



# Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

October Term

~ Minutes ~

Monday, December 21, 2015

8:50 AM

The Christian County Courthouse

## I. Convene

The meeting was called to order at 8:50 AM by Presiding Commissioner Ray Weter

### A. Roll Call

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Present	8:50 AM
Bill Barnett	Western Commissioner	Present	10:06 AM
Sue Ann Childers	Eastern Commissioner	Present	8:50 AM
Nikki Thiessen	Assistant	Present	8:50 AM
Ashley Hannah	Secretary	Present	8:50 AM
Cheryl Mitchell	Assistant	Present	1:00 PM

## II. Agenda

### **Motion/Vote - 8:50 AM Christian County Commission**

Discussion - Approve Agenda

The meeting was attended by Assistant Nikki Thiessen and Assistant Ashley Hannah.

Presiding Commissioner Weter entertained a motion to approve the agenda for December 21, 2015.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Ray Weter, Presiding Commissioner
<b>AYES:</b>	Ray Weter, Sue Ann Childers
<b>ABSENT:</b>	Bill Barnett

### **Motion/Vote - 8:55 AM Christian County Commission**

Minutes & Financials Approval - Approve Minutes and Financials

The meeting was attended by Assistant Nikki Thiessen and Assistant Ashley Hannah.

No financials to approve.

Presiding Commissioner Weter entertained a motion to approve the minutes for December 14, 2015.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Ray Weter, Presiding Commissioner
<b>AYES:</b>	Ray Weter, Sue Ann Childers
<b>ABSENT:</b>	Bill Barnett

**Motion/Vote - 9:00 AM Christian County Commission**

Bid Opening - 2658 : RFP Bid Opening- Water Heater and Water Softener

The meeting was attended by Assistant Nikki Thiessen, Assistant Ashley Hannah, Art Rose, Libby Nichols, and Maintenance Supervisor Kenny Coates.

Bid opening for provider of Water Heater and Water Softener services for Christian County. The Commission reviewed one bid.

Draper Plumbing presented bid for \$39,000. Commission is questioning details of the bid as it is unclear. Maintenance Supervisor Kenny Coates will contact Tim with Draper Plumbing to clarify specifics of the formal bid.

Presiding Commissioner Weter entertained a motion to authorize Kenny Coates to contact the bidder and invite him to the Commission meeting on Monday, December 28, 2015 to answer questions pertaining to the bid.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Ray Weter, Presiding Commissioner
<b>AYES:</b>	Ray Weter, Sue Ann Childers
<b>ABSENT:</b>	Bill Barnett

**Motion/Vote - 9:15 AM Brad Cole-Christian County Sheriff**

Bid Opening - Bid Opening-Inmate Health Services

The meeting was attended by Assistant Nikki Thiessen, Assistant Ashley Hannah, Art Rose, Libby Nichols, Highway Supervisor Brent Young, Sheriff Brad Cole, and Captain Rich Lewis.

Bid opening for provider of Inmate Health Services for Christian County. The Commission reviewed three bids.

CO Healthcare, LLC is the County's current provider of Inmate Health Services. The bid contained three separate annual costs dependent upon the nursing hours provided.

Correct Care Solutions formally withdrew from the bidding process.

Advanced Correctional Healthcare presented bid for \$333,000. The company is currently 90 days away from being able to provide services to Christian County.

Sheriff Cole is going to evaluate the proposals and will make a recommendation to the Commission on Monday, December 28, 2015.

Presiding Commissioner Weter entertained a motion to have the Sheriff review proposals for recommendation.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Ray Weter, Presiding Commissioner
<b>AYES:</b>	Ray Weter, Sue Ann Childers
<b>ABSENT:</b>	Bill Barnett

**Motion/Vote - 9:30 AM Brad Cole-Christian County Sheriff**

Bid Opening - Bid Opening-Graphics for Fleet Vehicles

The meeting was attended by Assistant Nikki Thiessen, Assistant Ashley Hannah, Highway Supervisor Brent Young, Sheriff Brad Cole, Pat Hackett, and Bob Rubino.

Bid opening for supplier of graphics for the Sheriff's office new fleet vehicles. The Commission reviewed two bids.

Print Group presented a bid for \$1,669.28.

Nroute Graphics presented a bid for \$2,435.40.

Sheriff Cole said he could quickly review bids and make his recommendation to the Commission. He is familiar with Print Group's good quality of work and said their bid indicates they will be using a better vinyl product than Nroute Graphics. Mr. Cole recommends Print Group.

Presiding Commissioner Weter opened the floor for comments. No comments.

Presiding Commissioner Weter entertained a motion to accept Print Group as the supplier of graphics for Sheriff vehicles.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Ray Weter, Presiding Commissioner
<b>AYES:</b>	Ray Weter, Sue Ann Childers
<b>ABSENT:</b>	Bill Barnett

**Motion/Vote - 9:45 AM Christian County Commission**

Bid Opening - Bid Opening-Uniforms for County Employees

The meeting was attended by Assistant Nikki Thiessen, Assistant Ashley Hannah, Highway Supervisor Brent Young, Pat Hackett, and Bob Rubino.

Bid opening for provider of uniforms for the County Road employees. The Commission reviewed one bid.

UniFirst is the County's current provider of uniforms for County employees. Bid contained cost per piece.

Presiding Commissioner Weter would like to see a comparison rate of change from year to year.

Bob Rubino suggested that in next years bidding process, the Commissioners provide new bidders with a baseline cost. Answer: Commission agreed.

Presiding Commissioner Weter entertained a motion to accept Unifirst as the provider of uniforms for County employees for 2016 with an option of renewing for an additional two years, reviewing yearly.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Ray Weter, Presiding Commissioner
<b>AYES:</b>	Ray Weter, Sue Ann Childers
<b>ABSENT:</b>	Bill Barnett

**Motion/Vote - 10:00 AM Christian County Commission**

Discussion - Annexation of Clever and Highlandville Fire Districts-Christian and Stone Counties

The meeting was attended by Assistant Nikki Thiessen, Assistant Ashley Hannah, Pat Hackett, Bob Rubino, Executive Director Christian County Ambulance District Kasha

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Driskill, Hanna Smith, County Clerk Kay Brown, Clever Mayor Jaredd King, and Emergency Services Director Rance Duffy.

Ms. Brown presented the Commission with 100 valid signatures for the annexation of the Clever and Highlandville Fire Districts although only 50 signatures were needed to get the item on the ballots for both Stone and Christian Counties. County Counselor John Housley was consulted, and upon his recommendation, Ms. Brown recommends an IGA between the Christian County Ambulance District and the counties to prevent Christian County from incurring the entire cost of election.

The Commission emphasized that their role is to authorize the election, not to exhibit any bias.

Ms. Driskill reaffirmed the letter from the City of Billings requesting to be removed from consideration. She said that if the annexation proceeds, it would include all Christian County except Billings. The Christian County Ambulance District has consulted with an attorney because the annexation is new territory. The motivation for the annexation is to provide a quicker response time and add additional funds to support the district since they already support the area due to proximity.

The floor was opened for comments.

Bob Rubino: Will this increase the number of board members? Answer by Ms. Driskill: This question will be considered if approved. An option is to redraw the lines and keep districts and board the same size.

Who is covering Billings since they withdrew? Answer: Greene County, they are served as part of the Republic service area.

Is the Christian County Ambulance District going to build another garage further west? Answer: If successful, they will fill a temporary building, then add a permanent structure in the next fiscal year.

Mayor King: Clever has met with the Christian County Ambulance District and has had many questions and concerns answered. They conducted an online poll and two alderman tallied and the tabulations were 70% in favor of the CCAD. He addressed Mr. Rubino, and said many avenues exist for the CCAD as they are currently remodeling and in the next 18 months, they will have the ability to share space.

Commissioner Barnett said the Fire Chief of Billings is happy with the current arrangement they have with Greene County. He expressed his disappointment that they withdrew.

Presiding Commissioner Weter asked Ms. Driskill to have her attorney draw up an IGA between Christian County Ambulance District and Christian and Stone counties for expenses.

Director Rance Duffy endorsed the annexation.

Presiding Commissioner Weter entertained a motion to place the annexation of Clever and the Clever Fire District on the ballot pending an IGA between Christian County and the Christian County Ambulance district and Stone County to reflect the boards willingness to absorb the cost of the election.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Ray Weter, Presiding Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 10:30 AM Christian County Commission**

Bid Decision - Bid Renewal-Truck and Tractor Tires for Road Equipment

The meeting was attended by Assistant Nikki Thiessen, Assistant Ashley Hannah, Pat Hackett, Highway Administration Miranda Beadles, and Road Services Supervisor Brent Young.

Extension of bid award from TCI Tires for truck and tractor tires for Christian County Road Services. Agreement stipulated the option of six additional one year periods, renewed yearly.

Administrator Beadles said this would be the third extension of this agreement with 2012 pricing and both departments are happy with the service. She recommends extending the agreement for 2016.

Presiding Commissioner Weter entertained a motion to approve extension of the agreement for 2016.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 10:45 AM Glenn Pace-HR**

Discussion - Employee Transfer Policy/Sick Leave Sharing

The meeting was attended by Assistant Nikki Thiessen, Assistant Ashley Hannah, Pat Hackett, Clerk Paula Brumfield, Highway Administrator Miranda Beadles, Treasurer Karen Matthews, Assistant Mary Argiso, Glenn Pace, Road Services Supervisor Brent Young, PND Administrator Todd Wiesehan, Assessor Danny Gray, Amelia Wigton, Clever Mayor Jared King, County Clerk Kay Brown, Jack Giacomo, Auditor Lacey Hart, Collector Ted Nichols, Amber Duran.

Glenn Pace presented the Employee Transfer policy and acknowledged the assistance he received from the County Prosecutor. Mr. Pace reviewed the three levels of actions. Level One is considered a transfer when an employee moves immediately from one department to another with no interruption of benefit accrual. Level Two is a rehire within 365 days where the employee would accrue benefits at the rate they were at before leaving the County, and Level Three is a rehire after 365 days where the employee's benefits would be treated the same as a new hire.

Discussion followed.

Presiding Commissioner Weter opened the floor to discussion.

Ms. Matthews objected to the 365 rehire window as it seemed to be a long period of time to obligate the County to benefit renewal. Mr. Pace said that he used 365 days that the private sector usually has a 180 day standard. Answer: Commission prefers the 180 day standard for rehire.

Presiding Commissioner Weter entertained a motion to amend the transfer policy from 365 days to 180 days.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote -**

Rehire/Transfer Policy

Presiding Commissioner Weter entertained a motion to approve the Rehire/Transfer policy as amended effective immediately.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote -**

Sick Leave Sharing

Glen Pace told the Commissioners that based on his research he recommends that the Commission reconsider adopting a sick leave sharing policy.

Mr. Pace has questions that he needs to clarify to proceed in writing the policy. He asked the Commission to address such questions as, "is there a maximum number of days employees could donate", "is there a donation period", "what reason can time be donated or used", "what is a serious health condition", "to whom are the request sent", and "who is the decision maker".

Discussion followed.

Presiding Commissioner Weter opened the floor to comments.

Ms. Hart said that donation of sick time would be a financial burden on the County, obligating them to pay out time that they wouldn't have had to paid otherwise and difficult to calculate. She also fears that employees would feel obligated to donate time.

Ms. Beadles said that she has worked at places where this type of donation policy was in place and provided an example. She said it worked well and recommends that the Commission define clear criteria and create a sick leave share policy.

Mr. Pace provided a rough draft of the sick policy to the Commission.

Presiding Commissioner entertained a motion to table the sick leave sharing for further review and address the policy at a later date.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 11:28 AM Lacey Hart-County Auditor**



Discussion - 2665 : 2015 Amended County Budget - Collector

The meeting was attended by Assistant Nikki Thiessen, Assistant Ashley Hannah, Pat Hackett, Jack Giacomo, Auditor Lacey Hart, Collector Ted Nichols, Amber Duran, Administrative Assistant Julia Maples, Chief Deputy Lyndle Spencer, and Sheriff Brad Cole.

Auditor Lacey Hart presented the 2015 amended County Collector budget.

Discussion followed.

Presiding Commissioner Weter entertained a motion to approve the Collector's amended budget.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote -**

2015 Amended County Budget - Riverdowns West NID

Auditor Lacey Hart presented 2015 amendment to Riverdowns West NID. Remaining balance is \$22,850. The Commission agreed that in 2016, the balance needs to be reviewed to determine how to process remainder.

Presiding Commissioner Weter entertained a motion to approve the amendment to Riverdown West NID for the 2015 budget.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote -**

2015 Amended County Budget - Building Bond Retirement

Auditor Lacey Hart presented the 2015 amendment to the Building Bond Retirement. The intention is to clean up the sales tax revenue and move \$323,500.00 Into the LEST fund.

Discussion followed.

Presiding Commissioner Weter opened floor to comments.

Assistant Julia Maples questioned the Auditor's use of 'as needed'. She said the full amount should be budgeted to Cole immediately. Answer: Commission agreed.

Presiding Commissioner Weter entertained a motion to transfer \$323,500.00 Into the LEST fund.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote -**

20115 Amended County Budget - COLE

Auditor Lacey Hart presented the 2015 amendment to the COLE fund.

Transfer \$23,152 from prisoner board into general fund for vehicle use. Sheriff Cole said that he understands that the prisoner board fund is over a million dollars, not the \$500,000 reflected. Presiding Commissioner Weter asked if fund balance will roll over into 2016. Answer from the Auditor: Yes.

Discussion followed.

Sheriff Cole asked when the money will be available. Answer: Additional funds will roll over as a beginning balance in 2016.

Will it get merged with operating funds? Answer: No.

What is the estimated balance remaining the fund currently? Answer: \$171,466

Mr. Cole told the Commissioners that the Sheriff's office will come in under budget. Commissioner Barnett commended the Sheriff's office for the work they've done to bring the budget under control.

Presiding Commissioner Weter asked Mr. Cole if the amendment is viable? Answer: At this point in the year, yes. His only other question is to ask the Commission to amend the federal forfeiture budget \$6,120 to use on a trade difference on two vehicles.

Presiding Commissioner Weter entertained a motion to approve the COLE revenue and expense as proposed by the County Auditor for 2015.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Addendum**

The minutes for December 21, 2015 were reviewed and requires an addendum regarding the decision made during session to transfer \$323,000.00 to COLE. This was reconsidered at later date and modified to \$200,000.00.

**Motion/Vote -**

Fund Transfer for Consultants

Presiding Commissioner Weter entertained a motion to transfer funds to COLE to pay for consultants.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 1:12 PM Christian County Treasurer**

Budget Discussion and Decisions - 2666 : 2016 Budget Discussion - Treasurer

The meeting was attended by Assistant Nikki Thiessen, Secretary Cheryl Mitchell, Jack Giacomo, Auditor Lacey Hart, Amber Duran, Treasurer Karen Matthews, and Recorder Kelly Hall.

Auditor Lacey Hart presented the 2016 proposed budget for the Treasurer's office. Ms. Matthews requested a salary increase and full-time status for her employee, and an increase in her budget for training to attend MAC in 2016.

Discussion followed.

Commissioner Childers asked if Treasurer's office would need a second employee if current employee does not wish to work full-time? Answer: She will try to prevent that from happening by asking the current employee to add additional hours as needed.

The Commission will consider the Treasurer's requests and revisit on December 23, 2015. Final approval on 2016 budget will be January 8, 2016.

**Motion/Vote - 1:40 PM Christian County Recorder**

Budget Discussion and Decisions - 2667 : 2016 Budget Discussion - Recorder

The meeting was attended by Assistant Nikki Thiessen, Secretary Cheryl Mitchell, Jack Giacomo, Auditor Lacey Hart, and Recorder Kelly Hall.

Auditor Lacey Hart presented the 2016 proposed budget for the Recorder's office. Ms. Hall said the budget is largely the same as 2015 with the most change occurring in her general revenue fund. She requested salary increases to occur over the 2016 fiscal year.

The Commission will consider the Recorder's salary requests and revisit on December 23, 2015. Final approval on 2016 budget will be January 8, 2016.

Presiding Commissioner Weter entertained a motion to approve the 2016 proposed budget for the Recorder's Records Retention fund.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote -**

Recorder's Record Technology

Presiding Commissioner Weter entertained a motion to approve 2016 proposed budget for the Recorder's Record Technology fund.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 2:07 PM Christian County Collector**

Budget Discussion and Decisions - 2668 : 2016 Budget Discussion - Collector

The meeting was attended by Assistant Nikki Thiessen, Secretary Cheryl Mitchell, Auditor Lacey Hart, Collector Ted Nichols, Amber Duran, Executive Assistant Julia Maples, and Sheriff Brad Cole.

Auditor Lacey Hart presented the 2016 proposed budget for the Collector's office. Mr. Nichols said the budget is largely the same as 2015 with increases in postage. He requested salary increases. Mr. Nichols stated to the Commission that he comes in under budget by using the Tax Maintenance fund to supplement the office instead of the General Revenue funds whenever possible.

Presiding Commissioner Weter commended Mr. Nichols for his efficiency in managing his budget and maximizing the general funds.

The Commission will consider the Collector's salary requests and revisit on December 23, 2015. Final approval on 2016 budget will be January 8, 2016.

Presiding Commissioner Weter entertained a motion to approve 2016 proposed budget for the Tax Maintenance fund.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 2:32 PM Christian County Juvenile Office**

Budget Discussion and Decisions - 2669 : 2016 Budget Discussion - Juvenile

The meeting was attended by Assistant Nikki Thiessen, Secretary Cheryl Mitchell, Auditor Lacey Hart, Amber Duran, Paul Frizzell, Juvenile Officer Perry Barnes, Sheriff Brad Cole, and Executive Assistant Julia Maples.

Auditor Lacey Hart presented the 2016 proposed budget for the Juvenile office. Mr. Barnes said the increase in budget is largely due to federal changes pertaining to detention, otherwise budget is largely the same as 2015. Final proposed budget is \$314,083.00

Presiding Commissioner Weter entertained a motion to approve the 2016 proposed budget for the Juvenile Office.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 2:30 PM Christian County Sheriff**

Budget Discussion and Decisions - 2670 : 2016 Budget Discussion - Sheriff's Office

The meeting was attended by Assistant Nikki Thiessen, Secretary Cheryl Mitchell, Auditor Lacey Hart, Amber Duran, Paul Frizzell, Sheriff Brad Cole, Executive Assistant Julia Maples, Steve Maples, Captain Rich Lewis, Jailer Michael Markley, Kirsten Markley, and Detention Supervisor Trampus Taylor.

Auditor Lacey Hart presented the 2016 proposed budget for the Christian County Sheriff's office. Ms. Hart pointed out a discrepancy in Mr. Cole's budget that included a transfer of \$500,000 that she was told by two Commissioners would not be transferred. Ms. Hart then began reviewing budget line items in the COLE fund.

Discussion followed.

Captain Lewis objected to Lacey's decrease adjustment on the Prisoner Board fund. He said \$1 million is firm based on information from the marshals. Ms. Hart corrected line item to original request.

Ms. Maples said the Sheriff's office wants to merge the fund balance into the 2016 projected revenue so it's available from the beginning of the year. She said the anticipated revenue should be accounted for in the original 2016 budget due to the fact that the 2015 amended budget didn't get presented until 10 days prior to the end of year. She said that there should be no concerns as Mr. Cole has proven his frugality. Answer: Commission said they could include estimated fund balance and make adjustments prior to the January 8, 2016 finalize date. Presiding Commissioner Weter agrees with Sheriff Cole that funds are conditional and they can be re-evaluated in the first week in January.

The LEST funds were reviewed. Discussion followed. Mr. Cole presented a few highlights to illustrate the crisis his office is facing. He has employees working in the jail accruing comp time, over the County maximum. Four jailers take care of 130 inmates. Patrol deputies are collecting comp time each pay period. Mr. Cole asked the Commission to consider paying now to get ahead of the issues and prevent employee's from being in danger. Answer: The Commission has worked with the Sheriff's Office to

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provide needs to the department that weren't budgeted in 2015. They asked Mr. Cole to prioritize the greatest needs of his department.

Commissioner Childers states that the Commission wants the Sheriff's Office to have everything they need, but they need to ensure that the County stays out of financial trouble.

Michael Markley said the jail is woefully understaffed which is creating turnover and putting them at risk. Money is being wasted each time an employee is trained so by allowing more money, bleeding could be cut by spending money in a more effective manner.

Ms. Maples reiterated that the Sheriff's Office is not asking for more money, just asking to merge the existing dollars as they've budgeted.

Paul Frizzell: Agreed with Mr. Markley that the jail is understaffed. He would like to see more jailers, and asked the Commission to consider the Sheriff's budget to allow for more staff and the tools they need.

Captain Lewis said that by asking for three more employees, the retention rate at the jail will increase. He said Christian County has a history of putting band-aids on issues, and its time to say enough and get the Sheriff's Office to where it should be because the budget has not kept up with growth.

Commissioner Barnett complimented Sheriff Cole on how well he is managing his department and expressed his disappointed that the County is locked in a budget battle. He said he appreciated what his office has been able to do with what they had in 2015, and feels that regardless of the amount, Mr. Cole will be successful with his 2016 budget.

Presiding Commissioner Weter said he has no issue off-setting the General Revenue because it's their money. Funds in excess of \$50,000 shall be placed in General Revenue to be used for law enforcement. He asked Ms. Hart how much was put back into General Revenue from the Civil Process fees? Answer: \$30,000.

