

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, JANUARY 15, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

-
- I CALL TO ORDER
 - II ROLL CALL
 - 1- 5 III MINUTES (P/J: 12/18/12; HS: 12/18/12)
 - IV PUBLIC INPUT
 - V PETITIONS AND COMMUNICATIONS
 - 6- 7 A. Bay County Fair and Youth Exposition - Use of Bay County Fair Grounds
(Seeking approval for use of Fair Grounds on specific dates - resolution approving request contingent upon full compliance with Fair Board Lease and submittal of required financial information is attached)
 - 8-10 & 13 B. Personnel Director - Vacancies **(Seeking authorization to post/fill various positions - proposed resolution attached)**
 - 1. Division on Aging: On-call Homemaker/Personal Care Worker (\$9.88/hr. for Homemaker duties; \$10.63/hr. for Personal Care Worker duties)
 - 2. Sheriff Department
 - 11 a. 2013 Marine Patrol Staff: Five (5) Supervisors at \$12.00/hr; twenty-five (25) Marine Deputies at \$11.00/hr - seasonal, part time (Grant funded - 75/25%)
 - 12 b. Correctional Facility Officer (full time; \$15.29/hr. entry)
 - 3. Mosquito Control
 - a. Thirty (30) Seasonal Field and/or Biology Technicians: hiring is weather dependent; seasonal; \$8.00/hr. day shift; \$10.00/hr. night shift
 - 4. 911 Central Dispatch
 - a. Emergency Management Division - Emergency Management Coordinator (full time; \$39,644.80 entry)
 - b. Dispatchers (2) (full time; \$12.57/hr. entry)
 - 5. Civic Arena - Concession Workers (2) (part time; \$7.40/hr.)
 - VI REFERRALS
 - VII UNFINISHED BUSINESS
 - VIII NEW BUSINESS

IX MISCELLANEOUS

X CLOSED SESSION

A. Corporation Counsel - Pending Litigation

Motion: To go into closed session pursuant to MCLA 15.268, Sec. 8 (e): To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

XI ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THE WAYS AND MEANS COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

PERSONNEL/JUDICIAL COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON TUESDAY, DECEMBER 18, 2012, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:03 P.M. by Chair Ryder.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
TOM RYDER, CHAIR	P	Y	Y	Y	Y	Y	Y					
ERNIE KRYGIER, VICE CHAIR	P	S/Y	S/Y	M/Y	M/Y	S/Y	M/Y					
MICHAEL J. DURANCZYK	P	Y	Y	Y	Y	Y	Y					
BRANDON KRAUSE	P	Y	Y	S/Y	Y	Y	Y					
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	S/Y					
DONALD J. TILLEY	P	Y	Y	Y	S/Y	M/Y	Y					
KIM COONAN, EX OFFICIO	P	M/Y	M/Y	Y	Y	Y	Y					

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
TOM RYDER, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MICHAEL J. DURANCZYK												
BRANDON KRAUSE												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
KIM COONAN, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
TOM RYDER, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MICHAEL J. DURANCZYK												
BRANDON KRAUSE												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
KIM COONAN, EX OFFICIO												

OTHERS PRESENT: J.DAVIS, C.RUPP, T.HICKNER, M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, T.ROEHRS, M.LUTZ FAMILY, J.STRASZ, C.LUCZAK, T.METCALFE, R.GROMASKE, R.ANDERSON, S.LEMERE, J.ENGEL, BAY 3 TV, R.REDMOND, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycountymi.gov/executive/videos.

1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE NOVEMBER 20, 2012 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

A request to purchase other governmental service credit by John Babiarz, Sheriff Department, was considered. It was

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION ALLOWING JOHN BABIARZ, SHERIFF DEPARTMENT, TO PURCHASE ONE YEAR AND TEN MONTHS OF SERVICE CREDIT FROM THE CITY OF ROCHESTER.**

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL HEALTH DEPARTMENT VACANCIES: TEMPORARY CLERK TYPIST(EUNICE WILSON); NURSE PRACTITIONER (PT); AND PUBLIC HEALTH NURSE (FT).**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME MAINTENANCE POSITION AT CENTER RIDGE ARMS (HOUSING DEPARTMENT).**

5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO PROCEED WITH RFP FOR COUNTY WAGE STUDY.**

