

MINUTES FOR OCTOBER 7, 2016
BOARD OF CHEROKEE COUNTY COMMISSIONERS
CHEROKEE COUNTY, KANSAS

CONVENE

Vice-Chairman Collins called the Special Session of the Cherokee County Board of Commissioners (The Board), to order at 9:00 AM on Friday, October 7, 2016 in the Commission Room, #109 of the Cherokee County Courthouse located at 110 W Maple St., Columbus, Kansas. Commissioners Pat Collins, Charles Napier, and County Clerk Rodney Edmondson were present. Chairman Myers was absent.

County Treasurer Juanita Hodgson provided budget and fund balance reports for the Board to review. She reported that County General will have approximately \$3,800 left after today's approvals.

A motion was made by Commissioner Napier to approve the Payroll for the period ending September 30, 2016. The motion was seconded by Commissioner Collins. The motion carried 2-0.

A motion was made by Commissioner Napier to approve the Accounts Payable for the period ending October 4, 2016. The motion was seconded by Commissioner Collins. The motion carried 2-0.

Shawn Turner, PE - TranSystem

He appeared before the Board regarding the pending resolution for the Sewer District fee increase. He discussed the base rate for the district and how the increase will affect high end users. He provided a summary of potential sewer rate increase options for the Board to consider. His recommendation to the Board is to approve Option 1. It would establish a new fee for a base rate of \$12.50 per connection to the system and would retain the current fee of \$15.00 per benefit unit for each user.

A motion was made by Commissioner Collins to approve Option 1 as recommended by Shawn Turner establishing the sewer fee increase. The motion was seconded by Commissioner Napier. The motion carried 2-0.

A motion was made by Commissioner Collins to make the Sewer District fee increase effective November 1, 2016. The motion was seconded by Commissioner Napier. The motion carried 2-0.

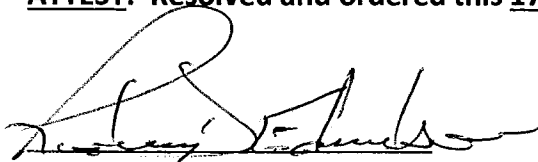
County Treasurer Juanita Hodgson appeared before the Board to provide an update on the options for the mailing of tax statements. She stated that the local Post Office cannot load postage on the Pitney Bowes machine and that permit mailing would be the only option. She stated that Postal City would cost approximately \$11,000 and it would be convenient and simple. Plus they would research for address changes. If she did it in house it would cost approximately \$8,225 plus employee time of approximately two weeks and the additional wear on equipment. She would like to have Postal City do it this year, then if the Board desires she could research options next year.

A motion was made by Commissioner Napier to allow the Treasurer to use Postal City for the tax statements this year. The motion was seconded by Commissioner Collins. The motion carried 2-0.

A motion was made by Commissioner Collins to follow the employee handbook concerning the paying of sick leave to employees that have accrued more than 720 hours of sick leave. The motion was seconded by Commissioner Napier. The motion carried 2-0.

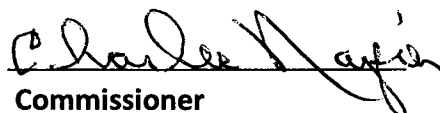
A motion was made by Commissioner Collins to adjourn until the next regular meeting scheduled for Monday, October 17, 2016. The motion was seconded by Commissioner Napier. The motion carried 2-0 at 9:54 AM.

ATTEST: Resolved and ordered this 17th day of October, 2016

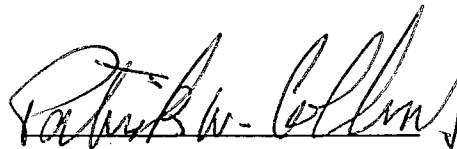


Cherokee County Clerk

Commissioner



Commissioner



Commissioner

RESOLUTION NO. 26-2016

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF CHEROKEE COUNTY, KANSAS, INCREASING SEWER RATES TO FUND OPERATIONS AND DEBT SERVICE FOR THE CHEROKEE COUNTY WASTEWATER SYSTEM.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CHEROKEE COUNTY, KANSAS:

SECTION 1. GENERAL AUTHORITY. K.S.A. 19-101, *et. seq.*, and K.S.A. 19-212 authorize the Board of County Commissioners of Cherokee County, Kansas, to transact all County business and perform all powers of local legislation deemed appropriate, and to make all contracts and do all other acts in relation to the property and concerns of the County necessary to the exercise of its corporate or administrative powers.