Presiding Commissioner Weter entertained a motion to table further discussion of the Sheriff's Office proposed 2016 budget until December 23, 2015.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**III. Adjournment**

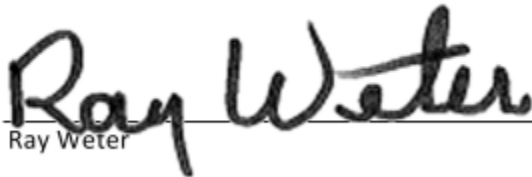
The meeting was closed at 4:39 PM

**Motion/Vote -**

Motion

The County Commission completed the scheduled meeting for today and will resume session on December 22, 2015.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers



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Ray Weter

Presiding Commissioner, Ray Weter



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Bill Barnett

Western Commissioner, Bill Barnett

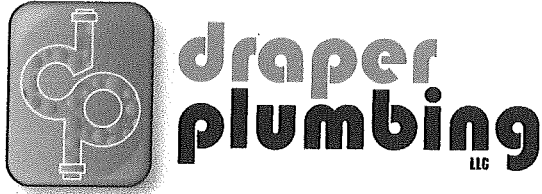


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Sue Ann Childers

Eastern Commissioner, Sue Ann Childers





# Plumbing Bid

DATE
7/21/2015

DUE DATE
7/31/2015

720
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P.O. Box 2001  
 Ozark, MO 65721  
 (417) 844-7501

Estimate
Christian County Government 100 W. Church St Ozark, Mo. 65721
Job : Softner & Water Heaters

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	Install 2 Rinnai 9.8 Tankless heaters by water heater for kitchen and Holding Tank, Recirculate Water to old heater area ,all labor and materials provided.			0.00
	Run new lines across garage area, up through chase into Womens F-pod Mechanical room.			0.00
	Tankless Heaters, Holding Tank , Recirc. pump,Materials and Labor			17,800.00
	Install new Water Softner provided by Chem-Aqua Co. , all labor and Materials provided.			0.00
	2ATM-3072-2-DF TwinTanks Sofnert 3" Inlet and Discharge			19,273.00
	Labor and Materials			2,500.00

<b>Total</b>	39,573.00
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Attachment: Draper plumbing bid (2658 : RFP Bid Opening- Water Heater and Water Softner)



----- A Higher Standard. Delivered.

## Proposal for Inmate Medical Services at the Christian County Detention Center



*"Steele County went from a 30-bed jail to a 160-bed jail. We spent 5 years planning for the new jail. Within 4 years, our total medical costs were going out of budget. [ACH's Program Consultant] just stopped by one day. Three months after contracting with Advanced, we saved \$102,000 a year on inmate medications alone. To date, I have yet to have a problem with anyone in the Advanced Company. I wish [the Program Consultant] would have made that cold call a few years earlier."*

**Jail Administrator Dan Schember**  
Steele County, Minnesota

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)



A Higher Standard. Delivered.

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Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)



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December 18, 2015

Cheryl Mitchell, Administrative Assistant  
 Christian County Commission  
 100 W. Church Street, Room 100  
 Ozark, MO 65721

Re: Transmittal letter

Ms. Mitchell:

Advanced Correctional Healthcare (ACH) is pleased to submit our proposal to Christian County in response to the Invitation to Bid Inmate Health Care Proposals for the Christian County Detention Center.

Founded in 2002, ACH has since become an integral component of the jail healthcare system in 17 states. Our sole purpose is to solve problems for our patients, clients, and employees by providing resources and solutions that will make their lives easier. ACH brings significant experience and expertise along with genuine family values, focus, and commitment to our services – experience that none of our competitors can match. For well over a decade now, we have provided inmate medical services for over 30,000 patients including adults, juveniles, and Immigration & Customs Enforcement (ICE) detainees. Our clients include jails, juvenile detention centers, work release centers, methadone clinics, and more. In each, we have successfully and continually attained the standards of excellence set by each state's Minimum Standards for Jails and Lockups. In partnership with our employees, vendors, and client partners, we continue to make a difference in the lives of our patients.

Our proposal takes exception to multiple elements in the invitation to bid, and we would like to highlight several of them for you here:

**ACH cannot name the county and the county as additional *named* insured, but will add the county and Sheriff as additional insureds under ACH's insurance policies for general and professional liability.**

**ACH will not be able to start this project on January 1, 2016. ACH expects it would be able to start the contract within 90 days of signing a contract, possibly sooner depending on hiring of staff.**

**ACH will not provide vaccinations for County employees other than TB for facility staff. The cost of the TB serum will be the responsibility of the County.**

**ACH will not be responsible for the cost of durable medical, dental, or office equipment. ACH can assist the county in purchasing needed durable medical, dental, and office equipment, the cost of which will be passed on to the county at acquisition price.**



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**ACH understands that facility administration will have final say on which personnel are allowed in the facility, but ACH reserves the right to terminate its own employees at its discretion.**

**ACH takes exception to the liquidated damages provision on page 10 of the invitation to bid.**

**The individual authorized to legally bind ACH** is Sherri Miller, President & Chief Operations Officer, 3922 W. Baring Trace, Peoria, IL 61615, email address: smiller@advancedch.com, telephone: 309.272.3432. Ms. Miller is the signatory to this transmittal letter.

**The representative to contact regarding all contractual and technical matters** is Jason Kolberg, Esq., Contract Attorney, 3922 W. Baring Trace, Peoria, IL 61615, email address: jkolberg@advancedch.com, fax: 309.214.9977, telephone: 309.272.3448.

**The representative to contact regarding scheduling and other arrangements** is John Masella, Director of Business Development and Client Services, 3922 W. Baring Trace, Peoria, IL 61615, email address: jmasella@advancedch.com, telephone: 312.802.0604.

#### **Form of Business**

ACH is a privately-held for-profit Illinois corporation.

#### **Certification of Independence**

ACH certifies its independence and that there is no conflict of interest in providing the scope of work required under the RFP.

#### **Affirmative Action**

ACH makes decisions on employment and promotions based on an individual's qualifications relative to the position being filled. As an equal opportunity employer, ACH is committed to providing equal employment opportunities to employees and applicants for employment, as well as making all employment decisions and administering personnel actions without regard to race, color, creed, religion, gender, sexual orientation, marital status, age, national origin, ancestry, citizenship, physical or mental disability, disabled veteran or veteran of the Vietnam Era status, or any other factors protected by law. This includes employment decisions related to recruiting, training, terminations, transfers, and promotions.

Please do not hesitate to contact me regarding any additional questions or requests for information. We look forward to serving the patients of your facility. Thank you.

Respectfully,

Sherri Miller  
President and Chief Operations Officer

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)



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# Program Overview\*

## Christian County, MO

County ADP: 160 County per diem: \$ 0.40 Non-county ADP: 0 Non-county per diem: \$ 0.28		Annual Price: <u>\$383,632.28</u>
<b>Practitioner Services (MD, DO)</b>	Recruitment, hiring, training, on-site 1 time every week, 24/7 on-call services including holidays with at least 2 backups	
<b>Nursing Services</b>	Recruitment, hiring, training, 112 hours of nursing per week including: 1) RN HSA on site 40 hours per week 2) 72 LPN hours per week	
<b>Mental Health Services</b>	Recruitment, hiring and training, Qualified Mental Health Professional (Licensed, Masters level or above) on-site 3 hours per week screenings, assessments, evaluations, treatment planning, referrals to crisis intervention services	
<b>Management Services</b>	Strategic plan, peer review, Continuing Quality Improvement meetings, waste reduction, utilization management, risk management	
<b>Risk Management Program</b>	Hold harmless and indemnification, facility and county named as additional insureds on the commercial automobile, commercial general, and professional liability (including civil rights liability) portions of ACH's insurance policies	
<b>Pharmaceuticals</b>	Ordering, returning, and destroying included in the ACH program.	
<b>Medication exclusions</b>	Active TB, anti-rejection, biological, cancer, court-ordered, cystic fibrosis, hepatitis, HIV, AIDS (and related diseases), and multiple sclerosis. The price is included up to the annual pool amount.	
<b>On-site Testing</b>	Finger-stick blood sugar, urine dipstick, and TB testing (see below) TB skin tests for inmates: ACH pays for TB serum and supplies TB skin tests for staff: County pays for TB serum and supplies	
<b>Medical Supplies (disposable)</b>	Typically includes tongue blades, Band-Aids, gauze pads, medical tape, sterile water, saline, pregnancy tests, blood sugar strips, peak flow mouth pieces, O2 tubing, urine test strips, syringes, gloves for the medical staff, med cups, lancets, ammonia ampules, cotton-tip applicators, alcohol preps. The price is included in the ACH program.	
<b>Biomedical Waste Disposal</b>	For the medical unit – typically includes bandages, dressings, gloves, hypodermic needles, laboratory containers, sharps, syringes The price is included in the ACH program.	
<b>Dental Care</b>	Hygiene instruction and triage screenings in accordance with criteria established by a licensed dentist to identify those in need of serious dental services. The price of dental services is included up to the annual pool amount.	

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)





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**Mobile Services**  
Laboratory, X-ray

When medically indicated, to be arranged within the facility's policies and procedures. The price is included up to the annual pool amount.

**Off-site Services**  
Consultations, diagnostic testing, hospitalizations, ambulance transportation, specialty services (i.e., gynecology)

When medically indicated, to be arranged within the facility's policies and procedures. The price is included up to the annual pool amount.

**Office Supplies (disposable)**

Typically includes medical charts, paper, pens, staples, Post-It notes. *The price is the responsibility of the county.*

**Medical Claims Re-pricing**

Confirm the integrity of the claim and calculate the discount \$20,000 to pay for items as noted in this Overview including medication exclusions, hospital inpatient and outpatient services, specialty services, radiology, dental, lab, x-ray and ambulance with leftover money paid back at 100%

**Annual Pool**

**Medical Policies, Procedures and Protocols**

Largely based upon NCCHC guidelines

**Advanced Purchasing Program**

Use by other county agencies (piggyback) allowed  
Expected facility savings per year: \$43,000

**Advanced Training Program**

Orientation, in-service, DVD series, pre- and post-tests, drug identification cards

This proposal is valid for 60 days from 12/18/2015

ACH can assist Christian County in acquiring durable medical and/or office equipment at cost.

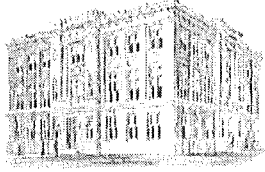
For additional information or to accept this program overview, please contact:  
Art Rose, Program Consultant  
Phone: 417-773-7525  
Email: [aerose@advancedch.com](mailto:aerose@advancedch.com)

**\*This proposal is not a contract. All contracts must be negotiated and signed by both parties.**

ACH's federal ID number is 36-4495255.

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)

## Christian County Commission



### Invitation to Bid

Return bid no later than 9:00 a.m. December 21, 2015 Central Time

Product or Services Requested: Inmate Health Care Proposals  
Please provide five copies of your bid proposal

Bid Date: December 21, 2015

Bid Time: 9:15 a.m.

Contact: Cheryl Mitchell Administrative Assistant  
Christian County Commission  
100 W. Church Street Room 100  
Ozark, MO 65721

Phone: 417-582-4300 Fax: 417-581-5924

Email: [countycommission@christiancountymo.gov](mailto:countycommission@christiancountymo.gov)

**(1) Submitting your bid:**

Bids are opened in public meetings on the opening date and time specified above. Any interested persons may attend. Bids must be delivered no later than fifteen (15) minutes before bid date and time mentioned above. Bids must be received in a SEALED envelope. Mark your envelope "BID DOCUMENTS-DO NOT OPEN".

If the Commission office receives a container which is not identifiable as a bid/proposal, the Administrative Assistant will open the container to determine the contents. If the contents are determined to be a bid/proposal, the container will be resealed and the date and time received will be noted on the outside. All bids will remain sealed until they are opened and read aloud by the County Commissioners at the specified time. Bids which are not received in the Commissioner's Office at least 15 minutes prior to bid opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be presented or opened, except as stated below. At the time fixed for opening of proposals, the content will be made public for the vendor and other interested persons. Vendors are cautioned to review their bid very carefully. Any additional information, specifications, drawings, etc. should be attached. Bids should be signed and dated. It shall be the responsibility of persons submitting bids to acquire the necessary specifications.

**(2) Late bids:**

Under extraordinary circumstances, the Commission may authorize the opening of a late bid when the bid was turned over to the physical control of an independent postal or courier service with a promised delivery time prior to the time set for the opening of bids. The County Commission is not responsible for bids sent to the wrong address, faxed, emailed, or received after the cut-off date and time. Remember to address or hand-deliver your bid. Bids will not be accepted by fax or email because we must have the original signed document. Bidders must consider the postal service or courier time schedules when sending their bids and provide ample time for delivery. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance: Christian County offices were closed due to inclement weather conditions, postal or courier services were delayed due to labor strikes or unforeseen "Acts of God" or postal or courier services did not meet the delivery time promised to the vendor. In such case, the vendor must provide written proof that promised delivery time was prior to the time set for the bid opening. All such decisions are at the sole discretion of the Commission.

**(3) Bid Withdrawal:**

After the bid opening, a vendor may be permitted to withdraw a bid prior to the award at the sole discretion of the County Commissioners if there is a verifiable error in the bid and enforcement of the bid would impose an unconscionable hardship on the vendor. The withdrawal will be considered only after receipt of a written request supporting documentation from the vendor. Withdrawal shall be the vendor's sole remedy for an error other than the obvious clerical error.

**(4) Product Samples:**

The Commission may request samples for evaluation purposes. Any samples requested must be provided free of charge. Samples which are not destroyed by testing will be returned at the vendor's expense if return of the samples is stipulated in the vendor's bid. Samples submitted by a vendor who receives the award may be kept for the duration of the contract for comparison with shipments received.

**(5) Itemization of Proposal:**

Vendor must clearly identify in his/her bid, all components. It is mandatory that vendors submit with their proposal documents, itemization of all goods and services proposed. The breakdown must be itemized by model/part number, description of goods or services, and unit cost.

**(6) Minority Business Participation:**

Christian County encourages the participation and utilization of minority business enterprises in all projects of the county. Christian County will provide equitable and fair opportunity to minority businesses to submit bids and proposals and to receive an award. By responding to this invitation, the vendor agrees that it does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability, and that it will refrain from any unlawful employment practices.

**(7) Communication with County Employees:**

Vendors shall not communicate with any county employee regarding this Invitation to bid with the exception of the county contact written on the first page. Vendors shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between vendor, the county, any employee, officer, director, or principal of vendor or the county and any other party. The county reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The county also reserves the right to decide at its sole discretion whether disqualification of vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the county.

**(8) Collusion:**

By submitting a proposal in response to this invitation to bid, vendor and each person signing on behalf of the vendor, certify under penalty of perjury, that to the best of his/her belief the prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor. Unless otherwise required by law, the prices in the bid have not been knowingly disclosed by vendor, and will not be knowingly disclosed by vendor, prior to opening, directly or indirectly, to any other vendor or competitor. No attempt has been made or will be made by vendor or any other person associated with this invitation to bid,

partnership, corporation, or entity to submit or not to submit a proposal in response to this bid for the purpose of restricting competition.

**(9) Incurred costs:**

The county is not liable for any costs incurred by a vendor in the preparation or production of its proposal or for any work performed prior to the issuance of a valid contract under Missouri law. Such exemption from liability applies whether such costs are incurred by vendor or indirectly through vendors agent, employees, assigns or others, whether related or not to vendor.

**(10) Vendor's Personnel Qualifications:**

Christian County reserves the right to approve or disapprove the vendor's personnel providing services for Christian County Government. Christian County also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the personnel requires immediate replacement, the vendor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.

*If requested, the vendor shall provide a list of names, social security numbers, and dates of birth for each such personnel who will be providing services at Christian County buildings. In addition, the vendor must notify Christian County of any additions or changes to the list. Christian County reserves the right to accept or reject any of the vendor's personnel assigned to the contract to provide services.*

**(11) Discount applicable:**

Vendor will provide information on any quantity discounts that may apply to the equipment or services utilized in developing their pricing structure. State the length of time the discounts are available post-installation.

**(12) Insurance:**

The vendor shall understand and agree that Christian County cannot save and hold harmless and or indemnify the vendor or employees against any liability incurred or arising as a result of any activity of the vendor, or any activity of the vendor's employees related to the vendor's performance under the contract. Therefore, the vendor must acquire and maintain adequate liability insurance in the form (s) and amount (s) sufficient to protect Christian County, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under this contract. The vendor shall take out and maintain during the life of the contract comprehensive general liability insurance which names Christian County, Missouri and its elected officials and employees as additional named insured's in an amount sufficient to cover the sovereign immunity limits for public entities as calculated by the Department of Insurance and published annually in the Missouri Register per section 537.610, RSMo. For the calendar year 2016, vendor shall maintain comprehensive general

liability insurance coverage for all claims arising out of a single accident or occurrence of at least \$3,000,000.00 and for any one person in a single accident or occurrence of at least \$400,000.00 Vendor shall maintain during the life of the contract Workers Compensation Insurance for Vendor's employees coverage that shall meet Missouri statutory limits or \$1,000,000 for each accident, whichever is greater.

General and other non-professional liability insurance shall include an endorsement that adds Christian County as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and Christian County is protected as an additional insured.

### **(13) Vendor Liability:**

The vendor shall be responsible for any and all personal injury (including death) or property damage as a result of the vendor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the vendor assumes the obligation to save Christian County, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The vendor also agrees to hold Christian County including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the vendor under the terms of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Christian County, Missouri.

The vendor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by Christian County, including its agencies, employees, and assignees.

### **(14) Business Compliance:**

The vendor must be financially sound and must not be operating under the protection of the United States Bankruptcy Code.

The vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The vendor certifies by signing the signature page of this original document and any amendment signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by Christian County. The compliance to conduct business in the state shall include but may not be limited to:

Registration of business name. (if applicable)

Certificate of authority to transact business/certificate of good standing. (if applicable)

Taxes (e.g., city/county/state/federal)

State and local certifications (e.g. Professions/occupations/activities)

Licenses and permits (e.g., city/county license, sales permits)

Insurance (e.g., worker's compensation/unemployment compensation)

**(15) Terms and Conditions:**

The vendor is cautioned when submitting pre-printed forms containing terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of this agreement and its contractual requirements. The vendor agrees that in the event of conflict between any of the vendor's terms and conditions and those contained in this agreement, that the this agreement shall govern. Taking exception to Christian County terms and conditions may render a vendor's bid non-responsive and remove it from consideration for award.

**Christian County will enter into a one-year agreement.**

Christian County has the option of renewing the agreement for **two (2) additional one year periods**. This process is accomplished by a vote of the County Commissioners each year and a letter notifying vendor of the award. The Commission will give vendor a 30 day written notice prior to the end of the term whether the county has exercised its option to renew or not.

**(16) Employee Bidding/Conflict of Interest:**

Vendors who are elected or appointed officials or employees of Christian County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointed official or an employee of Christian County or any political subdivision thereof, please provide the following information: Name and title of the elected or appointed official or employee of Christian County or any Political subdivision. What is the percentage of ownership interest in the vendor's organization held by elected or appointed official or employee of Christian County or political subdivision thereof?

**(17) Independent Contractor:**

The vendor is an independent contractor and shall not represent the vendor or the vendor's employees to be employees of Christian County or an agency of Christian County. The vendor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc.

**(18) Substitutions:**

The vendor shall not substitute any item(s) without the prior written approval of the Christian County Commissioners. In the event an item becomes unavailable, the vendor shall be responsible for providing a suitable substitute item. The vendor's failure to provide an acceptable substitute may result in cancellation or termination of the contract. Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The vendor shall understand that Christian County reserves the right to allow the substitution of any new or different product/system offered by the vendor. Christian County shall be the final authority as to the acceptability of any proposed substitution. Any item substitution shall require a formal contract amendment authorized by Christian County Commissioners prior to Christian County acquiring the substitute item under the contract. The vendor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the vendor.

**(19) Replacement of Damaged Product:**

The vendor shall be responsible for replacing any item received in damaged condition at no cost to Christian County. This includes all fuel costs for returning non-functional items to the vendor for replacement.

**(20) Prices:**

The vendor shall submit firm fixed prices. All pricing shall be considered firm for the duration of the contract period. All pricing shall be quoted with all fees included. Vendor's prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

**(21) Description of Product:**

The vendor should present a detailed description of the product proposed in response to this Invitation for Bid. It is the vendor's responsibility to make sure all products proposed are adequately described in order to conduct an evaluation of the bid. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

**(22) Non-Exclusivity:**

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements to acquire equal or like goods and/or services from other vendors. The County may make multiple awards from a single solicitation document when such awards are in the best interest of the county.



**(23) Billing and Payments:**

Invoices will be submitted to Accounts Payable, Clerk of the County Commission, 100 W. Church, Room 206, Ozark, MO 65721. It is estimated there are 25 various offices and departments requiring separate billing (if applicable to bid products offered). Vendor shall provide each department with invoices and statements of accounts on a monthly basis noting any amounts and invoices past due. Invoices should be delivered with the materials and packing slip. Payment will be made within 30 days from receipt of an accurate invoice.

*Services or goods must be received before payment can be made. The vendor shall submit all reports required herein and a copy of each invoice as supporting documentation with the monthly statement.*

Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

Notwithstanding any other payment provision of the contract, if the vendor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, Christian County may withhold payment or reject invoices under the contract.

Final invoices are due no later than thirty (30) calendar days after the expiration of the contract. Christian County shall have no obligation to pay any invoice submitted after such date.

If a request by the vendor for payment or reimbursement is denied, Christian County shall provide the vendor with written notice of the reason(s) for denial.

If the vendor is overpaid by Christian County, upon official notification by Christian County, the vendor shall provide Christian County with a check payable as instructed by Christian County in the amount of such overpayment. The vendor shall submit the overpayment to Christian County at the address specified. The vendor shall agree and understand that Christian County shall be solely responsible for payment for only those services requested by Christian County.

**(24) Services:**

The vendor agrees to provide a detailed description of the services to be provided, including any additional information about the services on a separate sheet of paper if needed. The vendor will provide an itemization of the amount the vendor will charge, the unit of measure for the services, and specific increments and timeframes to submit invoices to the vendor and receive payments from the vendor.

**(25) Management of Materials:**

The vendor agrees and understands that as the needs of the county change, the county will notify the vendor of those changes. If requested by the county, the vendor shall make a corresponding adjustment to the services. The vendor will implement the requested changes upon notification.

*In the event changes occur during the effective period of this contract which are beyond the control of the vendor that significantly increase or decrease the established cost, the vendor or Christian County may request a corresponding modification to the established cost.*

*With such request, the vendor must provide documentation of the change and must demonstrate how such change affects the cost. In addition, the vendor shall recommend an adjusted cost accompanied by the resulting calculations. However, the vendor shall agree and understand that any such request must be approved by the Christian County Commissioners.*

The decision of the adjustment to the cost by Christian County shall be final and without recourse.

**(26) Schedule:**

The vendor shall ensure that services are performed in a manner so as to minimize any interference, annoyance, or disruption to the operations of Christian County.