The last wage study was done in 1983 and was not adopted because of the cost to implement. It was questioned if an employee will lose money if determined to be overpaid and the County Executive noted that it is possible that there could be redlining of positions if that was the case, however, this could probably be a collective bargaining issue. Personnel Director Tim Quinn noted that it is time for a study and to keep costs down, it may be possible to hire an intern to analyze some of the information provided. It is

MOTION NO.

anticipated the cost would be between \$10,000 and \$20,000. Board Chair Coonan felt that the economy will dictate what can be done and he supports the study which should garner good information. Commissioner Krause questioned who would do the study and Mr. Quinn responded that there are 3 big companies who do this type of work. Bob Redmond, the Board's Financial Analyst, commented that a scope of services must be determined and he projects the cost for the study will be more than \$10,000. Mr. Quinn felt that the cost can be kept down by doing analysis in-house to include wages and benefits.

There being no further business, it was

6 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:13 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE HUMAN SERVICES COMMITTEE ON DECEMBER 18, 2012, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:15 p.m. by Chair Tilley.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
DONALD J. TILLEY, CHAIR	P	Y	Y	Y	Y	Y						
BRANDON KRAUSE, VICE CHAIR	P	Y	Y	Y	Y	Y						
JOE DAVIS	P	Y	Y	M/Y	Y	Y						
ERNIE KRYGIER	P	M/Y	M/Y	S/Y	M/Y	S/Y						
TOM RYDER	P	Y	Y	Y	Y	M/Y						
CHRISTOPHER RUPP	P	Y	Y	Y	Y	Y						
KIM COONAN, EX OFFICIO	P	S/Y	S/Y	Y	S/Y	Y						

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
DONALD J. TILLEY, CHAIR												
BRANDON KRAUSE, VICE CHAIR												
JOE DAVIS												
ERNIE KRYGIER												
TOM RYDER												
CHRISTOPHER RUPP												
KIM COONAN, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
DONALD J. TILLEY, CHAIR												
BRANDON KRAUSE, VICE CHAIR												
JOE DAVIS												
ERNIE KRYGIER												
TOM RYDER												
CHRISTOPHER RUPP												
KIM COONAN, EX OFFICIO												

OTHERS PRESENT: M.DURANCZYK, V.BEGICK, T.HICKNER, M.GRAY, M.FITZHUGH, C.HIEBERT, T.QUINN, T.METCALFE, J.STRASZ, C.LUCZAK, T.ROEIRS, LUTZ FAMILY, HEREK FAMILY, R.GROMASKI, R.REDMOND, J.ENGEL, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

HUMAN SERVICES COMMITTEE
TUESDAY, DECEMBER 18, 2012
PAGE 2

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE 11/20/12 HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with no one requesting to address the Committee.

Tracey Metcalfe, Community Health Educator, provided the final results of the Community Health Assessments dealing with morbidity and mortality. It was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE HEALTH DEPARTMENT REPORT.**
- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE DINING CENTER AMENDMENTS FOR CALENDAR YEAR 2013 (DIVISION ON AGING).**
- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MITCHELL & McCORMICK LICENSURE AGREEMENT (HEALTH DEPARTMENT).**
- 5** **MOVED, SUPPORTED AND CARRIED TO ADJOURN (5:00 P.M.).**

Sincerely,

Deanne Berger

Deanne Berger
Board Coordinator



P.O. Box 633

Bay City, MI 48707-0633

(989) 895-3744 (989) 895-1128

Email: baycountyfair@yahoo.com website: baycountyfair.com

December 23rd 2012

Bay County Board of Commissioners
Planning Commission
515 Center Ave.
Bay City, MI 48708

Dear Mr. Thomas Hickner,

The Bay County Fair and Youth Exposition is scheduled for August 5th – the 10th 2013. We are requesting the use of the fairgrounds for the week before and the week of fair, August 4th – August 11th 2013 and the week after, which allows us to prepare for fair and clean up after the fair is over.

We are also requesting the use of the grandstands and surrounding grounds:

April for a Mom2mom sale 2013

May 18th 2013

The 1st weekend of June 2013 for a concert,

June 15th 2013 Race

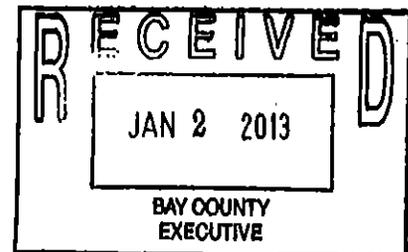
September 21st 2013 Figure 8 Championship Race

In addition, we are requesting the horse arena and surrounding areas, when dates have been established. We will contact the commission, for additional dates or any date changes, so that we are not in conflict with any other organization hosting an event.

