County Government who are required to have a commercial driver’s license (CDL) in order to perform their job duties, are subject to testing as required by the US Department of Transportation 49 CFR Parts 40 & 382 as amended. The Federal Motor Carrier Safety Administration (FMCSA) requires the testing of employees performing duties deemed to be safety-sensitive.

G. TESTING LABORATORIES:

Queen Anne’s County Government retains the services of several DHHS (Department of Health and Human Services) certified forensic laboratories for the purposes of urine drug screening and confirmation testing. These laboratories have completed the certification program conducted by the DHHS and administered by the National Institute of Drug Abuse (NIDA).

The laboratory must retain any specimen reported with positive, adulterated, substituted, or invalid results, for a minimum of 1 (one) year. The MRO must offer the donor of any laboratory confirmed
positive test result, the opportunity to have “split specimen” testing performed. Laboratories testing
the “split specimen”, must also retain those specimens for 1 (one) year.

H. COLLECTION SITES AND PROTOCOL:

Specimens for pre-employment, random, post accident, reasonable suspicion, return to duty, and
follow up alcohol and drug testing will be collected at locations with properly trained and certified
personnel to act as collectors. These locations will also furnish all of the necessary equipment and
supplies for the purpose of collecting breath, saliva, and urine specimens for drug & alcohol testing.
All procedures used for collection, shipment, custody control, and accessioning of specimens are
performed within strict accordance of The U.S. Department of Transportation 49 CFR part 40 as
amended, and will be reviewed regularly by the administrative staff of Queen Anne’s County
Government’s Third-Party Administrator for compliance of these regulations.

DOT covered employees will utilize collection sites proximate to Queen Anne’s County Government.
Collection sites can be utilized for immediate collection upon notification of required testing;

Queen Anne’s County Government reserves the right to require a designated supervisor escort any
employee who has been directed to test, to the collection site.

I. ALCOHOL TESTING:

For purposes of alcohol testing Queen Anne’s County Government utilizes only NHTSA-approved
Alcohol Screening Devices and Evidential Breath Testing Devices that appear on ODAPC’s website.
Any alcohol test registering an alcohol concentration above 0.02 must be confirmed after a 15
(fifteen) minute waiting period has elapsed, and the donor has been instructed not to eat, drink,
smoke, chew, or belch. The confirmation test must be completed within 30 (thirty) minutes of the
initial screening test result. If the confirmation test is not completed within the specified 30 (thirty)
minutes, the testing will be still be conducted, and the reason for the delay and amount of time that
has actually elapsed, are noted on the remarks line of the alcohol testing form. All federally
mandated alcohol tests are conducted according to 49 CFR Part 40 as amended. A DOT approved
alcohol testing form (ATF) is used to record the test results. All Queen Anne’s County Government
mandated alcohol tests are conducted following protocols set forth in 49 CFR Part 40 as amended. A
Non-DOT alcohol testing form is used to record the test results.

All alcohol-testing technicians are certified by a DOT approved training program as Screening Test
Technicians (STT) and/or Breath Alcohol Technicians (BAT). They are also provided with continuing
education and training with regards to equipment and testing protocols, to keep in compliance with
Federal and State regulations. Training certifications and calibration information for equipment and
collectors utilized by Queen Anne’s County Government are maintained at Queen Anne’s County
Government’s Third-Party Administrator and can be inspected upon request.
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J. DRUG TESTING:

Queen Anne’s County Government’s CDL Drug and Alcohol Testing Policy will adhere to The U.S. Department of Transportation 49 CFR Part 40 regulations as amended for urine specimen collection, transit, and laboratory analysis. The laboratory analysis of all specimens will include an initial screen with confirmation by GC/MS at the cutoff thresholds for drugs and drug metabolites mandated by the DOT 49 CFR Part 40 as amended. Any laboratory results will be forwarded directly to the MRO, at which time the chain of custody and documentation concerning the specimen is examined in detail. Both the laboratory and the MRO inspect each sample for “fatal flaws”. If any “fatal flaws” are discovered, the test is cancelled. In situations where correctable flaws exist, they must be corrected prior to the completion of MRO verification process.

After a thorough review of the collection procedure, chain of custody form, testing protocol and laboratory results, negative results are verified and reported by the MRO to the employer. For non-negative results, the MRO will contact the employee and conduct a medical interview, focusing on the individual’s medical history and/or any other relevant biomedical factors. The MRO shall examine all alternative medical explanations for any positive test results. The MRO will also review all medical records made available by the donor, when a confirmed positive test result could have resulted from legally prescribed medications. Additionally, the MRO reserves the right to order additional laboratory ancillary testing and/or specimen re-analysis and quantification of the specimen submitted, in order to complete the verification process.

The MRO must offer the donor of any laboratory confirmed positive test result, the opportunity to have “split specimen” testing performed. The donor must notify the MRO of their request for “split specimen” testing within 72 (seventy-two) hours of the initial interview by the MRO. Split specimen testing allows the donor to have the unopened specimen bottle, with the chain of custody and tamper evident seal intact, sent to a second independent DHHS approved laboratory for confirmation. The donor covered under 49 CFR Parts 40 & 382 cannot be denied a “split specimen” test request based on his or her inability to pay. Donors not covered under these parts are financially responsible for the cost of any “split specimen” test request.

The MRO will attempt to contact the donor a minimum of at least 3 (three) times during the first 24 (twenty-four) hours. If the MRO is unable to contact the donor after 24 (twenty-four) hours, the MRO will request that Queen Anne’s County Government’s Designated Employer Representative (DER), attempt to contact the donor. The DER, will instruct the donor to contact the MRO immediately. The donor will be instructed that contact with the MRO must occur within 72 (seventy-two) hours. The DER must also advise the donor, that his or her failure to contact the MRO within 72 (seventy-two) hours after being instructed to do so will result in the test being reported by the MRO as a refusal to test which is considered a verified positive.

If after 10 (ten) days from the MRO’s receipt of the confirmed laboratory positive result, the MRO and DER are still unable to contact the donor the test will be reported as verified positive. In the event the donor expressly declines or refuses an interview with the MRO, the test will be reported as verified positive. The MRO is permitted to release to Queen Anne’s County Government’s DER, or
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any regulatory U.S. Department of Transportation agency the results of urine drug testing. The MRO will not release individual test results to any other person, without first obtaining specific written authorization from the donor.

All urine drug screens for employees covered under 49 CFR Parts 40 & 382, as amended, are collected with strict adherence to U.S. Department of Transportation collection protocols outlined in 49 CFR Part 40 as amended, utilizing only DOT approved “split” specimen collection kits. A federal chain of custody form is initiated for each DOT urine sample, such that the integrity is documented for each stage of transit. All employees subject to testing under Queen Anne’s County Government authority will be collected following the protocols stated above, utilizing a Non-DOT chain of custody form.

Any corrupted samples or chain of custody forms that require cancellation based upon guidelines set forth in The U.S. Department of Transportation 49 CFR Part 40 as amended will result in the cancellation of the test by the MRO.

All collection officials have been trained and certified with regards to U.S. Department of Transportation collection procedures outlined in 49 CFR Part 40 as amended. Each collector participates in a quality assurance and continuing education program, which requires periodic monitoring and proficiency demonstrations utilizing mock collections. Training certification documentation for all collectors utilized is maintained by Queen Anne’s County Government’s Third-Party Administrator.

K. SELF REPORT

Queen Anne’s County Government does not consider a request for assistance with a drug and/or alcohol problem after an employee is required to report for testing as a “voluntary” or “self report”. In this case, the employee would still be required to submit to any requested drug and/or alcohol testing, and subsequent action taken if adverse results were received.

If an employee has reason to believe he or she is unfit to perform safety sensitive functions and voluntarily seeks assistance, due to a drug and/or alcohol problem, the employee must contact Queen Anne’s County Government’s Drug & Alcohol Testing Program DER, and request a temporary leave from duty. The employee may not return to the performance of safety sensitive functions until a qualified drug and alcohol counselor has approved him or her to do so, after completing an evaluation, and all recommended treatment/education. The employee must also submit a negative return to duty drug test and/or alcohol test, prior to the commencement of any safety-sensitive functions.

While the employee may use leave if applicable, Queen Anne’s County Government cannot guarantee a position will be available or “held” for the employee during and/or after treatment.

The employee remains subject to all personnel policies, including those related to drugs and/or alcohol while undergoing treatment. The employee is subject to termination if found to be violating...
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the Drug & Alcohol Testing Policy, notwithstanding the fact that he or she may be receiving
treatment.

The cost of any treatment, education, as well as follow up and return to duty testing, will be the
employee’s financial responsibility.

I. EDUCATION & TRAINING REQUIREMENTS

All covered employees must acknowledge receiving a copy of the Queen Anne’s County Government
Drug & Alcohol Testing Policy and detailed information concerning the effects of alcohol and
controlled substance use on an individual’s health, work, and personal life; signs and symptoms of an
alcohol or controlled substance problem; and available methods of intervening when a problem is
suspected.

All supervisors, particularly those who might conceivably be involved in reasonable suspicion
determination, must receive at least 60 (sixty) minutes of training on alcohol misuse and an
additional 60 (sixty) minutes of training on controlled substances use. This training includes the
physical, behavioral, speech, and performance indicators of probable alcohol misuse and the use of
controlled substances.

M. POLICIES & PROCEDURES

I. General Program Guidelines & Prohibited Behaviors

Employees are prohibited from performing safety sensitive functions while under the influence of
alcohol and/or illegally prescribed or illegally used controlled substances.

Any employee deemed a refusal to test will be immediately terminated.

Driver’s with a CDL license using prescription medication should obtain confirmation the usage does
not pose any safety concerns from the prescribing physician, or the National Medical Examiner
performing the DOT physical. If a medically legitimate prescription, that would preclude or inhibit the
performance of job duties, is dispensed to an employee, he or she will be placed on leave until the
cessation of the prescribed medication is indicated.

MRO Safety Concerns: During the MRO verification process, a donor may disclose medication that
requires the MRO to report the result as negative, but also to generate a “safety concern” letter. If
the MRO issues a “safety concern” letter subsequent to an MRO interview, the donor will be required
to undergo a “fitness for duty” exam. Drivers will be required to return to the certified medical
examiner that performed the most recent DOT physical on the driver. Information concerning
medication usage, including but not limited to consultation with the MRO will be provided to the
medical examiner performing the exam.
Prohibited substances addressed by this policy include the following:

Controlled Substances and Illicit Drugs: Illegally used controlled substances, or drugs under the Drug-Free Workplace Act of 1988, any drug or any substance identified in Schedules I thru V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 thru 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U. S. Drug Enforcement Administration or the U. S. Food and Drug Administration. Illegal use includes usage of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. The medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy. Federal Motor Carrier Safety Administration (FMCSA) drug testing regulations 49 CFR Parts 40 and 382, as amended require that all covered employees be tested for: controlled substances outlined in those regulations, on a pre-employment, post accident, reasonable suspicion, return to duty, follow up, and random basis as required in 49 CFR Parts 40 and 382 as amended. Illegal use of these substances is prohibited at all times, and thus covered employees may be tested for these drugs anytime that they are on duty.

Medical Marijuana: Marijuana is listed as a Schedule I drug by the DEA, drivers and employees with a CDL driver’s license are prohibited from using marijuana. The MRO is prohibited from accepting medical marijuana as a legitimate medical explanation during the verification process of any laboratory positive test results.

Queen Anne’s County Government is required to abide by the Drug Free Workplace Act of 1988. Marijuana is listed as a Schedule I drug by the DEA, driver’s and employees with a CDL driver’s license who are tested under Queen Anne’s County Government policy are prohibited from using marijuana at all times.

Hemp Products: The MRO is prohibited as accepting hemp product use as a legitimate medical explanation during the verification process of any laboratory positive test results. This would include CBD oils and other hemp derivatives.

Mate de Coca: The MRO is prohibited as accepting mate de coca product use as a legitimate medical explanation during the verification process of any laboratory positive test results.

Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Parts 40 and 382, as amended just before, during, or just after the performance of safety-sensitive job functions.

On-call employees are prohibited from performing safety sensitive duties if they have consumed alcohol within 4 (four) hours of reporting for duty. On-call employees, who have consumed alcohol,
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must advise a supervisor of the alcohol use prior to reporting for duty. Queen Anne’s County Government reserves the right to perform an alcohol screen to determine a driver’s fitness to perform on-call duties.

Queen Anne’s County Government considers the following behaviors prohibited, and will result in immediate removal from safety sensitive, and termination of employment:

- On duty use or possession of alcohol.
- Pre-duty use of alcohol within 4 (four) hours of reporting for duty.
- Use of alcohol within 8 (eight) hours of a reportable accident, or until post accident alcohol testing has been conducted.
- Refusal to submit to a required alcohol or controlled substances test. Any employee deemed a refusal to test will be immediately terminated.
- Possessing, using, selling, transferring, or exchanging controlled substances, whether on or off duty.
- Illegal use and/or impairment while on duty of any prescription medication, which may affect work performance or pose a danger to the safety of the employee or others.
- Possessing, using, selling, transferring, or exchanging controlled substances in the workplace, on or in Queen Anne’s County Government property, including but not limited to: facilities, parking lots, equipment, and vehicles.
- Possessing, using, selling, transferring, or exchanging substances, and/or products, including but not limited to prosthetic devices used to carry clean urine, and/or any other attempt to evade drug detection, and/or adulterate or substitute a specimen sample.

Queen Anne’s County Government reserves the right to search, at any time Queen Anne’s County Government property used by employees, i.e. desks, work areas, motor vehicles, lockers, etc. for the presence of controlled substances and/or alcohol.

Drug/DUI/DWI Arrests and Convictions:
All employees are required to notify Queen Anne’s County Government’s DER of any criminal drug statute and/or DUI/DWI arrest/conviction within 5 (five) days after such arrest or conviction. Failure to comply with this provision shall result in immediate termination of employment.

II. Pre-Employment Testing

All applicants for employment requiring a CDL license to perform duties, will be notified at the time of their application that as a condition of employment, they will be required to submit a urine drug screen within 2 business days of notification. Queen Anne’s County Government must receive a negative result, prior to the performance of any duties considered safety sensitive by 49 CFR Parts 40 and/or 382 as amended, and the Queen Anne’s County Government Drug & Alcohol Testing Policy. This testing will be conducted utilizing a Federal chain of custody form.
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The specimen collector will collect the specimen, following protocols set forth in 49 CFR Part 40 as amended. A negative test result is required, and cancelled tests must be repeated before any safety sensitive functions can be performed.

Additional employees subject to pre-employment testing, are those who were hired before the requirement for pre-employment testing was introduced, and are under consideration for transfer to a position which 49 CFR Part 40 as amended, requires a negative pre-employment test result, prior to the commencement of safety sensitive functions.

An employee who has, for reasons of disability, leave of absence, or any other reason, been excluded from the random testing pool of employees, for 30 (thirty) or more preceding days, will be required to take a pre-employment urine drug screen prior to performing any safety sensitive duties.

In the event of a negative, but "dilute" specimen, the donor must immediately submit another sample for testing.

If any pre-employment drug test is verified positive, the applicant will be notified his or her candidacy will not receive further consideration. If any pre-employment test is cancelled, the applicant will be instructed to repeat the test immediately.

Upon consideration of a job offer, Queen Anne's County Government is responsible for directing applicants to the collection site for a urine drug screen. No applicant shall be allowed to begin the performance of duties until Queen Anne's County Government receives a negative urine drug screen result.

All DOT covered employees will be asked to complete and sign a statement concerning prior positive pre-employment test results, and sign a release form. This release form allows Queen Anne's County Government to obtain from prior employers, a record of the applicant's results and participation in a previous drug & alcohol-screening program. So as to avoid delays in employment, applicants will be permitted to begin performance of duties prior to receipt of this requested information. PLEASE NOTE: Queen Anne's County Government reserves the right to reverse any employment decision, if adverse information is received from a previous employer.

III. Random Testing

All DOT employees are subject to random unannounced alcohol and drug testing. The frequency is determined by the Department of Transportation (FMCSA 49 CFR Part 382 as amended) on an annual basis. Random testing will occur at intervals spaced equally throughout the year, equally throughout all shifts, and equally throughout all days of the week.

All employees are tested following protocols set forth in 49 CFR Parts 40, & 382 as amended. All employees are tested just prior to, during, or immediately after performance of duties. All employees are to report directly to the collection site upon notification any of required testing.
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Failure to report for testing within 2 hours after notification is considered a refusal to test, and grounds for immediate dismissal.

In the event of a negative, but “dilute” specimen, the donor must immediately submit another sample for testing.

