

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 11/13/06		Item Number: <u>C-4</u>	
AGENDA ITEM: Approval of Contract Extension with Cedars-Sinai Medical Center, Work 'n Life Matters to Continue Providing an Employee Assistance Program to Culver City Employees.			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Cedars-Sinai Medical Center, Work 'n Life Matters via email, and Master Notification List on November 8, 2006			
Department Approval: Serena Wright (11/06/2006)		City Manager Approval: Jerry B. Fulwood (11/08/2006)	
City Controller Approval: Marlee Chang (11/07/2006)			
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an extension of the contract with Cedars-Sinai Medical Center's Work 'n Life Matters to continue providing an Employee Assistance Program (EAP) to Culver City employees. <u>BACKGROUND:</u> On November 12, 2001, the City Council approved a contract, renewable annually, with Cedars Sinai Medical Center Work 'n Life Matters to provide an EAP to all Culver City employees. On September 13, 2004, the City Council approved a two-year extension of the contract through September 30, 2006. Staff is currently recommending that the City Council extend the contract for one year effective October 1, 2006 through September 30, 2007. Attached is the Scope of Work and Fee Schedule from Work 'n Life Matters which includes a summary of services provided to Culver City from October 1, 2001 through September 6, 2006. <u>DISCUSSION:</u> Staff contacted two (2) Culver City providers of health services, Didi Hirsch Community Mental Health Center and Brotman Hospital, however, neither organization is currently offering an EAP. Due to the sensitive nature of EAP services, staff is recommending that the City extend the current contract with Work 'n Life Matters. A positive, trusting relationship has been established between Work 'n Life Matters, the City and the			

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City Council Agenda Item Report

City's employees, and extension of the contract will ensure a continuity of services. In addition to individual services provided to employees and their families, Work 'n Life Matters provides services to the City ranging from Staff/Management Development to one-on-one Critical Incident Management/Trauma Response.

Over the years, the City has developed a strong partnership with Work 'n Life Matters and programs have been developed to address the specific needs of various City departments. For example:

- City management has been collaborating with Work 'n Life Matters specialists to develop training specifically targeting change management. The goal is to increase the understanding of how changes in leadership may impact individual employees and/or existing teams, and to assist management in the creation of strategies for helping their employees deal with change.
- A Team Building program is currently underway with the goal of improving employee morale, instilling trust and respect, and providing assistance with conflict resolution between management, supervisors and their subordinate staff. The program is in its initial stages but has already experienced significant participation and positive responses from management and employees involved.

In addition, Work 'n Life Matters has agreed to keep the cost per employee level with no increase proposed in the attached Scope of Work and Fee Schedule. Staff recommends, and believes it to be in the best interest of the City and employees, that the Work 'n Life Matters contract be extended for one (1) additional year in order to avoid a disruption of sensitive EAP services at a cost equal to the current contract..

FISCAL ANALYSIS:

Work 'n Life Matters has agreed to keep the cost per employee at the current contract rate of \$2.50 per employee per month. In FY 2004-05 and FY 2005-06, the City spent \$24,990 and \$25,013, respectively, on EAP services. Sufficient funds are available in the adopted Personnel Department budget for FY 2006-07.

ATTACHMENTS:

1. Scope of Work and Fee Schedule Effective 10/01/06

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City Council Agenda Item Report

MOTION:

That the City Council:

1. Approve an extension of the contract with Cedars-Sinai Medical Center, Work 'n Life Matters, to continue providing an Employee Assistance Program to Culver City Employees, effective October 1, 2006 through September 30, 2007; and
2. Authorize the City Attorney to prepare the proper documents and authorize the City Manager to execute the Agreement on behalf of the City.