Please feel free to contact me if you have any questions regarding these dates or events.

Sincerely,

Kipp Meisel
President
Bay County Fair & Youth Exposition
989.239.7300



BAY COUNTY BOARD OF COMMISSIONERS

2/12/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/15/13)

WHEREAS, The Bay County Fair Board is desirous of utilizing the Bay County Fairgrounds on several dates for various functions including the Bay County Fair scheduled for August 5 -10; and

WHEREAS, The following dates are requested:

April Mom to Mom Sale

May 18, 2013

First week-end in June 2013 - Concert

June 15, 2013 - Race

July 28 thru August 17- Set up, Bay County Fair events, and clean up

September 21, 2013 - Figure 8 Championship Race

RESOLVED By the Bay County Board of Commissioners that the Bay County Fair Board is granted use of the Bay County Fairgrounds for the dates outlined above contingent upon compliance with all requirements outlined in the Fair Board lease including provision of required financial reports.

BRANDON KRAUSE, CHAIR AND COMMITTEE

Fair Board - Fair Grounds for 2013 Fair

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

**Thomas L. Hickner
County Executive**

Tim Quinn, Director
quinnt@baycounty.net
(989) 895-4098 (T)
(989) 895-2076 (F)

Tiffany Jerry, Payroll/Benefits Super.
jerryt@baycounty.net
(989) 895-4032 (T)
(989) 895-4039 (F)

Danean Wright, Retirement Adm./Acct.
wrightd@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

Mark Plockell, Payroll Clerk
plockellm@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

January 10, 2013

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Re: Personnel/Human Services Committee Agenda Items

Dear Commissioner Krause:

Please consider the following items for the agenda of your committee for the meeting on January 15, 2013.

- Request:** We are in receipt of a request to post and fill an On-call Homemaker/Personal Care Worker position with the Bay County Division on Aging.

Background: Currently, the Division on Aging has one individual serving as the on-call Homemaker/Personal Care Worker and is limited in the hours and times they are available to fill in. Adding an additional On-call Homemaker/Personal Care Worker will ensure proper coverage in the event of illness or other absences in which short notice is given.

Finance/Economics: This position is on-call, with variable, part-time hours paying \$9.88 per hour for Homemaker duties and \$10.63 per hour for Personal Care Worker duties. This is a non-union position, with no benefits. Funds exist within the current Division on Aging budget.

Recommendation: Please approve filling this on-call position.
- Sheriff Miller has submitted a request to hire the 2013 Marine personnel - DNR Grant positions. All of the details are listed in his letter to me dated January 9, 2013 (attached).
- Request:** Sheriff John Miller has submitted a request to post and fill a mandated Correctional Facility Officer (CFO) position.

Background: There is a vacant position due to the separation of a full-time CFO.

Finance/Economics: The rate of pay for a full-time CFO is \$15.49 per hour, entry with full benefits as provided for in the POAM contract.

Recommendation: Please grant approval to fill this mandated position in order to maintain minimum shift staffing and reducing cost for overtime wages.

4. **Request:** Laura Ogar and Tom Putt have submitted a request to hire the seasonal staff for the 2013 mosquito season.

Background: The department is requesting to hire thirty people to be trained as seasonal field and/or biology technicians. If weather permits, the plan is to hire four technicians on or around April 15th, twenty two technicians on or around May 13th and four technicians on or around June 1st.

Finance/Economics: Temporary, non-represented positions at the hourly rate of pay at \$8.00 per hour (day shift) and \$10.00 per hour (night shift). There are currently monies available in the temporary (705.00) line item.

Recommendation: Concur with the department's recommendation to hire thirty seasonal technicians.

5. **Request:** We are requesting permission to post, advertise and fill the Emergency Management Coordinator position with the Bay County 911 Central Dispatch Emergency Management Division.

Background: Vacancy exists due to the internal promotion of Chris Izworski to the 911 Director position.

Finance/Economics: Full-time position with benefits in the BCAMPS organization at \$39,644.80 to \$45,531.20 per year (PB06, 3 year range).

Recommendation: Please approve filling this position.

6. **Request:** We are requesting to post and fill two full-time Dispatcher positions.

Background: Vacancy exists due to the resignation of two employees.

Finance/Economics: Positions are full-time with benefits and are included in the POLC union.

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
January 10, 2013
Page 3

\$12.57 to \$17.06 per hour (CD01/4 year scale).

Recommendation: Please approve filling this position.

