



Kor Management Services



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January 27,2024

To: National Drug & Alcohol Screening Association

Regarding: Board of Directors Candidate Application

I would like to express my interest in continuing as a Board Member for the NATIONAL DRUG & ALCOHOL SCREENING ASSOCIATION.

As a continually active member of the NATIONAL DRUG & ALCOHOL SCREENING ASSOCIATION I would like to be able to utilize my leadership on the Board of Directors. With my background in management of family practice clinics, occupational medicine facilities and then starting my own business, I have experience that can benefit the board –currently I am the Secretary on the board and attend Executive Committee meetings and consider this position as one of my contributions to NDASA also, as previous Chair of the Communication/ Marketing committee, current Chair of the Training and Certification Committee, active in the Membership Committee, Mentorship Program, and Conference Committee I will continue my support to the membership of NDASA.

Being a board member is a critical position in our organization and it is a privilege to donate time and service to do my part. I support the agenda of promoting the highest standards of professionalism, integrity, and quality control in the industry. When I train and consult in the drug and alcohol testing industry this is a trait I recognize as a “must.”

I have administrative experience and excellent leadership skills that I would like to use for the board. I have assisted in the creation and implementation of new projects that have enhanced the NATIONAL DRUG & ALCOHOL SCREENING ASSOCIATION strategies to achieve the goals and objectives.

I get along well with others when working in a group setting. I can help others find common ground through negotiation and what actions need to take place. Sometimes, it just takes a positive outlook to help reach a reasonable agreement that will benefit the organization. I am confident that I have the skills and experience to hold this position and to be a great benefit to the NATIONAL DRUG & ALCOHOL SCREENING ASSOCIATION board of directors.

Attached to this letter of interest is my completed application form. The years of being in this industry I have seen many changes and I expect the next years there will be many more. Working together we will be able to influence how the changes will affect everyone in this industry worldwide.

Thank you,

Janet (Jan) Kornmann, BSM, NDASA Approved Trainer, C-DER, M-BATT

KorManagement Services LLC

National Drug & Alcohol Screening Association Board of Directors Candidate Application

Name Janet (Jan)

Date of Application

Mailing Address

City Florence

State SD Zip Code 57235 Business Phone 605-758-2325

Mobile Phone 605-237-1357 Email janetkornmann@gmail.com

Business Name KorManagement Services LLC

Position/Title Owner/ Trainer, Consultant, Speaker, Distributor

Member in Good Standing: YES

Why are you interested in this organization?

I want to continue as a member of the Board of Directors, the “premier “association the National Drug and Alcohol Screening Association because we assist companies and individuals in legislative matters, education, and training for a betterment of the drug and alcohol industry to promote “employers rights to test” and the “safety carve out”. Because of my passion and my experience I want to utilize my leadership in NDASA and continue to support members in safety in their communities and workplaces.

Relevant Experience to Serving on this Board:

Being involved in the drug and alcohol testing industry since the late 1980’s when drug and alcohol testing was evolving will add past and present experience on this board. I was working in sales in at a laboratory – selling drug testing. Then I worked in occupational medicine, setting up companies with policy, collectors, laboratory, etc. for 15+ years. I trained collectors which was the beginning of my experience in following 49 CFR Part 40. Since then, I have trained countless individual’s as: Qualified Professional Collectors (QPC), Breath Alcohol Technicians

Please return application to Jo@jomcguire.org

Kornmann

1-2024

44324 157th Street

(BAT), Certified Lifeloc Operator Calibration Technicians (C-LOCT), Screening Test Technicians (STT), Certified Designated Employer Representatives (C-DER), and Reasonable Suspicion Supervisor Training. Leadership in these areas has been an important skill of mine and keeping clients abreast of the changes and having a continued relationship with them.

As a distributor for Lifeloc Technologies LLC, I use consulting sales and my degree in business management to sell the breath alcohol testing equipment and supplies. Using these skills, I have been able to promote the association and bring in more members and give information to them, so they become active in NDASA. Selling just comes naturally for me when someone has the need; I tell everyone I work with the best advice I can give is that they should join an organization for the success of their business; I will recommend NDASA.

I currently am the Chair of Training and Certification, past Chair of the Communication/ Marketing committee and still active, member of Membership committee, Mentorship committee and conference committee. I have served as Secretary of NDASA and Board of Directors and Executive Committee since the beginning of NDASA.