SECTION 2. PROJECT AND ADMINISTRATION. Due to increased costs of materials and operations, and the Main Lift Station Project, the Board of County Commissioners of Cherokee County, Kansas, hereby increase the sewer rate to include a base rate of \$12.50 plus a unit rate of \$15.00 per month.

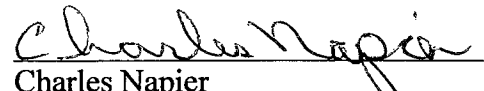
SECTION 3. ENFORCEMENT. That Cherokee County, Kansas shall adopt one or more dedicated sources of revenue for repayment of financing. The dedicated sources of revenue may be in the form of user charges, ad valorem taxes, special tax assessments, another permanent source of revenue or some combination of these sources. The County shall conduct a revenue source review each year during the entire life of the repayment obligation and shall implement new revenue rates to maintain a positive cash balance.

SECTION 4. PUBLICATION. The County Clerk shall cause this resolution to be published in the official County Newspaper.


SECTION 5. CONFLICT. That all resolutions, County policies or parts thereof in conflict herewith are hereby repealed insofar as they conflict herewith.

PASSED and APPROVED by the Board of County Commissioners of Cherokee County, Kansas, this 7th day of October, 2016.

Robert Myers, Chairman
Cherokee County Commissioner




Charles Napier
Cherokee County Commissioner



Patrick Collins
Cherokee County Commissioner

ATTEST:



Rodney D. Edmondson, County Clerk

(Seal)

Summary of potential Sewer Rate increase:

There are currently 345 sewer connections. One Benefit Unit is assigned to each residential connection, with multiple Benefit Units being assigned to users that generate higher flows. There are a total of 561 Benefit Units. The number of Benefit Units per connection ranges from 1 for the typical resident, to 136 for the Riverton School.

The current sewer rate is \$15 per benefit unit per month. This rate does not generate enough revenue to cover projected expenses including debt service.

A rate increase of \$7.50 per benefit unit per month was originally proposed. While this rate will cover projected expenses, there are concerns that it will create an unbalanced financial burden on the higher users such as the Riverton School. An option to consider would be to add a base rate per month, plus a charge per benefit unit. This would assign the new debt service more equally to each user. Several variations of this Base Rate plus a Unit Rate that are projected to generate sufficient revenue are summarized in the following:

	<u>Base Rate</u>	<u>Unit Rate</u>
Original Proposal	0	\$22.50
Option 1	\$12.50	\$15.00
Option 2	\$7.50	\$18.00
Option 3	\$4.00	\$20.00