7. **Request:** We are in receipt of a request to post and fill two part-time concession workers at the Civic Arena.

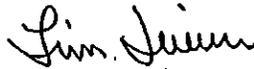
Background: Recently the Civic Arena has had three (3) current employees cut back on their available hours due to taking positions elsewhere. We will need to hire two (2) new employees to replace the lost hours. We will not be adding any additional hours and they would be paid out of the current approved budget.

Finance/Economics: Part-time, non-represented positions with no benefits at \$7.40 per hour.

Recommendation: Please approve filling two part-time positions at the Civic Arena.

Thank you for your consideration. If you have any questions concerning the items listed, please feel free to contact me.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Barb MacGregor
Tammy Roehrs
Sheriff Miller
Troy Stewart
Leonard Norman
Chris Izworski
Brent Golk
Bob Metcalfe

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



RECEIVED

JAN -9 2013

PERSONNEL DEPARTMENT

TO: Tim Quinn, Personnel Director
FROM: Sheriff John E. Miller *JEM*
DATE: January 9, 2013
SUBJECT: 2013 Marine Personnel – DNR Grant Positions

BACKGROUND:

Each year the Bay County Sheriff's Office participates in the Marine Safety Grant Program offered through the Michigan Department of Natural Resources & Environment. This grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for Marine patrols during each boating season in Bay County. I am requesting five Supervisors at the rate of \$12.00 per hour and twenty-five (25) marine deputies at the rate of \$11.00 per hour.

FINANCE/ECONOMICS:

The DNRE agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$22,000.00. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2013 Budget Year.

RECOMMENDATION:

I am requesting approval of the Board of Commissioners to participate in this program as well as authorize the Finance Department to make any required budget adjustments and expenditures.

CC: Undersheriff Michael Janiskee
Personnel/Judicial, Brandon Krause, Chairman
Deanne Berger, B.O.C.
Crystal Hebert, Finance Director
Kim Priessnitz, Budget Supervisor
Personnel Department, Michele Reilly (10133100-70500)

Is/Personnel.MarinePTpositions2013

Phone: (989) 895-4050

Public Safety Depends On You!
503 Third Street, Bay City, Michigan 48708

Fax: (989) 895-4058



-11-

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



TO: Tim Quinn
Personnel Director

FROM: Sheriff John E. Miller *J.E.M.*

DATE: January 10, 2013

RE: Mandated CFO Position

BACKGROUND: There will be a vacant position due to the separation of a full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2013 County Budget.

FINANCE/ECONOMICS: Our 2013 budget has funds allocated for this mandated position of CFO. The rate of pay for a full-time/with benefits position is \$15.49 per hour and is under the contract of the POAM.

RECOMMENDATION: Due to an opening effective December 23, 2012 we need to fill a Correctional Facility Officer (CFO) position, this is a mandated position. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Troy Stewart
Undersheriff Michael T. Janiskee
Brandon Krause, Chairman of Personnel/Judicial
Hebert, Crystal, Finance Director
Kim Priessnitz, Budget Supervisor
Michele Reilly, Personnel
File Copy

La/p&j-cfopos1-13

Phone: (989) 895-4050

Public Safety Depends On You!
503 Thrd Street, Bay City, Michigan 48708

Fax: (989) 895-4058



BAY COUNTY BOARD OF COMMISSIONERS

2/12/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/15/13)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies, monies for said positions to come from the respective departmental budgets:

1. Division on Aging: On-call Homemaker/Personal Care Worker (\$9.88/hr. for Homemaker duties; \$10.63/hr. for Personal Care Worker duties)
2. Sheriff Department
 - a. 2013 Marine Patrol Staff: Five (5) Supervisors at \$12.00/hr; twenty-five (25) Marine Deputies at \$11.00/hr - seasonal, part time (Grant funded - 75/25%)
 - b. Correctional Facility Officer (full time; \$15.29/hr. entry)
3. Mosquito Control
 - a. Thirty (30) Seasonal Field and/or Biology Technicians: hiring is weather dependent; seasonal; \$8.00/hr. day shift; \$10.00/hr. night shift
4. 911 Central Dispatch
 - a. Emergency Management Division - Emergency Management Coordinator (full time; \$39,644.80 entry)
 - b. Dispatchers (2) (full time; \$12.57/hr. entry)
5. Civic Arena - Concession Workers (2) (part time; \$7.40/hr.)

RESOLVED That budget adjustments, if required, are approved.

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Vacancies - February

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____