I am the State Affiliate for South Dakota and managed to be an influence when medical marijuana passed in my state.

Please describe industry-related knowledge, interests, and expertise that you possess which could benefit the National Drug & Alcohol Screening Association:

Occupational Medicine experience, Safety training experience, Knowledge of DOT and HHS rules and regulations and State laws for drug and alcohol testing, actively participate in all of NDASA activities. Known as an expert in alcohol testing. Experienced train

Being active in social media is key to getting information to everyone. I am active on LinkedIn and have the following groups that I manage:

GROUPS THAT I MANAGE

Designated Employer Representative's/ Managers of drug and alcohol program

Drug and Alcohol Testing in Companies and Service Providers

Service agents of drug and alcohol testing-

Lifeloc Alcohol Evidential Breath Test Users group

NDASA group

Skills & Endorsements I have received by LinkedIn contacts (there are:

alcohol testing,
coaching,
consulting,
customer service,

drug free workplace,
drug testing,
leadership,
management,
marketing,
negotiation,
new business development,
Social Media,
policy,
public speaking,
sales,
team building,
training, (endorsed by
industry experts)

Interests: To share my knowledge with others in this industry has always been a goal of mine.

Area(s) of expertise/Contribution you feel you can make:

My skills, leadership, knowledge, and expertise in drug and alcohol testing are as: a trainer, educator, consultant. As a distributor of alcohol equipment for workplace drug and alcohol programs this knowledge I can contribute to NDASA. With my years of experience, I will be able to assist in programs we can provide the members.

With a background in marketing and sales I will and have been able to assist in getting members for the association.

Other volunteer commitments:

Currently none

Skills, experience, areas of interest:

- | | |
|--|--|
| <input type="checkbox"/> Finance, accounting | <input checked="" type="checkbox"/> Membership recruitment |
| <input checked="" type="checkbox"/> Membership development | <input checked="" type="checkbox"/> Education, Training, Instruction |
| <input type="checkbox"/> Sponsorship solicitation | <input type="checkbox"/> Website/technology development |
| <input checked="" type="checkbox"/> Management/organization/administration | <input checked="" type="checkbox"/> Conference site planning |
| <input checked="" type="checkbox"/> Conference program planning | <input checked="" type="checkbox"/> Social Media outreach |
| <input checked="" type="checkbox"/> Consulting | <input checked="" type="checkbox"/> Speaking at conferences. |
| <input checked="" type="checkbox"/> Sales -Alcohol Equipment | <input checked="" type="checkbox"/> Trainer for NDASA |

Please list any groups, organization, or businesses that you could serve as a liaison to advocate for on behalf of NDASA:

Clinics / hospitals

Drug and alcohol collection companies

Third Party Administrative companies

Laboratory's

SD Trucking Association

AOHP- Association of Occupational Health Professionals

NESD SHRM

LinkedIn, Facebook, and Instagram

South Dakota Senators and Congressman

Please list any publications, presentations, awards/honors relevant to NDASA:

Speaker

Company Name: Part 40 Workshop / Brymes and Associates

Dates volunteered May 2014

Speaker on " *Collection Site Monitoring and Inspecting* " .

Speaker

Company Name: South Dakota Trucking Association

Dates volunteered 2-3 annual conferences.

Reasonable Suspicion Supervisor Training- Signs and Symptoms of Drug and Alcohol in the workplace- roles and responsibility of trained supervisors/ company official, reasons for doing training, how, when, and why.

Speaker

Company Name: NESD SHRM CONFERENCE

Dates volunteered Several annual meetings.

5 W's of Drug and Alcohol Testing

Speaker

Company Name: AOHP

Dates volunteered Sep 2017

5 w' of drug and alcohol testing with current updates. who what when where and why.

DATIA conference: presentation as a group on collection audits and collector audits (two different conferences)

Trainer:

NDASA regional trainings 2023-2024 – Reasonable Suspicion and Designated Employer Representative

Speaker at NDASA conference 2023

Publications:

-DOS AND DON'TS OF ALCOHOL TESTING
NDASA · Mar 15, 2023

-NDASA MEMBERS PAY IT FORWARD THROUGH MENTORSHIP
NDASA · Nov 30, 2022

TRAINER Courses:

Reasonable Suspicion Supervisor Training—numerous locations throughout the US and many dates.