BUDGET BALANCES 2016							
COUNTY GENERAL	Beginning Budget	BUDGET AVAIL.		OCT A/P	OCT P/R	AFTER OCT ISSUE	%
Commissioners	\$ 85,000.00	\$ 20,177.69		\$ -	\$ 3,093.46	\$ 17,084.23	20.10%
County Clerk	\$ 125,000.00	\$ 33,273.44		\$ -	\$ 4,600.75	\$ 28,672.69	22.94%
County Treasurer	\$ 94,000.00	\$ 27,234.38		\$ -	\$ 8,370.72	\$ 18,863.66	20.07%
County Attorney	\$ 277,970.00	\$ 88,704.53		\$ 2,575.89	\$ 9,895.00	\$ 76,233.64	27.43%
Register of Deeds	\$ 95,360.00	\$ 27,985.00		\$ 323.90	\$ 3,379.25	\$ 24,281.85	25.46%
County Counselor	\$ 28,000.00	\$ 7,502.18		\$ -	\$ 1,071.36	\$ 6,430.82	22.97%
Sheriff Dept	\$ 1,225,000.00	\$ 342,764.28		\$ 3,155.88	\$ 41,753.10	\$ 297,855.30	24.31%
District Court	\$ 268,800.00	\$ 95,481.05		\$ 12,330.62	\$ 1,649.13	\$ 81,501.30	30.32%
Courthouse	\$ 475,000.00	\$ 163,320.49		\$ 25,248.31	\$ 1,353.40	\$ 136,718.78	28.78%
Emergency Prep	\$ 82,450.00	\$ 3,561.98		\$ 111.60	\$ 3,709.22	\$ (258.84)	-0.31%
Human Resources	\$ 42,920.00	\$ 14,117.41		\$ -	\$ 1,474.40	\$ 12,643.01	29.46%
Planning Comm	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Recreation	\$ 11,000.00	\$ 7,375.00		\$ 300.00	\$ -	\$ 7,075.00	64.32%
Jail	\$ 948,000.00	\$ 229,826.98		\$ 7,153.65	\$ 18,092.50	\$ 204,580.83	21.58%
Computer Prog	\$ 65,000.00	\$ 4,469.67		\$ -	\$ -	\$ 4,469.67	6.88%
Jury Cost	\$ 9,693.00	\$ 3,091.26		\$ 4,304.10	\$ -	\$ (1,212.84)	-12.51%
Juvenile Dentention	\$ 96,546.00	\$ 40,317.25		\$ -	\$ -	\$ 40,317.25	41.76%
Geneology Society	\$ 8,000.00	\$ -		\$ -	\$ -	\$ -	0.00%
Emergency 911	\$ 63,479.00	\$ 21,195.18		\$ -	\$ 2,132.45	\$ 19,062.73	30.03%
Jail JOP Reserve	\$ 616,443.00	\$ 616,443.00		\$ -	\$ -	\$ 616,443.00	100.00%
Gis Info	\$ 29,078.00	\$ 17,211.54		\$ 1,815.00	\$ -	\$ 15,396.54	52.95%
USD 493	\$ 50,000.00	\$ -		\$ -	\$ -	\$ -	0.00%
ROZ	\$ 6,000.00	\$ 6,000.00		\$ -	\$ -	\$ 6,000.00	100.00%
Mental Health Truancy	\$ 2,500.00	\$ 2,500.00		\$ -	\$ -	\$ 2,500.00	0.00%
Economic Development	\$ 198,855.00	\$ 119,747.25		\$ 531.86	\$ 2,680.00	\$ 116,535.39	58.60%
Grand Jury	\$ 50,000.00	\$ 23,138.04		\$ 2,857.26	\$ -	\$ 20,280.78	40.56%
Capital Lease	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Capital Lease File Server	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Dept Office Supply	\$ 100,000.00	\$ 71,312.05		\$ 660.73	\$ -	\$ 70,651.32	70.65%
Total County General	\$ 5,054,094.00	\$ 1,986,749.65		\$ 61,368.80	\$ 103,254.74	\$ 1,822,126.11	36.05%

	<u>Beginning Budget</u>	<u>BUDGET AVAIL.</u>		<u>OCT A/P</u>	<u>OCT P/R</u>	<u>AFTER OCT ISSUE</u>	<u>%</u>
Equipment Reserve	\$ -	\$ -		\$ -			0.00%
Technology Fund	\$ -	\$ -		\$ 28.96	\$ -	\$ -	0.00%
Treasurer Technology Fund	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Clerk Technology Fund	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Rd & Bridg	\$ 3,500,000.00	\$ 1,280,416.77		\$ 35,473.59	\$ 49,174.31	\$ 1,195,768.87	34.16%
Ex Counc	\$ 204,302.00	\$ -		\$ -	\$ -	\$ -	0.00%
Noxious Weed	\$ 66,333.00	\$ 16,620.92		\$ 109.67	\$ 1,154.80	\$ 15,356.45	23.15%
Health &Wic	\$ 657,733.00	\$ 500,313.67		\$ 6,833.62	\$ 15,457.37	\$ 478,022.68	72.68%
Fair	\$ 12,000.00	\$ 3,000.00		\$ -	\$ -	\$ 3,000.00	25.00%
Direct Elect	\$ 163,950.00	\$ 55,495.39		\$ 4,106.67	\$ 1,744.00	\$ 49,644.72	30.28%
Comm College	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Soil Conservation	\$ 25,000.00	\$ -		\$ -	\$ -	\$ -	0.00%
Special Bridge	\$ -	\$ -		\$ -	\$ 886.91	\$ -	0.00%
Mental Health	\$ 111,457.00	\$ -		\$ -	\$ -	\$ -	0.00%
Mental Retard.	\$ 111,457.00	\$ -		\$ -	\$ -	\$ -	0.00%
Ambulance	\$ 607,584.00	\$ 151,896.09		\$ 50,631.99	\$ -	\$ 101,264.10	16.67%
Cherokee County 911	\$ 444,227.00	\$ -		\$ 4,395.48	\$ -	\$ -	0.00%
Appraiser	\$ 327,403.00	\$ 101,630.74		\$ 25.00	\$ 7,362.00	\$ 94,243.74	28.79%
County Bldg.	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Employee Bene	\$ 3,242,409.00	\$ 776,861.63		\$ 520.09	\$ -	\$ 776,341.54	23.94%
Elderly	\$ 20,000.00	\$ 12,487.91		\$ 607.14	\$ -	\$ 11,880.77	59.40%
Landfill	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Sewer Dist #1	\$ 155,617.00	\$ 56,058.33		\$ 632.08	\$ 1,064.12	\$ 54,362.13	34.93%
Concealed	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Spider	\$ -	\$ -		\$ 300.00	\$ -	\$ -	0.00%
No Fund Warrants	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Prosecuting Attoreney Training	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Co Attorney Spec Law Enforc	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Special Park	\$ -	\$ -		\$ -	\$ -	\$ -	
Special Alcohol	\$ -	\$ -		\$ 7,198.35	\$ -	\$ -	0.00%
Tourism	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%
Spec Law	\$ -	\$ -		\$ 283.76	\$ -	\$ -	0.00%
Drug Tax Stamp Fund	\$ -	\$ -				\$ -	0.00%
Total		\$ -		\$ 172,515.20	\$ 180,098.25		

FUND BALANCES 10/05/2016					
FUND	FUND #	Balance 2016	October A/P	October P/R	BALANCE
<u>County No-Fund Warrants</u>	<u>99</u>	\$ -	\$ -	\$ -	\$ -
<u>CO GEN</u>	<u>100</u>	\$ 168,444.43	\$ 61,368.80	\$ 103,254.74	\$ 3,820.89
<u>County Equipment Reserve</u>	<u>102</u>	\$ 161,956.86	\$ -	\$ -	\$ 161,956.86
<u>TECHNOLOGY FUND</u>	<u>103</u>	\$ 30,140.13	\$ 28.96	\$ -	\$ 30,111.17
<u>Treasurer Technology Fund</u>	<u>104</u>	\$ 5,259.12	\$ -	\$ -	\$ 5,259.12
<u>Clerk Technology Fund</u>	<u>106</u>	\$ 6,851.31	\$ -	\$ -	\$ 6,851.31
<u>STATE LINE ROAD PROJECT</u>	<u>105</u>	\$ 260.97	\$ -	\$ -	\$ 260.97
<u>Jail Salestax</u>	<u>107</u>	\$ 528,420.44	\$ -	\$ -	\$ 528,420.44
<u>Law Enforcement Center</u>	<u>108</u>	\$ -	\$ -	\$ -	\$ -
<u>RD BRIDGE</u>	<u>110</u>	\$ 1,720,741.07	\$ 35,473.59	\$ 49,174.31	\$ 1,636,093.17
<u>EX COUNCIL</u>	<u>120</u>	\$ 17,472.32	\$ -	\$ -	\$ 17,472.32
<u>NOXIOUS WEED</u>	<u>130</u>	\$ 25,829.28	\$ 109.67	\$ 1,154.80	\$ 24,564.81
<u>SEVERE WEATHER EQUIPMENT</u>	<u>135</u>	\$ -	\$ -	\$ -	\$ -
<u>HEALTH</u>	<u>140</u>	\$ 1,230,751.59	\$ 6,833.62	\$ 15,457.37	\$ 1,208,460.60
<u>Clean Up Illegal Dump</u>	<u>142</u>	\$ -	\$ -	\$ -	\$ -
<u>TRI CO WIC</u>	<u>145</u>	\$ -	\$ -	\$ -	\$ -
<u>FAIR</u>	<u>150</u>	\$ 3,088.78	\$ -	\$ -	\$ 3,088.78
<u>ELECTION</u>	<u>160</u>	\$ 70,320.50	\$ 4,106.67	\$ 1,744.00	\$ 64,469.83
<u>COMM COLLEGE</u>	<u>170</u>	\$ 2,028.62	\$ -	\$ -	\$ 2,028.62
<u>SOIL CONSERV</u>	<u>180</u>	\$ 2,084.66	\$ -	\$ -	\$ 2,084.66
<u>SPECIAL BRIDGE</u>	<u>190</u>	\$ 471,267.14	\$ -	\$ 886.91	\$ 470,380.23
<u>MENTAL HEALTH</u>	<u>200</u>	\$ 9,669.50	\$ -	\$ -	\$ 9,669.50
<u>MENTAL RETARD</u>	<u>210</u>	\$ 9,661.13	\$ -	\$ -	\$ 9,661.13
<u>FAM LIFE CENTER BOND & INT</u>	<u>216</u>	\$ -	\$ -	\$ -	\$ -
<u>AMBULANCE</u>	<u>220</u>	\$ 199,419.54	\$ 50,631.99	\$ -	\$ 148,787.55
<u>CHEROKEE COUNTY 911</u>	<u>224</u>	\$ 285,032.07	\$ 4,395.48	\$ -	\$ 280,636.59
<u>FEMA PUBLIC ASSISTANCE GRANT</u>	<u>227</u>	\$ -	\$ -	\$ -	\$ -
<u>APPRAISAL</u>	<u>230</u>	\$ 104,389.11	\$ 25.00	\$ 7,362.00	\$ 97,002.11
<u>COUNTY BLDG</u>	<u>250</u>	\$ -	\$ -	\$ -	\$ -
<u>EMPL. BENE</u>	<u>260</u>	\$ 56,128.30	\$ 520.09	\$ -	\$ 55,608.21
<u>PAYROLL W/HOLD</u>	<u>265</u>	\$ 35.03	\$ -	\$ -	\$ 35.03
<u>SPECIAL (TORT) LIABILITY</u>	<u>290</u>	\$ -	\$ -	\$ -	\$ -
<u>ELDERLY</u>	<u>300</u>	\$ 16,301.01	\$ 607.14	\$ -	\$ 15,693.87
<u>DESIGNATED DV & SA PROSEC</u>	<u>301</u>	\$ -	\$ -	\$ -	\$ -
<u>CDBG-Grant Family Life</u>	<u>302</u>	\$ -	\$ -	\$ -	\$ -
<u>08LEPC PLAN/TRAIN GRANT</u>	<u>303</u>	\$ -	\$ -	\$ -	\$ -
<u>SPIDER PROGRAM</u>	<u>304</u>	\$ 11,332.61	\$ 300.00	\$ -	\$ 11,032.61

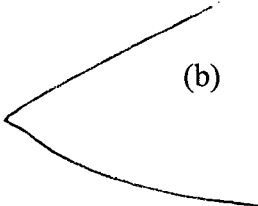
<u>FUND</u>	<u>FUND #</u>	<u>Balance 2016</u>	<u>October A/P</u>	<u>October P/R</u>	<u>BALANCE</u>
<u>E/P GRANT</u>	<u>306</u>	\$ -			\$ -
<u>COPS GRANT</u>	<u>307</u>	\$ -			\$ -
<u>JUVENILE BLOCK GRANT</u>	<u>309</u>	\$ -	\$ -		\$ -
<u>LANDFILL</u>	<u>310</u>	\$ 2,270.00	\$ -		\$ 2,270.00
<u>REMODEL GRANT</u>	<u>313</u>	\$ -			\$ -
<u>INVESTIGATOR GRANT</u>	<u>314</u>	\$ -			\$ -
<u>GALENA MINE CLOSURE</u>	<u>317</u>	\$ -			\$ -
<u>EMERG SHELTER GRANT</u>	<u>338</u>	\$ -			\$ -
<u>SEWER DIST #1 BOND & INT</u>	<u>320</u>	\$ 5,542.84			\$ 5,542.84
<u>SEWER DIST #1 OPER & MAINT</u>	<u>330</u>	\$ 20,808.59	\$ 632.08	\$ 1,064.12	\$ 19,112.39
<u>SHELTERED WORKSHOP BD & IN</u>	<u>340</u>	\$ -			\$ -
<u>SPECIAL HIGHWAY IMPROVEMT</u>	<u>360</u>	\$ 1,264.20			\$ 1,264.20
<u>SPECIAL ROAD MACHINERY</u>	<u>370</u>	\$ 100.00			\$ 100.00
<u>COUNTY BOND & INTEREST</u>	<u>390</u>	\$ -			\$ -
<u>PROS ATTORN TRAIN</u>	<u>410</u>	\$ 2,123.79			\$ 2,123.79
<u>ELECTRONIC MONITORING</u>	<u>412</u>	\$ 910.00			\$ 910.00
<u>ATTORNEY APPLICATION FEE</u>	<u>413</u>	\$ 19,920.13			\$ 19,920.13
<u>DIVERSION SUPERVISION FEE</u>	<u>414</u>	\$ 5.00			\$ 5.00
<u>ADMINISTRATION FEE BAD CKS</u>	<u>415</u>	\$ 88.81			\$ 88.81
<u>SPECIAL PARKS & RECREATION</u>	<u>430</u>	\$ (653.37)			\$ (653.37)
<u>SPEC ALCOHOL</u>	<u>440</u>	\$ 7,198.35	\$ 7,198.35		\$ -
<u>TOURISM</u>	<u>450</u>	\$ (28.00)			\$ (28.00)
<u>VINS</u>	<u>460</u>	\$ 14,730.15			\$ 14,730.15
<u>INFORMATION NETWORK OF KS</u>	<u>465</u>	\$ -			\$ -
<u>BANKRUPTCY FUND</u>	<u>470</u>	\$ 17,829.10			\$ 17,829.10
<u>CONCEALED WEAPON APPS</u>	<u>489</u>	\$ 17,699.10			\$ 17,699.10
<u>SPECIAL LAW ENFORC TRUST</u>	<u>490</u>	\$ 38,579.56	\$ 283.76		\$ 38,295.80
<u>DRUG TAX STAMP FUND</u>	<u>491</u>	\$ 2,278.25			\$ 2,278.25
<u>CO ATTY SPEC LAW ENFORC</u>	<u>492</u>	\$ 628.56			\$ 628.56
<u>Drug Forfeiture Fund</u>	<u>493</u>	\$ 1,080.06			\$ 1,080.06
<u>Justice Assistance Grant</u>	<u>494</u>	\$ -			\$ -
<u>DRUG FREE GRANT 91-03</u>	<u>495</u>	\$ -			\$ -
<u>RURAL WATER #8 GRANT</u>	<u>505</u>	\$ 246.00			\$ 246.00
<u>FLOOD PURCHASE AGREEMENT</u>	<u>513</u>	\$ -			\$ -
<u>FLOOD BUYOUT PROG 1997</u>	<u>517</u>	\$ -			\$ -
<u>SIREN</u>					\$ -
<u>NSP</u>	<u>353</u>	\$ -			\$ -
			\$ 172,515.20	\$ 180,098.25	

