

ADDENDUM #1

WILLACY COUNTY COMMISSIONERS' COURT
REGULAR MEETING
AT 1:45 P.M.
MONDAY AUGUST 21, 2017
COUNTY JUDGE'S OFFICE – (COMMISSIONERS' COURTROOM)
576 W. MAIN STREET, RAYMONDVILLE, TEXAS 78580

Notice is Hereby Given

THAT, WILLACY COUNTY COMMISSIONERS COURT, will hold a Regular Meeting at the County Judge's Office (Commissioners' Courtroom), 576 W. Main Street, Raymondville, TX. 78580 on Monday August 21, 2017, at 1:45 P.M. for the purpose of discussion of the following items.

NOTE: If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, WILLACY COUNTY COMMISSIONERS COURT will convene in such executive or closed sessions in accordance with Section 551.001, et seq., Texas Government Code.

Should any final action, final decision, or final vote be required in the opinion of the County with regard to any matter consider in such closed or executive meeting or session, then the final decision, or final vote shall be either:

- In the open meeting covered by the Notice upon the reconvening of the public meeting; or
- at a subsequent meeting of the County upon notice thereof, as County shall determine.

1. Approval of a policy for the pharmaceutical drug disposal program for the Willacy County Sheriff's Office and CASA through CVS Grant. ACTION REQUIRED
2. Adjourn:

Terry Flores, County Clerk &
Ex-Officio Clerk of the
Commissioners' Court of
Willacy County, Texas

By: *E. Flores*, Deputy

A. Guerra
County Judge, Willacy County
Aurelio Guerra

FILED
COUNTY COURT

AUG 18 2017

TERRY FLORES, CLERK
WILLACY COUNTY, TEXAS
BY: *E. Flores* DEPUTY

DEPUTY

@ 1:46 p.m.



Aurelio Guerra, Jr.
County Judge

Eliberto Guerra
Commissioner Precinct 1



Oscar De Luna
Commissioner Precinct 2

Henry De La Paz
Commissioner Precinct 3

Eduardo Gonzales
Commissioner Precinct 4

Willacy County Commissioners Court
576 W. Main
Raymondville, TX 78580

AGENDA REQUEST FORM

The board of County Commissioners Court meets every 2nd and 4th Thursday of the month at 10:00A.M. at the Commissioner's Courtroom located at 576 W. Main Raymondville, TX 78580
This form must be submitted at least 5 working days prior to the scheduled meeting.
All originals requiring signatures and/or presentation materials must be attached to this request.

Date and Time Submitted: 08/18/2017 Meeting Date: August 21, 2017

Name: Joe Jimenez Email: joe.jimenez@co.willacy.tx.us

Phone Number: (956) 689-5576

Is Commission action necessary? Yes No, Informational only

If yes, action requested of Commission:

Approval of a Policy for the Pharmaceutical Drug Disposal Program for the Willacy County Sheriff's Office and Casa through CVS grant.

If yes, have you prepared the proper signatory documents? Yes N/A

Is this a Resolution, Contract, Agreement, Travel Request, Other? Travel Advance Request

Notes or additional information:

Willacy County Judge's Administration
Administrative Assistant, Cassandra Cantu: cassie.cantu@co.willacy.tx.us
Secretary, Melisa De Luna: melisa.deluna@co.willacy.tx.us
Phone: 956-689-3393 Fax: 956-689-4817

PHARMACEUTICAL DRUG DISPOSAL PROGRAM

Effective Date:

1. PURPOSE

The Willacy County Sheriff's Office recognizes the value of cooperating with a pharmaceutical drug disposal program that provides a means for the collection of pharmaceutical drugs no longer needed by the public and the safe disposal of those drugs in a manner that does not harm the environment.

The intent of the program is two fold

To encourage citizens to remove unneeded medications from their homes and thereby reduce access to addictive medications to prevent accidental or intentional misuse by others in the home; and

To provide an environmentally safe alternative to disposing of medications in the landfill or sewer system which may negatively impact the environment.

II. COLLECTION BOX

The Sheriff's Office utilizes a steel mailbox-style collection box in which citizens may deposit unused pharmaceutical medications.

- a) The collection box shall be clearly marked as a pharmaceutical drop box.
- b) The collection box shall be locked and securely placed to prohibit removal of the box or retrieval of medications from within the box without a key.
- c) Citizens may place unused medications / drugs into the collection box anonymously.
- d) Medications can be placed into a plastic bag or the entire prescription bottle may be placed into the drop box.
- e) Syringes should not be placed in the drop box.
- f) Opened containers of liquid will not be accepted unless completely sealed and placed inside a plastic bag.

III. DISPOSAL OF PHARMACEUTICAL DRUGS

Drug Prevention Specialist shall be responsible for the storage and destruction of all pharmaceutical drugs placed inside the collection box. The Sheriff may assign an additional designee to assist with the collection of the pharmaceutical drugs.

- a) Keys to the collection box shall be stored so as to limit access
 - 1) A key to the collection box shall be secured in a locked box inside the Property Room. The Drug Prevention Specialist shall only have access to the box and not the keys inside.
 - 2) The key to the secured lock box will be maintained by the Sheriff or the designee.
 - 3) In order to collect the contents of the drop box, the Sheriff or designee will provide the key to the lock box to the Drug Prevention Specialist. The Specialist will then access the lock box containing the key to the collection box. The Sheriff or His designee as well as the Drug Prevention Specialist will be present when the contents of the drop box are collected.
- b) Both individuals will be present while the contents are documented and placed into the Evidence Room for disposal.
- c) The keys will then be returned to their designated locations.
- d) The Drug Prevention Specialist or designee shall collect deposited drugs on a frequency deemed necessary based on usage of the collection box.
- e) A report will be initiated in the RMS reporting system each time the box is emptied and a narrative listing the contents shall be completed.
- f) All drugs removed from the collection box shall be bagged and documented with a general description, to include pill count or weights, and secured in the Property Room pending destruction.
- g) The Sheriff will designate a method for safe and proper disposal of collected drugs.
- h) All pharmaceutical drugs collected by the Department pursuant to this program shall be properly disposed of and may not be used for any other purpose.