Designated Employer Representative Training—numerous locations throughout the US and many dates from

Qualified Professional Drug Collection— master trainer throughout the US and Canada

Breath Alcohol Technician/ Certified Lifeloc Operator Calibration Technician— master trainer throughout US and Canada

Certified Professional Collector Train (CPCT) the training course

Ins and Outs of Drug and Alcohol Testing (while DATIA instructor)

Graduated from Cardinal Stritch University: Bachelor of Science: Magnum Cum Lauda in Management and Sales/Marketing.

Please tell us anything else you'd like to share (feel free to include a cover letter with your application):

The following is my resume:

CERTIFICATIONS, COURSES, & MEMBERSHIPS:

Breath Alcohol Technician (BAT) and Trainer (December 1994) and Screening Test Technician (STT) Trainer - Certification for BAT and STT. Master Breath Alcohol Technician Trainer for Lifeloc Technologies - certification yearly since 2010

Drug & Alcohol Testing Industry Association (DATIA) Regular Member 2003 (now NDASA)

DATIA DOT Regulated Drug Testing Certified Professional Collector- 5-year Refresher Course -
-Certification

DATIA Instructor for "Ins and Outs of Drug and Alcohol Testing"

DATIA Education & Standards Committee member

DATIA Certified DER: Train the Trainer Workshop - June 2006

DATIA Drug and Alcohol Program Management Seminar- April 2004

Regional Certified Professional Collector Trainer (R-CPCT) since 2002 (tested yearly –DATIA)

- CPCT in 2001 through DATIA (Drug and Alcohol Testing Industry Association).

- Certified in Urine and Alternative Specimen Collections - Refresher course- April 2007.

Reasonable Suspicion Supervisor Trainer – Drugs and Alcohol –numerous courses

Sales and Sales Management, Cardinal Stritch University -1995

NDASA Qualified Trainer

NDASA Approved Trainer

NDASA Instructor at Regional Events and Conferences- NDASA instructor for Urine Collector training, NDASA DER training and trainer training, TPA course and CPCT training.

EDUCATION:

Cardinal Stritch University (1997)

Milwaukee, Wisconsin

Magna Cum Laude (3.7 GPA)

Bachelor of Science

- Management

- Sales and Sales Management

- Marketing

University of St. Thomas (1993)

Minneapolis, Minnesota

- Mini MBA in Healthcare Management

Medical Institute of Minnesota (1969)

Minneapolis, Minnesota

-Medical Laboratory Technician

Additional Courses taken over the years:

Commitment to service

Communication

CPR

Customer Relations Safety Programs

Drug and Alcohol issues and updates at NDASA conferences, DATIA conference, FTA conference and SAPAA conferences

Human Resources Courses

Interpersonal effectiveness for supervisors

Management

Medical billing and coding

Occupational Medicine and Healthcare

OSHA safety classes

Professional Selling Skills & Counselor Selling

Quality Leadership (CQI) & Facilitation

Salary and job evaluations! Performance appraisal

Sales and marketing

Supervisor training

WORK EXPERIENCE:

Consultant, Trainer, Manager (25+years)

As a consultant, trainer, educator & manager this includes Workplace Drug & Alcohol Programs and Workplace Safety & Health Programs for companies. Additionally, I had managed an occupational medicine clinic business office.

The Workplace Drug and Alcohol program consists of development of Standard Operation Procedures (SOP), employee educational programs, supervisory training, and DER (Designated Employer Representative) training, policy, and procedure guidance. Assist the companies by facilitation of laboratory services, Medical Review Officer, collection sites, random programs, Substance Abuse Professional, and ongoing consultation. Assisting the companies in

establishing a Drug Free Workplace program to strengthen company's commitment to employee's well-being both DOT companies and NonDOT companies and having a safe work environment.

Train collector's – the procedures are in accordance of United States Department of Transportation (USDOT) and Health and Human Services (DHHS) collections of urine for drug testing and breath / saliva for alcohol testing following the proper procedure outlined in the Code of Federal Register (CFR) 49 Part 40. Collectors training and certification is to the highest industry standards using KorManagement presentation for urine drug collection and alternative drug testing including oral fluids, hair, sweat, and point of collection testing of oral fluids and point of collection testing urine for drugs of abuse. Train collectors the Department of Transportation procedures from CFR 49 Part 40 to become breath alcohol technician (BAT) utilizing Lifeloc Technologies Evidential Breath Testing Equipment and Screening Test Technician (STT) utilizing QED's and AlcoScreen02.