IV. Post Accident Testing

If the involved employee is considered safety sensitive and the following circumstances apply, the urine drug testing must be performed in accordance with 49 CFR Parts 40 & 382 as amended, using Federal drug testing form (CCF):

- Any accident involving a fatality.
- Any accident in which any vehicle was towed from the scene, and the Queen Anne’s County Government employee was issued a citation within 32 hours.
- Any accident in which any person was taken from the scene via ambulance, and/or received medical attention, and the Queen Anne’s County Government employee was issued a citation within 32 hours.

If the involved employee is considered safety sensitive and the following circumstances apply, the alcohol testing must be performed in accordance with 49 CFR Parts 40 & 382 as amended, using Federal alcohol testing form (ATF):

- Any accident involving a fatality.
- Any accident in which any vehicle was towed from the scene, and the Queen Anne’s County Government employee was issued a citation within 8 hours.
- Any accident in which any person was taken from the scene via ambulance, and/or received medical attention, and the Queen Anne’s County Government employee was issued a citation within 8 hours.

Post accident testing should be performed immediately. Employees must remain readily available and refrain from any alcohol use until the testing has been performed. If an employee subject to post accident testing does not remain readily available for testing, including notifying Queen Anne’s County Government of his or her location if he or she leaves the scene of the accident prior to submitting to testing, he or she may be deemed to have refused testing.

Alcohol testing should occur within 2 (two) hours of the accident. If not promptly administered, Queen Anne’s County Government will prepare and maintain on file, a record stating the reasons for not administering the test. If a post accident alcohol test is not administered within 8 (eight) hours following an accident, Queen Anne’s County Government shall cease attempts to administer the test, and prepare and maintain the same explanatory record. Urine drug testing should also occur immediately following an accident, but must be performed no more than 32 hours after the accident.
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At no time shall any employee be delayed or denied medical attention or be prohibited from leaving the scene of an accident, for the period necessary, to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. If an employee cannot participate in the collection process due to injury or state of consciousness, the employer may accept test results performed by Federal, State, or Local officials, if the results are released. If the results are not released, or testing is not performed, Queen Anne's County Government will prepare and maintain an explanatory record.

If an employee subject to post accident testing does not remain readily available for testing, including notifying Queen Anne's County Government of his or her location if he or she leaves the scene of the accident prior to post accident testing, he or she may be deemed to have refused testing.

Queen Anne’s County Government may require post-accident testing for any accident or incident where there is damage to property, and/or where medical attention is rendered, and/or where the determination is made that based on liability, it would be in the best interest of Queen Anne’s County Government to require testing. All testing mandated by Queen Anne’s County Government is performed under Queen Anne’s County Government policy, and will be collected utilizing Non-Federal testing forms. Queen Anne’s County Government also reserves the right to perform expanded panel testing for Non-Federal testing.

V. Reasonable Suspicion

Any employee exhibiting behavior or conduct that has been observed by at least one supervisor who has received 2 (two) hours of training for drug & alcohol awareness, gives reasonable suspicion to suspect drug or alcohol use, he or she must submit to reasonable suspicion drug & alcohol testing. The trained supervisor must document the observed behavior and/or conduct within 24 (twenty-four) hours of the observation. The employee will be removed from duty and requested to submit to reasonable suspicion drug & alcohol testing. A refusal to submit to testing will be treated as a positive result, and grounds for immediate termination. The supervisor will escort the employee directly to the collection site for drug & alcohol testing. Under no circumstances will an employee who requires reasonable suspicion drug & alcohol testing be permitted to drive his or herself to the collection site.

VI. Consequences of a POSITIVE Test Result

Any employee with a confirmed (Blood Alcohol Concentration) or BrAC (Breath Alcohol Concentration) greater than 0.02 but less than 0.04 will be IMMEDIATELY removed from duty for a period of no less than 24 (twenty-four) hours. Repeated occurrences of alcohol concentrations between 0.02-.039 will result in disciplinary action which may include termination.
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Any employee with a confirmed positive drug test will be IMMEDIATELY removed from duty and terminated.

Any employee who refuses to submit to any drug and/or alcohol test will be considered positive and immediately terminated.

Any DOT covered employee with a confirmed positive drug test, confirmed alcohol test of 0.04 or greater, a refusal to test, or any other drug/alcohol policy violation of 49 CFR Parts 40 & 382 as amended, will be immediately terminated and referred to a substance abuse professional.

VII. Refusal to Test

Any employee deemed a refusal to test will be immediately terminated. The following behaviors are considered a refusal to test, carry the same consequence as a positive test result, and will result in immediate removal from safety sensitive duties;

- Failure to appear for any test (except pre-employment) within 2 hours after being notified to do so.
- Failure to appear for a pre-employment test within 2 business days after being notified to do so.
- Failure to remain at the testing site until the testing process is complete.
- Failure to provide a specimen for any drug or alcohol test required by DOT/FMCSA rules.
- Refusal to allow the observation or monitoring of a specimen collection when it is required.
- Failure to provide a sufficient urine or breath sample without an adequate medical explanation for the failure.
- Failure to take a second test that the employer or collector has directed the employee to take.
- Failure to undergo a medical exam as directed by the employer or the MRO as part of the verification process, or “shy bladder” or “shy lung” procedures.
- Failure to cooperate with the testing process (Examples: refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process, or failure to wash hands after being directed to do so by the collector).
- For a direct observation collection; failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to allow the observer to see if employee is wearing a prosthetic or similar device that could be used to interfere with the collection process.
- Possession or wearing of a device or product intended to help the employee pass the drug test.
- Admitting adulteration or substitution of the specimen to the collector or the MRO.
- If the MRO reports a verified adulterated or substituted test result.
- In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form.
- An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying Queen Anne’s County Government of his or her location if he or she leaves the scene of the accident prior to submission to a test.

VIII. Observed Collections

Consistent with The Department of Transportation 49 CFR Part 40 as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
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a. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports
there was not a valid medical explanation for the result; or
b. The MRO reports the original positive, adulterated, or substituted specimen had to be
cancelled because the test of the split specimen could not be performed.
c. The collector observes materials brought to the collection site or the employee’s
conduct clearly indicates an attempt to tamper with a specimen; or
d. The temperature of the original specimen was out of range; or
e. The laboratory reports to the MRO, validity testing revealed an invalid “dilute”
 specimen with a creatinine of less than or equal to 5mg/dL and the specific gravity is
less than or equal to 1.001 or greater than or equal to 1.020.
f. A return to duty or follow-up test is required.

During observed collections, observers will check for items such as prosthetic devices designed to
carry clean urine, with both male and female donors. The observer will follow procedures outlined in
49 CFR Part 40 as amended, which includes have the donor raise and lower clothing, then put them
back into place for the observed collection.

N. CONFIDENTIALITY AND RECORDKEEPING

Confidentiality will be maintained to the fullest extent possible with regards to drug and alcohol
testing. All correspondence written or verbal, between Queen Anne’s County Government’s DER,
TPA, the MRO, is further protected from breeches in confidentiality by utilization of a password,
known only to these individuals, prior to the exchange of any information.

The traditional doctor/patient relationship does not exist when the MRO is acting within the scope of
duties assigned under Queen Anne’s County Government’s CDL Drug & Alcohol Testing Policy.
Individuals are advised, information provided to the MRO during the verification process of a
confirmed laboratory positive test result, may be disclosed to third parties. No testing information
will be furnished to a third party, without express written consent provided by the employee/donor.
Test results will not be disclosed by the DER, the MRO, the TPA, or the testing laboratory, to anyone
outside of Queen Anne’s County Government, including law enforcement agencies except when the
following circumstances occur:

a. The Department of Transportation regulations require such disclosure.
b. A proceeding initiated by the employee or on behalf of the employee, including
but not limited to the decision maker in a lawsuit, grievance, worker’s
compensation claim, unemployment compensation claim, or any other
proceeding relating to a benefit sought by the employee require such.
c. As a requirement of any Federal, State, or Local regulation or statute.
d. When results are requested by a potential employer and the appropriate
authorization form signed by the employee or applicant has been provided.
O. SPECIMEN VALIDITY TESTING AND MEDICAL EVALUATIONS

All DHHS certified laboratories are required to perform validity and adulteration testing of all samples. Validity testing is conducted to insure the sample is consistent with human urine, and adulterants, substitutions, and dilutions have not been utilized in an attempt to corrupt the testing process and/or results. For specimens deemed invalid due to adulteration or substitution, the result will be treated as a positive, and the employee subsequently terminated. If the urine is reported as "dilute", it is still a valid test, either positive or negative.

In the event of a negative, but "dilute" specimen (for any test except post accident and reasonable suspicion), the donor must immediately submit another sample for testing. If the second test is a negative but "dilute" specimen it will be treated as a negative.

In the event an employee is unable to produce a sufficient amount of specimen urine, breath, and/or saliva, the MRO will arrange for a medical evaluation to determine if a medical condition is a legitimate medical explanation for such. In the absence of a medical condition or legitimate medical explanation, insufficient samples will be treated as a refusal to test, which carries the same consequence as a positive test result.
QUEEN ANNE'S COUNTY
STANDARD OPERATING POLICIES

Attachment A
Safety-Sensitive Positions

- All drivers who possess a CDL license
QUEEN ANNE’S COUNTY
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Attachment B
Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6-ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholics")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
QUEEN ANNE'S COUNTY
STANDARD OPERATING POLICIES

- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.
Cannabinoids: (Marijuana, Hashish)
  Effects: Euphoria, slowed thinking and reaction time confusion, impaired balance and coordination, impaired memory, increased heart rate, and anxiety

Depressants: (Barbiturates, Benzodiazepines)
  Effects: Reduced anxiety, feeling of well being, lowered inhibitions, slowed pulse, poor concentration, impaired coordination, memory loss, addiction

Opioids: (Codeine, Morphine, Heroin, Opium, Hydromorphone, Hydromorphone, Oxycodone, Oxymorphone)
  Effects: Euphoria, drowsiness, nausea, vertigo, confusion, sedation, addiction, coma, increased tolerance, respiratory depression and arrest.

Stimulants (Amphetamine, Methamphetamine, Cocaine)
  Effects: Increased heart rate, blood pressure, metabolism euphoria, reduced concentration, rapid irregular, heart rate, weight loss, decreased appetite, heart failure.

Dissociative Anesthetics: (PCP)
  Effects: Increased heart rate, impaired motor function, psychotic behavior, numbness, nausea, memory loss, catatonia, lethargy, flashbacks
Employee Assistance Program

Director of Human Resources, Queen Anne's County Government

Queen Anne's County Health Department;
Substance Abuse Services
After-Hours
Policy Receipt Acknowledgement

I acknowledge I have been provided with a copy of Queen Anne’s County Government’s CDL Drug & Alcohol Testing Policy. I further acknowledge I have also been provided with contact information for the person or persons who can answer any questions I may have concerning any components, aspects, or consequences contained in this policy.

________________________________________  _____________
Employee Signature                      Date

________________________________________
Employee Printed Name
Queen Anne’s County
FMCSA
Consent to Release Previous Drug and/or Alcohol Testing Results
This form must be filled out by all new hires with a CDL and sent to ALL previous employers of the past 3 three years.

I, ____________________________________________
(Print Name of FMCSA Covered Applicant)

social security number: xxx-xx-__________________________, hereby authorize

__________________________________________________________________________
(Company Name)
to release to Queen Anne’s County;

1. Alcohol tests with a result of 0.04 or higher alcohol concentration.
2. Verified positive drug tests.
3. Refusals to be tested (including verified adulterated or substituted results).
4. Other violations of DOT agency drug & alcohol testing regulations.
5. With respect to any employee who violated a DOT drug & alcohol regulation, documentation of the employee’s successful completion of DOT return to duty requirements, including follow up testing.

This authorization is valid until withdrawn by me in writing. Dated this________ day of

________________________, 20______.

☐ I have not held a position subject to DOT agency drug & alcohol testing regulations in the past 3 years.

__________________________  ________________
(Signature of Applicant)  (Witness)

If you have any questions or concerns regarding this request please QAC Department of Human Resources at 410-758-4406. You may return this document via fax at 410-758-6913 or mail to: Queen Anne’s County Department of Human Resources, 107 N Liberty St, Centreville, MD 21617.

PLEASE NOTE: RECEIPT OF ADVERSE CORRESPONDENCE MAY RESULT IN THE RETRACTION OF A PRIOR JOB OFFER
Date Employee began performing safety sensitive functions: ________________

Mailed on: ________________  Mailed by: _______________________

Followed up on: ________________  Followed up by: _______________________

Response Received: ________________
FMCSA Post Accident
Drug & Alcohol Testing Decision Process

General Information (please print)
Employee Name: ___________________________ Department: ___________________________
Manager: ___________________________ Telephone#: ___________________________

Accident Information
Vehicle#: ___________________________ Route#: ___________________________ Date of Accident: ___________________________ Time: _________ am/pm
Location of Accident: ___________________________
Investigating Supervisor: ___________________________ Telephone#: ___________________________

Substance Abuse Testing Decision Tree (check all that apply)

1. Was there a fatality? □ yes □ no (If yes a DOT drug & alcohol test must be performed)

2. Did one or more vehicles incur disabling damage and require towing? □ yes □ no
   (If yes a DOT drug & alcohol test must be performed if the employee was issued a citation 8 hours alcohol/32 hours drug;
   if no citation a NON-DOT drug & alcohol test must be performed) Disabling damage - is damage which precludes the departure of any vehicle from the scene by usual manner in daylight after simple repair

3. Did anyone suffer bodily injury and require immediate medical attention away from the scene of the accident? □ yes □ no
   (If yes a DOT drug & alcohol test must be performed if the employee was issued a citation 8 hours alcohol/32 hours drug; if no citation a NON-DOT drug & alcohol test must be performed)

4. Based on the best information available at this time, will the employee's performance be discounted (no citation) as a causative or contributing factor to the accident? □ yes □ no
   (If not, a DOT drug test must be performed if the employee is issued a citation within 32 hours of the accident-a DOT alcohol test must be performed if the employee is issued a citation with 8 hours of the accident)

If the employee can be discounted and you have determined that testing should not be performed, indicate the reason(s) for your decision below in the "Documentation Comments"

Testing Information
1. Was the employee informed that drug & alcohol testing will be performed and to remain available? □ yes □ no
2. Was the alcohol testing performed within 2 hours of the accident? □ yes □ no
3. If no alcohol test was performed within 2 hours, was it performed within 8 hours? □ yes □ no
4. Was drug testing performed within 32 hours? □ yes □ no

5. If you have answered "no" to any of the above questions, please indicate the reason(s) below in the "Documentation Comments" documentation Comments: ___________________________

Investigating Supervisor's Signature: ___________________________ Date: ___________ Testing time: _________ am/pm

To arrange testing or obtain assistance please call (410) 458-8276 24 hours a day

300-602-F3 (C)
December 2018
QUEEN ANNE’S COUNTY
STANDARD OPERATING POLICIES

SECTION: 300 - Human Resources

POLICY TITLE: Sick and Safe Leave

POLICY NUMBER: 300-406

APPROVAL: Director of Human Resources

EFFECTIVE DATE: February 11, 2018; November 2018

REFERENCE(S): Human Resources Ordinance § 27-91 B,
Part-time Employees Policy
Contract Employees Policy

1. **PURPOSE:** To provide guidelines for the award and utilization of Sick and Safe Leave pursuant to the Maryland Healthy Working Families Act of 2018.

2. **APPLICABILITY/ELIGIBILITY:** Full-time, percentage part-time and contractual employees as outlined below:

2.1 **Contractual Employees**

Must be regularly scheduled to work 12 hours or more a week during a twelve month period.

Employees must be 18 years of age or older before the beginning of the leave year.

Eligible long-term contractual employees shall earn 40 hours of Sick and Safe leave each January. Eligible short-term contractual employees shall earn 40 hours of Sick and Safe Leave each January or if Seasonal at the start of the season as reasonably anticipated.

Sick and Safe leave may not be utilized for the first 106 days of employment. Sick and safe leave may be prorated for employees starting after beginning of the leave year.

Contractual employees shall not carryover Sick and Safe leave to a subsequent leave year. If a contractual employee is rehired within 37 weeks of leaving, any earned and unused sick leave that the employee had at the time of separation will be reinstated.
QUEEN ANNE’S COUNTY
STANDARD OPERATING POLICIES

Upon separation of employment, Contractual employees shall not be compensated for unused Sick and Safe Leave.

2.2 Full-time and Percentage Part-time Employees

Full-time employees are entitled to use 80 hours of their accrued sick leave as Sick and Safe Leave in a calendar year. These 80 hours are accrued following §27-91 B of the Human Resources Ordinance.

