



**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

Notice of Time Change

**LEGISLATIVE/HUMAN RESOURCES
COMMITTEE MEETING**

10:30 a.m.

Tuesday, June 13, 2017

Notice is hereby given that on Tuesday, June 13, 2017 the Legislative/Human Resources Committee Meeting of the Board of Directors has been rescheduled from 10:15 a.m. to 10:30 a.m. The meeting will be held in the Training Resource Center of the Administration Building, 375 - 11th Street, Oakland, California.

Dated: June 8, 2017



Rischa S. Cole

Secretary of the District



**BOARD OF DIRECTORS
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AGENDA

**Legislative/Human Resources Committee
Tuesday, June 13, 2017
10:30 a.m.
Training Resource Center**

(Committee Members: Directors Coleman {Chair}, Patterson and Young)

ROLL CALL:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

DETERMINATION AND DISCUSSION:

1. Proposed Employee Assistance Program Contract (Brunson)
2. Legislative Update: (Dumaine)
 - Update on Legislative Issues of Interest to EBMUD

ADJOURNMENT:

Disability Notice

If you require a disability-related modification or accommodation to participate in an EBMUD public meeting please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.

Document Availability

Materials related to an item on this Agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours, and can be viewed on our website at www.ebmud.com.

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: June 8, 2017

MEMO TO: Board of Directors

THROUGH: Alexander R. Coate, General Manager *ARC*

FROM: Laura A. Brunson, Manager of Human Resources *LB*

SUBJECT: Proposed Employee Assistance Program Contract

SUMMARY

Since 1972, the District has provided a voluntary, confidential Employee Assistance Program (EAP) for employees to assist them in addressing personal issues that have the potential to adversely affect on-the-job performance and productivity. This program is an important part of our established employee benefits package, providing individual counseling and a variety of life support services to employees and their family members. It also has been incorporated in the EBMUD Wellbeing Program. The District's current EAP services contract will expire at the end of FY17 and a selection process for a new provider has been undertaken. Staff will provide an update to the Legislative/Human Resources Committee on the EAP and the selection process results on June 13, 2017.

BACKGROUND

Over the years, EAP services have consistently been successful in enhancing employee productivity, containing accident and benefit costs, and supporting District efforts to comply with the Drug Free Workplace Act and Department of Transportation mandatory drug and alcohol testing requirements. Based on a 2016 program review, the District's estimated return on its investment in the EAP is \$5.97 for every dollar spent.

DISCUSSION

Staff recommends continuing to provide EAP services for District employees through a contract with Claremont Behavioral Services (CBS). CBS is the District's present EAP services provider and their current contract with EBMUD expires on June 30, 2017.

Requests for proposals (RFPs) were sent to five local and national EAP firms, posted in the Contract Equity Program's Equalizer Newsletter and advertised on the District's website. Two vendors expressed interest in the RFP but only one submitted a response. A joint labor/management selection committee reviewed and selected CBS based on counselor qualifications,

treatment models, geographic proximity to District facilities, breadth of services provided, client references and pricing. CBS has been the District's EAP provider since 1999. Other local Bay Area clients include San Francisco MUNI, City of Oakland, East Bay Regional Park District, and Bay Area Rapid Transit.

The recommended contract term (five years) and options to extend (five years) will allow the District to ensure extended continuity for employees who use EAP resources.

FISCAL IMPACT

The contract cost has been negotiated at an average annual amount of \$151,384 for EAP services for five years with five one-year options to renew for a total cost not to exceed \$1,513,841 over ten years. The actual costs per year are paid on a fee-for-service basis with a maximum ceiling starting at \$138,188 in the first year and increasing at an average rate of approximately 1.7 percent per year to \$160,976 in year 10, assuming all one-year options are executed. Funding for the initial two years of the program is included in the proposed FY18 budget.

NEXT STEPS

A recommendation to authorize an agreement with CBS to provide EAP services is scheduled for Board consideration on June 13, 2017.

ARC:LB:RHW:rdw

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