Programs for Workplace Safety & Health consisted of evaluating and identifying existing and potential hazards & determine if the workplace is safe and secure, accident investigation, train supervisors in their role to maintain controls, emergency handling, and use of personal protective equipment. Safety training for the employees according to OSHA (Occupational Safety and Health Administration). Employee education and training/OSHA compliance include such training as: back safety, ergonomics, fire protection, lockout tag out, bloodborne pathogen, cold stress, machine guarding, confined spaces, etc. Communication is continuous to ensure support and understanding of safety program -"Zero Accident Vision". Development of procedures & policies specific to each industry.

Consulting companies in human resources, payroll, medical billing, reviewing medical billing, and marketing /sales needed to increase their business. The management of the occupational medical practice included: processing primary claims, secondary claims, company billing, and patient billing. Claim follow-up calling companies, insurance companies and patients. Managing accounts receivable. Supervising staff and running aging and practice analysis reports for the company.

Management (18+ years)

Managing family practice and occupational health clinics effectively through operational management, fiscal management, contract negotiations, strategic planning, decision-making, and quality -productive management. Human Relations: hiring, training, coaching, firing, and maintaining regulations as the Manager of the clinic(s). Marketing, establishing accounts, and maintaining customers utilizing quality customer service. Educate customers in rules and regulations both state and federal statutes: OSHA regulations and Drug Free Workplace. Researching, planning, preparing, and presenting the rules and regulations. Examples are: Bloodborne pathogen training and updates, breath alcohol training, certified professional collector training, employee drug and alcohol education and supervisory training, and conflict resolution.

Marketing and Sales (20+years)

Marketing and selling laboratory services to clinics and private companies using consulting skills and professional selling skills: determining needs, probing, supporting, and closing by being versatile. Maintaining clients and obtaining new business. Managing and performing market research on services needed by customers. The products I sell are laboratory drug testing, program management, consulting /assistance in drug testing policies, procedures, and training employees/ employers. This is for both private companies and Department of Transportation companies.

Sales of Lifeloc Technologies products: Evidential Breath Equipment/ Supplies and training for the equipment. The training provided is at the customer's location or using Zoom via the internet. Sales calls are in person or via Zoom, which eliminated travel expenses.

Mentoring clients such as collectors, technicians, new business owners in the drug and alcohol industry, and companies for their drug and alcohol program.

Laboratory Supervision (5 years)

Supervising & managing the laboratory, x-ray, and nursing staff. Supervising by leading, coaching, delegating, appraising, and dealing with patient & staff complaints and grievances. Quality control setting up laboratory controls and standards for the medical assistants.

Medical Laboratory Technician (20+years)

Working as a professional interacting with pathologists and physicians in all departments in clinics and hospitals as a Medical Laboratory Technician. This included family practice, pediatrics, orthopedics, and departments in large multi-specialty clinics. Using technical skills in analysis to demonstrate always respect and concern for the wellbeing of the patients. Skilled in blood chemistry and hematology. urinalysis, venipuncture, X-ray, and bacteriology.

Please list boards and committees on which you serve or have served (business, civic, community, fraternal, political, professional, recreational, religious, social)

Board of Directors of DATIA

Board of Directors NDASA, Executive Committee, Secretary of NDASA

Training and Certification Committee (Chair)

Marketing and Communications Committee (Past Chair)

Conference Committee

Membership Committee

Mentorship Committee

Secretary for New Helgen Church Council

Please submit at 3 professional and 3 personal references:

Janette McCollum

Checkers, Inc. Owner/President

Checkers, Inc.

Sidney, Montana

Coleman Robbins

Safety Director

MDR Construction, Inc.

Coleman Robbins

Safety Director

Columbia, MS

Gina Kessler

President

Impact Solutions

Phoenix, AZ

Kay Decker, RN

Friend, worked together from 1969 to 1979 and have continued our friendship.

Cottage Grove, Minnesota

Karla Forcier

Friend

Hayti, SD

Friends and business associates:

Andrew Horn

Renee Schofield

Joe Reilly

Thank you very much for applying.

Please return application to Jo@jomcguire.org