Percentage part-time employees are entitled to use up to 80 hours (if applicable) of their accrued sick leave as outlined in the Part-time Employer Policy as Sick and Safe Leave. These hours are accrued following §27-91 B of the Human Resources Ordinance.

Upon separation of employment, a full-time or percentage part-time employee shall not be paid for unused sick and safe leave. Refer to the Payroll Policy regarding reinstatement of benefits if rehired.

3. PROCEDURE:

3.1 General

3.1.1 The leave year is the twelve month period from January 1 through December 31. Sick and Safe leave may run concurrently with Family and Medical Leave. Records of the leave accrued and used by each employee shall be retained for three years.

3.1.2 Full-time employees using Sick and Safe leave must designate such leave on their timesheet using Payroll Code 504. Percentage Part-time and Contractual employees using Safe and Sick leave must designate such leave on their timesheet using Payroll Code 505.

3.2 Types of Leave. Safe and Sick leave will be approved for the following qualifying conditions:

- To obtain preventive medical care for the employee or the employee’s family member;
- To care for a family member with a mental or physical illness, injury or condition;
- For maternity or paternity leave;

Sick and Safe Leave #300-
Page 2 of 5
QUEEN ANNE’S COUNTY
STANDARD OPERATING POLICIES

• Due to domestic violence, sexual assault, or stalking committed against the employee or the employee’s family member and the leave is being used:
  a. By the employee to obtain for the employee or employee’s family member
     i. Medical or mental health attention that is related to the domestic violence, sexual assault, or stalking; or
     ii. Services from a victim services organization related to the domestic violence, sexual assault, or stalking; or
     iii. Legal services or proceedings related to or resulting from the domestic violence, sexual assault, or stalking; or
  b. During the time the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking
  c. Sexual Assault is defined by the Maryland Healthy Working Families Act as:
     i. Rape, sexual offense, or another other act that is a sexual crime under Title 3 Subtitle 3 of the Criminal Law Article
     ii. Child sexual abuse under Section 3-602 of the Criminal Law Article
     iii. Sexual abuse of a vulnerable adult under Section 3-604 of the Criminal Law Article
  d. Stalking is defined by the Maryland Healthy Working Families Act as:
     i. The meaning stated in Section 3-802 of the Criminal Law Article

3.3 Family Members. Covered family members for Sick and Safe leave include:
• a biological child, an adopted child, a foster child, or a stepchild of the employee;
• a child for whom the employee has legal or physical custody or guardianship;
• a child for whom the employee stands in loco parentis, regardless of the child’s age;
• a biological parent, an adoptive parent, a foster parent, or a stepparent of the employee or of the employee’s spouse;
• the legal guardian of the employee;
• an individual who acted as a parent or stood in loco parentis to the employee or the employee’s spouse when the employee or the employee’s spouse was a minor;
QUEEN ANNE’S COUNTY
STANDARD OPERATING POLICIES

- the spouse of the employee;
- a biological grandparent, an adopted grandparent, a foster grandparent, or a
  stepgrandparent of the employee;
- a biological grandchild, an adopted grandchild, a foster grandchild, or a
  stepgrandchild of the employee; or
- a biological sibling, an adopted sibling, a foster sibling, or a stepsibling of
  the employee.

3.4 Employee Notice.

3.4.1 For foreseeable leave, employees are responsible for providing at least
seven (7) days advance notice or as soon as practicable. Notice shall be provided in writing
to the respective supervisor, normally the same business day or the next business
day if off work when he/she learns of the need for leave.

3.4.2 For unforeseeable leave, employees are to provide notice of the need for
leave as soon as practicable, or within the customary absence notice period
established by the respective department, for example within two hours of
start of shift.

3.4.3 Failure to provide notice may lead to denial if the employee’s absence will
cause a disruption to the department.

3.5 Verification of Leave. Employees must provide verification that the leave was
used appropriately if the leave was utilized for more than two consecutive shifts.

3.5.1 Employees must provide verification that the leave was used appropriately if the
leave was utilized for more than two consecutive shifts.

Failure or refusal to provide verification may result in denial of a subsequent
request to use sick and safe leave for the same purpose.

3.5.2 Employees may only use earned sick and safe leave for one of the
authorized reasons as listed in section 3.2. Employees using earned sick
and safe leave for unauthorized purposes or who have demonstrated a
pattern of abusing sick and safe leave may be denied the right to use
earned sick and safe leave in the future. Improper use of Sick and Safe
leave may result in disciplinary action including a pattern of abuse of
leave.

3.5.3 Queen Anne’s County will not take adverse action against an employee
who exercises a right under this policy.
MEMORANDUM

TO: Board of County Commissioners

CC: Gregg Todd, County Administrator
     Michael Whitehill, Chairman, Economic Development Incentive Fund Commission

FROM: Jean E. Fabi, Economic Development Manager

DATE: December 31, 2018

SUBJECT: Request for Economic Development Incentive Funding – Kent Narrows Marine, LLC

At its meeting on November 19, 2018, the Economic Development Incentive Fund (EDIF) Commission recommended approval of a conditional loan of $61,502.70 to Kent Narrows Marine, LLC, for the project known as the Kent Narrows Boatel, located at 100 Piney Narrows Road, Chester, MD 21619. The funds are to purchase equipment, specifically a floor scrubber and utility cart, to be used in conjunction with the operation of the business.

The project is the operation of the boat storage facility business with ancillary retail store and a proposed expansion of the use. In the next year, construction will commence on an addition that will double the square footage of the boat storage facility and include commercial rental space. The business currently employs six (6) full-time, including full-time equivalent seasonal employees. The EDIF Commission has recommended that the award be conditioned upon the creation of four (4) new full-time positions, to include two (2) full-time equivalent positions. The job creation requirement must be met within three (3) years of disbursement of funding and the business is to remain in full operation in the county for an additional two (2) years, resulting in a five (5) year commitment. The collateral for the conditional loan is the equipment. The EDIF agreement to be prepared by the county attorney will include guarantees and employment reporting requirements. Upon performance of the conditions of the agreement, the conditional loan would revert to a grant.

SUGGESTED MOTION: I motion to approve the disbursement of $61,502.70 from the EDIF fund to Kent Narrows Marine, LLC for the purpose of purchasing equipment related to the operation of the project known as Kent Narrows Boatel. The disbursement of funds is contingent upon a signed agreement between the EDIF Commission and Kent Narrows Marine, LLC, outlining the conditions of the agreement and performance of the project in accordance with the application submitted to the EDIF Commission.

ATT: Project Summary
Project Summary

Company: Kent Narrows Marine, LLC d/b/a Kent Narrows Boatel

Location: 100 Piney Narrows Road, Chester, MD 21619

Website: www.kentnarrrowsboatel.com

Business Profile: The Company was founded in 2016 for the purpose of operating the Kent Narrows Boatel. The Kent Narrows Boatel was constructed in 2016 and opened in 2017. The business not only provides indoor boat storage, but also marine services through subcontractors, a boat concierge service and a general store on site. The business caters to residents and visitors and provides a new service to attract boaters.

Project Description: The Project is the operation of the boatel and an expansion of the use proposed to commence construction in 2019. The expansion will approximately double the capacity of the existing high and dry boat storage facility and provide for commercial rental space on the waterfront. The increase in capacity of boat storage is expected to result in a demand for an increase in the demand for the ancillary services related to the operation of concierge and marine services. This is expected to result in a demand for additional employees, especially during the peak boating season.

Demonstrated Need For EDIF Funds: EDIF Funding is requested to purchase equipment that will enhance operation of the boatel and increase safety for employees and guests.
TO: BOARD OF COUNTY COMMISSIONERS
FROM: HELEN M. SPINELLI, AICP, PRINCIPAL PLANNER
MEETING DATE: JANUARY 8, 2019
RE: TEXT AMENDMENT/ COUNTY ORDINANCE #18-11 REVISIONS TO CHAPTER 18
APP: APPENDIX A: GLOSSARY – COMMERCIAL USE A. HIGH COMMERCIAL DEFINITION.

Text Amendment/County Ordinance #18-11 was introduced at the October 23, 2018 County Commissioner meeting and referred to the Queen Anne's County Planning Commission for review and recommendation.

Chapter 18 contains provisions for text and map amendments. Amendments to sections of Chapter 18 that are not part of the Subdivision Regulations (§ 18:1-158 through §18:1-192) may be initiated by the County Commissioners or the Planning Commission at any time.

The Queen Anne’s County Planning Commission at their December 13, 2018 reviewed TA/CO # 18-11 and sends a favorable recommendation to the Queen Anne’s County Commissioners. Additionally, the Planning Commission sends two proposed amendments to TA/CO # 18-11 for the Commissioners to consider.

COUNTY COMMISSIONER ACTION

Actions requested:
- Schedule a Public Hearing on Text Amendment/County Ordinance # 18-11
- Review Planning Commission proposed amendments to TA/CO # 18-11

OBJECTIVE

Text Amendment/County Ordinance # 18-11 adds specific language to Chapter 18 App: Appendix a. Glossary to clarify that high speed diesel fuel pumps, truck parking, overnight vehicle parking, truck stops and travel plazas in the Commercial Use A. High Commercial Uses definition are not permitted in association with the High Commercial Use of convenience stores with gas pumps and gasoline stations.
PROPOSED TEXT AMENDMENT TO CHAPTER 18 APP: APPENDIX A. GLOSSARY

Text Amendment/County Ordinance # 18-11 would modify Chapter 18 App: Appendix a: Glossary and those changes are represented as follows: underlined and yellow highlighted text for new wording, strikethrough for text being removed and Chapter 18 App: Appendix: Glossary text in italics:

CHAPTER 18 App: Appendix a: Glossary

... COMMERCIAL USE
Any development approved by the County or a municipal corporation that involves the retail or wholesale marketing of goods and services. Commercial uses shall be categorized as follows:

A. HIGH COMMERCIAL USES
Include the following and other similar uses of comparable intensity, scope, character, and impact: bowling alleys; package stores/stores selling liquor, beer or soft drinks (in sealed containers, not for consumption on-premises); retail sales or stores; recreational vehicle sales; convenience stores; convenience stores with gas pumps (does not include high speed diesel fuel pumps, truck parking, overnight vehicle parking, truck stops, travel plazas); fast-food restaurants; gasoline service stations (does not include high speed diesel fuel pumps, truck parking, overnight vehicle parking, truck stops, travel plazas); taverns; bars; shopping centers; regional shopping centers; new and used vehicle sales/service and repair with exterior storage and/or repair areas; light manufacturing and assembling of goods in conjunction with retail or wholesale sales (provided that all manufacturing and assembling activities are conducted indoors and such activities are clearly subordinate to the principal commercial use of the property).

...

DISCUSSION
At their December 13, 2018 Planning Commission, three possible amendments were considered by the Commission members. Below are the two that the Planning Commission voted to send to the County Commissioners for consideration.

Amendment # 1
A definition of "High Speed Diesel Fuel Pumps" would be helpful in understanding what is considered a high speed fuel pump so reference to these pumps is clearly understood. In the U.S. a low speed or low volume gasoline/diesel pump is limited to pumping at 10 gallons per minute. Pumps serving trucks and other large vehicles have higher flow rates of up to 34 US gallons per minute and airline refueling can reach 1,000 US gallons per minute.1

Here is a suggested Planning Commission amendment to Chapter 18 App: Appendix a: Glossary and those changes are represented as follows: underlined and yellow highlighted text for new
TA/CO# 18-11 Revisions to Chapter 18 App: Appendix A: Glossary – Commercial Use A. High Commercial definition

wording, strikethrough for text being removed and Chapter 18 Land Use and Development code text in italics:

Chapter 18 App: Appendix a: Glossary

§ 18 App-1
Definitions. In Chapter 18, the following words have the meanings indicated:

... HIGH SPEED DIESEL FUEL PUMP
A fuel pump that has flowing equal to or greater than 10 gallons per minute.

Amendment # 2
The Planning Commission suggested clarifying “overnight vehicle parking” so that service stations that conduct car repair would be permitted to have overnight parking associated with vehicle repair. The following is suggested amendment to Text Amendment/County Ordinance 18-11 is proffered to remedy the possible misinterpretation of vehicle overnight parking:
Text Amendment/County Ordinance # 18-11 would modify Chapter 18 App: Appendix a: Glossary and those changes are represented as follows: underlined and red text for new wording, strikethrough for text being removed and Chapter 18 App: Appendix: Glossary text in italics.

CHAPTER 18 App: Appendix a: Glossary

COMMERCIAL USE
Any development approved by the County or a municipal corporation that involves the retail or wholesale marketing of goods and services. Commercial uses shall be categorized as follows:

A. HIGH COMMERCIAL USES
Include the following and other similar uses of comparable intensity, scope, character, and impact: bowling alleys; package stores/stores selling liquor, beer or soft drinks (in sealed containers, not for consumption on premises); retail sales or stores; recreational vehicle sales; convenience stores; convenience stores with gas pumps (does not include high speed diesel fuel pumps, truck parking, overnight vehicle parking except in association with vehicle repair, truck stops, travel plazas); fast-food restaurants; gasoline service stations (does not include high speed diesel fuel pumps, truck parking, overnight vehicle parking except in association with vehicle repair, truck stops, travel plazas); taverns; bars; shopping centers; regional shopping centers; new and used vehicle sales/service and repair with exterior storage and/or repair areas; light manufacturing and assembling of goods in conjunction with retail or wholesale sales (provided that all manufacturing and assembling activities are conducted indoors and such activities are clearly subordinate to the principal commercial use of the property).

... A third Amendment to Chapter 18 was considered by the Planning Commission was to add High Speed Diesel Fuel Pumps as a Conditional Use to the Suburban Commercial (SC) zoning designation. The
Planning Commission decided not to act on this amendment and deferred any changes to the SC zoning classification to be reviewed comprehensively during the update of the 2010 Queen Anne’s County Comprehensive Plan.

**DECISION**

The Planning Commission sends a **favorable recommendation** to the Board of County Commissioners on Text Amendment/County Ordinance #18-11.

The following Amendments to TA/CO # 18-11 are forwarded for review by the County Commissioners:

**Amendment # 1**

*Chapter 18 App: Appendix a: Glossary*

§ 18App-1
Definitions. In Chapter 18, the following words have the meanings indicated:

...  

**HIGH SPEED DIESEL FUEL PUMP**
A fuel pump that has flows equal to or greater than 10 gallons per minute.

**Amendment # 2**

*CHAPTER 18 App: Appendix a: Glossary*

...  

**COMMERCIAL USE**
Any development approved by the County or a municipal corporation that involves the retail or wholesale marketing of goods and services. Commercial uses shall be categorized as follows:

A. **HIGH COMMERCIAL USES**
Include the following and other similar uses of comparable intensity, scope, character, and impact: bowling alleys; package stores/stores selling liquor, beer or soft drinks (in sealed containers, not for consumption on-premises); retail sales or stores; recreational vehicle sales; convenience stores; convenience stores with gas pumps (does not include high speed diesel fuel pumps, truck parking, overnight vehicle parking, except in association with vehicle repair, truck stops, travel plazas); fast-food restaurants; gasoline service stations (does not include high speed diesel fuel pumps, truck parking, overnight vehicle parking, except in association with vehicle repair, truck stops, travel plazas); taverns; bars; shopping centers; regional shopping centers; new and used vehicle sales/service and repair with exterior storage and/or repair areas; light manufacturing and assembling of goods in conjunction with retail or wholesale sales (provided that all manufacturing
and assembling activities are conducted indoors and such activities are clearly subordinate to the principal commercial use of the property.

Attachments: Text Amendment/County Ordinance 18-11

¹ Fuel dispenser
From Wikipedia,
COUNTY ORDINANCE NO. 18-11

A BILL ENTITLED

AN ACT CONCERNING Uses Allowed in Connection with High Commercial Uses in Queen Anne's County;

FOR THE PURPOSE of amending the definition of "High Commercial Uses" in Chapter 18 App of the Code of Public Local Laws of Queen Anne's county, Maryland to clarify that high speed diesel fuel pumps, truck parking, overnight vehicle parking, truck stops and travel plazas are not permitted in the High Commercial Use of convenience stores with gas pumps and gasoline stations.

BY AMENDING the definition of High Commercial Uses in Chapter 18 App: Appendix a; Glossary of the Code of Public Local Laws.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND that Chapter 18 App: Appendix A; Glossary be and is hereby AMENDED to read as follows:

CHAPTER 18 App: Appendix a: Glossary

COMMERCIAL USE
Any development approved by the County or a municipal corporation that involves the retail or wholesale marketing of goods and services. Commercial uses shall be categorized as follows:

A. HIGH COMMERCIAL USES
Include the following and other similar uses of comparable intensity, scope, character, and impact: bowling alleys; package stores/stores selling liquor, beer or soft drinks (in sealed containers, not for consumption on-premises); retail sales or stores; recreational vehicle sales; convenience stores; convenience stores with gas pumps (does not include high speed diesel fuel pumps, truck parking, overnight vehicle parking, truck stops, travel plazas); fast-food restaurants; gasoline service stations (does not include high speed diesel pumps, truck parking, overnight vehicle parking, truck stops, travel plazas); taverns; bars; shopping centers; regional shopping centers; new and used vehicle sales/service and repair with exterior storage and/or repair areas; light manufacturing and assembling of goods in conjunction with retail or wholesale sales (provided that all manufacturing and assembling activities are conducted indoors and such activities are clearly subordinate to the principal commercial use of the property).
SECTION II

BE IT FURTHER ENACTED that this Ordinance shall take effect on the forty-sixth (46th) day following its adoption.

INTRODUCED BY: Commissioner Moran

DATE: October 23, 2018

PUBLIC HEARING HELD: ________________

VOTE: __________ Yea __________ Nay

DATE OF ADOPTION: ________________

EFFECTIVE DATE: ________________
Mr. James Moran, President  
Queen Anne’s County Commission  
107 North Liberty Street  
Centreville, MD 21617

Dear President Moran:

The Workforce Innovation and Opportunity Act (WIOA) requires a regional plan to describe similarities and opportunities for collaboration between the Upper Shore and Lower Shore Workforce Areas. The Upper Shore Workforce Investment Board and the Lower Shore Workforce Alliance have created a regional plan that addresses the requirements described in WIOA.

Local Elected Official concurrence with the plan is required for the plan submission to the Governor’s Workforce Development Board. Accompanying this letter is a copy of the plan and a concurrence sheet for use by the Queen Anne’s County Commission.

If you wish to have a presentation to the Queen Anne’s County Commission of the components and implications of the plan, please call or email USWIB Executive Director, Dan McDermott at 410-822-1716, dmcdermott@chesapeake.edu to schedule such a presentation.

Thank you and the Queen Anne’s County Commission for your continued support of Workforce Innovation and Opportunity Act services in the Upper Shore region.

Sincerely,

George N. Weeks, III  
President  
Upper Shore  
Workforce Investment Board
The Local Workforce Development Board certifies that it complies with all required components and assurances of the Workforce Innovation and Opportunity Act plan development guidelines issued by the state of Maryland. The Local Board also assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act, Wagner-Peyser Act, and their regulations, written U.S. Department of Labor guidance implementing these laws, Office of Management and Budget circulars, and all other applicable federal and state laws, regulations, and policies.

### Upper Shore Workforce Investment Board

<table>
<thead>
<tr>
<th>Chief Local Elected Official:</th>
<th>Name</th>
<th>Date</th>
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<td>Caroline County</td>
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<tr>
<td>Dorchester County</td>
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<tr>
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<tr>
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<td>Queen Anne's County</td>
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<tr>
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<tr>
<td>Talbot County</td>
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</tr>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

USWIB Director

Signature

(Handwritten: Daniel P. McDermott)

12/27/18

Name

Date

USWIB Board President

Signature

(Handwritten: George Neil Weeks III)

12/27/18

Name

Date
Background
The Workforce Innovation and Opportunity Act of 2014 requires the Governor to designate Workforce Innovation and Opportunity Act Regions. Workforce Innovation and Opportunity Act Regions are made up of Workforce Innovation and Opportunity Act Areas. The designation of regions does not impact the designation of a Workforce Innovation and Opportunity Act Area. The two designations exist together and are viewed as a mechanism for enhancement of workforce efforts rather than a replacement of workforce area efforts.

The Shore Workforce Region is composed of the Lower Shore Workforce Innovation and Opportunity Area and the Upper Shore Workforce Innovation and Opportunity Act Area. The Counties that are included in this regional plan are: Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester.

Executive Summary:
Section 1 Regional Analysis
(A) Employment data, employment projections and commuter data illustrate the similarities in the Lower and Upper Shore economies.
(B) The "Graying of the Shore" is the most significant social and economic phenomenon impacting the Lower and Upper Shore.
(C) The advertised needs of employers and the education level of job seekers align in the Lower and Upper Shore economy.
(D) The Lower and Upper Shore share a seasonal tourism sector and the impact of the seasonal economy on employment and unemployment.
(E) 98% of training included on the Eligible Training Provider List is offered by Community Colleges in the Shore region.

Section 2 Regional Sector Strategies
(A) Similar in demand sectors lead to similar responses by the Areas related to how training funds are spent.
(B) Collaboration on efforts in the past will lay the groundwork for future collaboration.

Section 3 Regional Service Strategies
(A) The Areas will use past collaborative efforts to create protocols for future regional efforts.

Section 4 Coordination with Regional Economic Development Organizations
(A) The Lower and Upper Shore Areas will work to create a mechanism to share information from the regional economic development entities.

Section 5 Coordination of Transportation and/or Other Support Services
(A) The Lower and Upper Shore will determine if the transportation systems that serve the areas are linked.

Section 6 Regional Cost Arrangements
(A) The Lower and Upper Shore Region will create a cost sharing arrangement for each regional project or program.

Section 7 Regional Performance Negotiation
(A) The Lower and Upper Shore Region will negotiate performance on a project or program basis.
Economic Overview
Shore Region WDA

October 30, 2018
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMOGRAPHIC PROFILE</td>
<td>5</td>
</tr>
<tr>
<td>EMPLOYMENT TRENDS</td>
<td>7</td>
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<tr>
<td>UNEMPLOYMENT RATE</td>
<td>7</td>
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<tr>
<td>WAGE TRENDS</td>
<td>8</td>
</tr>
<tr>
<td>COST OF LIVING INDEX</td>
<td>9</td>
</tr>
<tr>
<td>INDUSTRY SNAPSHOT</td>
<td>10</td>
</tr>
<tr>
<td>OCCUPATION SNAPSHOT</td>
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<tr>
<td>INDUSTRY CLUSTERS</td>
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<td>EDUCATION LEVELS</td>
<td>15</td>
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<tr>
<td>GROSS DOMESTIC PRODUCT</td>
<td>16</td>
</tr>
<tr>
<td>REGION DEFINITION</td>
<td>17</td>
</tr>
<tr>
<td>FAQ</td>
<td>17</td>
</tr>
</tbody>
</table>
Demographic Profile

The population in the Shore Region WDA was 350,170 per American Community Survey data for 2012-2016.

The region has a civilian labor force of 176,649 with a participation rate of 61.7%. Of individuals 25 to 64 in the Shore Region WDA, 27.6% have a bachelor’s degree or higher which compares with 31.8% in the nation.

The median household income in the Shore Region WDA is $57,569 and the median house value is $234,644.

| Summary
<table>
<thead>
<tr>
<th>Shore Region WDA</th>
<th>Percent</th>
<th>USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population (ACS)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Male</td>
<td>49.6%</td>
<td>48.4%</td>
</tr>
<tr>
<td>Female</td>
<td>51.4%</td>
<td>51.6%</td>
</tr>
<tr>
<td>Median Age</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Under 18 Years</td>
<td>20.5%</td>
<td>22.6%</td>
</tr>
<tr>
<td>18 to 24 Years</td>
<td>10.9%</td>
<td>9.4%</td>
</tr>
<tr>
<td>25 to 34 Years</td>
<td>10.9%</td>
<td>13.8%</td>
</tr>
<tr>
<td>35 to 44 Years</td>
<td>10.8%</td>
<td>12.9%</td>
</tr>
<tr>
<td>45 to 54 Years</td>
<td>14.0%</td>
<td>14.7%</td>
</tr>
<tr>
<td>55 to 64 Years</td>
<td>14.0%</td>
<td>12.9%</td>
</tr>
<tr>
<td>65 to 74 Years</td>
<td>10.9%</td>
<td>8.0%</td>
</tr>
<tr>
<td>75 Years, and Over</td>
<td>8.0%</td>
<td>5.8%</td>
</tr>
<tr>
<td>Race: White</td>
<td>75.6%</td>
<td>57.2%</td>
</tr>
<tr>
<td>Race: Black or African American</td>
<td>13.1%</td>
<td>29.6%</td>
</tr>
<tr>
<td>Race: American Indian and Alaska Native</td>
<td>0.2%</td>
<td>0.3%</td>
</tr>
<tr>
<td>Race: Asian</td>
<td>1.7%</td>
<td>6.1%</td>
</tr>
<tr>
<td>Race: Native Hawaiian and Other Pacific Islander</td>
<td>0.1%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Race: Some Other Race</td>
<td>0.9%</td>
<td>3.7%</td>
</tr>
<tr>
<td>Race: Two or More Races</td>
<td>2.4%</td>
<td>3.1%</td>
</tr>
<tr>
<td>Hispanic or Latino (of any race)</td>
<td>4.6%</td>
<td>9.2%</td>
</tr>
</tbody>
</table>

Population Growth

| Population (Pop Estimates) | - | - | 352,143 | 6,052,177 | 325,719,178 |
| Population Annual Average Growth | 0.3% | 0.7% | 0.8% | 1,007 | 39,877 | 2,448,797 |

Economic

| Labor Force Participation Rate and Size (civilian population 16 years and over) | 61.7% | 68.0% | 63.3% | 176,849 | 3,221,839 | 159,807,099 |
| Armed Forces Labor Force | 0.1% | 0.6% | 0.4% | 339 | 28,072 | 1,011,641 |
| Veterans, Age 18-64 | 5.8% | 6.1% | 5.1% | 12,275 | 227,896 | 10,165,671 |
| Veterans Labor Force Participation Rate and Size, Age 18-64 | 79.4% | 82.8% | 75.4% | 9,747 | 188,727 | 7,664,089 |
| Median Householder Income | - | - | - | 557,569 | 576,067 | 555,322 |
| Per Capita Income | - | - | - | 30,234 | 537,756 | 529,829 |
| Poverty Level (of all people) | 13.8% | 9.9% | 15.1% | 46,127 | 576,835 | 46,932,215 |
| Householders Receiving Food Stamps | 15.1% | 11.1% | 13.0% | 20,182 | 241,401 | 15,360,951 |
| Mean Commute Time (minutes) | - | - | - | 26.2 | 32.4 | 26.1 |
| Commute via Public Transportation | 1.3% | 8.9% | 5.1% | 2,087 | 264,277 | 7,476,312 |

Educational Attainment, Age 25-64

| No High School Diploma | 10.8% | 9.0% | 11.6% | 18,742 | 290,169 | 19,478,050 |
| High School Graduate | 33.3% | 24.2% | 26.1% | 57,962 | 781,427 | 43,788,541 |
### Summary

<table>
<thead>
<tr>
<th>Shore Region</th>
<th>Percent</th>
<th>USA</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WDA</td>
<td>USA</td>
<td>Total</td>
</tr>
<tr>
<td>Some College, No Degree</td>
<td>21.0%</td>
<td>19.9%</td>
<td>21.5%</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>7.4%</td>
<td>6.9%</td>
<td>8.9%</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>17.0%</td>
<td>12.1%</td>
<td>20.2%</td>
</tr>
<tr>
<td>Postgraduate Degree</td>
<td>10.5%</td>
<td>19.0%</td>
<td>11.6%</td>
</tr>
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</table>

### Housing

<table>
<thead>
<tr>
<th></th>
<th>WDA</th>
<th>Maryland</th>
<th>USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Housing Units</td>
<td>—</td>
<td>—</td>
<td>190,733</td>
</tr>
<tr>
<td>Median House Value (of owner-occupied units)</td>
<td>—</td>
<td>—</td>
<td>$234,644</td>
</tr>
<tr>
<td>Homeowner Vacancy</td>
<td>2.4%</td>
<td>1.7%</td>
<td>1.8%</td>
</tr>
<tr>
<td>Rental Vacancy</td>
<td>13.0%</td>
<td>6.3%</td>
<td>6.2%</td>
</tr>
<tr>
<td>Renter-Occupied Housing Units (% of Occupied Units)</td>
<td>31.0%</td>
<td>33.5%</td>
<td>33.4%</td>
</tr>
<tr>
<td>Occupied Housing Units with No Vehicle Available (% of Occupied Units)</td>
<td>7.2%</td>
<td>9.2%</td>
<td>9.0%</td>
</tr>
</tbody>
</table>

### Social

<table>
<thead>
<tr>
<th></th>
<th>WDA</th>
<th>Maryland</th>
<th>USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in Grade 12 (% of total population)</td>
<td>1.3%</td>
<td>1.4%</td>
<td>1.4%</td>
</tr>
<tr>
<td>Disconnected Youth*</td>
<td>3.1%</td>
<td>3.6%</td>
<td>2.8%</td>
</tr>
<tr>
<td>Children in Single Parent Families (% of all children)</td>
<td>38.9%</td>
<td>35.6%</td>
<td>34.7%</td>
</tr>
<tr>
<td>With a Disability, Age 18-64</td>
<td>10.3%</td>
<td>8.6%</td>
<td>9.3%</td>
</tr>
<tr>
<td>With a Disability, Age 18-64, Labour Force Participation Rate and Size</td>
<td>43.8%</td>
<td>47.3%</td>
<td>41.0%</td>
</tr>
<tr>
<td>Foreign Born</td>
<td>5.6%</td>
<td>11.7%</td>
<td>11.2%</td>
</tr>
<tr>
<td>Speak English Less Than Very Well (population 5 yrs and over)</td>
<td>3.2%</td>
<td>5.5%</td>
<td>8.5%</td>
</tr>
</tbody>
</table>

### Union Membership

<table>
<thead>
<tr>
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<th>WDA</th>
<th>Maryland</th>
<th>USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>14.2%</td>
<td>10.6%</td>
<td>10.7%</td>
</tr>
<tr>
<td>Private Sector*</td>
<td>9.1%</td>
<td>6.1%</td>
<td>6.4%</td>
</tr>
<tr>
<td>Manufacturing*</td>
<td>9.3%</td>
<td>12.7%</td>
<td>8.7%</td>
</tr>
<tr>
<td>Public Sector*</td>
<td>43.8%</td>
<td>30.7%</td>
<td>35.1%</td>
</tr>
</tbody>
</table>

**Source:** [108]

1. American Community Survey 2012-2016, unless noted otherwise.
2. Median values for certain aggregate regions (such as WDA) may be estimated as the weighted averages of the median values from the composing counties.
4. Disconnected Youth are 16-19 years old who are (1) not in school, (2) not high school graduates, and (3) either unemployed or not in the labor force.
Employment Trends
As of 2018Q2, total employment for the Shore Region WDA was 152,321 (based on a four-quarter moving average). Over the year ending 2018Q2, employment increased 0.6% in the region.

Employment for Shore Region WDA

Unemployment Rate
The seasonally adjusted unemployment rate for the Shore Region WDA was 5.9% as of August 2018. The regional unemployment rate was higher than the national rate of 4.0%. One year earlier, in August 2017, the unemployment rate in the Shore Region WDA was 5.7%.

Seasonally Adjusted Unemployment Rate for Shore Region WDA

Unemployment rate data are from the Local Area Unemployment Statistics, provided by the Bureau of Labor Statistics and updated through August 2018.
Wage Trends

The average worker in the Shore Region WDA earned annual wages of $41,232 as of 2018Q2. Average annual wages per worker increased 2.5% in the region over the preceding four quarters. For comparison purposes, annual average wages were $55,223 in the nation as of 2018Q2.

Average Annual Wages for Shore Region WDA

Annual average wages per worker data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2017Q4 with preliminary estimates updated to 2018Q2.
Cost of Living Index

The Cost of Living Index estimates the relative price levels for consumer goods and services. When applied to wages and salaries, the result is a measure of relative purchasing power. The cost of living is 7.2% higher in Shore Region WDA than the U.S. average.

### Cost of Living Information

<table>
<thead>
<tr>
<th></th>
<th>Annual Average Salary</th>
<th>Cost of Living Index (Base US)</th>
<th>US Purchasing Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shore Region WDA</td>
<td>$41,232</td>
<td>107.2</td>
<td>$38,463</td>
</tr>
<tr>
<td>Maryland</td>
<td>$59,126</td>
<td>126.8</td>
<td>$46,617</td>
</tr>
<tr>
<td>USA</td>
<td>$55,223</td>
<td>100.0</td>
<td>$55,223</td>
</tr>
</tbody>
</table>

Source: Jobs101
Date as of 2013:11
Cost of living per U.S. data as of 2013, updated by Chmura when necessary.
Industry Snapshot

The largest sector in the Shore Region WDA is Health Care and Social Assistance, employing 23,264 workers. The next-largest sectors in the region are Accommodation and Food Services (20,479 workers) and Retail Trade (19,640). High location quotients (LQs) indicate sectors in which a region has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Agriculture, Forestry, Fishing and Hunting (LQ = 1.73), Accommodation and Food Services (1.49), and Arts, Entertainment, and Recreation (1.25).

Sectors in the Shore Region WDA with the highest average wages per worker are Management of Companies and Enterprises ($127,309), Utilities ($91,815), and Finance and Insurance ($61,073). Regional sectors with the best job growth (or most moderate job losses) over the last 2 years are Health Care and Social Assistance (+555 jobs), Construction (+445), and Administrative and Support and Waste Management and Remediation Services (+361).

Over the next 2 years, employment in the Shore Region WDA is projected to expand by 520 jobs. The fastest growing sector in the region is expected to be Health Care and Social Assistance with a +1.0% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+487 jobs), Construction (+117), and Accommodation and Food Services (+82).
<table>
<thead>
<tr>
<th>NAICS</th>
<th>Industry</th>
<th>Current</th>
<th>2-Year History</th>
<th>2-Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Four Quarters Ending with 2018q2</td>
<td>Total</td>
<td>Avg Ann %</td>
<td>Separations</td>
</tr>
<tr>
<td></td>
<td>Empl</td>
<td>Avg Ann Wages</td>
<td>LO</td>
<td>Empl</td>
</tr>
<tr>
<td>11</td>
<td>Agriculture, forestry, fishing and hunting</td>
<td>3,621</td>
<td>$52,793</td>
<td>1.73</td>
</tr>
<tr>
<td>21</td>
<td>Mining, quarrying, and oil and gas extraction</td>
<td>40</td>
<td>$42,252</td>
<td>0.06</td>
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<tr>
<td>22</td>
<td>Utilities</td>
<td>797</td>
<td>$91,815</td>
<td>1.00</td>
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<td>23</td>
<td>Construction</td>
<td>9,786</td>
<td>$46,686</td>
<td>1.15</td>
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<tr>
<td>31</td>
<td>Manufacturing</td>
<td>10,514</td>
<td>$46,271</td>
<td>0.84</td>
</tr>
<tr>
<td>42</td>
<td>Wholesale Trade</td>
<td>4,646</td>
<td>$56,111</td>
<td>0.79</td>
</tr>
<tr>
<td>44</td>
<td>Retail Trade</td>
<td>19,640</td>
<td>$27,230</td>
<td>1.21</td>
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<tr>
<td>48</td>
<td>Transportation and Warehousing</td>
<td>4,772</td>
<td>$43,022</td>
<td>0.71</td>
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<td>51</td>
<td>Information</td>
<td>1,844</td>
<td>$54,356</td>
<td>0.61</td>
</tr>
<tr>
<td>52</td>
<td>Finance and insurance</td>
<td>3,834</td>
<td>$61,073</td>
<td>0.68</td>
</tr>
<tr>
<td>53</td>
<td>Real Estate and Rental and Leasing</td>
<td>2,593</td>
<td>$43,953</td>
<td>0.99</td>
</tr>
<tr>
<td>54</td>
<td>Professional, scientific, and technical services</td>
<td>5,703</td>
<td>$58,251</td>
<td>0.57</td>
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<tr>
<td>55</td>
<td>Management of Companies and Enterprises</td>
<td>1,409</td>
<td>$127,309</td>
<td>0.83</td>
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<tr>
<td>56</td>
<td>Administrative and Support and Waste Management and Remediation Services</td>
<td>6,287</td>
<td>$33,250</td>
<td>0.64</td>
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<tr>
<td>61</td>
<td>Educational Services</td>
<td>14,223</td>
<td>$47,922</td>
<td>1.14</td>
</tr>
<tr>
<td>62</td>
<td>Health Care and Social Assistance</td>
<td>23,264</td>
<td>$48,001</td>
<td>1.67</td>
</tr>
<tr>
<td>71</td>
<td>Arts, Entertainment, and Recreation</td>
<td>3,810</td>
<td>$23,421</td>
<td>1.25</td>
</tr>
<tr>
<td>72</td>
<td>Accommodation and Food Services</td>
<td>20,479</td>
<td>$21,208</td>
<td>1.49</td>
</tr>
<tr>
<td>81</td>
<td>Other Services (except Public Administration)</td>
<td>7,023</td>
<td>$28,210</td>
<td>1.66</td>
</tr>
<tr>
<td>92</td>
<td>Public Administration</td>
<td>8,381</td>
<td>$44,910</td>
<td>1.17</td>
</tr>
<tr>
<td>Total</td>
<td>All Industries</td>
<td>152,321</td>
<td>$41,232</td>
<td>1.60</td>
</tr>
</tbody>
</table>

Source: nber.gov

Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and updated as necessary. Data are updated through 2019Q2 with preliminary estimates updated to 2019Q2. Forecast employment growth uses national projections adapted for regional growth patterns.
### Occupation Snapshot

The largest major occupation group in the Shore Region WDA is Office and Administrative Support Occupations, employing 21,870 workers. The next-largest occupation groups in the region are Food Preparation and Serving Related Occupations (17,501 workers) and Sales and Related Occupations (16,598). High location quotients (LQs) indicate occupation groups in which a region has high concentrations of employment compared to the national average. The major groups with the largest LQs in the region are Farming, Fishing, and Forestry Occupations (LQ = 1.51), Food Preparation and Serving Related Occupations (1.34), and Building and Grounds Cleaning and Maintenance Occupations (1.26).

Occupation groups in the Shore Region WDA with the highest average wages per worker are Management Occupations ($105,100), Computer and Mathematical Occupations ($78,900), and Healthcare Practitioners and Technical Occupations ($78,900). The unemployment rate in the region varied among the major groups from 1.7% among Healthcare Practitioners and Technical Occupations to 9.9% among Farming, Fishing, and Forestry Occupations.

Over the next 2 years, the fastest growing occupation group in the Shore Region WDA is expected to be Healthcare Support Occupations with a +1.3% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Healthcare Practitioners and Technical Occupations (+152 jobs) and Healthcare Support Occupations (+129). Over the same period, the highest separation demand (occupation demand due to retirements and workers moving from one occupation to another) is expected in Food Preparation and Serving Related Occupations (5,987 jobs) and Office and Administrative Support Occupations (4,778).

#### Occupation Snapshot in Shore Region WDA, 2018q2

<table>
<thead>
<tr>
<th>SOC</th>
<th>Occupation</th>
<th>Four Quarters Ending with 2018q2</th>
<th>2018q2</th>
<th>2-Year History</th>
<th>2-Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Empl</td>
<td>Avg Ann Wages</td>
<td>LQ</td>
<td>Unempl</td>
<td>Unempl Rate</td>
</tr>
<tr>
<td>11-0000</td>
<td>Management</td>
<td>8,856</td>
<td>$105,100</td>
<td>0.97</td>
<td>174</td>
</tr>
<tr>
<td>13-0000</td>
<td>Business and Financial Operations</td>
<td>5,036</td>
<td>$64,000</td>
<td>0.64</td>
<td>224</td>
</tr>
<tr>
<td>13-0000</td>
<td>Computer and Mathematical Occupations</td>
<td>2,082</td>
<td>$78,900</td>
<td>0.47</td>
<td>93</td>
</tr>
<tr>
<td>17-0000</td>
<td>Architecture and Engineering</td>
<td>1,456</td>
<td>$74,000</td>
<td>0.57</td>
<td>43</td>
</tr>
<tr>
<td>19-0000</td>
<td>Life, Physical, and Social Science</td>
<td>1,003</td>
<td>$63,800</td>
<td>0.80</td>
<td>44</td>
</tr>
<tr>
<td>21-0000</td>
<td>Community and Social Service</td>
<td>2,880</td>
<td>$43,500</td>
<td>1.18</td>
<td>100</td>
</tr>
<tr>
<td>23-0000</td>
<td>Legal</td>
<td>979</td>
<td>$73,500</td>
<td>0.80</td>
<td>48</td>
</tr>
<tr>
<td>25-0000</td>
<td>Education, Training, and Library</td>
<td>9,549</td>
<td>$55,100</td>
<td>1.12</td>
<td>421</td>
</tr>
<tr>
<td>27-0000</td>
<td>Arts, Design, Entertainment, Sports, and Media</td>
<td>1,982</td>
<td>$43,300</td>
<td>0.72</td>
<td>55</td>
</tr>
<tr>
<td>28-0000</td>
<td>Healthcare Practitioners and Technical</td>
<td>9,491</td>
<td>$78,900</td>
<td>1.10</td>
<td>170</td>
</tr>
<tr>
<td>31-0000</td>
<td>Healthcare Support</td>
<td>4,847</td>
<td>$30,900</td>
<td>1.13</td>
<td>238</td>
</tr>
<tr>
<td>33-0000</td>
<td>Protective Service</td>
<td>3,751</td>
<td>$47,100</td>
<td>1.15</td>
<td>178</td>
</tr>
</tbody>
</table>
Occupation Snapshot in Shore Region WDA, 2018q2

<table>
<thead>
<tr>
<th>SOC</th>
<th>Occupation</th>
<th>Empl</th>
<th>Avg Ann Wages$</th>
<th>LQ</th>
<th>Unempl</th>
<th>Uneml Rate</th>
<th>Online Job Ads</th>
<th>Empl Change</th>
<th>Region</th>
<th>Total% Cfg in Empl</th>
<th>Total New Demand</th>
<th>Exits</th>
<th>Transfer</th>
<th>Empl</th>
<th>Avg Ann Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>35-0000</td>
<td>Food Preparation and Serving Related</td>
<td>17,501</td>
<td>$24,500</td>
<td>1.34</td>
<td>1,666</td>
<td>8.6%</td>
<td>568</td>
<td>120</td>
<td>0.3%</td>
<td>6,100</td>
<td>2.645</td>
<td>3,342</td>
<td>133</td>
<td>0.3%</td>
<td></td>
</tr>
<tr>
<td>37-0000</td>
<td>Building and Grounds Cleaning and Maintenance</td>
<td>6,715</td>
<td>$27,300</td>
<td>1.26</td>
<td>492</td>
<td>6.6%</td>
<td>202</td>
<td>110</td>
<td>0.3%</td>
<td>1,708</td>
<td>815</td>
<td>858</td>
<td>33</td>
<td>0.3%</td>
<td></td>
</tr>
<tr>
<td>39-0000</td>
<td>Personal Care and Service</td>
<td>6,906</td>
<td>$27,900</td>
<td>1.10</td>
<td>381</td>
<td>5.3%</td>
<td>188</td>
<td>295</td>
<td>2.1%</td>
<td>2,129</td>
<td>1,013</td>
<td>985</td>
<td>128</td>
<td>1.0%</td>
<td></td>
</tr>
<tr>
<td>41-0000</td>
<td>Sales and Related</td>
<td>16,598</td>
<td>$35,000</td>
<td>1.07</td>
<td>1,108</td>
<td>6.0%</td>
<td>1,573</td>
<td>-152</td>
<td>-0.1%</td>
<td>4,514</td>
<td>2,021</td>
<td>2,543</td>
<td>-50</td>
<td>-0.2%</td>
<td></td>
</tr>
<tr>
<td>43-0000</td>
<td>Office and Administrative Support</td>
<td>21,870</td>
<td>$35,300</td>
<td>0.97</td>
<td>1,168</td>
<td>4.7%</td>
<td>620</td>
<td>398</td>
<td>0.9%</td>
<td>4,587</td>
<td>2,222</td>
<td>2,556</td>
<td>-191</td>
<td>-0.4%</td>
<td></td>
</tr>
<tr>
<td>45-0000</td>
<td>Farming, Fishing, and Forestry</td>
<td>1,514</td>
<td>$33,400</td>
<td>1.51</td>
<td>152</td>
<td>9.9%</td>
<td>12</td>
<td>-93</td>
<td>-3.1%</td>
<td>397</td>
<td>108</td>
<td>302</td>
<td>-12</td>
<td>-0.4%</td>
<td></td>
</tr>
<tr>
<td>47-0000</td>
<td>Construction and Extraction</td>
<td>7,074</td>
<td>$41,700</td>
<td>1.02</td>
<td>657</td>
<td>7.8%</td>
<td>111</td>
<td>193</td>
<td>1.4%</td>
<td>1,516</td>
<td>504</td>
<td>933</td>
<td>75</td>
<td>0.6%</td>
<td></td>
</tr>
<tr>
<td>49-0000</td>
<td>Installation, Maintenance, and Repair</td>
<td>6,422</td>
<td>$45,800</td>
<td>1.11</td>
<td>283</td>
<td>4.0%</td>
<td>383</td>
<td>170</td>
<td>1.4%</td>
<td>1,244</td>
<td>451</td>
<td>767</td>
<td>26</td>
<td>0.2%</td>
<td></td>
</tr>
<tr>
<td>51-0000</td>
<td>Production</td>
<td>7,232</td>
<td>$34,600</td>
<td>0.73</td>
<td>496</td>
<td>6.1%</td>
<td>237</td>
<td>-20</td>
<td>-0.1%</td>
<td>1,432</td>
<td>589</td>
<td>979</td>
<td>-135</td>
<td>-0.9%</td>
<td></td>
</tr>
<tr>
<td>53-0000</td>
<td>Transportation and Material Moving</td>
<td>8,977</td>
<td>$35,600</td>
<td>0.85</td>
<td>693</td>
<td>6.4%</td>
<td>1,534</td>
<td>202</td>
<td>1.1%</td>
<td>2,126</td>
<td>871</td>
<td>1,248</td>
<td>4</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total - All Occupations</td>
<td>152,321</td>
<td>$44,000</td>
<td>1.00</td>
<td>n/a</td>
<td>n/a</td>
<td>7,855</td>
<td>1,244</td>
<td>0.1%</td>
<td>34,834</td>
<td>14,989</td>
<td>19,325</td>
<td>520</td>
<td>0.2%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: WOEID
Data as of 2018 Q2 unless noted otherwise.
Note: Figures may not sum due to rounding.
1. Occupation wages are as of 2018 and should be taken as the average for all Covered Employment.
2. Data represent found online ads within the last thirty days in the selected region; data represents a snapshot rather than the complete universe of postings. Ads lacking zip code information but designating a city (city, town, etc.) may be assigned to the zip code with greatest employment in any field for which it was identified. Due to a variety of matching algorithms, all occupations in this analysis may not match the known in RIL in the pop-up window above.

Occupation and numeric data are estimated by industry employment that are the estimated industry occupation and unemployment data are derived from the Quarterly Census of Employment and Wages (QCEW). The Bureau of Labor Statistics and currently updated through 2018 Q4, inclusive where necessary with preliminary estimates updated to Q4 2018. The data is based on the South of California Statistical area (SOC) for regional breakdowns.
Industry Clusters

A cluster is a geographic concentration of interrelated industries or occupations. The industry cluster in the Shore Region WDA with the highest relative concentration is Food Mfg. with a location quotient of 1.90. This cluster employs 3,322 workers in the region with an average wage of $34,395. Employment in the Food Mfg. cluster is projected to contract in the region about 0.7% per year over the next ten years.

Industry Clusters for Shore Region WDA as of 2018Q2

Location quotient and average wage data are derived from the Quarterly Census of Employment and Wages, produced by the Bureau of Labor Statistics, imputed where necessary, and updated through 2017Q2 with preliminary estimates updated to 2018Q2. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.
Education Levels

Expected growth rates for occupations vary by the education and training required. While all employment in the Shore Region WDA is projected to grow 0.2% over the next ten years, occupations typically requiring a postgraduate degree are expected to grow 0.8% per year, those requiring a bachelor's degree are forecast to grow 0.4% per year, and occupations typically needing a 2-year degree or certificate are expected to grow 0.5% per year.

Annual Average Projected Job Growth by Training Required for Shore Region WDA

- Postgraduate degree ($100,100) 0.8%
- Bachelor's degree ($74,500) 0.4%
- 2-year degree or certificate ($42,800) 0.5%
- Previous work experience, no award ($51,700) 0.1%
- Long-term training, no exp, no award ($45,600) 0.2%
- Moderate-term OJT, no exp, no award ($40,900) 0.2%
- Short-term OJT, no exp, no award ($27,000) 0.1%
- All Levels ($44,800) 0.2%

Employment by occupation data are estimates as of 2016Q1. Education levels of occupations are based on BLS assignments. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.
Gross Domestic Product

Gross Domestic Product (GDP) is the total value of goods and services produced by a region. In 2017, nominal GDP in the Shore Region WDA expanded 2.2%. This follows growth of 4.4% in 2016. As of 2017, total GDP in the Shore Region WDA was $14,254,149,000.

Of the sectors in the Shore Region WDA, Real Estate and Rental and Leasing contributed the largest portion of GDP in 2017, $2,321,132,000. The next-largest contributions came from Health Care and Social Assistance ($1,577,300,000); Manufacturing ($1,243,843,000); and Retail Trade ($1,159,187,000).
Region Definition

Shore Region WDA is defined as the following counties: Caroline County, Maryland; Dorchester County, Maryland; Kent County, Maryland; Queen Anne’s County, Maryland; Somerset County, Maryland; Talbot County, Maryland; Wicomico County, Maryland; Worcester County, Maryland

FAQ

What is a location quotient?

A location quotient (LQ) is a measurement of concentration in comparison to the nation. An LQ of 1.00 indicates a region has the same concentration of an industry (or occupation) as the nation. An LQ of 2.00 would mean the region has twice the expected employment compared to the nation and an LQ of 0.50 would mean the region has half the expected employment in comparison to the nation.

What is separation demand?

Separation demand is the number of jobs required due to separations—labor force exits (including retirements) and turnover resulting from workers moving from one occupation into another. Note that separation demand does not include all turnover—it does not include when workers stay in the same occupation but switch employers. The total projected demand for an occupation is the sum of the separation demand and the growth demand (which is the increase or decrease of jobs in an occupation expected due to expansion or contraction of the overall number of jobs in that occupation).

What is a cluster?

A cluster is a geographic concentration of interrelated industries or occupations. If a regional cluster has a location quotient of 1.25 or greater, the region is considered to possess a competitive advantage in that cluster.

What is the difference between industry wages and occupation wages?

Industry wages and occupation wages are estimated via separate data sets, often the time periods being reported do not align, and wages are defined slightly differently in the two systems (for example, certain bonuses are included in the industry wages but not the occupation wages). It is therefore common that estimates of the average industry wages and average occupation wages in a region do not match exactly.

What is NAICS?

The North American Industry Classification System (NAICS) is used to classify business establishments according to the type of economic activity. The NAICS Code comprises six levels, from the “all industry” level to the 6-digit level. The first two digits define the top level category, known as the “sector,” which is the level examined in this report.

What is SOC?

The Standard Occupational Classification system (SOC) is used to classify workers into occupational categories. All workers are classified into one of over 820 occupations according to their occupational definition. To facilitate classification, occupations are combined to form 23 major groups, 96 minor groups, and 449 occupation groups. Each occupation group includes detailed occupations requiring similar job duties, skills, education, or experience.
The alignment of the top ten industries in the Shore Region is shown in the table below. This alignment indicates areas where workers in the Lower and Upper Shore may possess homogenous skills that will allow for a flow of workers between the two areas. The areas' industries that don't align offer an opportunity for workers with skills that are in higher demand in one area to explore employment opportunities in the higher demand area.

For the Lower and Upper Shore Areas, this data indicates industries that can be examined for Career Pathways on a regional basis.

<table>
<thead>
<tr>
<th>Shore Region</th>
<th>Workers</th>
<th>Upper Shore WIOA</th>
<th>Workers</th>
<th>Lower Shore WIOA</th>
<th>Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care and Social Assistance</td>
<td>23,264</td>
<td>Health Care and Social Assistance</td>
<td>9,515</td>
<td>Health Care and Social Assistance</td>
<td>13,750</td>
</tr>
<tr>
<td>Accommodation and Food Services</td>
<td>20,479</td>
<td>Retail Trade</td>
<td>7,680</td>
<td>Retail Trade</td>
<td>11,007</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>19,640</td>
<td>Accommodation and Food Services</td>
<td>6,487</td>
<td>Educational Services</td>
<td>7,919</td>
</tr>
<tr>
<td>Educational Services</td>
<td>14,223</td>
<td>Manufacturing</td>
<td>6,305</td>
<td>Public Administration</td>
<td>4,980</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>10,514</td>
<td>Educational Services</td>
<td>5,041</td>
<td>Construction</td>
<td>4,745</td>
</tr>
<tr>
<td>Construction</td>
<td>9,786</td>
<td>Construction</td>
<td>3,401</td>
<td>Manufacturing</td>
<td>4,027</td>
</tr>
<tr>
<td>Public Administration</td>
<td>8,381</td>
<td>Public Administration</td>
<td>3,204</td>
<td>Other Services (except Public Administration)</td>
<td>3,8</td>
</tr>
<tr>
<td>Other Services (except Public Administration)</td>
<td>7,023</td>
<td>Administrative and Support and Waste Management and Remediation Services</td>
<td>3,167</td>
<td>Administrative and Support and Waste Management and Remediation Services</td>
<td>3,120</td>
</tr>
<tr>
<td>Administrative and Support and Waste Management and Remediation Services</td>
<td>6,287</td>
<td>Professional, Scientific, and Technical Services</td>
<td>2,945</td>
<td>Professional, Scientific, and Technical Services</td>
<td>2,758</td>
</tr>
</tbody>
</table>

120
Chmura Jobs EQ provides data that details projected job growth for Workforce Innovation and Opportunity Act Areas. Occupational Demand based on Exits from the occupation, Transfers from the occupation and Growth in the number employed in an occupation is detailed in the chart below.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Total Demand</th>
<th>Exits</th>
<th>Transfers</th>
<th>Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Preparation and Serving Related Occupations</td>
<td>6,100</td>
<td>2,645</td>
<td>3,342</td>
<td>113</td>
</tr>
<tr>
<td>Office and Administrative Support Occupations</td>
<td>4,587</td>
<td>2,222</td>
<td>2,556</td>
<td>-191</td>
</tr>
<tr>
<td>Sales and Related Occupations</td>
<td>4,514</td>
<td>2,021</td>
<td>2,543</td>
<td>-50</td>
</tr>
<tr>
<td>Personal Care and Service Occupations</td>
<td>2,129</td>
<td>1,013</td>
<td>989</td>
<td>128</td>
</tr>
<tr>
<td>Transportation and Material Moving Occupations</td>
<td>2,126</td>
<td>873</td>
<td>1,248</td>
<td>4</td>
</tr>
<tr>
<td>Building and Grounds Cleaning and Maintenance Occupations</td>
<td>1,708</td>
<td>815</td>
<td>858</td>
<td>35</td>
</tr>
<tr>
<td>Education, Training, and Library Occupations</td>
<td>1,648</td>
<td>816</td>
<td>788</td>
<td>43</td>
</tr>
<tr>
<td>Construction and Extraction Occupations</td>
<td>1,516</td>
<td>504</td>
<td>933</td>
<td>79</td>
</tr>
<tr>
<td>Management Occupations</td>
<td>1,433</td>
<td>549</td>
<td>824</td>
<td>59</td>
</tr>
<tr>
<td>Production Occupations</td>
<td>1,432</td>
<td>589</td>
<td>979</td>
<td>-135</td>
</tr>
<tr>
<td>Healthcare Support Occupations</td>
<td>1,270</td>
<td>577</td>
<td>564</td>
<td>129</td>
</tr>
<tr>
<td>Installation, Maintenance, and Repair Occupations</td>
<td>1,244</td>
<td>451</td>
<td>767</td>
<td>26</td>
</tr>
<tr>
<td>Healthcare Practitioners and Technical Occupations</td>
<td>1,177</td>
<td>513</td>
<td>512</td>
<td>152</td>
</tr>
<tr>
<td>Business and Financial Operations Occupations</td>
<td>948</td>
<td>305</td>
<td>599</td>
<td>44</td>
</tr>
<tr>
<td>Protective Service Occupations</td>
<td>698</td>
<td>340</td>
<td>379</td>
<td>-21</td>
</tr>
<tr>
<td>Community and Social Service Occupations</td>
<td>673</td>
<td>234</td>
<td>393</td>
<td>46</td>
</tr>
<tr>
<td>Farming, Fishing, and Forestry Occupations</td>
<td>397</td>
<td>108</td>
<td>302</td>
<td>-12</td>
</tr>
<tr>
<td>Arts, Design, Entertainment, Sports, and Media Occupations</td>
<td>374</td>
<td>163</td>
<td>213</td>
<td>-3</td>
</tr>
</tbody>
</table>
Computer and Mathematical Occupations  
Architecture and Engineering Occupations  
Life, Physical, and Social Science Occupations  
Legal Occupations  
Total - All Occupations

This alignment indicates areas where workers in the Lower and Upper Shore may possess homogenous skills that will allow for a flow of workers between the two areas.

An analysis of the interaction of workers must include a look at commuting patterns between the Lower and Upper Shore Areas. The commuter data is valuable to an analysis at the Workforce Development Area level and as the Lower and Upper Shore areas work together as a region, the commuter data can be taken to the census tract level so that the Workforce Development Boards may be able to determine the sectors that are providing employment for the commuters based on each Board's knowledge of the local economy, employers and locations of sectors, for example, industrial parks, health care facilities and retail centers.

The United States Census Bureau provides commuter data through its Longitudinal Employer-Household Dynamics analysis tool. Commuter data for the Lower and Upper Shore Areas at the Workforce Development Area level is shown in the chart below.

The significant "exchange" of workers each day between the Lower Shore and Upper Shore Areas. This commuter data will be very useful for joint efforts between the areas as we work toward regional Career Pathways and regional employment and training initiatives.

Summary: The Lower and Upper Shore share a similar existing economy, a similar projected economy and share workers/commuters. This analysis is an indication of an opportunity for regional Career Pathways and workforce initiatives.
(B) Describe how the local area’s demographics are changing and the planning implications for the anticipated workforce of the future.

The most significant demographic phenomenon affecting the Lower and Upper Shore is the aging population and its impact on job creation, job quality and the ability of the Workforce Areas to address employer and job seeker wants. The most likely impact of the “Graying of the Shore” is that all workers- those with disabilities, ex-offenders, Limited English Proficiency, disconnected youth, the unemployed, and others facing barriers to employment will be a valuable “raw material” for workforce services. The chart below details the Net Natural Change for the Shore region. Net Natural Change measure Births minus Deaths. A negative number indicates that more residents of a jurisdiction died than were born.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorchester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Queen Anne's</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Talbot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Somerset</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wicomico</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worcester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>-122</strong></td>
<td><strong>-94</strong></td>
<td><strong>-250</strong></td>
</tr>
</tbody>
</table>

Source: Population Division, U.S. Census Bureau, release date March 20, 2018
Prepared by the Maryland Department of Planning, Projections and State Data Center, March 2018

Additional data from the Maryland Department of Planning’s Maryland State Data Center indicates that the 8 counties of the Lower and Upper Shore region exceed the state average for the percentage of the population that is 65+ years of age. The average of those who are 65+ years of age for the state of Maryland based on the 2010 Census is 12.3%, Shore Counties range from a low of 13.0% in Wicomico County to a high of 23.7% in Talbot County of those who are 65+ years of age. Additional data from the Maryland Office of Planning indicates that the three highest median age counties in Maryland based on the 2010 Census are Kent, Talbot and Worcester Counties.

A resource for the Shore Region is Chmura JobsEQ. Chmura JobsEQ has multiple reports that will assist the Workforce Boards in understanding the Shore Region economy.

(C) Knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;
Chmura JobsEQ provides users with Real Time Information that analyzes employer needs based on online job advertisements. Real Time Information is a tool that the Shore Region uses to validate employer needs. An example of Real Time Information is given below.
Real-Time Intelligence for Shore Region WDA

JOBS E Q
October 31, 2018
<table>
<thead>
<tr>
<th>Occupation</th>
<th>Median Wage</th>
<th>&quot;n&quot;</th>
<th>Total Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy and Tractor-Trailer Truck Drivers</td>
<td>$31.25</td>
<td>3</td>
<td>533</td>
</tr>
<tr>
<td>Retail Salespersons</td>
<td>$10.75</td>
<td>20</td>
<td>494</td>
</tr>
<tr>
<td>First-Line Supervisors of Retail Sales Workers</td>
<td>$13.39</td>
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A focus for regional planning may be the in the Vocational School Certificate and 2 Years of College or a Technical or Vocational School employer requirements. These areas seem to point to middle skills training needs, apprenticeship opportunities and Career Pathways.

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<th>Rank</th>
<th>Occupation Group</th>
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</tr>
<tr>
<td>13</td>
<td>Healthcare Practitioners and Technical Occupations</td>
<td>427</td>
<td>468</td>
<td>895</td>
</tr>
<tr>
<td>14</td>
<td>Protective Service Occupations</td>
<td>366</td>
<td>408</td>
<td>774</td>
</tr>
<tr>
<td>15</td>
<td>Building &amp; Grounds Cleaning &amp; Maintenance Occup.</td>
<td>365</td>
<td>386</td>
<td>751</td>
</tr>
<tr>
<td>16</td>
<td>Architecture and Engineering Occupations</td>
<td>350</td>
<td>376</td>
<td>726</td>
</tr>
<tr>
<td>17</td>
<td>Community and Social Services Occupations</td>
<td>341</td>
<td>344</td>
<td>685</td>
</tr>
<tr>
<td>18</td>
<td>Life, Physical, and Social Science Occupations</td>
<td>277</td>
<td>315</td>
<td>592</td>
</tr>
<tr>
<td>19</td>
<td>Education, Training, and Library Occupations</td>
<td>276</td>
<td>312</td>
<td>588</td>
</tr>
<tr>
<td>20</td>
<td>Personal Care and Service Occupations</td>
<td>228</td>
<td>249</td>
<td>477</td>
</tr>
<tr>
<td>21</td>
<td>Legal Occupations</td>
<td>107</td>
<td>130</td>
<td>237</td>
</tr>
<tr>
<td>22</td>
<td>Military Specific Occupations</td>
<td>37</td>
<td>42</td>
<td>79</td>
</tr>
<tr>
<td>23</td>
<td>Farming, Fishing, and Forestry Occupations</td>
<td>32</td>
<td>37</td>
<td>69</td>
</tr>
</tbody>
</table>

The job seeker data may indicate that there are job seekers that aren’t aware of opportunities in the Lower Shore if the job seeker is an Upper Shore resident and the Upper Shore if the job seeker is a Lower Shore resident. Making sure that job seekers are aware of opportunities is a commonality that the Workforce Development Boards may wish to address.
(D) Analysis of the workforce in the region, including current labor force employment/unemployment data, labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment;

The Maryland Workforce Exchange provides the capacity to compare Workforce Areas. The charts below detail the comparison of the Lower Shore and Upper Shore employment situation.

The Employment/Unemployment situation for August 2018 is detailed below.

**Supply and Demand for Multiple Areas in August, 2018**

**Supply and Demand Table**

The table below shows the non-seasonally adjusted number of unemployed, number of job openings advertised online, and the ratio of the number of unemployed to number of job openings advertised.

<table>
<thead>
<tr>
<th>Area</th>
<th>Unemployed</th>
<th>Job Openings</th>
<th>Unemployed/Job Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline County, MD</td>
<td>684</td>
<td>497</td>
<td>1.38</td>
</tr>
<tr>
<td>Dorchester County, MD</td>
<td>824</td>
<td>752</td>
<td>1.10</td>
</tr>
<tr>
<td>Kent County, MD</td>
<td>429</td>
<td>532</td>
<td>0.81</td>
</tr>
<tr>
<td>Queen Anne's County, MD</td>
<td>927</td>
<td>872</td>
<td>1.06</td>
</tr>
<tr>
<td>Somerset County, MD</td>
<td>661</td>
<td>288</td>
<td>2.30</td>
</tr>
<tr>
<td>Talbot County, MD</td>
<td>737</td>
<td>1,783</td>
<td>0.41</td>
</tr>
<tr>
<td>Wicomico County, MD</td>
<td>2,670</td>
<td>2,563</td>
<td>1.04</td>
</tr>
<tr>
<td>Worcester County, MD</td>
<td>1,436</td>
<td>1,168</td>
<td>1.23</td>
</tr>
</tbody>
</table>

Source: LAUS Unit and Bureau of Labor Statistics and Online advertised jobs data

A regional approach to Workforce Services would drill down on this data and look at the longitudinal nature of labor force participation and the seasonal nature of the Worcester County economy. The Lower and Upper Shore have been involved in promoting summer jobs in the coastal resort area and promoting the Ocean City summer job fair. A joint understanding of the economic impact of tourism and the impact of seasonal jobs is mutually beneficial for the region. Work Visas are a tool that employers use to meet the seasonal demand in some sectors in the region. A joint effort by the Lower and Upper Shore region to understand the sectors that use Work Visas and the nuances of Work Visas will be discussed by the Boards to determine if there is a significant regional impact.

A real time listing of employers posting jobs in the Shore Region is detailed below.

**Employers in Shore Region WDA**

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Total Ads</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Maryland Medical System - UM Shore Regional Health</td>
<td>129</td>
</tr>
<tr>
<td>US Xpress</td>
<td>124</td>
</tr>
<tr>
<td>HERTRICH Family of Automobile Dealerships</td>
<td>103</td>
</tr>
<tr>
<td>Delhaize America</td>
<td>Food Lion</td>
</tr>
</tbody>
</table>

Download date: 10/3/2018 11:21AM
Uber
Sylvan Learning
Peninsula Regional Medical Center
USA Truck
Genesis Healthcare
Crete Carrier Corporation
TMC Transportation
University of Maryland Eastern Shore
Secrest Direct, Landstar
Specialized Transportation
Royal Farms
Family Dollar
SunBelt Staffing
AutoZone
Dollar General
PetSmart
Wawa
Perdue Farms
H&R Block

The data in the chart above points to the nature of the shared Shore economy.

- Retail is a dominant and growing sector
- Hospitality is a dominant sector
- Material moving - truck driving is in demand

The data doesn’t include the health care sector because the health care providers in the Lower and Upper Shore are unique to the region.

The education and skill level of job seekers in the region are detailed in the chart below. Using the Maryland Workforce Exchange as the “backbone” for the American Job Center system, we are assuming that job seekers with barriers to employment are registered and are included in the data below.
Education Level of Available Candidates

The table below shows the education levels of potential candidates in Lower Shore Workforce Region, Maryland compared with Upper Shore Workforce Region, Maryland on February 20, 2017.

<table>
<thead>
<tr>
<th>Minimum Education Level</th>
<th>Percentages for Lower Shore Workforce Region, Maryland</th>
<th>Percentages for Upper Shore Workforce Region, Maryland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than High School</td>
<td>2.44%</td>
<td>2.39%</td>
</tr>
<tr>
<td>High School Diploma or Equivalent</td>
<td>29.28%</td>
<td>28.45%</td>
</tr>
<tr>
<td>1 to 3 Years at College or a Technical or Vocational School</td>
<td>17.77%</td>
<td>17.38%</td>
</tr>
<tr>
<td>Vocational School Certificate</td>
<td>10.49%</td>
<td>10.06%</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>8.28%</td>
<td>8.06%</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>20.10%</td>
<td>20.96%</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>9.20%</td>
<td>10.18%</td>
</tr>
<tr>
<td>Doctorate Degree</td>
<td>1.68%</td>
<td>1.76%</td>
</tr>
<tr>
<td>Specialized Degree (e.g. MD, DDS)</td>
<td>0.76%</td>
<td>0.76%</td>
</tr>
</tbody>
</table>

Source: Individuals with active resumes in the workforce system
Downloaded: 02/21/2017 10:43 AM

The data for both areas indicates that the largest percentage of job seekers possess a high school diploma. This group may be ideal candidates for Career Pathways as we work together to identify how to move job seekers into in demand jobs with opportunities for advancement.

(E) Analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region.

The Workforce Innovation and Opportunity Act Eligible Training Provider List includes five training providers for the Shore Region.

<table>
<thead>
<tr>
<th>Training Vendor</th>
<th>Approved Trainings</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHESAPEAKE COLLEGE</td>
<td>22</td>
<td>48%</td>
</tr>
<tr>
<td>WOR-WIC COMMUNITY COLLEGE</td>
<td>20</td>
<td>43%</td>
</tr>
<tr>
<td>Delaware Elevator, Inc. of Maryland</td>
<td>1</td>
<td>2%</td>
</tr>
<tr>
<td>DEL-MAR-VA BEAUTY ACADEMY</td>
<td>1</td>
<td>2%</td>
</tr>
<tr>
<td>Md. Natural Resources Police Academy/Md. DNR</td>
<td>1</td>
<td>2%</td>
</tr>
<tr>
<td>Tree Keepers, LLC</td>
<td>1</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Chesapeake College and Wor-Wic offer several training options in allied health, hospitality, criminal justice, skilled trades and material moving. Delmarva Beauty Academy offers Nail Technology. Delaware Elevator, Inc of Maryland, MD Natural Resources Police Academy, and Tree Keepers, LLC are Apprenticeship programs.

A role for regional planning is to connect the training providers to regional efforts in sectoral formation, career services and Career Pathways. As the Shore Workforce Development Boards identify regional efforts, the training providers will be encouraged to collaborate regionally.

Career and training services are offered throughout the 8 Shore counties. A strength of the service delivery is the collaboration and cooperation that takes place in each area so that services are available in each county. A challenge to the delivery of services is the circuit riding nature of the service delivery model. A regional topic for discussion will be the exploration of technology solutions for service delivery and how the region may be able to work together to procure and implement technology. An additional topic of discussion will sharing best practices related to serving a small population spread over a large geographic area.

Summary Section 1 Regional Analysis
The regional collaboration between the Lower Shore and Upper Shore will be characterized by:

- Discussion about jointly using Chmura Jobs EQ data to discuss
  a. The Graying of the Shore
  b. Commuting Patterns
  c. Growth Sectors
  d. Career Pathways
  e. Limited English Proficient role in the Shore economy
- Discussion about best practices for serving a small population large geographic area
- Discussion about technology solutions and possibilities for shared procurement, implementation and evaluation
- Discussion with training providers when regional collaboration indicates that training collaboration will be effective and efficient

Section 2 Regional Sector Strategies
(A) Identify which in-demand industry sector(s) or occupation(s) the Local Boards in the region is/are serving and why.

The Lower Shore and Upper Shore Workforce Development Boards share in-demand industry sectors. The shared in-demand industry sectors, based upon the Chmura JobsEQ Real Time Information and a crosswalk with Eligible Training Provider List are listed below:

- Accommodation and Food Services
- Health Care and Social Assistance
- Manufacturing
- Transportation and Warehousing

The service to these industries is being driven by Title I expenditures on training.
The Lower and Upper Shore areas are focused on these sectors because of the Areas’ focus on training workers for in demand sectors that will lead to a positive return on investment for the Workforce Innovation and Opportunity Act funds.

The Lower and Upper Shore will use Chmura JobsEQ data to determine the impact on these sectors and the shared impact on the region.

(B) Describe the current status of regional collaboration in support of the sector/occupation, and identify anticipated next steps and timelines for at least the first two years of plan implementation.

The Shore Region collaborated on the procurement of Chmura JobsEQ. Chmura JobsEQ data will provide the basis for regional discussions. The Lower and Upper Shore have collaborated on several closings and layoffs that have impacted the region, due to the commuting patterns. The areas have collaborated on business expansions, promoting hiring events and job fairs, and sharing job listings. The areas collaborated on an effort to share the cost, enrollment and performance of Dislocated Workers.

The Shore Region agrees to recognize the contribution made by an American Job Center Partner in support of the American Job Center Memorandum of Understanding when those contributions made in one area support service delivery in the other area. The area Workforce Directors will discuss the Partner contribution and the geographic area impacted by services and will use the discussion to determine if a Partner contribution in one area is sufficient to support the service delivery in the other area.

The Shore Region will engage in discussion of the possibility of aligning the use of vendors that are not on the Maryland Eligible Training Provider List but appear on another state’s Eligible Training provider List.

Summary Section 2 Regional Sector Strategies

Similarities in the sectors supported by Lower and Upper Shore Areas’ efforts and past collaboration will provide a basis for continuing regional efforts.

Section 3 Regional Service Strategies

(A) Identify and describe which populations and/or service strategies and/or services will be developed on a regional basis.

Past regional collaboration is the basis for the Lower and Upper Shore creating a protocol for Title I services that will allow the region to react quickly when a regional approach is beneficial. The discussion of protocols will include:

- Common Eligibility Definitions: use the same definition for Adults, Dislocated Workers and Youth for regional efforts
- Common Enrollment: determine if one area or both areas will enroll participants for regional efforts
- Common Supportive Services: determine a common supportive services policy for regional efforts
• Common Performance Accountability: determine the impact on each area for performance outcomes for regional efforts
• Cost Allocation Between Areas: determine a protocol for funding decisions for regional efforts
• Partner contributions to one area’s American Job Center Memorandum of Understanding while serving the other area
• Use of training vendors that don’t appear on Maryland’s Eligible Training Provider List but appear on another state’s Eligible Training Provider List

Summary Section 3 Regional Service Strategies
The Lower and Upper Shore areas will use past collaborative experiences as a basis for creating protocols for future regional efforts.

Section 4 Coordination with Regional Economic Development Organizations
(A) Identify regional economic development services and providers in the region and describe how the Local Board(s) will coordinate services with these services and providers. Please complete the framework in Attachment C to describe the current state of coordination with economic development and the anticipated next steps during the four year plan period.

The Lower and Upper Shore region parallels the geographic-political area served by three Regional Councils.

• Lower Shore Regional Council: Somerset, Worcester, Wicomico Counties
• Mid Shore Regional Council: Caroline, Dorchester, Talbot Counties
• Upper Shore Regional Council: Cecil, Kent, Queen Anne’s Counties

The Regional Councils are planning and economic development entities that foster physical, economic and social development. The Regional Councils through their economic development work often intersect with workforce development. The Upper Shore Executive Director serves on the Comprehensive Economic Development Strategy for the Mid Shore Regional Council. The Lower Shore Workforce Investment board has been included on the strategic planning around the Upper Shore Regional Council’s Comprehensive Economic Development Strategy.

The Lower and Upper Shore region parallels the geographic area served by three Maryland Department of Commerce regions.

• Lower Shore: Somerset, Wicomico, Worcester Counties
• Mid Shore: Caroline, Dorchester, Queen Anne’s, Talbot Counties
• Upper Shore: Cecil, Harford, Kent Counties.
The Maryland Department of Commerce Regional Growth and Retention Team works directly with county economic development entities to help companies to expand markets, workforce or physical locations. The Mid Shore Regional Growth and Retention Specialist convenes a Business Resource Network meeting quarterly to share information related to business services, business expansions and business contractions. The Lower Shore Regional Growth and Retention Specialist participates in the Business Services roundtable convened by the Lower Shore Workforce Alliance.

A goal of this regional plan will be to share information from the three Regional Growth and Retention Specialists with the Lower and Upper Shore Boards and staff. Of particular interest will be activity related to the sectors that are targeted by the Lower and Upper Shore Boards. The region will work toward a mechanism to share and react to information coming from the Department of Commerce during year two of this plan.

Summary Section 4 Coordination with Regional Economic Development Organizations

The Lower and Upper Shore Areas will work to create a mechanism to share information from the regional economic development entities.

Section 5. Coordination of Transportation and/or Other Support Services, as Appropriate

This Section should, as part of the regional service delivery strategy –

(A) Describe whether transportation or other support services need to be coordinated across the region based on the regional analysis, and if so which services and how.

There are three public transit providers that serve the Lower and Upper Shore region.

Maryland Upper Shore Transit: Caroline, Dorchester, Kent, Queen Anne’s, Talbot Counties

Shore Transit: Somerset, Wicomico, Worcester Counties

Efforts by the Upper Shore Workforce Investment Board resulted in the transit coordination in the Upper Shore area. The Maryland Upper Shore Transit coordination is the manifestation of the transit coordination envisioned by the Maryland Transit Authority, Upper Shore Workforce Investment Board, the Mid Shore Regional Council, Delmarva Community Transit and Queen Anne’s County Ride.

Efforts by the Tri County Council for the Lower Eastern Shore of Maryland resulted in transit coordination in the Lower Shore area. Shore transit is the manifestation of the transit coordination envisioned by the Maryland Transit Authority, Lower Shore Workforce Alliance and the Tri County Council for the Lower Eastern Shore of Maryland.

The Lower and Upper Shore Boards will work with Must and Shore Transit to learn the history of transit service that links the Lower and Upper Shore. The history of Lower and Upper Shore transit linkage will provide a backdrop for the region determining if regional transit is viable in terms of funding and ridership.

Title I support services will be coordinated in the case where the Lower and Upper Shore areas are implementing shared workforce services. As an initial activity in year one of this plan, the areas will share Title I supportive services policies and implementation tools and discuss the rationale for the
policies. The goal of these discussions is to understand the areas of commonality and areas of compromise for a regional Title I Supportive Service plan if such a plan is necessary.

Summary Section 5 Coordination of Transportation and/or other Support Services
The Lower and Upper Shore will determine if the transportation systems that serve the areas are linked.

Section 6. Regional Cost Arrangements, as Appropriate
This Section should, as part of the regional service delivery strategy –
(A) Describe cost arrangements in the region for costs associated with items 1 through 5 above, which may include the pooling of administrative costs.

In the event that the Lower and Upper Shore region determines that a shared procurement, project or program is mutually beneficial, the staff will meet to discuss how costs will be shared and which costs will be absorbed by each area.
The first joint procurement, Chmura JobsEQ, will become the template and protocol for how costs are shared throughout the duration of the plan.
The Shore Region agrees to recognize the contribution made by an American Job Center Partner in support of the American Job Center Memorandum of Understanding when those contributions made in one area support service delivery in the other area. The area Workforce Directors will discuss the Partner contribution and the geographic area impacted by services and will use the discussion to determine if a Partner contribution in one area is sufficient to support the service delivery in the other area.

Summary Section 6 Regional Cost Arrangements
The Shore Region will create a cost sharing arrangement for each regional project or program.

Section 7 – Regional Performance Negotiation
This Section should, as part of the regional service delivery strategy –
(A) Single area regions may describe the process used to negotiate performance. Describe how a region consisting of multiple workforce areas will collaboratively negotiate and reach agreement with the Governor on local levels of performance and report on performance accountability measures.

In the event that the Shore Region designs and implements a Workforce Innovation and Opportunity Act Title I project or program or design and implement a Workforce Innovation and Opportunity Act Discretionary Grant project or program, the region will negotiate a performance mechanism with the Governor's Workforce Development Board or its designee. The performance negotiation will be based upon the impact of the project or program on each area and the determination of whether each area's negotiated performance is appropriate or if a new, stand-alone set of performance measures should be negotiated. The Lower and Upper Shore region envision using the same data that was used for area performance negotiation, pro-rated for the relative impact of the regional effort on each area. The pro-rating will be based on participants from each area served in the regional effort.
Summary Section 7 Regional Performance Negotiation

The Lower and Upper Shore Region will negotiate performance on a project or program basis.

Conclusion

The Lower and Upper Shore Region will work to create protocols for collaboration, inventory support service resources and use Chmura JobsEQ to assist in identifying the economic similarities among the eight counties in the region.
December 7, 2018

Queen Anne’s County Board of Commissioners
c/o Mr. Gregg Todd, Administrator
107 North Liberty Street
Centreville, MD 21617

Gentlemen:

As you know, Compass Regional Hospice has recently completed renovations on the Hope and Healing Center side of our building located at 255 Comet Drive in Centreville. We are now preparing to start construction to add 4 patient beds at the Comet Drive location. Upon application for building permits, etc. we have learned that the QA County impact fee is $12,484.25.

As a nonprofit providing end of life care and grief support services for QA County citizens, which employs close to 100 individuals in QAC, we respectfully request that the county waive this impact fee.

Thank you for your consideration of this request.

Sincerely,

Kathy Deoudes
Chair, Board of Directors
Compass Regional Hospice
The Queen Anne’s County Liquor Board requests the Board of County Commissioners hold a Public Hearing on three proposed changes to the Alcoholic Beverages Article of the Annotated Code of Maryland:

**COUNTY COMMISSIONER ACTION**

Actions requested:
- Schedule a Public Hearing on proposed changes to the Alcoholic and Beverages Article of the Annotated Code of Maryland

**OBJECTIVE OF PROPOSED CHANGES TO THE ALCOHOLIC AND BEVERAGES ARTICLE**

The proposed changes would amend the Alcoholic and Beverages Article in the following manner:

Amend § 27-1901 by adding new sections as follows in yellow highlighted text:

```
... 
(b) Variation. -- The following sections of Title 4, Subtitle 5 ("Conduct of Local License Holders") of Division I of this article apply in the county:

1. § 4-505 ("Alcohol awareness program") of Division I of this article applies in the county, subject to § 27-1901.1 of this subtitle;
2. § 4-504 ("Employment of underage individuals") of Division I of this article applies in the county, subject to § 27-1902 of this subtitle.
```
REQUEST PUBLIC HEARING ON PROPOSED CHANGES TO
ALCOHOLIC BEVERAGES ARTICLE OF THE ANNOTATED CODE OF MARYLAND

Add new § 27-1901.1 as follows in yellow highlighted:

§ 27-1901.1. Alcohol awareness program

(a) Duties of license holder or designated supervisor. – The license holder or an individual designated by the license holder shall:
(1) be certified by an approved alcohol awareness program; and
(2) be present on the licensed premises at all times when alcoholic beverages may be sold.

(b) Penalties. – A license holder who violates this section is subject to:
(1) for a first offense, a $100 fine; and
(2) for each subsequent offense, a fine not exceeding $500 or a suspension or revocation of the license or both.