- (h) **Records.** The Human Resources Office shall provide each department head with records of earned and used vacation by each employee under their supervision on a monthly basis.
- (i) **Units of Use.** Employees may use vacation leave in units of not less than a regular full day for the employee (7 or 8 hours, as applicable), subject to the approval of their supervisor or department head.

V-5. Sick Leave. All regular full-time and regular part-time employees of the County shall be entitled to sick leave with pay for absences resulting from the employee's or the employee's immediate family's injuries, accidents or other physical incapacitation, occurring either on or off the job. No employee shall be permitted to use sick leave for any periods spent on unauthorized leave or participating in any unlawful work stoppage.

- (a) **Amount of Sick Leave.** Upon successful completion of the training period each regular full-time employee shall earn eight (8) hours of sick leave for each month of service or seven (7) hours of sick leave for each month of service if they are a seven (7) hour day employee. Employees must work a minimum of 80 hours per month before accruing sick leave.

Each regular part-time employee shall earn one half the monthly sick leave allowed a regular full-time employee described above.

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- (b) **Accumulation of Sick Leave.** No employee shall accrue more than seven hundred twenty (720) hours of sick leave. Any hours above the 720 will be paid to the employee on the last paycheck of the year.
 - (c) **Computing Sick Leave.** Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in units of not less than fifteen (15) minutes.
 - (d) **Doctor's Certificate.** For sick leave in excess of three (3) days, an office or department head may require a signed statement from a physician or dentist verifying the employee's inability to perform his or her assigned duties because of such illness or the illness any of the following persons: a parent, child, step-child, or person over which the employee is the legally appointed guardian or custodian.
 - (e) **Notification.** To be eligible for paid sick leave, an employee shall notify his or her immediate supervisor of the reason for his or her absence no later than before the beginning of each day for which sick leave is taken.

