



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 2/26/2019

Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Nikki Salas - Director  
Human Resources  
**REPORT BY:** Olivia Soria, Benefits Administrator - 253-4945  
**SUBJECT:** Approval of Professional Services Agreement with Claremont Behavioral Services, Inc.

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### **RECOMMENDATION**

Director of Human Resources requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170123B with Claremont Behavioral Services, Inc., doing business as Claremont EAP for the term of February 1, 2019 through June 30, 2020 for a maximum amount of \$150,000 to provide Employee Assistance Program (EAP) services to volunteer firefighters and extra help employees.

### **EXECUTIVE SUMMARY**

Claremont Behavioral Services, Inc., was awarded a contract to provide Employee Assistance Program (EAP) services to County employees and their eligible dependents effective January 1, 2014. The proposed contract amendment adds extra help employees and Volunteer Firefighters to the scope of services. In the event of a natural disaster such as a wildfire as well as regular life events, extra help employees and Volunteer Firefighters deserve the same EAP services that regular County employees receive. In addition, the contract amendment expands definitions in the glossary, and provides detailed descriptions of the the services available to County managers.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Under the current contract, County extra help employees and Volunteer Firefighters are not eligible for EAP services. Due to the recent wildfires, Human Resources has determined that there is a need for extra help employees and Volunteer Firefighters to seek one-on-one counseling to cope with traumatic experiences while working during a natural disaster.
Is the general fund affected?	Yes
Future fiscal impact:	Contract costs will increase approximately \$8,000 for the remainder of FY 2018-2019, and approximately \$12,000 per fiscal year thereafter. The total cost to provide EAP services to all County employees (regular and extra help) and Volunteer Firefighters is estimated to be approximately \$78,000 per calendar year with this contract amendment. The Fire fund will pay for the increased cost associated with the coverage for Volunteer Firefighters. The Employee Assistance Program is an ongoing program and will be budgeted accordingly in future years.
Consequences if not approved:	If this amendment is not approved, the County would not be able to provide assistance in the form of EAP services to extra help employees and Volunteer Firefighters who may have experienced traumatic events while working during a natural disaster.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Employee Assistance Program (EAP) provides counseling services to County employees and their eligible dependents on a wide variety of issues including legal concerns, financial matters, and work/life referral services. Covered persons under this contract are entitled to five (5) free counseling visits per incident with a licensed counselor or therapist. In addition, EAP provides on-site training seminars, consultation for County management staff, critical incident debriefing, and mediation/team building services for departments in need.

Claremont Behavioral Services, Inc., was awarded a contract to provide EAP services to County employees and their eligible dependents effective January 1, 2014. The contract was amended effective January 1, 2016, to amend the per employee per month fee. The contract was amended again to increase the maximum payment amount not to exceed \$150,000 per year effective October 4, 2016. Today's requested action is for approval to amend the contract to add extra help employees and Volunteer Firefighters to the scope of services. Due to the recent wildfires, Human Resources has determined that there is a need for extra help employees and Volunteer Firefighters to obtain one-on-one counseling in the event that they need to cope with traumatic experiences from working during on day-to-day life issues as well as natural disasters. In addition, this amendment expands the definitions in the glossary, and provides detailed descriptions of the services available to County managers. All other terms and conditions of the contract remain in full force through the rate guarantee, which ends on December 31, 2020. The services provided by EAP are critical to improving County employees' effectiveness in the workplace by increasing employee engagement and fostering positive working relationships. Utilization of the EAP services by County employees remains at an industry high of 16% annually, whereas industry average is 4-6%, proving that

County employees are using this important benefit.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi