



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

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Consent
June 22, 2010

Honorable Mayor and
Members of the City Council

Title: Employee Assistance Program Agreement

Location/Council District: City-wide

Recommendation: Adopt a **Resolution:** 1) awarding a two-year contract for Employee Assistance Program Services to Managed Health Network (MHN) in a total amount not to exceed \$392,372 for the term of the contract; and 2) authorizing the City Manager or the City Manager's designee to execute the contract.

Contact: Geri Hamby, Human Resources Director

Presenters: N/A

Department: Human Resources

Division: Risk Management

Organization No: 08000

Description/Analysis

Issue: The City has a need to contract for Employee Assistance Program services to promote a well-balanced personal and professional life for City employees including professional aid with educational and consultative assistance concerning financial, legal, childcare, elder care, tax advisory and pre-retirement issues. The City's Employee Assistance Program also serves employees whose job performance may suffer from personal, health or substance abuse related problems and/or who may not be responsive to normal on-site supervisory counseling procedures. In addition, the program provides Critical Incident Stress Debriefing, group and/or individual, (CISD's) relating to a distressing traumatic event occurring in the City's workplace. Staff recommends the contract be awarded to Managed Health Network (MHN) for Employee Assistance Program services.

Policy Considerations: The City has provided an Employee Assistance Program to employees and dependents since 1986 as a significant loss prevention measure. Staff believes that the Employee Assistance Program continues to be a critical tool to the City's loss prevention program.

EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

Environmental Considerations: Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

Sustainability Considerations: Not applicable.

Rationale for Recommendation: After a meticulous review of the proposals submitted through the Request for Proposal process, staff recommends the contract be awarded to Managed Health Network (MHN) for Employee Assistance Program services.

Financial Considerations: The yearly cost for the MHN agreement is \$196,186 paid by the Risk Management fund 6502.

Emerging Small Business Development (ESBD): Not applicable.

Respectfully Submitted by: 
Geri Hamby
Human Resources Director

Recommendation Approved:


Gus Vina
Interim City Manager

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EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

RESOLUTION NO.

Adopted by the Sacramento City Council

**ESTABLISHING THE
EMPLOYEE ASSISTANCE PROGRAM AGREEMENT**

BACKGROUND

- A. The City has a need to contract for Employee Assistance Program services to promote a well-balanced personal and professional life for City employees including professional aid with educational and consultative assistance concerning financial, legal, childcare, elder care, tax advisory and pre-retirement issues.
- B. The City has provided an Employee Assistance Program to employees and dependents since 1986 as a significant loss prevention measure.
- C. After a meticulous review of the proposals submitted through the Request for Proposal process, staff recommends the contract be awarded to Managed Health Network (MHN) for Employee Assistance Program services.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- 1. Council hereby awards a two-year contract for Employee Assistance Program Services to Managed Health Network (MHN) in a total amount not to exceed \$392,372 for the term of the contract.
- 2. Council authorizes the City Manager or the City Manager's designee to execute the contract.