In the event the vendor does not perform in accordance with the vendor's agreement, Christian County shall notify the vendor following determination of such. Vendor shall be responsive to the needs of Christian County at all times. The vendor shall be responsible for all permits, fees, and expenses related to the service. The vendor shall disclose to Christian County all information on sub vendor contracts/agreements, if applicable, including any rebates or incentives offered by sub vendors to the contactor.

**(27) Reporting Requirements:**

On a monthly basis, the vendor shall submit a report to Christian County for each County building site; identify the services provided and the dates of service.

The vendor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles.

*The vendor shall make all records, books, and other documents relevant to the contract available to Christian County and the Christian County Auditor in an acceptable format and at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the vendor shall retain such records until completion of the action and resolution of all issues which arise from it. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented.*

*The vendor shall permit the County Auditor or authorized representatives of Christian County or any other division of government to have access, for the purpose of auditing or examination, to any of the vendor's books, documents, papers, records, recording receipts and disbursements of any of the funds paid to the vendor. The vendor further agrees that any audit exception noted by governmental auditors shall not be paid by Christian County and shall be the sole responsibility of the vendor. However, the vendor shall have the right to contest any such exception by any legal procedure the vendor deems appropriate. Christian County will pay the vendor all amounts which the vendor may ultimately be held entitled to receive as a result of any such legal action.*

The vendor shall agree and understand that if contract monitoring reveals that an audit is warranted, Christian County reserves the right to require the vendor to have an audit of financial records, accounting records, and related contract documentation performed by an independent Certified Public Accountant (CPA) in accordance with generally accepted auditing standards. Christian County's determination of the need for the audit shall be final and without recourse.

**(28) Liquidated Damages:**

The vendor agrees and understands that the provision of the services in accordance with the schedules and requirements stated herein and in accordance with the Christian County Commissioner's approval are considered critical to the efficient operations of Christian County. Since the amount of actual damages would be difficult to establish in the event the vendor fails to comply with the schedules and requirements, the vendor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances:

*In the event the vendor fails to perform the services, the vendor shall be assessed liquidated damages in the amount of ten percent (10%) of the price for the services for each twenty-four (24) hour period thereafter in which the identified requirement is not completed. If the fault lies with Christian County, no assessment shall be made.*

*The vendor shall also agree and understand that such liquidated damages shall either be deducted from the vendor's invoices pursuant to the contract or paid by the vendor as a direct payment to Christian County at the sole discretion of Christian County.*

*The vendor shall agree and understand that all assessments of liquidated damages shall be within the discretion of Christian County and shall be in addition to, not in lieu of, the rights of Christian County to pursue other appropriate remedies.*

**(29) Excused Performance:**

Any failure or delay in performance or payment due to contingencies beyond either party's reasonable control, including strikes, riots, terrorist acts, compliance with applicable laws or governmental orders, fires, and acts of God, shall not constitute a breach of this agreement.

**(30) Cancelling Service:**

The Christian County Commission reserves the right to discontinue service at any time by giving a 30 day notice. The vendor shall agree and understand that the vendor shall terminate the services upon written notification from Christian County. The decision by the Christian County Commissioners shall be final and without recourse.

**(31) Determination for Award:**

The award shall be made to the lowest priced responsive vendor. Christian County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, Christian County reserves the right to clarify any and all portions of any vendor's offer. *Agreements* signed by Christian County must be signed by at least a majority of the members of the *County Commission*. *Agreements* must be attested by the *County Clerk* and approved to form by the *County Counselor*. In addition, the *County Auditor* must certify that there is an unencumbered balance available to pay the contract cost.

**(32) Protesting bid award:**

A bid award protest must be submitted in writing and must be received by the county within ten (10) calendar days after the date of the award. If the tenth day falls on a Saturday, Sunday or state holiday, the period shall extend to the next business day. A protest submitted after the ten (10) calendar day period shall not be considered. The written protest should include the following information: (A) Name, address, and phone number of the protester, (B) Signature of the protester or the protester's representative, (C) Solicitation product, (D) Detailed statement describing the grounds for the protest; and supporting exhibits, evidence, or documentation to substantiate the claim.

**(33) Suspension or debarment of Vendor:**

The County Commission may suspend or debar a vendor for cause. The following shall be sufficient cause for suspension or debarment. The list is not meant to be all inclusive but shall serve as a guideline for vendor discipline and business ethics:

Failure to perform in accordance with the terms, conditions and requirements of a contract/purchase order.

Violating any federal, state or local law, ordinance or regulation in the performance of a contract/purchase order.

Providing false or misleading information on an application, in a bid, or in correspondence to county offices.

Failure to honor a bid for the length of time specified.

Colluding with others to restrain competition. Obtaining information, by whatever means, related to a proposal submitted by a competitor in response to a request for proposal in order to obtain an unfair advantage during the negotiation process.

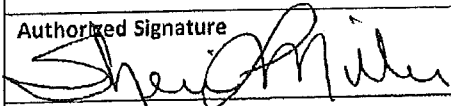
Contacting bid evaluators or any other person who may have influence over the award, without authorization from the County Commission, for the purpose of influencing the award of a contract; or giving gifts, meals, trips or any other thing of value or a monetary advantage for personal benefit, directly or indirectly, to an employee of the county or to any evaluator of bids/proposals.

The vendor may appeal suspension or debarment by submitting a written request to the County Commission within fifteen (15) calendar days after receipt of the formal notice. The vendor must provide specific evidence and reasons why the suspension or debarment is not necessary. On the basis of this information, the suspension may be modified, rescinded, or affirmed. The decision shall be final and mailed to all parties.

**(34) Declaration:**

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. Signature required below confirming understanding of this statement.

Doing Business as (DBA) Name	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. Advanced Correctional Healthcare, Inc. TIN: 364495255
Mailing Address 3922 W. Baring Trace	IRS Form 1099 Mailing Address 3922 W. Baring Trace
City, State, Zip Code Peoria, IL 61615	City, State, Zip Code Peoria, IL 61615

Contact Person Art Rose	Email Address aerose@advancedch.com
Phone number 417.773.7525	Fax number 309.214.9977
Authorized Signature 	Date December 18, 2015
Printed Name Sherri Miller	Title President and COO

**(35) Contact Information:**

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-582-4300. Information requests may also be e-mailed to [countycommission@christiancountymo.gov](mailto:countycommission@christiancountymo.gov). This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)

## Inmate Health Services

### Special Terms and Conditions

The Christian County Commission is accepting bids for Healthcare Services for Christian County inmates. Interested bidders should have the ability to provide the medical services as specified below:

**SERVICES:** The Health care vendor must provide, medical services at the Christian County Detention Center including, but not limited to, professional medical and related health care and administrative services that are in accordance with The National Commission on Correctional HealthCare (NCCHC) and The U.S. Immigration & Customs Enforcement (ICE) Standards.

**OTHER INMATES:** The Health Care vendor will be responsible for the medical care and treatment of inmates and detainees housed at the Christian County Detention Center including, but not limited to, prisoners from Christian County and any of its municipalities, other counties, state or federal governmental agencies. These prisoners shall be included and identified in the detention centers average daily population and will not be reconciled.

**TRAINING PROGRAM:** The Health Care vendor shall establish a training program for the county employees in accordance with the NCCHC standards. Such training includes but is not limited to, CPR/AED, First Aide, Medication Administration, Suicide Prevention and Blood Borne Pathogens.

**VACCINES FOR EMPLOYEES:** The Health Care vendor shall provide and administer vaccines for county employees to include, annual flu shots, hepatitis, tetanus and any other vaccines that may be deemed necessary.

**EMERGENCY MEDICAL CARE:** The Health Care vendor shall provide emergency medical care as needed for county employees and visitors to the Christian County Detention Center.

**PHYSICIAN SERVICES:** The Health Care vendor physician shall provide (2) two hours of on-site services one time weekly and or as required, including 24 hours a day, 7 days a week on-call availability. The physician will serve as the site Medical Director and must have appropriate

malpractice insurance. The physician will conduct physician sick call and oversee the medical unit. The physician will oversee the medical care for all offenders housed in the Christian County Detention Center including, but not limited to county offenders, offenders held for other agencies, including Federal US Marshal offenders and ICE detainees.

**NURSING SERVICES:** The Health Care vendor must provide on-site nursing services 112 hours per week. The Health Care vendor must be an RN or LPN licensed in the State of Missouri. (Please provide rates for both) The nurse will be responsible for nurse sick call, triage, medication management and records management.

**PHARMACEUTICALS:** The Health Care vendor must provide pharmaceuticals and prescribed over-the-counter medications required for the treatment of the detainees of the Christian County Detention Center. The cost of such medications will be included in the contract at the cost of the contract provider. The Health Care vendor must provide a medication cart and fax machine for the medical unit. Pharmaceuticals may be ordered through a fax and fill method and must be delivered in a timely manner.

**MEDICAL SUPPLIES:** The Health Care vendor must provide all non-durable (disposable) medical supplies required for the treatment and care of all detainees in the Christian County Detention Center. The contract provider shall provide at no expense to the county the following medical supplies: Exam table, exam light, otoscope, and vital station. Medical office supplies including, but not limited to, office desk, fax machine, copy machine, file cabinets and other office furniture. These supplies will remain the property of vendor at the termination of the agreement.

**MEDICAL WASTE:** Health care vendor shall remove and be responsible for the cost of properly disposing of medical waste.

**MANAGEMENT SERVICES:** Nursing services must provide on-site supervisor, site specific policies and procedures, nurse protocols, in-service training for nurses and or medical staff, peer reviews, cost containment, utilization management, continuous quality improvement, risk management and HIPAA compliance.

**DENTAL SERVICES:** The Health Care vendor must provide on-site dental services to county offenders.



**HOSPITAL SERVICES:** The Health Care vendor must provide hospitalization services (off-site care) for county offenders, to include Emergency services, in-patient care, and off-site radiology.

**MENTAL HEALTH:** The Health Care vendor must provide on-site mental health services for jail offenders three hours per week minimum (minimum level LCSW) and/or on call as needed.

**LAB AND RADIOLOGY:** The Health Care vendor must arrange and bear costs of laboratory and radiology services for county inmates. The Health Care vendor shall provide an on-site mobile imaging system.

The proposal should be based on providing services to 160 offenders in the Christian County Detention Center. The Christian County Detention Center does house offenders from the Federal Government and physician services, nursing services, and medical supplies are to be included in the cost of the contract. The county retains the responsibility for the cost associated with pharmaceuticals for all offenders housed from other agencies and will bill those agencies accordingly.

Nursing staff cannot be terminated or changed without consent of the Christian County Detention Center.

At the end of each contract year the Health Care Provider will have the option to renew the Contract with no more than a three (3) percent cost of doing business increase.

Thank you for your consideration of this Invitation to Bid. We appreciate your participation in the bidding process.

CHRISTIAN COUNTY COMMISSIONERS  
 Ray Weter, Presiding Commissioner  
 Bill Barnett, Western Commissioner  
 Sue Ann Childers, Eastern Commissioner



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**Purpose**

The purpose of ACH is to solve problems for our patients, clients, and staff members by providing resources and solutions to make their lives easier.

**Vision**

ACH is a successful, innovative leader delivering a high standard of correctional healthcare and exceptional services with professionalism, integrity, and commitment.

**Mission**

ACH leads the industry with integrity and adherence to higher standards in medical care, mental healthcare, and business services. We are committed to developing and retaining an expert team of professionals who build strong partnerships. These relationships facilitate the effective delivery of services that enhance client satisfaction. Clear communication, strategic planning, customized programs, training, and monitoring creates company success.



*"We will not allow a profit motive to get in the way of doing the right thing."*

**Dr. Norman R. Johnson**  
Chief Executive Officer, ACH

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)



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### The History of ACH

Dr. Norman R. Johnson established Advanced Correctional Healthcare (ACH) in 2002 in order to make the lives of sheriffs and jailers easier. Through reputation and referral, ACH's clientele quickly grew. In 2007, 2012, and 2013, ACH was listed as one of INC. 5000's fastest growing healthcare companies. We attribute this honor to our commitment to our clients; while growth is important, we have always prioritized the standard of care.

We are currently proud to serve over 250 clients across 17 states, including 46 sites in the state of Missouri taking care of more than 30,000 lives. ACH serves 3 sites next to Christian County including Lawrence, Taney, and Stone counties. ACH is responsible for operating healthcare teams in a variety of correctional settings, including county jails, juvenile detention centers, mental health units, city jails for police departments, work release centers, and drug rehabilitation centers such as methadone clinics. To this day, ACH is a Midwest, family company privately owned and managed by Dr. Johnson.

Our unique approach to inmate medical services is to identify the needs, strengths, and weaknesses of each facility then develop a customized program using the strengths of both the facility and ACH to provide the highest quality of inmate healthcare possible. Strong client partnerships and open communication are key to a successful program. Solid working relationships with community-based service providers, such as the local hospital, are also critical to working together as a partner in the delivery of healthcare.

Because of our strategic approach, extensive medical experience, economic attitudes, and exceptional outcome statistics, ACH is recognized as a leader in the correctional healthcare field. Unlike other vendors, our company is owned and managed by medical professionals who have worked together for as many as 30 consecutive years.

### Your Management Team



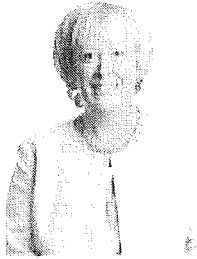
NORMAN R. JOHNSON, MD, CHIEF EXECUTIVE OFFICER, is board certified in internal medicine and American Board of Addiction Medicine (ABAM) certified in addiction medicine. He is a member of the Academy of Correctional Health Professionals and Society of Correctional Physicians, is a frequent trainer at the National Commission on Correctional Healthcare (NCCCHC), and is an NCCCHC Certified Correctional Health Professional. Dr. Johnson consults on many medical/legal issues in the correctional environment and provides corporate oversight.



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MRS. BRENDA J. JOHNSON, VICE CEO, hails from a small farming community in Northern Illinois and has made Peoria, Illinois her home for over 35 years. For more than 16 years, Mrs. Johnson owned and operated one of Central Illinois' most renowned jewelry and gift establishments, Johnson Fine Jewelry, Bridal & Gifts. Together with her husband, Mrs. Johnson founded ACH. The combination of Dr. and Mrs. Johnson's business expertise and common sense are the driving force behind ACH's unprecedented success in the correctional healthcare industry. As leaders of ACH and generous philanthropists, the Johnsons are pleased to be able to take care of the underserved in correctional settings and the underprivileged in their community.



Sherri Miller, President and Chief Operations Officer of Advanced Correctional Healthcare, Inc. (ACH) has over 25 years' experience in a healthcare management position. Her extensive background as a registered nurse includes hiring, training, scheduling employees, nursing-based programs, quality assurance, risk management, conducting surveys, developing plans of correction, and dispute resolution. Sherri is actively involved with client relations and uses her background in healthcare management to provide a higher standard in inmate healthcare.



NEIL LEUTHOLD, MBA, VICE PRESIDENT OF FINANCIAL ANALYSIS, has more than 30 years of experience in sales, marketing, and management of Fortune 500 companies. Neil's executive background in implementing strategic imperatives, reaching targeted financial and sales goals, and providing oversight for new product introduction provides him with the expertise to manage financial areas for ACH.



KAREN STOCKE, CCHP, VICE PRESIDENT OF CONTRACT INITIATION, is the lead member of our correctional in-service training at each new facility we begin. She regularly collaborates with Ombudsman and the American Civil Liberties Union (ACLU). Karen has been in nursing for over 35 years and is a Certified Correctional Health Professional (CCHP) through the NCCHC and is a member of the Academy of Correctional Health Professionals. She also presents at educational and training seminars on both the state and national level.



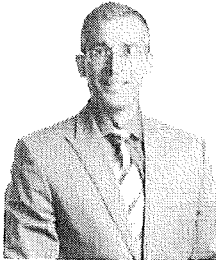
DEBORAH ASH, RN, MSN, MBA, VICE PRESIDENT OF COMPLIANCE, offers over 30 years of experience in nursing management. Her experience includes employee supervision and training, policy development and regulatory interpretation. Deborah is a Legal Nurse Consultant and holds Master's degrees in Nursing (MSN) and Business Administration (MBA).



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DR. MELISSA S. CALDWELL, DIRECTOR OF MENTAL HEALTH SERVICES, holds a doctorate in Clinical/Community Psychology with specialization in Human Development and the Law. She has over twenty years of experience working with correctional and forensic populations – as a researcher and a practitioner in State psychiatric and correctional facilities, as well as for Sheriff's Departments in detention facilities. She serves on several committees whose mission is to improve the quality of mental health care among incarcerated persons and among the officers entrusted to manage them. She is frequently requested as a speaker on the state and national level (NCCHC) on issues of mental health issues in jails and detention facilities.



JOHN MASELLA, DIRECTOR OF BUSINESS DEVELOPMENT & CLIENT SERVICES, has over 20 years of experience in business, sales, management, and marketing at multi-national billion-dollar healthcare supply companies. His work experience with both private and government-run sectors helps him provide efficient and profitable workflows. He uses this experience to understand clients' problems and design customized solutions.



ANGELA MORIARITY, MBA, DIRECTOR OF HUMAN RESOURCES, has almost 10 years of experience with ACH. Her experience includes the entire process of recruiting high quality applicants through retaining employees. Through documentation and training, Angela encourages effective employee relations practices. She is a member of the Society for Human Resource Management (SHRM) and is currently completing her PhD in Human Resources as well as her SHRM-SCP Certification.



GREGORY L. RAKESTRAW, DO, CORPORATE MEDICAL DIRECTOR, offers more than 25 years of medical experience in direct healthcare management, is board certified in family practice, and is American Board of Addiction Medicine (ABAM) certified in addiction medicine. Dr. Rakestraw hires, trains, and monitors all ACH site practitioners to ensure medical care is provided according to ACH and legal standards. His background includes private practice, emergency medicine, urgent care, and prison healthcare. He is a member of the American Osteopathic Association.



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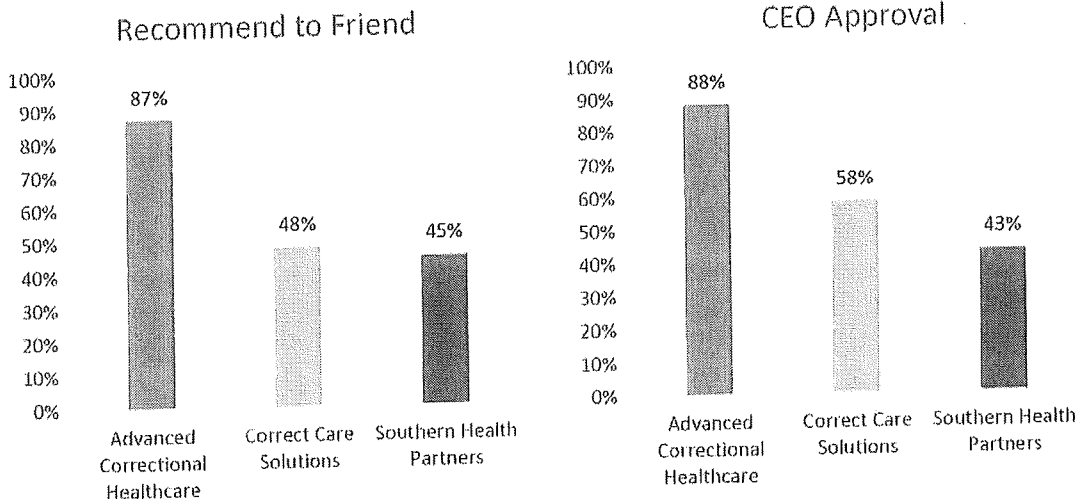
JENNIFER WITHERSPOON, RN, DIRECTOR OF MEDICAL OPERATIONS – SOUTHERN DIVISION, has almost 18 years of experience in healthcare administration. Before coming to ACH in 2011, she cultivated her expertise in nursing, human resources, the ethical concerns of healthcare managers, and financial management, as well as the Resident Assessment Instrument (RAI). Jennifer is in charge of all medical operations at our sites in the Southern half of the country.



Jessica is Senior Counsel for Advanced Correctional Healthcare (ACH) where she is responsible for decreasing risk. She develops and trains on higher standards in documentation, policies, and processes. She is also responsible for assisting HR with sensitive employee issues, as well as resolving complex legal matters while working collaboratively with industry professionals across 17 states. In addition to her daily duties, Jessica is a regularly requested lecturer on legal topics for state sheriffs' associations and the National Commission on Correctional Health Care (NCCCHC).

**ACH Staff**

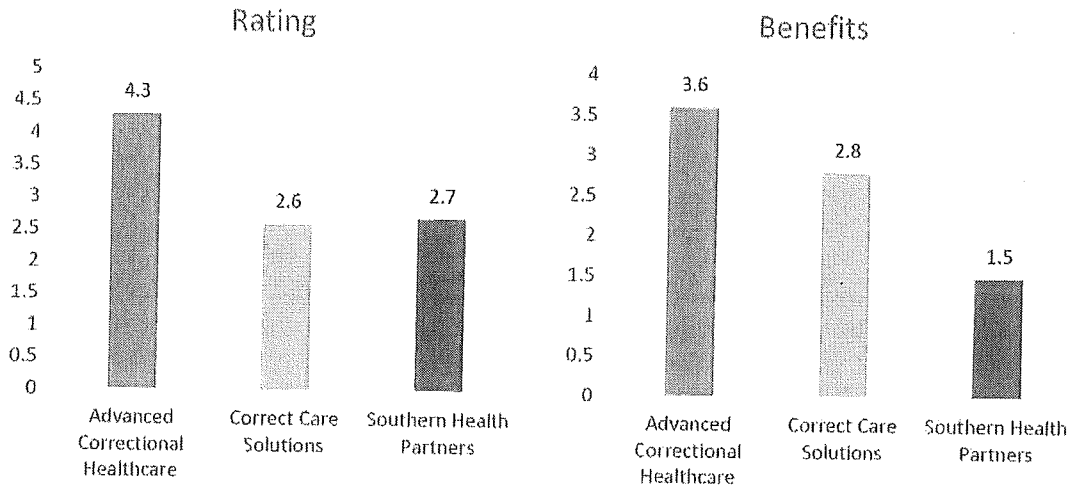
ACH knows recruiting and maintaining a committed staff that believes in the company's vision for success is imperative in providing the highest quality services to our clients. With this in mind, ACH continuously strives to meet the needs and desires of its most valuable resource, its employees. And, according to the employees themselves, ACH is leading the industry in providing an excellent work environment for its staff.



Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)



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\*All ratings taken from Glassdoor.com  
Updated 12/15

### Collaborative Relationship

Our corporate office is directly involved with the management of each project. Throughout our relationship with our clients, contact with every single one of our departments is not only likely, but also encouraged. Our program's success is rooted in developing and maintaining open lines of communication between Jail Administration, the site's medical team, and ACH's corporate office. With the ACH program, all jail staff members have the ability to contact our management team on their cell phones, including the CEO, 24 hours a day, and 7 days a week.

We want you to be completely satisfied with our services and if you're not, we want to know.

*"They provide quality healthcare management for us which alleviates a lot of the oversight for me. I don't have to worry about it, and that is a huge benefit to the sheriff or any administrator."*

**Sheriff Mike Strong**  
Buchanan County Jail, Missouri

### The ADVANCED Risk Management Program

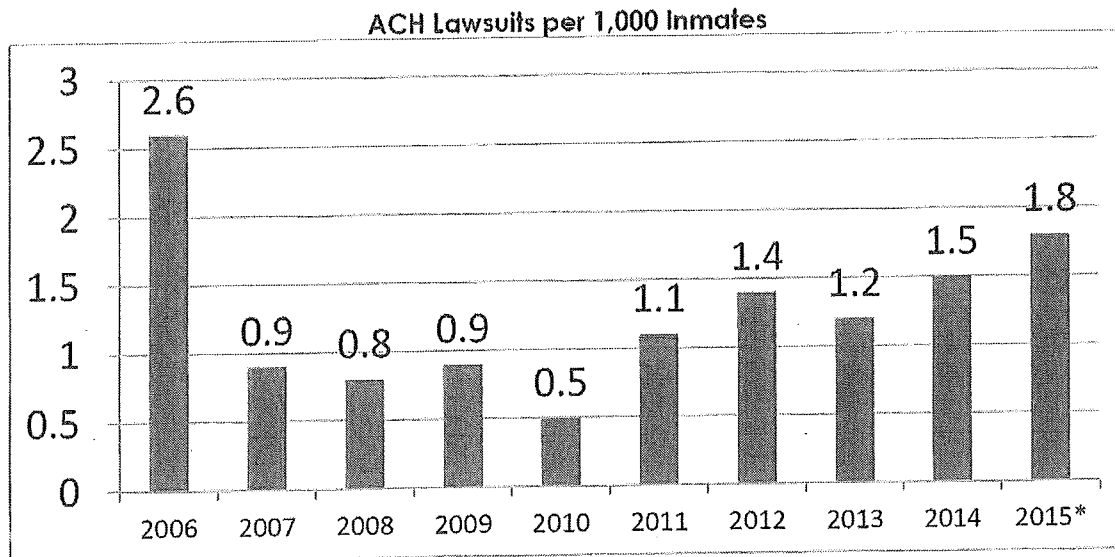
The objective of ACH's risk management program is to solve problems before they become fires. Therefore, it begins with intense training of the practitioners and nurses followed by continued monitoring and peer review to ensure the patient care and documentation are of the highest quality in the industry. Regular meetings are held to collect quality data. Ongoing studies of quality-related issues concerning chronically ill



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patients are conducted on a regular basis. This program has resulted in not only a dramatic decrease in the number of lawsuits we receive, but also in a substantial decrease in the cost of ACH's medical malpractice and civil rights insurance.

The truth is, if you're incarcerated in a jail whose healthcare is managed by ACH, you will be healthier than if you go to your own doctor. We have the data to prove it.



\*data extrapolated through year-end

\*\*data taken from Alliant Healthcare Solutions Industry Standards Updated 10/2015

Our insurance company indicates that ACH's proactive and problem-solving approach to patient care has led us to incur 3 times fewer lawsuits than our competitors in both the jail and prison healthcare industries. Because we specialize in jail work only, we have spent over a decade becoming the experts in this area of healthcare. Our team not only attends national correctional healthcare conferences such as the National Commission on Correctional Health Care (NCCCHC) and American Correctional Association (ACA) in order to constantly re-evaluate and improve our processes, but we are also frequently asked to lecture at these national conferences. ACH is recognized by our industry as being cutting-edge. In fact, one of our local trial attorneys made the following observation:

*"In my practice, I defend healthcare providers working in correctional facilities, both prisons and jails, and I have never been so impressed with the infrastructure and guidance provided by a company. [ACH] is leading the industry."*

**Heidi A. Barcus**  
Attorney, Tennessee

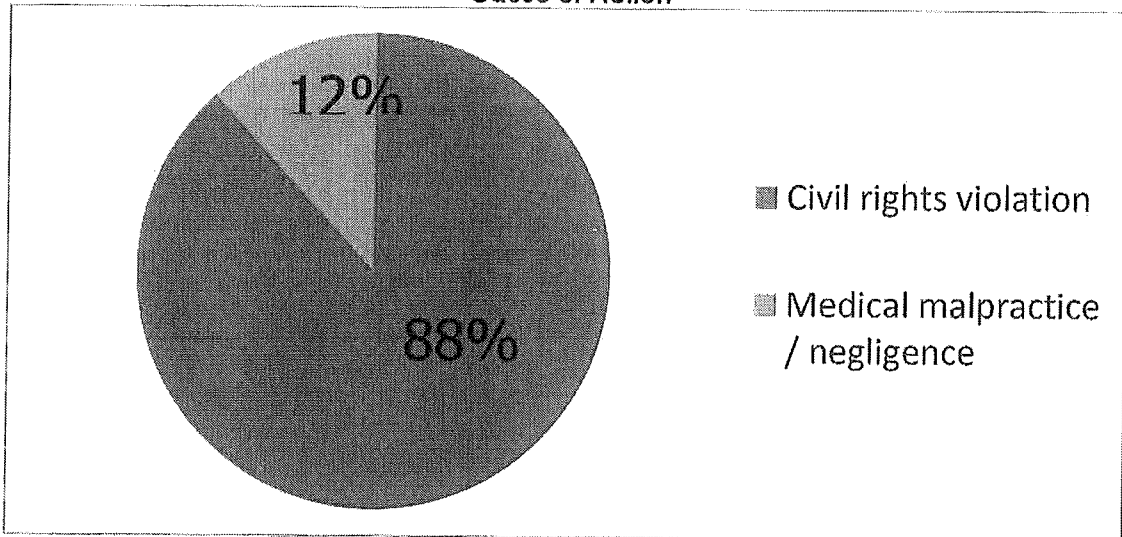




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When we do come across a lawsuit, we are typically already familiar with the patient's story. There are very few surprises for us. Our litigation process begins with analyzing the patient's case from 3 uniquely different perspectives. ACH's in-house counsel reviews the case with our medical team, our local litigation counsel in the particular state will review the case from a defense perspective, and our insurer will review the case as well. Together we perform a root cause analysis of what actually happened to cause the initiation of the particular lawsuit. We keep very detailed metrics of our lawsuits and are constantly searching for ways to improve our practices.

Cause of Action



Updated 10/2015

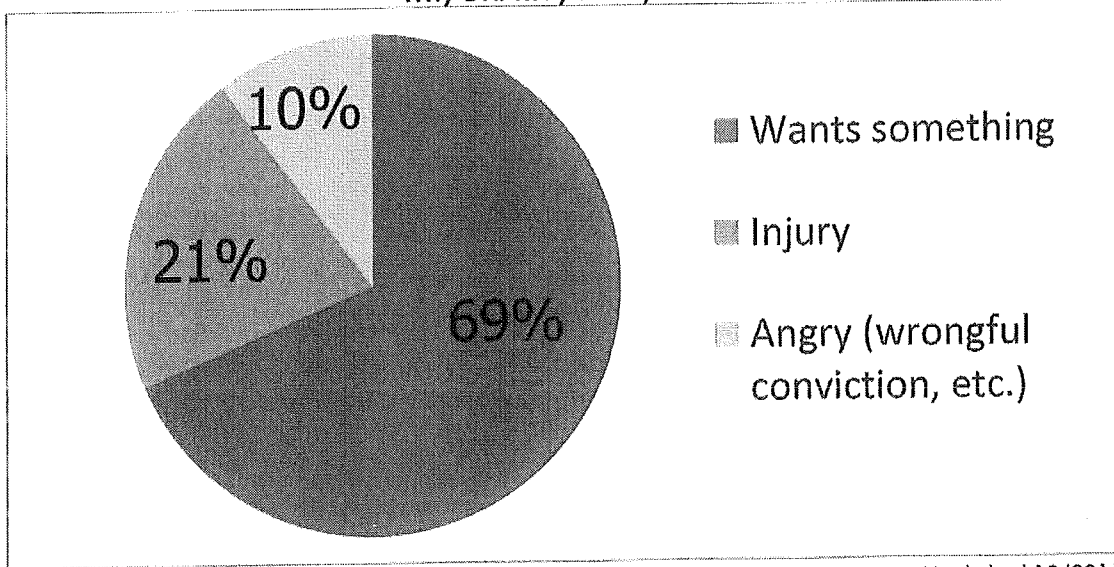
Our metrics indicate that the majority of our lawsuits are not in fact over medical malpractice allegations. Over 80% of the time, we are sued for alleged civil rights violations. Because of this, ACH is unique in that we not only insure our staff with the required professional liability insurance to cover medical malpractice claims, but we also have a civil rights endorsement on our policy which tackles those § 1983 claims. Further, we name the county and the sheriff or jailer as additional insured on our own insurance policies. This extra layer of protection reinforces our ability to indemnify the facility for our team's healthcare decisions, and should there ever be a judgment against the defense, ACH would be financially responsible for the outcome. The judgment would also be imposed against ACH's insurance policy, not the county's insurance policy. This ensures the county's insurance premiums are not adversely affected by the actions of ACH's staff.

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)



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### Why Did They Really Sue?



Updated 10/2015

More than half the time, our lawsuits are meritless and the patient simply did not get something they wanted. That's OK, but we won't settle a case for a small amount just to make it disappear. We are bound by the ACH code of doing the right thing. If our staff hasn't done anything wrong in the course of the patient's care, we will stand up for them and fight the case to the point of jury trial – as we have already done on two different occasions – because we know that our staff's diligent work will shine through to the jury, and we will prevail. In those cases, we spent tens of thousands of dollars defending our team when a much smaller settlement would have motivated the plaintiff to walk away. Because those settlements would be memorialized on our team's medical licenses, we don't think it's fair to take the easy way out. Our CEO is adamant that we not let a profit motive get in the way of doing the right thing. We are proud that we can honestly say the ACH team has never had a judgment levied against it.

Conversely, in the rare event our team has made a mistake in patient care, we do the right thing by immediately taking ownership of the error and determining how we can remedy the injury and make the plaintiff happy. It's the right thing to do. This type of analysis is performed for every single one of our lawsuits. Once the plaintiff is made whole, our work doesn't stop. We treat lawsuits as opportunities to learn how we can do our jobs better. For each of the few settlements we have made, we have changed our company processes nation-wide. Learning from our mistakes is probably why our insurance rates are substantially lower than that of our competitors.



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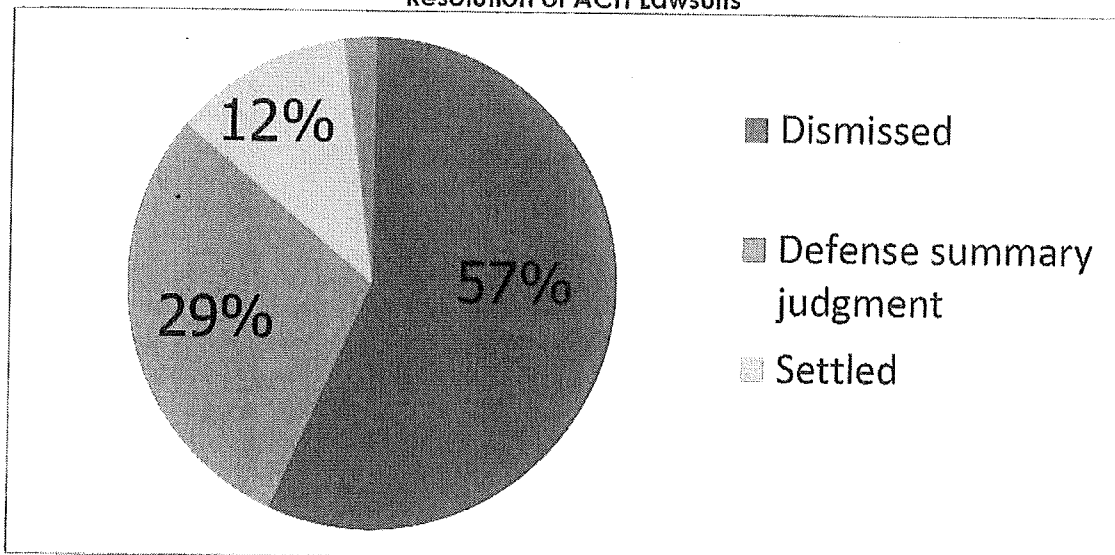
**Malpractice Cost per Inmate per Year\***

Vendor 1	Vendor 2	Vendor 3	Vendor 4	Armor	ACH*
\$209	\$186	\$98	\$83	\$75	\$29.36

\*Data taken from Armor Correctional's response to the Minnehaha, South Dakota RFP, 2013  
 \*For year August 2014 - July 2015

In all, ACH has championed 3 different multiple-day jury trials which resulted in verdicts in our favor. We also have the unique privilege of receiving an extremely uncommon judgment as a matter of law in a case out of Alabama. (Interestingly, in that case, we made it to the point of a bench trial, at which time the judge determined the plaintiff had insufficient evidence to reasonably support their case against ACH, and ruled in our favor.) Approximately 30% of the time we win summary judgment by producing evidence to support each and every essential element of our defense, while nearly 60% of our lawsuits are outright dismissed. In about 1 of every 10 lawsuits, however, we will take ownership of what went wrong, settle the matter to make the plaintiff whole, and learn from our mistakes by implementing new practices company-wide. It's just the right thing to do.

**Resolution of ACH Lawsuits**



Updated 10/2015

ACH's risk management program is so powerful that we have been asked to teach our methods at both the NCCHC's annual conference and the Defense Research Institute's (DRI) conference. As the specialists in jail healthcare and reducing risk, we are delighted to offer the use of our staff as expert witnesses. They've even been retained by our competitors.

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)



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## Insurance

ACH will maintain commercial automobile liability insurance with minimum limits of One Million Dollars (\$1,000,000) per occurrence, covering owned, hired, and non-owned automobiles. ACH will also maintain one or more commercial general liability insurance policies with minimum limits of bodily injury and/or property damage: One Million Dollars (\$1,000,000) each occurrence and an annual policy aggregate of Two Million Dollars (\$2,000,000). Additionally, ACH will maintain professional liability insurance, including civil rights liability, with minimum limits of One Million Dollars (\$1,000,000) each occurrence, Three Million Dollars (\$3,000,000) annual aggregate. Furthermore, ACH will maintain workers' compensation and employer's liability insurance covering its employees while on the facility's premises that complies with the statutory minimum requirements in the applicable state.

As an added layer of protection, ACH will name the Sheriff and county as an **additional insured (please note that ACH cannot name the county as additional named insured as requested in the Invitation to bid)** for the sole negligence of ACH under ACH's commercial automobile, commercial general, and professional liability portions of insurance and provide the county with a Certificate of Insurance specific to correctional facilities evidencing the terms of the insurance coverage and policy limits.

To top it off, ACH will hold harmless and indemnify the county and facility against any loss or damage solely caused by the negligent, reckless, intentional, or deliberately indifferent conduct of ACH or its employees, which is related to medical treatment or care provided by ACH.

## Transition Plan

ACH uses our expertise to create a fluid transition from your current medical services program to our managed healthcare program in an efficient manner so disruptions to patient care or facility operations are minimized. The key to a successful program is developing a relationship with the site staff, both correctional and medical, prior to the actual commencement of services so our team is best prepared to provide your facility with the highest quality of medical services. Our ideal transition timeline is as follows.

Upon our notification of your intent to award the project, our corporate office staff holds a site start-up meeting and the contract terms are drafted. Once we have a signed contract in-house, the start-up team is identified, the orientation date is set, billing is scheduled, and management services begin. We coordinate all of the appropriate vendors, such as pharmacy, mobile laboratory and X-ray services, and biomedical waste disposal.

We request recruitment for all open positions and will interview any current staff at the facility's request. Once we select candidates for hiring, we verify their license, send their



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information to the facility for background clearance, and schedule their orientation training.

Then our team will speak with our lead contact at the facility to discuss our processes for medical claims re-pricing, data collection for CQI reporting, the practitioner call schedule, the fit for confinement policy, and the medical policies, procedures, and protocols. The purpose of this conversation is to ensure that our processes will be compatible with the facility's operations and if they're not, then we have enough time to modify them.

Approximately 3 weeks before we start a project, we will start working on our "start-up box." This kit may include medical supplies, medical equipment, medical policies and procedures, the protocol manual, forms (such as sick call request forms, discharge referral forms, and authorizations for the release of information). At this time one of our team members may also conduct an on-site visit to assess the equipment and technology needs of the medical unit.

When we are about 1 week from our start date, we will double check that all medical supplies have been delivered and confirm with the pharmacy that any emergency medications have been ordered and shipped to the facility. We also confirm that pharmacy-specific forms (such as medication administration records [MARs]) are on-site, the medication cart has arrived, and the necessary medical licenses have been submitted.

The day of orientation, our team will first meet with the facility's administration to confirm the objectives of the orientation training. Then an in-service on risk management issues will be conducted with both facility and medical staff in attendance. In order to maximize attendance and accommodate all shifts, there are times we will schedule multiple orientation trainings at different times of the day.

After the orientation training, we develop a site-specific strategic plan. It is first drafted based upon discussions with the facility's administration identifying ways we can maximize the facility's strengths while solving problems caused by any weaknesses. This is also when a list of action items will be created and the first CQI meeting will be scheduled. The strategic plan is a living document. Action items remain on the list, or are added to the list, and are reviewed at each meeting until they are completed. The strategic plans are always presented to the facility for review to ensure we are all on the same page in meeting the facility's healthcare needs.

### **Medical Policies and Procedures**

ACH assists the facility in drafting medical policies and procedures which are loosely based upon the National Commission for Correctional Healthcare (NCCHC) guidelines then modified to be specific to the facility's needs and operations. The policies and procedures remain the property of the facility.



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## Recruiting

ACH understands the importance of recruiting and retaining highly skilled personnel who respect the uniqueness of the correctional environment. We begin our process by recruiting for all open positions. We start seeking candidates through a variety of sources including Indeed.com, CareerBuilder.com, and local advertising. We may also contact current facility staff for candidate recommendations. If we employ their recommended candidate for a designated period of time, we offer a referral bonus to the jail staff member. We also offer referral bonuses to current employees of ACH.

Our interview process was overhauled in 2013 and is now like no other in the industry. We start by verifying all license information, if applicable, at the corporate office. Candidates then go through an initial skills interview with a healthcare professional and if it is determined they are medically capable of doing the job, we will check references and request a background check from the facility. Once the candidate clears this step, the final interview is conducted. This is a panel interview which was created internally in order to screen out candidates we believe will not be a good fit for ACH or in the correctional environment.

ACH is an EEO employer. A copy of our EEO policy will be provided upon request.

## Advanced Training Program

ACH has developed a comprehensive training program including orientation training, a DVD training library, on-site training, and jail summits, depending on the facility's training requests.

Training manuals for the nurses and practitioners are provided and reviewed with the medical staff. These manuals include pre- and post-tests as well as a step-by-step review of procedures. The training manual may cover the following topics: automated external defibrillator (AED); blood borne pathogens; cardiopulmonary resuscitation (CPR); first aid; OSHA respirator medical evaluation; identifying signs, and management, of patients with developmental disabilities; medical screenings, if appropriate; med pass, if appropriate; and suicide prevention.

Training is also provided to assist the correctional officers and medical staff in identifying basic mental health issues and behaviors specific to incarceration. These topics may include: excited delirium; malingering; medication management; mental health evaluation; mental health intervention; post-release mental health services (i.e., helping the client maintain contact with the mental health system/continuity of care); and suicide prevention.

Our DVD library offers a variety of correctional healthcare topics including suicide prevention, alcohol detoxification, mental health, transgender inmates, and proper documentation. The DVDs allow correctional and medical staff to watch and learn on-



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site and at their convenience. When the facility prefers face-to-face instruction, our expert staff is willing and able to visit the facility to conduct on-site training to the correctional and medical staff.

ACH jail summits provide a full day of continuing education units for sheriffs and jail staff, as we present the latest up-to-date news and information on correctional healthcare. The summits consist of a panel of speakers discussing the latest policies and procedures in regard to correctional healthcare. With the curriculum presented throughout the day, those in attendance gain continuing education units (CEUs) towards their requirements.

### **Utilization Policy**

ACH provides appropriate, cost-effective, on-site medical care to patients housed in correctional facilities. When appropriate care cannot reasonably be obtained or delivered on-site, ACH arranges for off-site treatment. It is ACH's goal that all patients receive appropriate, cost-effective, and timely off-site care.

The on-site medical staff, whether employed by ACH or the correctional facility, is responsible for evaluating the patient's condition. When the medical staff determines that off-site treatment may be appropriate for a patient, they are responsible for notifying the site's practitioner.

The site's practitioner may, at their own discretion, suggest an alternate treatment plan. The site's practitioner does NOT contact ACH's corporate office for any type of approval in order to send a patient off-site. The site's practitioner retains final authority and responsibility for the decision to send a patient off-site, and can only be overruled by the Sheriff if the Sheriff has a security concern.

If the site's practitioner determines that off-site care would NOT be appropriate for the patient, the on-site medical staff may follow the practitioner's alternate treatment plan.

If the site's practitioner determines that off-site care would be appropriate for the patient, the on-site medical and/or custody staff then work together to make any appointments, etc.

In the event of a medical emergency, the on-site medical staff consults with the site's practitioner then makes the necessary arrangements with the custody staff for the patient to be transported to a hospital's emergency room. If the practitioner cannot be reached, or if the patient's safety warrants more urgent transport, the on-site medical staff is to send the patient to the emergency room and continue their attempts to contact the practitioner. The patient's safety should always come first.



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### **Mobile and Off-Site Services**

ACH has the ability to bring mobile service providers on-site to perform work using the provider's equipment and staff, such as laboratory and X-ray services. This bonus not only reduces the number of hospital trips, but also greatly reduces the correctional officer's time, a particular benefit in instances during which a facility may be short-staffed.

In the event a patient requires off-site services for medical reasons, ACH arranges for those services in accordance with the facility's policies and procedures. Typical off-site services include consultation services, dental care which cannot be performed on-site, diagnostic testing, hospitalizations, and specialty services (such as gynecology and mental health).

### **Waste Reduction**

ACH has created a waste reduction program which includes a network discount provider list specific to each county. In facilities where ACH is responsible for off-site services, waste is monitored through systems which summarize transactions and are detailed in reports to the facility. ACH works with each client as a partner in the delivery of healthcare services to reduce waste while providing exceptional healthcare for patients.

### **Pool (annual)**

The county will have a pool of \$20,000 to be used every 12 months (referred to as the "pool"). The pool money will be spent as indicated in this RFP response. Certain non-county inmate costs (including but not limited to dental care, mobile services, off-site services, and specified medications) will not be paid for with pool money.

The date of service for outpatient care, or date of admission for hospitalization, or date of the prescription, will be used to determine the calendar month in which the expenses are to be applied toward the pool. Any costs exceeding the pool will be reconciled back to the county at the time the costs exceed the pool, or monthly, as needed.

All monies remaining in the pool after receipt of invoices for services will be returned to the county within 90 days after the 12 month term. Invoices received more than 90 days after the close of the 12 month term will be forwarded to the county for payment.

In the event the contractual agreement is terminated prior to the 12 month term in which the pool applies, any remaining pool monies will be prorated for the portion of the 12 month term elapsed. Costs exceeding the prorated amount will be paid by the county.





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### Pharmaceuticals

ACH provides all medically-indicated pharmaceuticals for the facility's patients. This includes prescription medications, prescribed over-the-counter medications, and psychotropic medications. When patients who are housed for Immigration and Customs Enforcement (ICE) require prescription medication, ACH's national pharmacy has the ability to bill those prescriptions directly to ICE, a convenience which relieves the county of the hassle of dealing with the paperwork.

The reason ACH partners with a national (instead of local) pharmacy is to provide pharmaceuticals at the most cost-effective rate for the county. However, we are flexible in that we will use a national or local pharmacy based upon the county's personal preference. In the spirit of full disclosure, our national pharmacies have always been willing to perform price comparisons against local pharmacies for the county's review. In some cases, our clients have been able to use this price comparison as a negotiation tool, resulting in the local pharmacy matching the national pharmacy's prices, and that money staying in the county.

Another way ACH saves the county money in pharmaceuticals is through the use of home medications. When patients or their families are willing and able to bring medication to the facility, it simply saves the county money. To ensure this practice is performed both legally and safely, ACH has systems in place to make sure those medications are properly verified prior to being dispensed to the patient. The patient's safety is paramount.

ACH has created a special category of medications we call "specified medications." In order for ACH to keep the county's day-to-day pharmaceutical costs low, the county bears the risk of a patient entering the facility and necessitating one of these medications, in which case the county would be responsible for paying for the medication. Should one of these medications be required in the facility, ACH would secure the medication through our national pharmacy at a discounted price so the county receives the advantage of ACH's buying power. Those medications are ones related to the treatment of:

- HIV, AIDS, and HIV/AIDS related diseases
- Hepatitis
- Cystic fibrosis
- Multiple sclerosis
- Cancer
- Active tuberculosis
- Biological drugs
- Anti-rejection drugs

(Medications related to these treatments are defined in accordance with medical literature.)



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### **Medical Supplies**

As part of our program, ACH provides disposable medical supplies intended for one-time use, such as tongue blades, Band-Aids, gauze pads, medical tape, sterile water, saline, pregnancy tests, blood sugar strips, peak flow mouth pieces, O2 tubing, urine test strips, syringes, gloves for the medical staff, med cups, lancets, ammonia ampules, cotton-tip applicators, and alcohol preps.

ACH will not be responsible for the cost of durable medical, dental, or office equipment. ACH can assist the county in purchasing needed durable medical, dental, and office equipment, the cost of which will be passed on to the county at acquisition price.

### **Medical Records**

Our nursing staff will create and maintain complete and accurate medical records for each patient who receives medical services. Medical records may include blood work and other diagnostic testing results, consent and refusal forms, medication administration record (MAR) forms, findings and diagnoses, health assessments, hospitalization or off-site discharge paperwork, immunization records, information release forms, progress reports, sick call requests, screening forms, treatment plans, and specialist letters. We complete progress notes in the standard SOAP format (Subjective, Objective, Assessment, and Plan).

Medical records will always be the property of the facility and should remain on-site at all times. They will be kept separate from the inmate's confinement records. When an inmate is transferred to another correctional institution, a complete copy of their original medical records will be available for the transporting officers to take with them.

Of importance, ACH understands the HIPAA and privacy exemptions for correctional facilities and will train the facility and medical staff on those exemptions. Medical records and patient information will be kept confidential to the extent required by law. Patients will not be given a copy of their medical records without prior approval from the facility.

### **Practitioner Services**

A physician visits the facility weekly and stays until all of their work is completed. (A mid-level practitioner is only used when approved by the facility.) The practitioner serves as the site's medical director and has complete medical authority over the patient. This practitioner will conduct on-site practitioner sick calls, approve and sign all orders, discuss medical cases with the nursing staff, and engage in practitioner-to-practitioner discussions relating to off-site treatment and care, as appropriate. We do not require our practitioners to obtain prior corporate approval for any healthcare decision. This



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way, the practitioner at the bedside has the autonomy to properly, efficiently, and humanely care for the patient without any barriers to obtaining treatment.

In addition to on-site visits, a minimum of 3 practitioners are available by telephone to assist the facility's correctional and medical staff on an on-call basis, 24/7, including holidays. One practitioner will be a primary contact, while the two additional practitioners will provide back-up in the rare event the site practitioner is unavailable at the time of the call. This 24/7 service allows patients to be diagnosed confidently, eliminating the number of off-site visits and costs for the correctional facility. Furthermore, each ACH client is provided with Dr. Johnson's cell phone number, in case of any emergencies.

### **Mental Health Services**

With the closure of mental health facilities, there is increasing dependence on jails to be responsible for the care of the mentally ill. ACH is aware of the burden and responsibility this places on the correctional facility and county. To minimize the risk of harm and provide the highest standard of services possible to the mentally ill, ACH has created a mental health program that includes steps for suicide prevention and intervention. The components of this program include: evaluation, prevention, and intervention; multidisciplinary treatment plans; suicide prevention and intervention initiatives; medication management; staff training; inmate education regarding mental health issues and the role of psychotropic medication and non-medication-based interventions; aiding security staff in regard to program assignment and classification/housing decisions; and post-release mental health services (i.e., helping the inmate maintain contact with the mental health system – continuity of care).

ACH medical practitioners are trained to handle the vast majority of mental health conditions. To stay updated on state-of-the-art treatment approaches, they are provided with educational updates at least three times a year on mental health conditions. Dr. Johnson, CEO, is an American Board of Addiction Medicine (ABAM) certified physician who works closely with the site physicians on field training and patient consultation. In addition, our physicians have 24/7 cell phone access to the Director of Mental Health Services, Dr. Melissa Caldwell, for consultation on non-emergent mental health concerns. All mental health services will be delivered in accordance with applicable guidelines and strongly based on the recommendations put forth in the Department of Justice's "Criminal Justice/Mental Health Consensus Project Report."

### **Nursing Services**

ACH will provide on-site licensed practical and registered nursing coverage on a schedule approved by the facility. ACH will be responsible for recruiting, hiring, training, and supervising the nurse employees. Our nurses will start by reviewing the patient's



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intake history. Within 14 days of arriving at the facility, each patient will then undergo a health assessment.

Health assessments generally include an initial dental, vision, hearing, medical, and mental health screening; a recording of vitals such as the patient's height, weight, pulse, blood pressure, and temperature; a collection of data to complete histories, including any immunizations; laboratory and/or diagnostic testing to detect communicable diseases; and a review of the results of previous examinations and testing. Once the health assessment is complete, the medical team will develop and implement a patient-specific treatment plan. This plan typically involves patient education on topics such as dental hygiene, and may even include certain housing or program recommendations. Because documentation is so important in correctional healthcare, we train our staff to complete health assessments on specially-designed ACH forms which were created based upon our extensive experience in correctional healthcare.

When inmates have a medical request, our nursing staff will triage those sick call requests or "kites" before conducting nurse sick call. All medical requests will be responded to in a timely manner. The nurse will then discuss patient cases with the practitioner either in person or via telephone before scheduling the patients to be seen by the practitioner, when necessary. Sick call sessions will be arranged in a manner that endeavors to avoid conflict with any of the facility's programs, visitations, and meal times.

Due to the nature of correctional healthcare, ACH requests, on behalf of its staff, for security officers to be present during sick call sessions, especially when our staff assesses patients who are located in segregation or may have more dangerous housing classifications. In situations where a patient's classification status may preclude their attendance at a normal sick call session, our staff will work collaboratively with the facility's staff to organize the provision of medical services at the patient's location of confinement.

### **Chronic Care Clinic**

ACH ensures that all patients with chronic illnesses are provided with appropriate and effective care through our chronic care clinic. Chronic illnesses are those which are ongoing or recurring, such as asthma, cardiac disease, diabetes, HIV, and hypertension. Through our program, patients begin with education on the seriousness of their condition and the role they play in improving their personal health and well-being while incarcerated. The counseling and self-care instructions they receive are useful even once the patient is released back into the community.

We develop individual treatment plans for each of these patients. Depending on the patient, the plan may include instructions regarding diet, exercise, medication, therapy, the type and frequency of laboratory work, and the frequency of recommended



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follow-up visits. These plans are adjusted on an ongoing basis so the patient receives the best possible care for their condition. While the practitioner is constantly involved with these patients' care through communication with the nursing staff, all chronic care patients have their cases reviewed by the practitioner a minimum of once every 3 months.

### **Special Diet Needs**

ACH's medical team recommends and monitors therapeutic diets for patients who require accommodation based upon medical need, not personal preference. If a patient self-reports a food allergy, the practitioner will determine the need for a therapeutic diet. In general, patients will be instructed on self-care and dietary options to promote their ability to make appropriate dietary choices when they are released to the community.

### **On-Site Emergency Medical Care**

If anyone in the facility (not limited to inmates) should become ill or require emergency care while our staff is on-site, our staff will respond and provide the necessary emergency care, such as first aid and CPR, until emergency personnel arrive at the facility. Our staff members are continually trained on basic life support, such as CPR.

### **Continuous Quality Improvement (CQI) Meetings**

ACH has an aggressive continuous quality improvement program which includes the frequent training of our medical staff and the ongoing data collection of the quantity and types of medical conditions and chronic illnesses we expect to see in correctional facilities. We then focus our training on evidence-based medicine with a special emphasis on correctional healthcare, concentrating on any specific conditions currently affecting patients in the facility. Our Compliance and Physician Services departments conduct constant research and incorporate the latest articles and research findings into our recommended medical policies, procedures, and protocols.

All of this information is reviewed with the CQI team at regularly scheduled CQI meetings. The CQI team is comprised of facility staff, medical staff, ACH's corporate office staff, and any necessary specialists (such as dentists, gynecologists, and mental health providers). A CQI meeting is a multidisciplinary approach to solving perceived problems at the facility. New or unusual patient cases will also be discussed. The CQI team's objective is to identify specific issues they want to fix, develop a plan of improvement, assign specific staff members to action items to ensure accountability, then monitor to confirm completion.



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## Compliance

ACH staff will operate within the requirements of the facility's policies and procedures as communicated to ACH staff by the facility. Upon the facility's request, ACH will assist the facility in drafting medical policies and procedures.

Should jail administration choose to comply with the Prison Rape Elimination Act of 2003 (PREA), ACH will endeavor to comply with PREA, applicable PREA standards, and the facility's policies related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within the facility. ACH acknowledges that, in addition to self-monitoring, the facility may conduct announced or unannounced monitoring to include on-site monitoring.

The non-delegable duty to protect inmates is, and always will be, vested in the Sheriff. This RFP response does not result in the assumption of a non-delegable duty by ACH. As such, the Sheriff specifically retains the duty and obligation for security of the inmates. This duty extends to the control of inmate movement. ACH and its personnel will assume no responsibility for the movement of inmates to or from the medical unit and assume no responsibility for inmate protection at any time.

*"The conversion to a contracted service has benefited our environment, not only fiscally from our previous in-house program, but also in efficiency. Thanks to ACH personnel, the planning and certification and the adherence to Arkansas Jail Standard mandates were completed in a surprisingly easy and expeditious manner."*

**Jail Administrator John P.M. Smith**  
Craighead County Detention Center, Arkansas

## Legal

ACH will not provide or pay for any non-medical needs of the patients while in the facility, including, but not limited to: daily housekeeping services; dietary services, including special supplements, liquid diets, or other dietary needs; building maintenance services; facility cleaning for ectoparasites; personal hygiene supplies and services; clothing; and linen supplies. ACH will not provide and will not pay for any services, supplies or equipment which are not specifically contained in this proposal.

ACH also allows the county to authorize other public agencies within the county to purchase our proposed items by issuance of a purchase order at the same terms and conditions as our agreement ("piggyback"), and to make payments directly to ACH during the period of time the agreement is in effect.



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### Termination

ACH offers a 30-day out clause in which the county may terminate ACH's services simply by giving thirty (30) days' advance written notice to ACH.

**For compensation information, please see the attached Program Overview.**

### Advanced Purchasing Program

With ACH's Advanced Purchasing Program, the county can take advantage of our partnership with a national buying group which has pre-negotiated pricing contracts with thousands of manufacturers and distributors. This includes discounts for products from McKesson, FedEx, U.S. Foods, Staples, Supply America/Dietary Equipment, and other trusted medical and office supply companies. This exclusive, free program offers discounts on everyday items like toilet paper, batteries and examination gloves used by the jail in the medical department and beyond, and may also be used by other county entities not affiliated with the correctional facility, such as nursing homes and schools.

ACH clients are experiencing substantial savings in common cost areas such as food, cleaning supplies, inmate housing needs, capital equipment, and office supplies by participating in the Advanced Purchasing Program. Potential savings to the facility and the entire county can be considerable. In fact, a Missouri client funded their entire jail healthcare program with money saved through the Advanced Purchasing Program. **Based on an ADP of 160, potential savings for the Christian County Detention Center are estimated to be more than \$43,000.**

*"The folks from ACH have changed the world for us in the field of inmate healthcare. Our decision to go with them for service was indeed health-wise and cost-saving to boot."*

**Sheriff J.B. King**  
Pulaski County Jail, Missouri

### References

Taney County Detention Facility  
Sheriff Jimmie Russell  
266 Main Street  
PO Box 1005  
Forsyth, MO 65653  
T: (417) 546-7250



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Morgan County Adult Detention (this facility also houses ICE inmates)  
Jail Administrator Cody Worthley  
211 E. Newton Street  
Versailles, MO 65084  
T: (573) 378-6860

Caldwell County Detention Center (this facility also houses ICE inmates)  
Dina Eskridge, Administrative Assistant  
280 W. Main  
P.O. Box 38  
Kingston, MO 64650  
T: (816) 586-5245

Attachment: Advanced Inmate Health bid (2659 : Bid Opening-Inmate Health Services)







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/05/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Callender & Co. 1615 Candletree Dr Peoria IL 61614	CONTACT NAME: Rob Bielenberg	
	PHONE (A/C, No, Ext): 309 693-1313	FAX (A/C, No): 309 693-7969
	E-MAIL ADDRESS: rob@callenderco.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Advanced Correctional Healthcare 3922 W Baring Trace Peoria IL 61615-2500	INSURER A:	Selective Insurance Group
	INSURER B:	Travelers Insurance
	INSURER C:	Essex Insurance Co
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

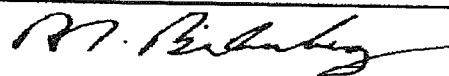
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		S1997699	08/01/2015	08/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/CP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			S1997699	08/01/2015	08/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			S1997699	08/01/2015	08/01/2016	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	6JUB-5B51043-4-15	08/01/2015	08/01/2016	<input checked="" type="checkbox"/> WC STATL TDRY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	<b>Medical Professional Liability</b> Including Civil Rights	X		MM-825711	08/01/2015	08/01/2016	\$1,000,000 each claim \$3,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Missouri

**CERTIFICATE HOLDER**

**CANCELLATION**

To Whom It May Concern	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**Upon Award Notification**

- Corporate start-up meeting to discuss commencement of project
- Develop county-specific contract based on proposal elements chosen
- Open dialogue with facility-specific key personnel to ensure smooth transition
- Secure permission to contact existing nursing staff (if present)
- Identify physician candidate(s) and/or initiate recruiting
- Review facility nursing staff with facility designee
- Schedule orientation
- With permission of the Sheriff,

**Contract Commencement**

- Initiate medical services
- Initiate management services
- Initiate Continuous Quality Improvement (CQI)
- Present strategic plan to county for review and acceptance

**2 Weeks Prior**

- Continue/complete employee recruitment process (job offers, benefits, staffing schedules, application packets)
- Provide facility with staff information for background checks
- Identify orientation and training schedule
- Verify billing process and prepare initial statement
- Identify off-site providers
- Develop access agreements for continued/initial service, as needed
- Review initial ten policies and procedures

**3 Weeks Prior**

- Identify current staffing ability, determine plan(s), and initiate recruitment
- Conduct phone screening and on-site interviews
- Complete facility leadership assessment
- Continue contract development and negotiation, if necessary
- Schedule visit by medical operations
- Identify employment background check process and schedule orientation

**1 Week Prior**

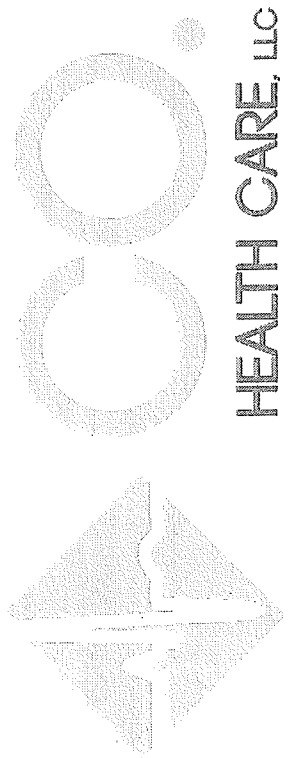
- Finalize county contract and obtain required signatures
- Develop appropriate county-specific medical forms
- Ensure delivery of initial supply of medications, MAR forms, medical materials, medical supplies, and equipment
- Conduct orientation for facility administration, correctional officers, and medical staff
  - Protocol review
  - Policy and procedure review
  - In-service on appropriate detainee management
- Create timeline to be reviewed and completed during following CQI meetings
- Ensure new site staff oriented to facility
- Deliver policies and procedures to the facility for initial review
- Develop county-specific, strategic plan based on orientation discussion and Site-specific needs, issues, and goals

**Transition Timeline**



Proposal for Offender Medical Services

Scope of Services



Proposed Service & Staffing Matrix

Proposed Staffing  
 COHC will provide the Christian County Jail with an inmate medical service program. The following price includes on-site nursing hours and is based on the specification of the request for proposal of *166 inmate ADP*. COHC has included the general liability insurance, staff training and education for both security and health care staff members. The Cost for such services will be charged monthly, is a set price *per the specifications of the RFP*.

Services	Nursing hours 98	Nursing hours 107	Nursing hours 114	There will be no reconciliations of nursing hours over contracted amount. COHC will bear the expense of overtime hours.
On-site Nursing Staff, RN, LPN				
Physician Staffing, on call services 24/7 and onsite a minimum of 2 hours weekly	3 hour minimum or as the need requires. 24/7 on call services	3 hour minimum or as the need requires. 24/7 on call services	3hour minimum or as the need requires. 24/7 on call services	Physician On site emergency response is included.
Mental Health Staffing, Psychologist PhD, On call services 24/7, onsite a minimum of 4 hours weekly	4 hour minimum or as the need requires. 24/7 on call services	4 hour minimum or as the need requires. 24/7 on call services	4 hour minimum or as the need requires. 24/7 on call services	
Certified Substance abuse Counsellor, LPC	10 hour substance abuse counselling weekly	10 hour substance abuse counselling weekly	10 hour substance abuse counselling weekly	
Professional Liability/Civil	Yes	Yes	Yes	
Administrative	Yes	Yes	Yes	
Pharmaceuticals/ Medical Supplies including the Flu and hepatitis vaccine for CCSO Jail staff.	All prescription and over-the-counter medications	All prescription and over-the-counter medications	All prescription and over-the-counter medications	COHC will assist in coordinating community provider care when necessary. Excludes, HIV, Hepatitis, Dialysis or Chemotherapy treatments.
Laboratory Services	Yes	Yes	Yes	
Hospitalization	Care coordination	Care coordination	Care coordination	
Radiology & Specialty Services	Yes	Yes	Yes	
Dental Services	Yes	Yes	Yes	
Medical Waste Removal	Yes	Yes	Yes	
Monthly Cost of Services	\$29,375.65	\$36,241.67	\$32,483.33	
Annual Cost of Services	\$351,900.55	\$434,900.04	\$389,800.00	

COHC will be responsible to provide all prescription and prescribed over the counter medications for the offender population. With the exception of HIV treatments, Chemotherapies of all type, Dialysis treatment, Hepatitis treatment, tuberculosis treatments, associated care, any hospital associated care. COHC will assist in acquiring the medications for the inmate through the assistance of community agencies.

COHC understands Christian County's desire to have a "No Capitation" on services such as pharmaceuticals. We also understand the county's request for "NO Reconciliation" of the ADP. Per the RFP the price is set.

**Proposal for Offender Medical Services**

**Scope of Services**

**Utilization Management and Cost Containment**

This proposal contains an overview of all services offered by Co. Health Care, LLC (CoHC). This proposal is curated to best suit the needs and requirements of Christian County. The scope of services below develops a program specific to the needs and requests outlined in the request for proposal, as specified for and ADP of 160.

The combined experience of CoHC with nearly 30 years working hands on in the field of correctional healthcare, we have gained an understanding of the healthcare needs of jails and inmates in this population. CoHC provides a healthcare system that focuses on best patient practice and outcomes, thus minimizing risks associated with offender health care. We strive to provide the minimally medical effective care while maintaining cost efficiency. As a local company we understand the needs of Christian County and strive to provide the highest level of care with no hidden cost to the County. We understand the required changes in health care standards and federal mandates.

Jail medical is often one of the largest risks and greatest liability to the county. Jail medical care is required to provide and mimic community equivalent care according to evidence based practice and standards of care. Jails, as medical homes are held to practice a higher standard of care than for non-incarcerated individuals. Therefore, CoHC will work with the jail administration, Sheriff and county commission to develop policies and guidelines for appropriate medical housing with the structural capabilities of a jail without and infirmary or medical unit, along with the staffing level of the jail. With open communication and dialogue CoHC together with the county can minimize potential medically associated risks.

In the following pages, we provide a brief summary of the healthcare services offered by CoHC. Our health care services are in line with Missouri State constitutional requirements, community standards of correctional care, applicable jail standards, NCCOHC standards, Center for Disease Control (CDC) guidelines. Based upon a mutually agreeable staffing plan, in accordance with the Missouri State Board of Nursing scope of practice, CoHC will care for inmate medical needs and scheduling appropriate treatment, as well as coordinating all emergency and non-emergency medical services.

It is understood when referring to offender and or inmate, county, non-county, state and federal detainees are included.

**Medical Services (Onsite) Medical Staff (Onsite)**

CoHC will provide Christian County with highly qualified medical, nursing and mental health correctional healthcare personnel to meet the County's needs. CoHC is proposing an option of staffing plans according to the request of Christian County Sheriff's Office and jail administration to include *114 nursing hours*. CoHC is proud of our nursing staff that includes highly qualified nurses certified in ACLS, Board certifications held in psychology. As well as Board certified correctional healthcare nurse. Medical staff providers, physician and or nurse practitioner shall include a minimum of *3 hours on site weekly, or as the need requires, with 24hours/ 365 day on call coverage*.

#### Proposal for Offender Medical Services

CoHC understands that offenders from other counties, state or federal government agencies may be housed at the facility. These Non-County offenders will be included and identified in the average daily population count. CoHC will provide sick call by a qualified RN in accordance with the ANA scope of practice. CoHC provides over-the-counter medications, medical supplies and medical waste services for Non-County offenders and detainees. However, cost of all prescription medication and other healthcare expenses shall be paid by the agency responsible for the Non-County offender, including the offsite medical expenses associated with these individuals. CoHC will provide the same onsite care to County and Non-County offenders / detainees, at no additional staffing cost, as long as there are no substantial increases in the average daily inmate population. CoHC will not be responsible for medical care and treatment of offenders / detainees, who are not housed in the jail, are released from custody, have escaped, or are on work release.

CoHC shall not make staffing changes without prior notice to the Sheriff. In recognition of the sensitive nature of correctional services, if the Sheriff becomes dissatisfied with any healthcare personnel provided by CoHC, CoHC shall, following written notice from the Sheriff of dissatisfaction and the reasons therefore, exercise its best efforts to resolve the problem. If the problem is not resolved satisfactorily to the Sheriff within a reasonable and mutually agreed upon time frame no less than 14 days, CoHC shall remove the employee about whom the Sheriff has expressed dissatisfaction. Should removal of an employee become necessary, CoHC will be allowed reasonable time to find acceptable replacement. If, in the sole judgement of the Sheriff, immediate removal of any healthcare personnel is necessary, that person shall be removed and replaced as soon as possible.

#### Access to Medical Care (NCCHC Standard J-A-01; J-E-02)

The first critical component to a responsive healthcare system is the receiving (intake) screening process. During the receiving screening process, when requested and when onsite, each inmate will receive orientation and information from COHC healthcare staff on how to access healthcare services while housed at the facility. This orientation will include:

- Purpose of receiving history and physical evaluation, provision of emergency services, pharmaceutical services and policies, infirmary and inpatient care
- Procedures for sick call and frequency of such
- Procedures for obtaining healthcare services
- How to file a grievance
- Information on oral hygiene

Non-English speaking offenders will receive verbal and / or written information in a language they understand on how to access healthcare services in the facility.

#### Receiving (Intake) Screening

It is understood that all offenders being booked into the facility receive an intake screening, which may or may not be completed by COHC healthcare staff. COHC and the County will together determine whether healthcare staff or detention staff will conduct that screening. COHC healthcare staff, when onsite, will triage any offender when requested by a detention officer during the receiving screening process. This process will ensure that anyone brought into the booking area is questioned about their health and triaged by a healthcare professional

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### Proposal for Offender Medical Services

before being medically accepted for entry into the facility. The receiving screening will include, but is not limited to, the following:

Inquiry regarding:

- Any current illnesses, health conditions, medications, special health requirements
- Known diagnosis of serious infectious disease (hepatitis, HIV/AIDS, TB, STDs, CA-MRSA)
- Current communicable illness symptoms
- Past or current mental health treatment, hospitalization, medication
- History of or current suicidal ideation or risk
- Dental problems
- Allergies
- Alcohol, legal and illegal drug use/abuse
- Drug withdrawal symptoms
- History of tobacco use
- History of seizure activity
- recent head injury
- for females: whether pregnant and history of pre-natal care
- other health problem as designated by the responsible provider

Observation of the following:

- general appearance
- behavior
- state of consciousness
- mobility
- breathing
- skin integrity

Disposition into one of the following categories:

- referral to appropriate medical of mental health service on an emergency basis
- referral to special housing
- placement in general population and later referral to an appropriate healthcare service
- referral to outside provider for care that exceeds onsite capability
- referral to medical professional for fit for confinement prior to acceptance
- observation cell for determined protocol (suicide watch, drug/alcohol withdrawal)

When the receiving screening indicates that an inmate has a contagious disease, is on medication, has immediate medical needs, is intoxicated, or experiencing substance withdrawal, COHC staff will refer to offender to a provider for further review and treatment. COHC will also administer tuberculosis (PPD) skin tests, as clinically indicated or required.

All federal inmates or detainees will be screened within the 12 hours of receiving in accordance with the ICE guidelines. It is the jail responsibility to notify the health care staff of federal inmate arrival within thirty minutes of the inmates arrival in person or by phone.

**Offender Injury or Illness Prior to Booking**

Page 4 of 15



**Proposal for Offender Medical Services**

Individuals who arrive at the facility with an injury or illness including acute or chronic, will be thoroughly assessed prior to booking. Based on a positive evaluation by COHC qualified healthcare team member when onsite, the offender will be accepted and booked into the facility. COHC and our facility physician, together with the County, will develop medical admission criteria for the healthcare team member to follow when medically accepting an offender into the facility. If, in the opinion of the healthcare team member, the injuries or illness can be treated effectively onsite, the offender will be accepted. Should the inmate have injuries or illness beyond the capacity of treatment or structural capabilities within the facility, the healthcare team will immediately advise detention and/or transport staff to transfer the offender to an appropriate offsite medical/mental health treatment center, outside correctional facilities with an infirmary capability, and/or jail diversion program. Should the county choose to accept and house inmates against the advice of CoHC health care staff, CoHC shall not be responsible for the care or cost associated with any such inmates. Such examples would include but are not limited to blood disorders, cancer and /or on chemo therapies, renal failure on Dialysis, fresh surgical sites, including external fixators, immunocompromised conditions.

**Offender Health Assessments**

In accordance with NCCHC standards, a qualified healthcare professional will perform an offender assessment within 14 days of the offender's arrival at the facility. If the assessment is performed by a registered nurse, trained by the physician to complete health assessments, the facility physician will review all the results of the assessment to address any problems. The health assessment will include the following components:

- review of the receiving screening results
- collection of additional data to complete the healthcare, dental and mental health histories
- record of the offenders vital signs including height and weight
- additional testing as clinically indicated
- complete physical examination including mental status
- review of significant finding of health assessment, test and identification of problems by physician
- initiation of therapy and immunizations when appropriate

For pregnant offenders, the following additional information:

COHC advises against accepting and housing long term pregnant persons at or above 34 weeks gestation with a normal pregnancy, or any pregnancy deemed high risk at any level gestation. COHC will not be responsible for the cost of prenatal care, delivery, mother and infant care, off site hospital or office visits including associated diagnostic testing.

- confirmation of pregnancy
- routine prenatal education and care
- high risk prenatal education and care, if indicated
- management of chemically addicted pregnant offenders is not capable within Christian County jail as it does not have an infirmary or 24hour nursing staff.
- post-partum follow-up care

**Proposal for Offender Medical Services**

If the results of the offender health assessment require further evaluation or treatment, a referral to the appropriate health provider will be made.

COHC will provide annual health assessments, including physical examinations, to applicable offenders.

**Non-Emergency Healthcare Requests and Services (Medical Service Requests)**

**NCCHC (J-E-07)**

In accordance with the standard, all offenders within the facility will have the opportunity to request healthcare. Requests are documented and triaged for immediacy of need. All medical requests will be triaged by qualified healthcare professionals. Sick call will be held by an RN as is in accordance with the ANA Missouri State board of nursing scope of practice. CoHC will schedule with the County to determine times within 24-72 hours of sick call receipt that will work best for security staff and the healthcare staff upon award of contract.

The facility physician, onsite nurse or mid-level practitioner will conduct the provider sick call clinics. During the provider sick call clinic, the provider evaluates offenders referred by the healthcare team nurse (post triage) and conducts follow-up evaluation and/or treatment. The provider conducts routine non-invasive diagnostic procedures and will identify and refer any conditions requiring secondary or tertiary services. The provider reviews prescriptions, medication administration, and monitoring of offenders with chronic or special health requirements at least every 90 days to ensure continuity of care and appropriateness of treatments. The effectiveness of treatment will be monitored and reported on in monthly staff meetings and quarterly Continuous Quality Improvement Meetings that will be a multidisciplinary team and include Jail administration and/or staff.

Tracking sheets will be utilized to record each request for sick call services, date offender was seen. Appropriate documentation is recorded and maintained for all inmates seen at sick call and is incorporated into the offender's health record. Thus each offender's health record contains appropriate entries documenting all sick call encounters including:

- Offender's specific healthcare complaint
- Assessment of healthcare provider who examined the offender
- Prescribed treatment plan
- Any follow-up encounters to the point of the healthcare problem

This will ensure all offender healthcare complaints are properly and promptly addressed, documented and followed through to satisfactory resolution.

**Chronic Care and Specialty Clinic**

**NCCHC (J-G-01)**

Security is the first priority and of utmost importance. CoHC recognizes there are always additional safety and security risks along with the associated costs of offsite transports for medical appointments. Therefore, CoHC will make every effort to provide appropriate care

### Proposal for Offender Medical Services

onsite as often as possible and will hold chronic care and specialty clinics whenever appropriate and practical for both the County and CoHC. *Chronic care clinics improve patient outcomes; minimize bad outcomes which can lead to increased morbidity, mortality, and cost.* Onsite chronic care clinics will monitor and treat diseases such as diabetes, hypertension, seizure disorder, asthma, cardiac disease, HIV and other chronic illness that may warrant onsite specialty care services.

CoHC onsite chronic care and specialty clinics will provide healthcare services required to monitor and treat a broad range of healthcare needs including:

- Chronically ill
- Communicable disease
- Physically disabled
- Elder offenders
- Terminally ill
- Special mental health needs
- Suicidal behaviors
- Pregnant
- Seizure disorder
- Other special needs requiring regular care

Offenders with chronic disease or special needs will be enrolled in chronic care or specialty clinics at the time of their health assessment. Individual treatment plans will be developed for offenders with special needs. Each treatment plan will ensure the offender receives follow-up evaluation and treatment, along with appropriate education. Offenders with chronic care conditions will be evaluated at least every 3 months or as appropriate. Each treatment plan will be approved by the provider and detailed in the offender's health record. Treatment plans will follow accepted care patterns (NCCCH Standards, APA guidelines, ACA guidelines).

CoHC provides special attention to offenders with disabilities. Communication between medical and security staff will be vital for those offenders requiring medical appliances (wheelchairs, crutches, braces, splints) and those who are immobile, and in some cases Christian county jail may not be able to meet the needs of handicap inmates due to the limitations of the facility structure.

Note: In some cases CoHC will be unable to provide a full range of chronic care clinics based on total healthcare staff hours at the facility. CoHC will always ensure appropriate care to offenders with chronic care conditions; however, formal clinics may not be available in some circumstances.

### Specialty Outpatient Services – Optional

(J-G-02)

CoHC makes every effort to perform the specialty service on site depending upon volume of service required, availability of specialist and equipment required for examination. If an offender has a condition that requires treatment by a specialist, CoHC makes arrangements either for a specialist to come onsite or for an offsite specialty consultation in the community. CoHC will use as few outside providers as medically appropriate without compromise to patient safety. CoHC coordinates all offsite specialty consultations with the facilities administrative or transportation staff.

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### Proposal for Offender Medical Services

The CoHC healthcare team works closely with facility administration in regard to any offender requiring offsite medical care. The facility will be responsible for providing transportation and security for non-emergency offsite specialty services. The cost associated with offsite care office, inpatient hospitalization and/or emergency department evaluation shall be the responsibility of the inmate patient in accordance with the RSMO.

#### Medical Co-Pay System

When a co-pay system is currently in place at the facility. The County will be responsible for the collection of co-payments, if any, and all monies collected will be the property of the County and NOT CoHC. CoHC will not charge offenders for the initial receiving screening, initial health assessment, chronic medical or chronic mental healthcare. Medical co-pay systems are not advisable according to the NCCHC.

#### Medication Administration and Management (Med Pass)

CoHC will maintain a medication administration system to meet the needs of the County. CoHC utilizes the services of a contracted pharmacy that specializes in corrections. A contracted pharmacy will provide delivery 6 days per week with a local pharmacy providing back-up services 7 days per week. Medications will be provided in accordance with all local, state and federal rules and regulations.

Medication distribution will generally occur twice a day at the facility. When necessary, additional medication pass may take place for offenders who must take medication additional times per day. Medications will generally be pre-packaged.

Only properly trained medical personnel will administer prescription medications. On some occasions and upon mutual agreement of the County, CoHC will train detention staff to administer medications. The healthcare team and/or detention staff will be trained (under the supervision of the provider) in medication administration including, but not limited to:

- Security measures related to medications
- Accountability for timely carrying out of provider orders
- Accurate and timely recording of medication administration
- Common side effects of medications

#### Pharmacy Services

##### (J-D-02)

CoHC physician is assuming the care of those offenders in the County's custody. The physician may find it necessary to change offenders medications, however to provide continuity of care whenever possible the patients *verified* and current home medications will be bridged until reviewed by the provider. CoHC has established a preferred medication list for use in the facility. The preferred medication list is found to be useful for safety and reduce cost of medication. CoHC has developed policies and procedures for use of non-formulary medications.

Our pharmaceutical program meets the following criteria:

- Program consistent with state and federal regulations

**Proposal for Offender Medical Services**

- All prescriptions medications that are initiated or ordered by a provider, with designated privileges, will be labelled appropriately. A small inventory of stock medications will be maintained at the facility.
- To ensure medications will be obtainable 24/7, an account will be established with a local pharmacy.
- The formulary is maintained and routinely reviewed by the Chief Medical Director.
- All medications are prepared, maintained and stored under properly secured conditions.

All DEA controlled substances are maintained and protected under secure conditions within the health services unit. Authority to purchase or order Schedule II controlled substances is limited to the facility provider. A perpetual inventory is kept on all DEA controlled substances. All DEA controlled substances are counted in accordance with state and federal regulations. In addition, all controlled substances, syringes, needles, and surgical instruments are stored under secured conditions acceptable to the County facility administration and NCCHC and ACA standards for storing and handling medications.

Any adverse medication reactions are reported the Responsible Provider. In order to reduce the cost or redundant medications ordered or distributed, CoHC has initiated the following strategies:

- Utilization of patient specific medication to improve patient safety.
- Utilization of stock medications when deemed safe and practical.
- Accept key critical medications from outside if the medication is appropriately labelled, can be verified with a pharmacist or prescribing provider, and is critical to the well-being of the offender.
- CoHC orders prescription medications for a 7 day supply so that offenders with misdeemeanour charges, often in jail for short stays, do not have excess unused medications.

CoHC understands our responsibility for providing all prescription and non-prescription medications to the offenders. With the exception of HIV drug therapy, Hepatitis treatment, Dialysis and Chemo therapies. CoHC will only be responsible for the cost of non-prescription, over-the-counter medication for Non-County inmates. The County or custodial agency such as ICE or USMS, will bear the expense of all prescription medications provided for Non-County offenders.

**Other Healthcare and Ancillary Services**

**Dental Care**

Understanding the needs of Christian County has assisted us in developing a relationship with Jordan Valley Dental. We have been the first to bring onsite mobile dental to Christian County; decreasing the cost of transportation, and decreasing risk of security.

Each offender requiring dental care will be seen under the direction of Jordan Valley Dental. Co-HC healthcare team will be trained to identify and appropriately refer offenders with dental problems. CoHC has developed a system for prioritizing responses to dental needs.

CoHC shall be responsible for the cost of dental services for Christian County inmates. ICE, USMS and Out of County inmates responsible for payment of services for those inmates. In

### Proposal for Offender Medical Services

the event other materials are needed to provide the medically necessary dental treatment, the County shall be responsible for the cost.

#### Diagnostic Services

Laboratory services will be provided by Lab Corp of America. Laboratory services will include routine and special chemistry panels. Labs will be drawn on site by a member of our health care staff and picked up for outside testing. Any testing done on-site will be CLIA waived testing.

The cost of onsite services will be CoHC's responsibility. Offsite laboratory testing or lab draws shall be the responsibility of the inmate patient or the custodial agency. The County will be responsible for the cost of transporting offenders to offsite facilities for pathology services when necessary.

#### Radiology Services

Standard x-rays are completed on site whenever possible by way of portable radiology service. In some cases, ECG services can be conducted onsite within the scope of licensure. It may be necessary to send some ECG and radiology patients to an urgent care center or hospital as determined by the healthcare staff. All radiology and ECG results will be reviewed and initiated by the site Medical Director with a follow-up plan of care if indicated.

Co-HC will make appropriate offsite arrangements for any specialty care or diagnostic service, which will be coordinated with detention staff for required security transport to and from the offsite facility.

The cost of onsite radiology services will be Co-HC's responsibility for Christian county inmates. For all other inmate/ patient the cost associated with such services shall be the responsibility of the patient or the custodial agency. The County will be responsible for the cost of transporting offenders to offsite facilities for radiology services.

#### Emergency Medical Services

In the event of an emergency, the onsite healthcare team will immediately respond to the scene to assess and stabilize the ill or injured party. The appropriate healthcare team members will be notified and will respond as necessary. The offender, once stabilized, will be transported to an offsite urgent care center or emergency room. CoHC healthcare staff, *in some cases*, will contact the local emergency room and provide a call report describing the event, as well as send a transfer summary regarding the symptoms and details of the offender's condition.

CoHC will have 24-hour on-call provider coverage and specific written policies and procedures to address emergency response for both medical and dental issues and the emergency transfer of offenders. Co-HC providers will maintain availability via telephone when not onsite.

Any offender requiring offsite healthcare treatment, the County will provide appropriate routine non-emergency transportation services including reasonable security, as requested by offsite provider. Co-HC healthcare staff will coordinate all necessary ambulance services for emergency medical care of offenders. The emergency transportation of any offender to a hospital or specialty care unit will be coordinated with the facility administration.

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**Proposal for Offender Medical Services**

In the case of detention staff, contract employees, or visitors who become ill or injured in the facility, Co-HC will provide emergency services at no additional charge. These emergency services include first aid, assessment, stabilization, and the coordination of service until the local EMS personnel arrive on the scene and take over responsibility of care. In times of emergency or threat thereof, whether accidental, natural, or man-made, Co-HC will provide onsite medical services at the facility to the extent staffing is available.

**Hospital Care**

Should Co-HC determine that an offender requires more intensive care than what can be rendered on site, Co-HC will make recommendations for hospital evaluation and treatment at the local hospital(s) as deemed acceptable by both the county and CoHC. The cost of such care shall be the responsibility of the patient/inmate in accordance with current RSMO, and/or the responsibility of the custodial agency.

**Ambulance**

It is understood that the County will provide security for CoHC personnel and agents consistent with security provided to other County employees. The County employees will be responsible to maintain privacy and confidentiality of the inmates private health information to which they may be privilege in accordance with HIPAA. The County will provide appropriate routine non-emergency transportation services including reasonable security, as requested by offsite provider.

CoHC healthcare staff will coordinate all necessary service for emergency care offenders. The emergency transportation of any offender to a hospital or specialty care unit will be coordinated with the facility administration. The cost of such care shall be the responsibility of the patient/inmate in accordance with current RSMO, and/or the responsibility of the custodial agency.

**Emergency Response Plan**

Together with the facility administration, Co-HC will review and revise, as needed, the policies and procedures for internal and external emergencies such as natural or man-made disasters, man down situations, or pandemic flu outbreak. Emergency response drills will be coordinated and conducted with the County in accordance with NCCHC, ICE and USMS standards.

The healthcare team, under direction of the Facility Administrator, will be prepared to respond immediately and in a professional manner to emergency situations that may arise. The emergency response plan should be practiced at least annually.

**Health Education of Offenders**

Many offenders are coming to our jails with more chronic health problems than ever before. Hospitals are discharging patients earlier and with more acute illnesses than ever before, making our jails house and maintain the health of these offenders more critical than ever before. Co-HC will help offenders learning to live with illnesses they will have for the rest of their lives, thus teaching them about these illnesses is an important part of treatment and contributes to decreasing recidivism. Offenders will be educated about the nature of their illnesses and coping skills.

### Proposal for Offender Medical Services

Co-HC believes health education is a continuous process which occurs during sick call encounters, chronic care clinics and formal sessions. Co-HC will provide a variety of education opportunities for offenders. Topics may include, but not limited to:

- HIV
- Signs and symptoms of chemical dependency and withdrawal
- Smoking cessation
- Hypertension
- Chronic back pain
- Personal hygiene
- Oral hygiene
- Sexually transmitted disease
- Substance Abuse

#### Health Records Management

Co-HC will maintain medical/health record for each offender who has received healthcare services (medical, mental, or dental health) in the facility. The healthcare record is kept separate from the facility's confinement records of the offenders. The health records are maintained in accordance with the NCHC standards. Maintenance of the health record shall comply with all federal and state regulations for health records; including that of the HITECH act.

