

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/01/10		Item Number: <u>C-4</u>	
AGENDA ITEM: Approval of an Amendment to an Existing Professional Services Agreement with Cedars-Sinai Medical Center, Work 'n Life Matters, to Continue Providing an Employee Assistance Program to Culver City Employees			
Contact Person/Dept.: Linda Coll		Phone Number: 310-253-5645	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: (E-Mail) Meetings and Agendas – City Council (01/27/10)			
Department Approval: Serena Wright (01/26/2010)		City Attorney Approval: Carol Schwab (by H. Baker) (01/27/10)	
Chief Financial Officer Approval: Mark Scott (by M. Noller) (01/27/10)		City Manager Approval: Mark Scott (01/27/10)	

RECOMMENDATION:

Staff recommends that the City Council approve an amendment to an existing professional services agreement with Cedars-Sinai Medical Center's Work 'n Life Matters, to continue providing an Employee Assistance Program (EAP) to Culver City employees.

BACKGROUND:

On December 3, 2007, the City Council approved a two-year professional services agreement with Cedars Sinai Medical Center Work 'n Life Matters to provide an EAP to all Culver City employees and their immediate family members. The professional relationship with Work 'n Life Matters began in 2001; subsequent contract renewals have resulted in the establishment of a positive and trusted partnership while maintaining continuity of these sensitive services for employees.

Staff recommends that the City Council approve an amendment to the existing agreement with our current EAP provider.

DISCUSSION:

Services Provided

Work 'n Life Matters provides support, resources and education in a variety of areas including, but not limited to:

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Personal Issues

- Family Relationships
- Work Relationships
- Substance Abuse
- Legal & Financial Problems
- Grief Counseling
- Relocation Assistance

Aging Parents

- Housing Concerns
- Caregiver Burnout
- Long Distance Caregiving
- Transportation Services
- Education & Support
- Eldercare Resources

Stress

- Time Management
- Health Resources
- Child Care Referrals
- Parenting Problems
- Life Goals

In addition, Work 'n Life Matters provides services on an as needed basis to the City ranging from Staff/Management Development to one-on-one Critical Incident Management/Trauma Response.

Work 'n Life Matters has collaborated with City Management in response to specific organizational needs with the goal of improving departmental communication and public service. Items addressed include:

- Management leadership;
- Assistance to various staff in order to strengthen and enhance working relationships;
- Development of collaborative approaches to problem solving; and
- Customized professional training programs

Renegotiated Fee Structure 12/1/09 through 11/31/10

Work 'n Life Matters is keenly aware of the significant budget constraints currently facing the City and the responsibility to prudently allocate limited resources. In response to the current economic constraints, and to ensure continuity of services to employees and their families during this difficult time, Work 'n Life Matters agreed to an approximate 50% rate reduction. The reduced rate will be in effect December 1, 2009 through November 31, 2010, at which time it will be reevaluated.

	<u>Proposed Rate</u> <u>12/1/09 – 11/31/09</u>	<u>Contracted Rate</u> <u>2008 - 2009</u>
Monthly Rate per Employee:	\$1.49	\$2.91
Number of Employees:	781	781
Monthly Cost:	\$1,164	\$2,273
Annual Cost:	\$13,964	\$27,276
Projected Savings:	\$13,312	

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FISCAL ANALYSIS:

Sufficient funds are available in the adopted Human Resources Department budget (10122100) for FY 2009-2010. Funds may need to be requested for FY 2010-2011 to satisfy the remainder of the contract that occurs in that fiscal year. This will be addressed during the upcoming budget process.

ATTACHMENTS:

1. Proposed Work 'n Life Matters Scope of Work and Fee Schedule

MOTION:

That the City Council:

1. Approve an amendment to the existing professional services contract with Cedars-Sinai Medical Center, Work 'n Life Matters, to continue providing an Employee Assistance Program to Culver City Employees, effective December 1, 2009 through November 30, 2010 in an amount not-to-exceed \$14,000; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.