Additionally, the Queen Anne’s County Liquor Board proposes the addition new section to Alcoholic Beverage Article to allow a special designation to be added establishing a “Beauty Salon – Barbershop Beer and Wine License. The new §27-806 Barbershop and Beer and Wine License is provided in yellow highlighted text as follows:

§ 27-806. Beauty Salon – Barbershop Beer and Wine License

(a) Established. -- There is a beauty salon, barbershop beer and wine license.

(b) Authorized holder. – The Board may issue the license to:

(i) a holder of a beauty salon permit issued under § 5-501 of the Business Occupations and Professions Article;

(ii) a holder of a barbershop permit issued under § 4-301 of the Business Occupations and Professions Article;

(c) Scope of authorization. – The license authorizes the license holder to sell beer or wine by the glass for on-premises consumption by a beauty salon or barbershop:

(1) when the customer is provided a cosmetology service under § 5-101(n) or (o) of the Business Occupations and Professions Article;

(2) when the customer is provided a cosmetology service under § 4-101(l) of the Business Occupations and Professions Article;

(d) License transfer prohibited. – the license may not be transferred to another location.
(e) Hours of sale. – The license holder may provide beer and wine during normal business hours but not later than 9 p.m.

(f) Alcohol awareness training requirements. – An establishment for which the license is issued is subject to the alcohol awareness training requirements under § 4-505 of this Article.

(g) Fee. – The annual license fee is $100.

Attachments: Proposed Legislation
§ 27-806. Beauty Salon – Barbershop Beer and Wine License

(a) Established. -- There is a beauty salon, barbershop beer and wine license.

(b) Authorized holder. -- The Board may issue the license to:

   (i) a holder of a beauty salon permit issued under § 5-501 of the Business Occupations and Professions Article;

   (ii) a holder of a barbershop permit issued under § 4-301 of the Business Occupations and Professions Article;

(c) Scope of authorization. -- The license authorizes the license holder to sell beer or wine by the glass for on-premises consumption by a beauty salon or barbershop:

   (1) when the customer is provided a cosmetology service under § 5-101(n) or (o) of the Business Occupations and Professions Article;

   (2) when the customer is provided a cosmetology service under § 4-101(l) of the Business Occupations and Professions Article;

(d) License transfer prohibited. -- The license may not be transferred to another location.

(e) Hours of sale. -- The license holder may provide beer and wine during normal business hours but not later than 9 p.m.

(f) Alcohol awareness training requirements. -- An establishment for which the license is issued is subject to the alcohol awareness training requirements under § 4-505 of this article.

(g) Fee. -- The annual license fee is $ 100.
§ 27-1901. Application of general provisions

(a) Without exception or variation. -- The following sections of Title 4, Subtitle 5 ("Conduct of Local License Holders") of Division I of this article apply in the county without exception or variation:

(1) § 4-502 ("Storage of alcoholic beverages");
(2) § 4-503 ("Solicitations and sales outside of licensed premises");
(3) § 4-506 ("Evidence of purchaser's age");
(4) § 4-507 ("Retail delivery of alcoholic beverages"); and
(5) § 4-508 ("Display of license").

(b) Variation. -- The following sections of Title 4, Subtitle 5 ("Conduct of Local License Holders") of Division I of this article apply in the county:

(1) § 4-504 ("Employment of underage individuals") of Division I of this article applies in the county, subject to § 27-1901.1 of this subtitle.

(2) § 4-507 ("Retail delivery of alcoholic beverages") of Division I of this article applies in the county, subject to § 27-1902 of this subtitle.

§ 27-1901.1. Alcohol awareness program

(a) Duties of license holder or designated supervisor. -- The license holder or an individual designated by the license holder shall:

(1) be certified by an approved alcohol awareness program; and
(2) be present on the licensed premises at all times when alcoholic beverages may be sold.

(b) Penalties. -- A license holder who violates this section is subject to:

(1) for a first offense, a $100 fine; and
(2) for each subsequent offense, a fine not exceeding $500 or a suspension or revocation of the license or both.
November 20, 2018

The Honorable Stephen Wilson
President
Queen Anne’s County Commissioners
107 North Liberty Street
Centreville MD 21617

Dear President Wilson:

Thank you for your letter regarding the “Proposed Beach to Bridge Traffic Plan (Plan).” I appreciate the opportunity to respond.

It is clear from our initial review of the Plan that much time and effort has been invested into this proposal by the Commissioners, county staff, and many others in Queen Anne’s County. Please know that this level of thoroughness and attention to detail is noted and appreciated. This proposal is being distributed to the appropriate staff throughout the Maryland Department of Transportation’s various Transportation Business Units for review.

Given the extensive scope of the measures proposed by Queen Anne’s County, a complete review of these concepts will take some time to provide the proper level of due diligence required. I ask for your patience and understanding as we work together to develop safe, effective solutions to the situations you have described.

Thank you again for your letter. I appreciate hearing from you. If you have further questions in the interim, please contact Mr. Kevin C. Reigrut, Maryland Transportation Authority (MDTA) Executive Director, at 410-537-1001 or kcreigrut@mdta.state.md.us. Mr. Reigrut will be happy to assist you.

Sincerely,

Pete K. Rahn
Secretary

cc: The Honorable Mark A. Anderson, Queen Anne’s County Council
    The Honorable Robert Charles Buckey, Queen Anne’s County Council
    The Honorable James J. Moran, Queen Anne’s County Council
    The Honorable Jack N. Wilson, Queen Anne’s County Council
    Mr. Kevin C. Reigrut, Executive Director, MDOT MDTA
MEMORANDUM

TO: Mr. Gregg Todd  
   County Administrator

FROM: Joseph Ciotola, Jr., M.D.  
       Health Officer

DATE: December 18, 2018

SUBJECT: FY 2018 Savings

As in previous years, the health department has been prudent with the oversight of public funds provided to this department, and as such, have accrued a savings of $505,416.89.

This savings is contributed to the delay of filling vacancies, maximization of collections, and other one-time cost savings strategies.

We respectfully request the County Commissioners, through you, to reserve the funds for a special project involving the securing of a permanent site for Emergency Preparedness.

As always, I thank you for your support of the work of the Queen Anne’s County Department of Health.

JC/jc
December 19, 2018

Mr. Gregg A. Todd
County Administrator
Queen Anne's County
107 N. Liberty Street
Centreville, MD 21617-1048

Dear Mr. Todd:

Thank you for the recent grant of $25,000, which serves as the full payment on Queen Anne's County's pledge of a $37,500 cash match to support CBF's National Fish and Wildlife Foundation (NFWF) grant project Healthy Waters Roundtable: Improved Water Quality through Rural Regional Collaboration.

Runoff is one of the most expensive types of Bay pollution to address. With your support, Queen Anne's County and sister counties and towns on the Eastern Shore are sharing a staff member who has expertise in planning and prioritizing clean-up projects, tracking and verifying results, as well as other services. Together with NFWF and our partners, we will leverage limited resources, plan and prioritize projects, and speed the delivery of stormwater best management practices towards the ultimate goal of improved water quality and a saved Bay.

If you require documentation of this payment above and beyond this letter acknowledging the receipt of these funds, please contact Lauren Robinson, Manager of Public Funding and Grants, at 410/268-8816 or lauren.robinson@cbf.org. Additionally, in appreciation of your generosity, we would like to recognize your support in our annual report as: Queen Anne's County. If you prefer to be listed differently or if you prefer not to be publicly recognized, please let Lauren know.

Together, we will make clean water a reality in the Chesapeake Bay and its rivers and streams – thank you.

Sincerely,

William C. Baker
President

PHILIP MERRILL ENVIRONMENTAL CENTER
6 HERndon AVENUE | ANnapolis, MD 21403 | 410-268-8816 | CBF.ORG
QUEEN ANNE’S COUNTY PLUMBING & HVAC BOARD  
November 15, 2018

PRESENT:  Mike Sipes, James (Zeke) Warner, Scott (Rocky) Jones, John Nickerson, Mike Bozek, Robby Pardoe, Dorsey Patchett

ABSENT:  Tim Wilson,

GUEST:  None

The meeting was called to order at 9:05 a.m.

A motion was made by Zeke Warner to approve the October minutes as sent; this was seconded by Rocky Jones and approved by all.

SANITARY DISTRICT:  Did not attend.

HEALTH DEPARTMENT:  Have hired a new employee to replace Dan Covington, he is to start 12/5/18.

CLERK:  Informed the Board that the State Plumbing Board adopted the 2015 NSPC ILL, we think Jan 2017. Mike Kastner called to respond to an email sent by the Clerk and said they will be adopting the 2018 International Code but not sure when it will go into effect.

Lengthy discussion on the cost, effectiveness and alternative methods of mailing out backflow device testing reminder notices. It was decided to talk to the County Administrator, Greg Todd, before a final decision was made.

Being no further business the meeting adjourned at 9:55 a.m.

Checks to be requested:  
- John Nickerson  $25  
- Dorsey Patchett  $25  
- James Warner  $25  
- Mike Bozek  $25  
- Scott Jones  $25  
- Mike Sipes  $25  
- Robby Pardoe  $25

Michael Sipes, President

Cindy Gadow, Clerk
### Jobs per District

<table>
<thead>
<tr>
<th>District</th>
<th>Jobs</th>
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<tbody>
<tr>
<td>First District</td>
<td>3</td>
</tr>
<tr>
<td>Second District</td>
<td>7</td>
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<tr>
<td>Third District</td>
<td>7</td>
</tr>
<tr>
<td>Fourth District</td>
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<tr>
<td>Fifth District</td>
<td>9</td>
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<tr>
<td>Sixth District</td>
<td>5</td>
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<tr>
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<td><strong>Total</strong></td>
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</table>

### Type of Construction

<table>
<thead>
<tr>
<th>Type of Construction</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Homes</td>
<td>11</td>
</tr>
<tr>
<td>Addition</td>
<td>3</td>
</tr>
<tr>
<td>Renovation/Alteration</td>
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<td>Gas</td>
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<tr>
<td>Modular/Double-Wide</td>
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<td>Trailer</td>
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<tr>
<td>HVAC</td>
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<tr>
<td>Backflow</td>
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<tr>
<td>Commercial</td>
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<tr>
<td>Farm Building</td>
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</tr>
<tr>
<td>Replacement</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>

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| Administrative Fee:          | 59 @ $10.00 = $590.00 |
| Public Sewer Connection Permit: | 0 @ $50.00 = $0.00 |
| Public Water Connection Permit: | 0 @ $50.00 = $0.00 |
| Mechanical Permit:           | 22 @ $50.00 = $1,150.00 |
| Plumbing Permit:             | 19 @ $50.00 = $950.00 |
| Gas Permit:                  | 18 @ $50.00 = $900.00 |
| Re-Inspection Fees:          | 0 @ $0.00 = $0.00 |
| **Fees From Permits:**       | **$4,230.00** |
| Backflow Test and Maintenance Forms: | 8 @ $25.00 = $200.00 |
|                               | 0 @ $0.00 = $0.00 |
| **Fees From Backflow:**      | **$200.00** |
| Gas Fitter (GS):             | 1 @ $30.00 = $30.00 |
| Master HVACR (HM):           | 1 @ $30.00 = $30.00 |
| Master Plumber Resident (PR): | 1 @ $100.00 = $100.00 |
| **Fees From Licenses:**      | **$160.00** |

*No Refunds were issued during this period.*

| Administrative Fees (this month): | $590.00 |
| Middle Dept. Permits (75% this month): | $2,730.00 |
| Q.A. County Permits (25% this month): | $910.00 |
| Refunds (this month):              | $0.00 |

| Administrative Fee Revenue (07/01/2018 - 11/30/2018): | **$3,840.00** |
| Q.A. County License Revenue (07/01/2018 - 11/30/2018): | **$4,220.00** |
| MDIA Permit Revenue (07/01/2018 - 11/30/2018): | **$18,999.00** |
| Q.A. County Permit Revenue (07/01/2018 - 11/30/2018): | **$6,333.00** |
| Q.A. County Backflow Forms (07/01/2018 - 11/30/2018): | **$2,075.00** |
| Refunds (07/01/2018 - 11/30/2018): | **$-260.00** |

| Total Revenue (07/01/2018 - 11/30/2018): | **$35,207.00** |
January 1, 2019

Queen Anne’s County Commissioners
Queen Anne’s County, Maryland

Dear Commissioners,

Last January, 2018, at your second meeting, I asked for you to sign a Proclamation bringing our County and that of Northampton County, Virginia even closer as a result of the finding that those who came to Kent Island with William Claiborne in his first trip prior to the ship load of those from England were from Northampton County and as a result were those who survived. Indeed they were already survivors under Jamestown, but living on Jamestown’s Eastern Shore.

This was the beginning of an extraordinary year of new findings, expanding our knowledge of early history in our County. Continuing with the Claiborne effort I was able to establish a wonderful long distance connection with the British National Archives and the findings have continued. Some of this new material, along with even more new findings from Northampton County was presented in this year’s Fourth Annual History Summit that so many of you attended. I am so grateful you were there to hear directly some of the newest information. Don’t miss next October’s 5th Annual History Summit; it will be all about Kent Island. One of the parts of next year's sessions will be about the “war over Kent Island in London”. As I reported to Gregg Todd, it would make a GREAT BBC History Film!

One of the history items I am so pleased and proud of is my work on Black History. I have done the first QAC Slavery History. That also was in the beginning of 2018. However, in this year alone I have doubled the amount of new information to present to the public. Some of this will be presented in the history panels that I have done for the new Kennard Museum. All of it will go into an updated program of last year's presentation on slavery history. Unknown to most is that Queen Anne’s County slaves and free blacks were one of the largest groups who removed to Liberia, or what has become known as Maryland in Liberia. Their story is one of amazing heart, some horrific brutality and even good success. Of course as you all heard my announcement, the single most significant find this past year from my work is that there were 8 Negroes with Claiborne, hitherto never documented until I found the documentation very clearly in the 1635 Court Records in Northampton County.

I have been working with a California-Arizona producer who wants to do a film here about Anna Ella Carroll. If you do not know the name, she is also known as “Lincoln’s General”. In a painting of Lincoln’s Cabinet there is an empty chair for her in the painting, a sign that while her incredible advice won Union Victories, she could not be given credit for her work, often a problem that continues to this day.
I thank you all for once again participating in the Fourth of July Reading of the Declaration of Independence. We are getting closer to another one of those big national anniversaries, and the reading of this glorious document will become the centerpiece of a larger event.

Another historic moment reached into our County as the Catholic Diocese of Wilmington celebrated the 150th year of a number of their historic churches, of which St. Peter’s Catholic Church on Rt. 50 is one. The diocese themselves did YouTube videos for each of the churches, but each church was responsible for the research and presentation of their church. Hence I did it. And I presented in the video after writing the script. This effort is still up somewhere on YouTube.

Stories of the Chesapeake asked for each organization and county to list their primary history needs & goals for the future. Having that list accepted would then give bonus points to those who submitted future funding requests. I submitted on behalf of all the county history groups.

Finally, Bloomfield! I took on an incredible task, there is no doubt. Already, and without any funds, I was able to get the problem of the collapsing corner of the building under control with steel plates and rods. We will be starting deconstruction at the end of January when we take out the ceilings. Mr. Brad Lundberg is on my board and he and his office staff are in charge of monitoring and surveying all the construction, including making sure of all work insurance and other financial documents. We are now underway with a Capital Campaign for funding, and we will be making presentations in January and February to make Baltimore business people. Our First Annual Snowball Dinner will take place Feb 9, at 6 PM at Fisherman’s Inn. Tickets will be available by the 10th of January, publicity with the help of What’s Up Media. The Maryland Women’s Commission has chosen our Museum project as the project they will promote this coming year. I spoke to the entire State group, both the Women’s Commission and those Commissions from each and every county...except ours because we do not have a Women’s Commission. All the County commissions are now working with me to help find funding in their counties and to participate. Finally we will be adding an online store to our Museum website in March. In order to do this I have formed a Women’s Artists Co-operative, and at the moment I have 13 women involved. As this goes out to the other counties across the State, it will also be a major artistic force of women working to help support Women’s History. As in any cooperative, there is no one person making decisions, it is one vote per member.

One last item: As I begin 2019 my hopes and dreams for what I can accomplish for the benefit of this County, I am pleased to say that while I had NOTHING to do with this, knew nothing about it until their email, I am one of two persons in this County, among 20 from across the State who will be profiled in the February issues of all 3 What’s Up magazines as Maryland visionaries for the State. Krista Pettit is the other person from QAC. It is an auspicious beginning to what I hope will be a phenomenal year.