The health record contains the following information, if performed:

- Completed receiving screening
- Health assessment form(s)
- Problem list
- Physician order sheet(s)
- All diagnostic findings, treatments and dispositions
- Offender request for health service
- Record of prescribed medications and administrations
- Consent and refusal form(s)
- Release of information form
- Immunization record
- Place, time, and date of any health encounter
- Progress notes
- Specialized treatment plans
- Miscellaneous forms / documentation regarding all healthcare, dental and mental health service issues

Healthcare team members will collect and record data in the appropriate offender's healthcare record. All records of outside health service will be filed and or scanned as part of the offender's permanent health record. The medical record will be kept current and will comply with the problem-oriented medical records format and standards. An entry will be made after each offender health encounter.

If an offender health record cannot be located within 24 hours of discovered loss, the Facility Administrator will be notified.

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Proposal for Offender Medical Services

Confidentiality of Health Records

All offender health records shall be the property of the County. Co-HC shall act as custodian of the health records, and such records shall be kept confidential subject to the rights of access by the County.

CoHC will ensure access to offender healthcare records is consistent with the applicable local, state and federal confidentiality laws. The confidential relationship of doctor and patient extends to offender patients and their clinicians.

Upon the offender's return to incarceration, any prior health records will be incorporated into the new record to ensure continuity of care.

It is understood that all medical records will remain the property of the Sheriff's Office and / or County at the termination of the contract without further obligation to Co-HC. In the event of any offender litigation involving medical care provided by Co-HC, Co-HC requests permission to access the relevant offender health records. Notice of all legal actions involving inmates and the medical care of Co-HC will be provided to the Facility Administrator within 24 hours.

Optional Services

Co-HC can provide the following services to correctional staff at the facility:

- CPR certification for Jail and County Deputies.
- Management of annual TB screening program, **Hep B Vaccine**, Annual Flu shot for Christian County Jail employees as outlined in the current request for proposal
- First aid and triage, in the event of injury

Mental Health Program Overview

Co-HC's mental health programming approach is in compliance with NCCHC standards. We strive to maintain consistency in the delivery of mental healthcare. Our onsite staff providers and clinicians provide services that focus on appropriate identification of mental illness, prevention, early intervention, and aggressive treatment of the mental health disorder with the constant goal of symptoms reduction. CoHC will provide mental health services to offenders to enable them to function to the best of their ability during incarceration.

CoHC plans to provide the County Jail with the following Mental Health Staffing Plan:

- *Up to 4 hours per week of onsite service by a Licensed Mental Health Professional (Psychologist)*
- *10 hours per week by a certified substance abuse counselor, I.P.C.*
- *24/7/365 on-call availability*

All offenders will be considered eligible for mental health services with the priority given to those individuals identified as most severely impaired by a serious mental health disorder, posing the most danger to themselves or others, and those who exhibit an inability to function within the jail population. All offenders presented for evaluation will be thoroughly interviewed by a qualified psychologist, be given a full mental status exam, and be minimally asked about the following information, but not limited to:

### Proposal for Offender Medical Services

- History of psychiatric in-patient hospitalizations, private or public
- History of out-patient mental health treatment, private or public
- Current psychotropic drug use: medication, dose, prescription
- Current drug and alcohol use / abuse: type, method of use, frequency, last use
- Current suicidal ideation, plan, intent, method
- Prior suicide attempts: amount, how attempted, recent attempts, results
- History of sexual offenses
- History of sexual abuse (as victim)
- History of violent interpersonal behaviour or property damage
- History of child abuse (victim)
- Social and employment history
- Substance abuse history
- Special education background / level of education
- History of serious trauma with loss of consciousness
- History of seizure activity and cause (alcohol, drug abuse, withdrawal, trauma, disorder, etc.)
- Gross assessment of intellectual functioning

All evaluations will include the following areas:

- **Identifying Information:** Assessment of offender's family, psychosocial, employment, educational, religious and interpersonal background.
- **Mental Health History:** Assessment of offender's past psychiatric history including diagnosis, medication treatment, inpatient / outpatient treatment, treating providers and psychologists; assessment of past suicide attempts, timeframes, most recent attempts, how/why inmate attempted, history of involuntary hospitalizations due to assessment of substance abuse history including what type of drug, amount used, most recent use occurred, history of substance abuse treatment and related incarcerations.
- **Medical History:** Assessment of past medical conditions and mental health condition secondary to the medical diagnosis; assessment of past organic or cognitive impairments as a result of serious head trauma; assessment of medical condition as a result of self-induced injuries / behaviours.
- **Legal History:** Assessment of number of arrests, incarcerations, convictions, what type of arrests (drug related, sexual offenses, etc.)
- **Mental Status Exam:** Assessment of offender's mental status at the time of interview as observed by clinician including: offender's state of alertness, orientation to situation, time, place, self, incarceration; offender's mood and emotional expression; presence of suicidal / homicidal ideations, plan or intent; presence of psychosis; presence of thought disorder; presence of unusual speech indicating a mental health condition; gross impairment in memory; assessment of offender's impulse control, insight into situation and judgement.
- **Diagnostic Impression:** The clinician's summary of the offender's mental health condition as indicated by the American Psychiatric Association's (APA) Diagnostic Statistical Manual IV-TR (or most current version). This section will include a diagnosis (if applicable) on Axis I highlighting all clinical conditions that need immediate attention whether through medication, one-on-one supportive therapy, or safe housing, Axis II (if applicable) highlighting the presence of a personality issue;

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**Proposal for Offender Medical Services**

Axis III (if applicable) highlighting a diagnosed medical condition which could be resulting in a mental health condition or contributing to the offender's current mental health status.

- **Plan or Recommendation for Treatment:** The clinician's summary of treatment recommendations if a mental health diagnosis is found including but not limited to:
  - Medication evaluation by medical provider, Psychiatrist, etc.
  - Follow up therapy session(s)
  - Recommendation for observations, suicide watch, special placement or special precautions
  - *When available coordinate care to community providers upon discharge*

Co-HC recognizes the existence of a mental health disorder as established by the APA's Diagnostic Statistical Manual IV-TR. Both Axis I and Axis II disorders are aggressively treated either through medication and / or 1:1 direct supportive contact, or when appropriate through cognitive behavioural group therapies (anger management, substance abuse, or emotional regulatory groups).

All evaluations will be documented and placed in the offender's medical file. Reports will be completed in a timely manner. After each evaluation, Co-HC's clinician will also provide immediate verbal feedback to jail staff regarding the offender's mental health condition and recommendation for treatment, special housing, or any type of special precautions.

CoHC will continuously focus on improving the quality of care at the jail by finding ways to further strengthen its programming level of consult support, staff coverage, professional development and training, solving programmatic issues and conducting peer reviews.

Co-HC emphasizes the importance of training all facility staff. Our goal is to familiarize the facility with our mental health services and to train all staff to identify appropriate referrals. Annual suicide prevention training will be provided to the facility staff. The training will include all mental health disciplines that participate in the treatment of offender's with mental illness, including but not limited to: security, psychology, medical, nursing, human services and administrative staff. Upon award of the contract, CoHC will schedule intake and suicide prevention training with security administration.

COHC takes tremendous pride in maintaining the highest level of accessibility, accountability, familiarity and responsiveness to Christian County. Our vast range of correctional healthcare experience enables us to provide common-sense resolutions to any problems that may arise. We excel in communication and being accessible to the County jail administration and the Sheriff.



December 21, 2015

Ms. Cheryl Mitchell  
Administrative Assistant  
Christian County Commission  
100 West Church Street, Room 100  
Ozark, MO 65721

Re: Inmate Healthcare Services for Christian County, Missouri

Dear Ms. Mitchell:

As a follow-up to our conversation, I am officially withdrawing CCS as a potential provider of services for your jail. Correct Care Solutions appreciates being considered as a potential partner to provide healthcare services for the Christian County Jail Facility. After thoughtful consideration, we have elected not to submit a response for this RFP.

At this time, it would be challenging for CCS to provide a program that would meet your requirements.

We wish you the best of luck with your selection of a healthcare provider and welcome you to contact me with any questions.

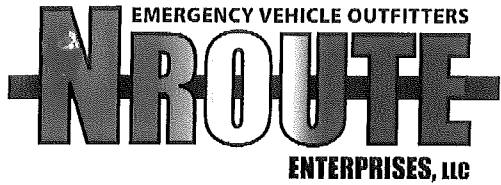
Thank you for your consideration.

Sincerely,

Rich Field  
Director of Business Development  
309-472-4116

[rfield@correctcaresolutions.com](mailto:rfield@correctcaresolutions.com)

1283 Murfreesboro Road - Suite 500 • Nashville, TN 37217 • 800-592-2974 • F: 615-324-5731 • [www.correctcaresolutions.com](http://www.correctcaresolutions.com)



# ESTIMATE

766 W Meadowveiw Drive  
 Nixa, Missouri 65714  
 Phone (417) 343-8886 www.nroutellc.com

Date 12/16/2015

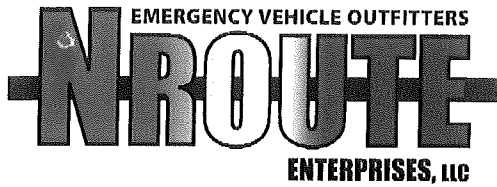
Estimate Number E15-1208

Christian County Sheriff's Department  
 Attn: Sheriff Brad Cole  
 110 West Elm, Room 70  
 Ozark, Missouri 65714

Description	Qty	Cost	Total
Vinyl Graphics Artwork Setup	1	126.50	126.50
Chevrolet Tahoe -- White			
3" X 5" - Vinyl American Flag Graphic - Cost \$6.50 ea. = \$13.00 for Qty. 2 & Install \$5.00 each	2	7.15	14.30
Vehicle Graphics Installation -- 3" X 5" - Vinyl American Flag Graphic	2	5.50	11.00
2.5" X 18.5" - Vinyl "Sheriff" front wheel well fender graphic	2	16.50	33.00
Vehicle Graphics Installation -- 2.5" X 18.5" - Vinyl "Sheriff" front wheel well fender graphic	2	5.50	11.00
2.75" X 22" - Vinyl "Sheriff" rear bumper / trunk graphic	1	16.50	16.50
Vehicle Graphics Installation -- 2.75" X 22" - Vinyl "Sheriff" rear bumper / trunk graphic	1	5.50	5.50
1.75" X 23" - Vinyl "In God We Trust" graphic	1	11.00	11.00
Vehicle Graphics Installation -- 1.75" X 23" - Vinyl "In God We Trust" graphic	1	5.50	5.50
Chevrolet Tahoe "Black Out" Wrap - Exclude Driver Door, Passenger Door, and Roof with all door, fender, tailgate	1	808.50	808.50
Vehicle Graphics Installation -- Chevrolet Tahoe "Black Out" Wrap - Exclude Driver Door, Passenger Door, and Roof with all door, fender, tailgate	1	385.00	385.00
Chevrolet Tahoe -- Black Vehicle			
Chevrolet Silverado -- Black Vehicle			
Ford Interceptor Utility -- Black Vehicle			
24"X24.675" - "Star" Door Graphics	2	82.50	165.00
Vehicle Graphics Installation -- 24"X24.675" - "Star" Door Graphics	2	22.00	44.00
3"X5" - Vinyl American Flag Graphic - Cost \$6.50 ea. = \$13.00 for Qty. 2 & Install \$5.00 each	2	7.15	14.30

**Total**

Attachment: Nroute sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)



# ESTIMATE

766 W Meadowveiw Drive  
 Nixa, Missouri 65714  
 Phone (417) 343-8886 www.nroutellc.com

Date 12/16/2015

Estimate Number E15-1208

Christian County Sheriff's Department  
 Attn: Sheriff Brad Cole  
 110 West Elm, Room 70  
 Ozark, Missouri 65714

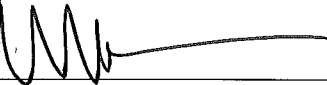
Description	Qty	Cost	Total
Vehicle Graphics Installation -- 3"X5" - Vinyl American Flag Graphic	2	5.50	11.00
3.25"X26" - "Sheriff" Graphics	3	18.70	56.10
Vehicle Graphics Installation -- 3.25"X26" - "Sheriff" Graphics	3	5.50	16.50
2.5"X24.25" - "In God We Trust" Bumper Graphic	1	18.70	18.70
Vehicle Graphics Installation -- 2.5"X24.25" - "In God We Trust" Bumper Graphic	1	5.50	5.50
White vinyl wrap for front doors and roof of vehicle	1	456.50	456.50
Vehicle Graphics Installation -- White vinyl wrap for front doors and roof of vehicle	1	220.00	220.00
<b>Total</b>			<b>\$2,435.40</b>

Attachment: Nroute sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)

**(38) Declaration:**

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. Signature required below confirming understanding of this statement.

Doing Business as (DBA) Name <i>NROUTE ENTERPRISES, LLC</i>	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. <i>- SAME -</i>
Mailing Address <i>740 W MEADOWVIEW</i>	IRS Form 1099 Mailing Address <i>- SAME -</i>
City, State, Zip Code <i>Nixa, MO 65714</i>	City, State, Zip Code <i>- SAME -</i>

Contact Person <i>Will Reynolds</i>	Email Address <i>NROUTEUC@GMAIL.COM</i>
Phone number <i>417-343-8886</i>	Fax number <i>N/A</i>
Authorized Signature 	Date <i>12/16/2015</i>
Printed Name <i>Will Reynolds</i>	Title <i>MEMBER / CFO</i>

Attachment: Nroute sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)

### Specifications

- (2) 3" X 5" - Vinyl American Flag Graphic - Cost & Install for each
- (2) 2.5" X 18.5" - Vinyl "Sheriff" front wheel well fender graphic- Cost & Install for each
- (1) 2.75" X 22" - Vinyl "Sheriff" rear bumper / trunk graphic - Cost & Install
- (1) 1.75" X 23" - Vinyl "In God We Trust" graphic - Cost & Install

#### Complete Chevrolet Tahoe Graphics Package for White Vehicle

- (1) Chevy Tahoe "Black Out" Wrap - Exclude Driver Door, Passenger Door, and Roof with all door, fender, tailgate graphics included - Cost & Install

#### Complete Chevrolet Tahoe Graphics Package for Black Vehicle

- (2) 24"X24.675" - "Star" Door Graphics - Cost & install for each
- (2) 3"X5" - American Flag Graphics - Cost & install for each
- (3) 3.25"X26" - "Sheriff" Graphics - Cost for & install
- (1) 2.5"24.25" - "In God We Trust" Bumper Graphic - Cost & install
- (2) White vinyl rap for front doors and roof of vehicle

#### Complete Chevrolet Silverado Graphics Package for Black Vehicle

- (2) 24"X24.675" - "Star" Door Graphics - Cost & install for each
- (2) 3"X5" - American Flag Graphics - Cost & install for each
- (3) 3.25"X26" - "Sheriff" Graphics - Cost for & install
- (1) 2.5"24.25" - "In God We Trust" Bumper Graphic - Cost & install
- (2) White vinyl rap for front doors and roof of vehicle

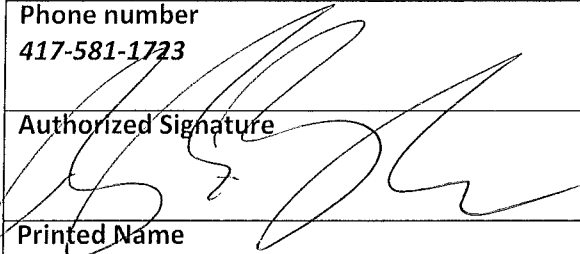
#### Complete Ford Interceptor Utility Graphics Package for Black Vehicle

- (2) 24"X24.675" - "Star" Door Graphics - Cost & install for each
- (2) 3"X5" - American Flag Graphics - Cost & install for each
- (3) 3.25"X26" - "Sheriff" Graphics - Cost for & install
- (1) 2.5"24.25" - "In God We Trust" Bumper Graphic - Cost & install
- (2) White vinyl rap for front doors and roof of vehicle

For more information please contact Brad Cole 582-5330



<b>Doing Business as (DBA) Name</b> <i>Print Group Inc.</i>	<b>Legal Name of Entity/Individual Filed with IRS for this Tax ID No.</b> <i>Wacha Enterprises LLC.</i>
<b>Mailing Address</b> <i>1440 W. Skyline Ave.</i>	<b>IRS Form 1099 Mailing Address</b> <i>1440 W. Skyline Ave.</i>
<b>City, State, Zip Code</b> <i>Ozark, MO 65721</i>	<b>City, State, Zip Code</b> <i>Ozark, MO 65721</i>

<b>Contact Person</b> <i>Kevin Brooks</i>	<b>Email Address</b> <i>Kevin@PrintGroupInc.com</i>
<b>Phone number</b> <i>417-581-1723</i>	<b>Fax number</b> <i>417-581-7819</i>
<b>Authorized Signature</b> 	<b>Date</b> <i>12/8/15</i>
<b>Printed Name</b> <i>Kevin Brooks</i>	<b>Title</b> <i>General Manager – Sign &amp; Display Graphics</i>

Attachment: Print Group sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)

Exhibit A-References

List three (3) business references:  
1<sup>st</sup>

Associated Wholesale Grocers  
Company Name

Randy Hanson  
Representative Name

3201 E. Division St.  
Address

Springfield      MO      65802  
City                      State      Zip

417-875-4100  
Business Phone

Business Fax

Cellular Phone

rhanson@awginc.com  
email address if available

2<sup>nd</sup>

Southern Missouri Container  
Company Name

Jeff Wisecup  
Representative Name

3131 E. Division St.  
Address

Springfield      MO      65802  
City                      State      Zip

417-831-2685 ext.2037  
Business Phone

417-831-1967  
Business Fax

Cellular Phone

jeffwi@smcpackaging.com  
email address if available

3<sup>rd</sup>

Welhener H.B. Wall Awning  
Company Name

Scott Neville  
Representative Name

1580 W. Skyline Ave.  
Address

Ozark                      MO      65721  
City                              State      Zip

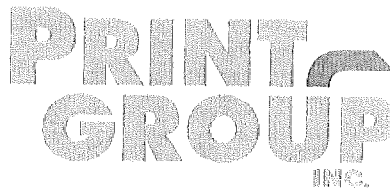
417-581-1902  
Business Phone

417-581-2010  
Business Fax

Cellular Phone

scott@welhenerawning.com  
email address if available

Attachment: Print Group sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)



# Sign Estimate

QUOTE DATE: December 8, 2015  
JOB DESCRIPTION: Additional Sizes  
CUSTOMER: Christian County Sheriff's  
CONTACT: Brad Cole  
PHONE#: 840-2950

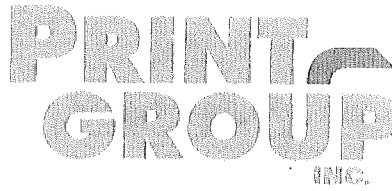
Qty	Description	Price
2	3"X5" - American Flag Graphics	\$1.30 /ea
2	2.5"X18.5" - Vinyl "Sheriff" front wheel well fender graphic	\$3.90 /ea
1	2.75"X22" - Vinyl "Sheriff" rear bumper / trunk graphic	\$5.49 /ea
1	1.75"X23" - Vinyl "In God We Trust" graphic	\$3.39 /ea

This quote is based on our understanding of the specifications presented to Print Group, Inc.  
Please review specifications indicated for accuracy.

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

1639 W. Skyline Ave. • Ozark, Missouri 65721 • 417.581.1723 • fax 417.581.7819

Attachment: Print Group sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)



## Sign Estimate

QUOTE DATE: December 8, 2015

JOB DESCRIPTION: 2016 Christian County Sheriff Interceptor Design

CUSTOMER: Christian County Sheriff's

CONTACT: Brad Cole

PHONE#: 840-2950

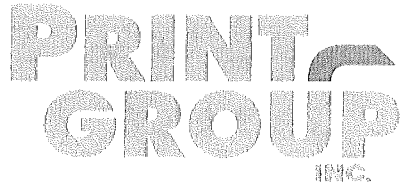
Qty	Description	Price
1	Complete Interceptor Graphics Package	\$330.00
	• (2) 48"X60" - White Door Wrap Vinyl - <i>Cost for replacement graphic &amp; install \$60.00/ea</i>	
	• (1) 60"X115" - White Roof Wrap Vinyl - <i>Cost for replacement graphic &amp; install \$94.00/ea</i>	
	• (2) 24"X24.6.75" - "Star" Door Graphics - <i>Cost for replacement graphic &amp; install \$51.38/ea</i>	
	• (2) 3"X5" - American Flag Graphics - <i>Cost for replacement graphic &amp; install \$1.30/ea</i>	
	• (3) 3.5"X26" - "Sheriff" Front Wheel Well Graphics - <i>Cost for replacement graphic &amp; install \$7.63/ea</i>	
	• (1) 2.5"X24.25" - "In God We Trust" Window Graphic - <i>Cost for replacement graphic &amp; install \$5.26</i>	
	• (1) Labor To Install Graphics	

This quote is based on our understanding of the specifications presented to Print Group, Inc.  
Please review specifications indicated for accuracy.

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

1639 W. Skyline Ave. • Ozark, Missouri 65721 • 417.581.1723 • fax 417.581.7819

Attachment: Print Group sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)



## Sign Estimate

QUOTE DATE: December 8, 2015

JOB DESCRIPTION: 2016 Christian County Sheriff Silverado Design

CUSTOMER: Christian County Sheriff's

CONTACT: Brad Cole

PHONE#: 840-2950

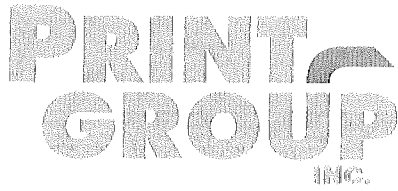
Qty	Description	Price
1	Complete Silverado Graphics Package • (2) 48"X60" - White Door Wrap Vinyl - <i>Cost for replacement graphic &amp; install \$60.00/ea</i> • (1) 60"X80" - White Roof Wrap Vinyl - <i>Cost for replacement graphic &amp; install \$65.50/ea</i> • (2) 24"X24.6.75" - "Star" Door Graphics - <i>Cost for replacement graphic &amp; install \$51.38/ea</i> • (2) 3"X5" - American Flag Graphics - <i>Cost for replacement graphic &amp; install \$1.30/ea</i> • (3) 3.5"X26" - "Sheriff" Front Wheel Well Graphics - <i>Cost for replacement graphic &amp; install \$7.63/ea</i> • (1) 2.5"X24.25" - "In God We Trust" Window Graphic - <i>Cost for replacement graphic &amp; install \$5.26</i> • (1) Labor To Install Graphics	\$300.00

This quote is based on our understanding of the specifications presented to Print Group, Inc.  
Please review specifications indicated for accuracy.

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

1639 W. Skyline Ave. • Ozark, Missouri 65721 • 417.581.1723 • fax 417.581.7819

Attachment: Print Group sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)



## Sign Estimate

QUOTE DATE: December 8, 2015

JOB DESCRIPTION: 2016 Christian County Sheriff Tahoe "Blackout" Design

CUSTOMER: Christian County Sheriff's

CONTACT: Brad Cole

PHONE#: 840-2950

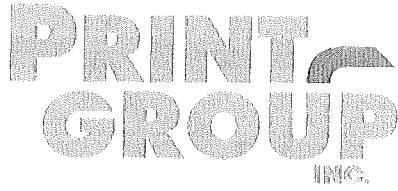
Qty	Description	Price
1	Chevy Tahoe "Black Out" Wrap Graphics Package • Wrap all surfaces of vehicle with 3M Gloss Black Vinyl excluding Driver Door, Passenger Door, Roof, door handles, and mirrors • (2) 24"X24.675" - "Star" Door Graphics - <i>Cost for replacement graphic &amp; install \$51.38/ea</i> • (2) 3"X5" - American Flag Graphics - <i>Cost for replacement graphic &amp; install \$1.30/ea</i> • (3) 3.25"X26" - "Sheriff" Graphics - <i>Cost for replacement graphic &amp; install \$7.63/ea</i> • (1) 2.5"24.25" - "In God We Trust" Bumper Graphic - <i>Cost for replacement graphic &amp; install \$5.26</i> • (1) Labor To Install Graphics	\$700.00

This quote is based on our understanding of the specifications presented to Print Group, Inc.  
Please review specifications indicated for accuracy.

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

1639 W. Skyline Ave. • Ozark, Missouri 65721 • 417.581.1723 • fax 417.581.7819

Attachment: Print Group sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)



## Sign Estimate

QUOTE DATE: December 8, 2015

JOB DESCRIPTION: 2016 Christian County Sheriff Tahoe Design

CUSTOMER: Christian County Sheriff's

CONTACT: Brad Cole

PHONE#: 840-2950

Qty	Description	Price
1	Complete Tahoe Graphics Package • (2) 48"X60" - White Door Wrap Vinyl - <i>Cost for replacement graphic &amp; install \$60.00/ea</i> • (1) 60"X100" - White Roof Wrap Vinyl - <i>Cost for replacement graphic &amp; install \$82.00/ea</i> • (2) 24"X24.675" - "Star" Door Graphics - <i>Cost for replacement graphic &amp; install \$51.38/ea</i> • (2) 3"X5" - American Flag Graphics - <i>Cost for replacement graphic &amp; install \$1.30/ea</i> • (3) 3.25"X26" - "Sheriff" Graphics - <i>Cost for replacement graphic &amp; install \$7.63/ea</i> • (1) 2.5"X24.25" - "In God We Trust" Bumper Graphic - <i>Cost for replacement graphic &amp; install \$5.26</i> • (1) Labor To Install Graphics	\$320.00

This quote is based on our understanding of the specifications presented to Print Group, Inc.  
Please review specifications indicated for accuracy.

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

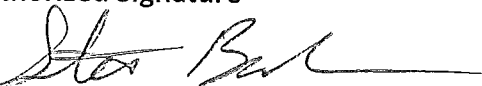
1639 W. Skyline Ave. • Ozark, Missouri 65721 • 417.581.1723 • fax 417.581.7819

Attachment: Print Group sheriff vehicle graphics bid (2660 : Bid Opening-Graphics for Fleet Vehicles)

(38) Declaration:

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. Signature required below confirming understanding of this statement.

Doing Business as (DBA) Name <i>UniFirst</i>	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. <i>UniFirst Corporation</i>
Mailing Address <i>2244 N. Bolivar Rd</i>	IRS Form 1099 Mailing Address <i>68 Jonspin Rd</i>
City, State, Zip Code <i>Springfield, MO 65803</i>	City, State, Zip Code <i>Wilmington, Ma 01887-1086</i>

Contact Person <i>Steven Balocca</i>	Email Address <i>Steven_balocca@unifirst.com</i>
Phone number <i>417-865-1629</i>	Fax number <i>417-865-1264</i>
Authorized Signature 	Date <i>12/17/15</i>
Printed Name <i>Steven Balocca</i>	Title <i>General Manager</i>

Attachment: Unifirst bid renewal (2661 : Bid Opening-Uniforms for County Employees)





email address if available

**Exhibit B-PRICING SHEET**

Product/Service	Size/Type	Frequency	Price (includes all fees)

Attachment: Unifirst bid renewal (2661 : Bid Opening-Uniforms for County Employees)

## SPECIFICATIONS

For full service cleaning & maintenance of uniforms,  
floor mats and mops

\*Fill in price list below and include any variables.

Weekly pick up and drop off maintenance schedule

Item Description	Quantity	Price per piece/change
Short Sleeve Workshirt	11	.18¢
High Visibility SS Workshirt	11	.34¢
Long Sleeve Workshirt	11	.18¢
High Visibility LS Workshirt	11	.34¢
SS T-Shirt	11	.17¢
LS T-Shirt	11	.21¢
Denim Cotton Jeans	11	.28¢
Denim overalls	11	.55¢
Vest	2	.40¢
High Visibility Vest	Sale only	Sale only
Jacket	2	.40¢
High Visibility Jacket	2	.65¢
Rain Jacket	Sale only	Sale only
Rain pants	Sale only	Sale only
Work shorts		.20¢
Special size Charge	\$1.00 per garment over 2XL + 38 Wch.	
Restocking fee per piece		.50¢
Exchange fee per piece		.50¢
Garment preparation per piece		\$1.00
Name emblem per piece		\$1.00
Company emblem per piece		\$2.50
Company name/emblem combo		\$3.50
Direct embroidery		\$4.00 for Company \$2.00 for Name.
Garment maintenance		optional .10¢ shirts .10¢ pants
Measurement/fitting charge		\$0

Attachment: Uniform bid renewal (2661 : Bid Opening-Uniforms for County Employees)

### Floor Mats (Charcoal)

Size of Mat	Price per piece/change
3 X 4	\$2.50
3 X 10	\$4.50
4 X 6	\$3.50
scrapers	\$1.00

### Miscellaneous

Description/number	Price per piece/change
Wipers 18X18 imported (2)	.10¢
Mops-Handle 1 1/8 X 60	.25¢
Mops Unframed 22"	Not Available
Mops Unframed 24"	\$1.00
Mops Unframed 36"	\$1.25
Auto wiper replacement fee	3% @ .45¢
Hand soap	Regular \$3.25 Heavy Duty \$14.00 per Box
Sanitizer	\$7.00 per Box
Air fresheners	\$8.00 per replacement.
Disposable towels & dispenser	\$8.30 roll towel, \$6.00 center Roll
Tissue	\$3.00 mini twin, \$5.50 Jumbo
Fuel and energy charges	\$7.00

The County has approximately 40 employees who wear uniforms

2 employees work in recycling center

4 employees work in building maintenance

Remainder are road crew workers



# CHRISTIAN COUNTY COMMISSION

100 W Church Street, Room 100  
Ozark, Missouri 65721  
Phone: 417-582-4300 • Fax: 471-581-5924

**Ray Weter**  
Presiding Commissioner

**Bill Barnett**  
Western Commissioner

**Sue Ann Childers**  
Eastern Commissioner

December 21, 2015

Unifirst  
Steven Balocca  
2244 N. Boliver Road  
Springfield, MO 65803

Dear Steven,

The Christian County Commission voted today to award the bid for Uniforms for County Employees to Unifirst. This award is for a one year period with the option of renewing for an additional two years, reviewing yearly. We thank you for participating in the bidding process and look forward to working with you.

Sincerely,

Bill Barnett  
Western Commissioner

Ray Weter  
Presiding Commissioner

Sue Ann Childers  
Eastern Commissioner

Attachment: Unifirst uniform bid Acceptance (2661 : Bid Opening-Uniforms for County Employees)



City of Billings P.O. Box 207 Billings, MO 65610  
Phone 417-744-2581 Fax 417-744-4560

August 20, 2015

Christian County Ambulance District  
c/o Kasha Driskill EMT-P, BSM  
1750 South 15<sup>th</sup> Avenue  
Ozark MO 65721

Dear Ms. Driskill

The City of Billings, Board of Aldermen met at their regular meeting on July 9, 2015 in which your letter was presented.

At that meeting the Board elected to not participate in this initiative and wish to be excluded from the ballot in April 2016.

Sincerely Yours,

Bud N. Pierce, Mayor  
City of Billings

BNP:cmh

Minutes from the Regular Session of the Board of Aldermen Meeting on  
July 9, 2015 at 7:00 p.m. at the Billings City Hall, Billings, MO

ROLL CALL

Venable	Present
Brown	Present
Coker	Present
Powell	Present
VanZandt	Present

Present were: Mayor Bud Pierce, Treasurer Chris M. Hopkins, Chief David Taylor, Water and Wastewater Maint. Supt. Randy Poindexter, Attorney Jim Kelly and City Clerk Ruth M. Haskins.

Citizens and guest present were: Eugene Spears, P.E.; Brad Cole, Candidate for Sheriff's Election; Jeff Meadows and Cameron Schwess; Bob Brauch; Hanna Smith; Ronny Marshall; Stan Schultz; John Schatz; Wade Wilbanks; Layla Wilbanks; Hagen Wilbanks and Holly Fender.

Mayor Pierce asked everyone to stand for the Pledge of Allegiance.

Mayor's Comments. Thanked everyone for coming. For the Board, next month or nine month mark for the Budget amendment? If need to do a six month that will have to be done next month. Another positive move for Billings, the new owners of Whispering Heights have started two houses and have sold two more lots to other contractors and they will start two more houses. They should be ready before too long to start the other Phases. The City will be doing an Open House on the weekend of the Billings Fair from 9 to 12 on Saturday; the Museum will be up and running by that time. Water reports with a 3" rain we had a bypass which was reported to DNR.

PUBLIC PARTICIPATION.

Mayor asked if anyone wanted to speak that was not on the agenda. Mr. Brad Cole, who is running for election for County Sheriff in the Special Election in August. Mayor Pierce asked how he was going to work with the Municipalities. Mr. Cole responded that his vision was to see the County and the Municipalities to work together. Mayor Pierce stated there was not much cooperation with the last Sheriff. Mr. Cole acknowledged that fact. However, in the future he believes it will change for the betterment of the citizens. Mr. Brown asked what the status was on the flag pole for the City Hall? Mayor stated he was getting quotes, the last quotes he received was \$5,000.00 just for the pole, no installation or anything else. Mayor is waiting for some more reasonable quotes to come in.

Motion made by Brown that the Board go into Closed Session Pursuant to Section 610.021(13) seconded by VanZandt.

ROLL CALL.

Venable	Aye
Coker	Aye
Brown	Aye
Powell	Aye
VanZandt	Aye

End of Closed Session 9:15 p.m.

Reopen the Regular Session.

OLD BUSINESS. NONE.

NEW BUSINESS, MEMORIALS, PROCLAMATIONS and ORDINANCES.

- a. Motion to review and approve the Consent Agenda made by Venable seconded by Coker. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions.
- b. Motion to approve authorizing the Mayor to sign the Quit Claim Deed to the Community Hall over to the Fire Department made by Coker seconded by Venable. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions.
- c. Motion to accept the resignation of Kaye Crawford effective June 15, 2015 made by VanZandt seconded by Powell. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions.
- d. Mayor Pierce to recommend to the Board the appointment of Holly Fender for the Ward 1 Alderman position to replace Kaye Crawford. Venable stated if a vacancy occurs a Special Meeting must be called. Mr. Kelly stated no one does a Special Meeting for a vacancy, the only reason for a Special Meeting would be to have a full Board. Mr. Kelly stated everyone needs to understand the Mayor is the only one to make the appointment and then if it does not pass then the vacancy might not be filled for some time. Motion to postpone the appointment until next month made by Coker seconded by Venable. Voting "Aye" Venable, Brown, Coker and Powell. VanZandt abstained.
- e. Lt. Cuschieri needs direction from the Board. Motion made by VanZandt to give the Owners two weeks to cut the hay and it will be up to Lt Cuschieri to give them a letter and a ticket if they do not abide by the letter seconded by Brown. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions. Revisit at next Board Meeting.
- f. Mayor appointed Jenna Groves to the Library Board for 2 years to 2017. Motion made by Coker seconded by Powell. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions.
- g. Poindexter has 58 hours of vacation unused and his Anniversary is July 18<sup>th</sup> at which time to take all of his vacation. Motion made by Brown to extend time to his Anniversary date in 2016 seconded by Powell. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions.
- h. Burt Bond stated DNR inspection, the problem is it was inspected in 2009 and a lot of things that were wrong then has not been addressed. The Sand Filter was the inspector's biggest issue. The Board has never seen the 2009 DNR report on the wastewater plant. Bond will start doing some of the Camera work with the Boards approval. Mayor stated the Board had approved \$6,000.00 several months ago. Bond will also check the lift stations for debris and get that cleaned up. Board thanked Mr. Bond for his time explaining all the issues for them.
- i. Mooneyham Pest Control has turned in a bid for spraying for spiders, ants and roaches. Mayor has a verbal bid from Allied Pest Control at \$85.00 per quarter. The City Hall needs to spray on a regular basis by the quarter, because of the spiders in the basement are setting off the alarms, which has happened a couple of times. Mayor stated have Mooneyham come one time and spray, then next month get 3 bids for quarterly spray program. Motion to have Mooneyham come and spray this month and next month get bids for quarterly spray program made by Venable seconded by Coker. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions.
- j. Christian County Ambulance District is proposing a ballot issue on April 2016 election. Motion made by Venable that Billings Board would prefer to be excluded from the propose ballot issue seconded by Powell. Voting "Aye" Venable, Brown, Coker and Powell. Voting "Nay" None. VanZandt abstained.



- k. Motion to approve payment of wages, expenses, bills, statement and other expenditures for the month of June 2015 made by Coker seconded by VanZandt. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions.

No further business.

Motion to adjourn made by Brown seconded by VanZandt. Voting "Aye" Venable, Brown, Coker, Powell and VanZandt. Voting "Nay" None. No abstentions.

\_\_\_\_\_  
Bud N. Pierce, Mayor

ATTEST

\_\_\_\_\_  
Ruth M. Haskins, City Clerk



# CHRISTIAN COUNTY COMMISSION

100 W Church Street, Room 100

Ozark, Missouri 65721

Phone: 417-582-4300 • Fax: 471-581-5924

**Ray Weter**  
Presiding Commissioner

**Bill Barnett**  
Western Commissioner

**Sue Ann Childers**  
Eastern Commissioner


December 21st, 2015

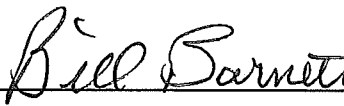
Mike Blankenship  
TCI Tires  
2725 N. Eastgate  
Springfield, MO 65803

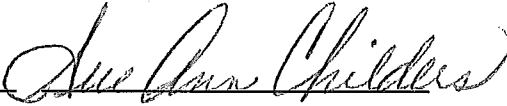
Dear Mike,

The Christian County Commission voted today to renew our bid award for Truck and Tractor Tires for road equipment to TCI Tires for the year ending December 31, 2016. The County bid this out in 2012 with the option of renewing for 6 additional one year periods; we will review this bid year by year. We appreciate doing business with you and look forward to working with you another year.

Sincerely,

  
\_\_\_\_\_  
Ray Weter  
Presiding Commissioner

  
\_\_\_\_\_  
Bill Barnett  
Western Commissioner

  
\_\_\_\_\_  
Sue Ann Childers  
Eastern Commissioner

Attachment: Bid award TCI Tires (2663 : Bid Renewal-Truck and Tractor Tires for Road Equipment)

### Rehire or Transfer Policy

A current employee may be rehired by a Christian County office or department in one of three scenarios. Only Level 1 actions would be considered a transfer.

**Level 1 – rehire or transfer:** At the time of termination from one County office or department the individual has been hired by another County office or department.

**Level 2 – rehire:** At the time of termination from one County office or department the individual has not been hired by another County office or department, and is subsequently hired by another County office or department within 365 days of the original date of termination.

**Level 3 – rehire:** At the time of termination from one County office or department the individual has not been hired by another County office or department, and is subsequently hired by another County office or department **more than 365 days** after the date of termination from the original office or department.

There are seven Human Resources activities that could be effected by such Level 1, 2, or 3 activities. Each is explained below.

#### Effect on Vacation Time

**Level 1:** The individual's earned and unused vacation time will be paid out in accordance with County Policy as of the date of termination, unless prior to the last date of employment with the person's current office or department the employee requests in writing to the Payroll Clerk and the employee's current and future employer for all accrued vacation time to rollover with the employee to his/her new position. The individual will continue earning vacation time based on the cumulative amount of service with Christian County.

**Level 2:** The individual's vacation time will be paid out in accordance with County Policy as of the date of termination. Upon rehire, the individual will begin earning vacation time based on total time employed by the County.

**Level 3:** Any prior service with the County shall not be included in determining accrual of vacation time, and the individual shall be treated as a newly-hired employee. Vacation will be accrued based on the County Policy in place at the time of rehire.

#### Effect on Insurance Coverage

**Level 1:** There shall be no lapse in insurance coverage or payment of insurance premiums in accordance with the Policy on Insurance in effect at the time of termination/transfer. The employee shall continue to have responsibility for the payment of any voluntary premiums in effect at the time.

**Level 2:** Depending upon the period of separation, there may be a lapse in insurance coverage or payment of insurance premiums, including voluntary premiums. There shall be no probationary period, and eligibility for payment of insurance premiums will commence the first pay period following rehire.

**Level 3:** The individual shall be eligible for insurance coverage in accordance with any policy regarding insurance in effect at the time of rehire. Eligibility shall be the same as for any new hire. Any prior

service or policies in effect during any prior employment shall not be considered concerning eligibility for insurance coverage.

#### **Effect on Earned Compensation Time**

**Level 1:** The individual will be paid out for all earned but unused compensation time in accordance with County policy at the time of termination, unless the individual prior to the last date of employment with the current office or department, requests in writing to the Payroll Clerk and the individual's current and future employer for all accrued time to rollover with the employee to his/her new office or department.

**Level 2:** The individual will be paid out in accordance with the County policy in effect at the time of termination.

**Level 3:** Any previous earned compensation time will have been paid. The individual will earn new compensation time in accordance with the County policy in effect at the time of rehire.

#### **Effect on Earned Sick Time**

**Level 1:** The individual's sick time will be disposed of in accordance with County policy as of the date of termination, unless prior to the last date of employment with the individual's current office or department the employee requests in writing to the Payroll Clerk and the individual's current and future employer for all accrued sick leave to rollover with the individual to his/her new position.

**Level 2:** The individual's sick time will be disposed of in accordance with County policy as of the date of termination. The individual shall have reinstated on their first new pay check any earned sick time for which the person was not compensated, or voluntarily contributed to another employee. The individual shall begin accruing sick time with the first day of employment with the new office or department. The rate of accrual shall be based on the cumulative amount of service with the County.

**Level 3:** Any prior sick time earned shall not be reinstated, nor shall any prior service be included in determining the rate of accrual. Sick time shall begin accruing in accordance with the County policy in effect at the time of rehire.

#### **Effect on Ability to Accrue Vacation/Sick/Holiday Pay**

**Level 1:** There shall be no probationary period for an individual to receive, earn, and/or accrue vacation/sick/holiday pay. The rate of accrual will be based on the cumulative amount of service with the County, with no break in service. The first day of employment with the new office or department shall be the first day the individual is eligible to begin earning vacation/sick/holiday time.

**Level 2:** The first day of employment with the most recent office or department shall be the date the employee begins accruing vacation and sick time. Eligibility for Holiday pay shall be determined by the County policy in effect on the date of rehire. The rate of accrual for vacation and sick time shall be based on the cumulative amount of service with the County.

**Level 3:** The individual shall be eligible to accrue any vacation or holiday pay in accordance with the County policies at the time of rehire, in the same manner as a new hire. Any and all probationary periods in effect at the time of rehire shall apply.

**Effect on Taking Leave**

**Level 1:** There shall be no lapse in the ability of the individual to request leave for eligible benefits from the last County office or department. The eligibility to receive any leave does not commence until the day after the first day of employment with the new office or department.

**Level 2:** The individual shall be eligible to request any leave beginning with the first day of employment with the most recent County office or department, **provided**, the individual was eligible to request such leave at the time of termination from the previous County office or department.

**Level 3:** The individual shall be eligible to request leave in accordance with County policies in effect at the time of rehire, in the same manner as any new hire.

**Effect on Retirement**

**Level 1:** There shall be no lapse in the payment of retirement premiums in accordance with County policy as of the date of termination, unless there is a gap of more than 15 business days between the date of termination from the last office or department and the first day of employment with the new County office or department.

**Level 2:** There may be a lapse of payment of retirement premiums depending on the period of separation. Eligibility for payment of retirement premiums as per County policy shall be determined based on the first day of employment with the new County office or department. If there is a probationary period, that shall be waived unless mandated by the retirement provider. Any vesting for the purposes of receiving a County match or County contribution on any retirement plan shall be based on cumulative service with any County office or department unless it conflicts, contradicts, or is prohibited by the policy or procedures of the retirement plan.

**Level 3:** The individual shall be eligible for any retirement benefit in accordance with County policy at the time of rehire, in the same manner as any new hire unless it conflicts, contradicts, or is prohibited by the policy or terms of the retirement plan.