

FORM APPROVED COUNTY COUNSEL 10/8/14  
 BY: GREGORY P. PRIAMOS DATE

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

913



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
 October 8, 2014

**SUBJECT:** Employee Assistance Services Agreement between the County of Riverside Human Resources Department and Riverside County Transportation Commission.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify, approve and execute the attached Amendment to the Employee Assistance Services (EAS) subscriber agreement between the County of Riverside and the Riverside County Transportation Commission (RCTC) for the term of July 1, 2014 through June 30, 2017; and
2. Authorize the chairperson to sign four (4) copies of the attached Amendment and return three (3) copies to Human Resources for distribution.

**BACKGROUND:**

**Summary**

Since June of 2004 the Human Resources Department, through its Employee Assistance Service (previously known as the Employee Assistance Program) has provided supervisors and line staff of RCTC with "Violence in the Workplace Training", Critical Incident Stress Debriefing, management consultation, and mental health services to employees and household dependents of RCTC.

Michael Stock  
 Asst. County Executive Officer/  
 Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
<b>SOURCE OF FUNDS:</b> Administrative Fees paid by RCTC				<b>Budget Adjustment:</b> No	
				For Fiscal Year: 2014/15	

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY: *Samuel Wong* 10/21/14  
 Samuel Wong

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Tavaglione and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone and Ashley  
 Nays: None  
 Absent: Benoit  
 Date: October 28, 2014  
 xc: H.R.

Kecia Harper-Ihem  
 Clerk of the Board  
 By: *[Signature]*  
 Deputy

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: 7/16/13; 3.26 District: All Agenda Number:

**3-13**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Employee Assistance Services Agreement between the County of Riverside Human  
Resources Department and Riverside County Transportation Commission.**

**DATE: October 8, 2014**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

This benefit provides RCTC members with licensed clinicians to assist in identifying mental health or related problems, family/marital problems, alcohol/substance abuse problems, provide counseling and when appropriate, make referrals to community resources, including, but not limited to, counseling, treatment and therapy. The services are similar to those provided to Riverside County's own employees and household dependents through the County's EAS.

Exhibit "A" identifies and lists these services. Due to its small number of employees, it is difficult for RCTC to find this level of service at a reasonable cost. This agreement allows them to take advantage of the County's larger scale of operation. The fee charged to RCTC is based on the overall cost of EAS services on a per capita basis. The rates for 2014-2015 are listed in Exhibit "B". The annual fee calculation is noted in Exhibit "C". An annual rate will be evaluated and assessed July 1<sup>st</sup> of each year.

**Impact on Residents and Businesses**

There is no impact on residents or businesses as EAS is an internal program providing services to employees and their family members.

**AMENDMENT NO. 8  
TO AGREEMENT NO. 04-12-049  
FOR EMPLOYEE ASSISTANCE SERVICES**

1. PARTIES AND DATE

This Amendment No. 8 to the Agreement for Employee Assistance Services is made and entered into as of July 1, 2014, by and between the RIVERSIDE COUNTY TRANSPORTATION COMMISSION ("Commission") and the COUNTY OF RIVERSIDE, through its EMPLOYEE ASSISTANCE SERVICES DEPARTMENT ("EAS"), formerly known as the EMPLOYEE ASSISTANCE PROGRAM.

2. RECITALS

- 2.1 The Commission and the EAS have entered into Agreement No. 04-12-049-00 entitled "Employee Assistance Program Subscriber Agreement", dated June 22, 2004 for the purpose of providing Employee Assistance Services (the "Master Agreement").
- 2.2 The Commission and the EAS have entered into an Amendment No. 1 to the Master Agreement, dated March 27, 2007, for the purpose of extending the term of the Master Agreement until June 30, 2007, and providing additional compensation for the continued provision of services provided by the EAS.
- 2.3 The Commission and the EAS have entered into an Amendment No. 2 to the Master Agreement, dated July 3, 2007, for the purpose of extending the term of the Master Agreement until June 30, 2008, and providing additional compensation for the continued provision of services provided by the EAS.
- 2.4 The Commission and the EAS have entered into an Amendment No. 3 to the Master Agreement, dated May 20, 2008, for the purpose of extending the term of the Master Agreement until June 30, 2009, and providing additional compensation for the continued provision of services provided by the EAS.
- 2.5 The Commission and the EAS have entered into an Amendment No. 4 to the Master Agreement, dated July 1, 2009, for the purpose of extending the term of the Master Agreement until June 30, 2011, and providing additional compensation for the continued provision of service provided by the EAS.

- 2.6 The Commission and the EAS have entered into an Amendment No. 5 to the Master Agreement, dated July 1, 2011, for the purpose of extending the term of the Master Agreement until June 30, 2012, and providing additional compensation for the continued provision of service provided by the EAS.
- 2.7 The Commission and the EAS have entered into an Amendment No. 6 to the Master Agreement, dated July 1, 2012, for the purpose of extending the term of the Master Agreement until June 30, 2013, and providing additional compensation for the continued provision of service provided by the EAS.
- 2.8 The Commission and the EAS have entered into an Amendment No. 7 to the Master Agreement, dated July 1, 2013, for the purpose of extending the term of the Master Agreement until June 30, 2014 and providing additional compensation for the continued provision of service provided by the EAS.
- 2.9 The parties now desire to amend the Master Agreement in order to extend the term of the Master Agreement and to provide additional compensation for the continued provision of services provided by the EAS.

### 3. TERMS

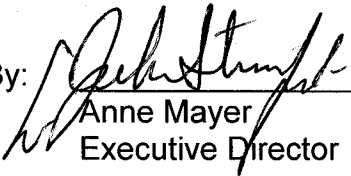
- 3.1 The services to be provided by the EAS pursuant to this Amendment No. 8 are described in Exhibit "A" attached to this Amendment and incorporated herein by reference ("EAS services").
- 3.2 The EAS services described in this Amendment No. 8 and the attached "Exhibit "A" shall be performed expeditiously, within the term of the Master Agreement as hereby amended.
- 3.3 The term of the Master Agreement shall be extended for an additional term (the "Seventh Extended Term") of twelve (12) months ending June 30, 2015, unless earlier terminated as provided in the Master Agreement.
- 3.4 The compensation to be provided for EAS services performed pursuant to this Amendment No. 8 is set forth in Exhibit "B" attached to this Amendment and incorporated herein by reference.
- 3.5 Except as amended by this Amendment No. 8, all provisions of the Master Agreement and all previous Amendments, including without limitation the indemnity and insurance provisions, shall remain in full force and effect and shall govern the actions of the parties under this Amendment.

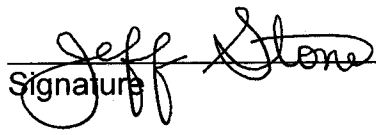
**SIGNATURE PAGE TO  
AMENDMENT NO. 8  
TO AGREEMENT NO. 04-12-049  
FOR EMPLOYEE ASSISTANCE SERVICES**

**IN WITNESS WHEREOF**, the parties hereto have executed the Agreement as of the date first herein above written.

**RIVERSIDE COUNTY  
TRANSPORTATION COMMISSION**

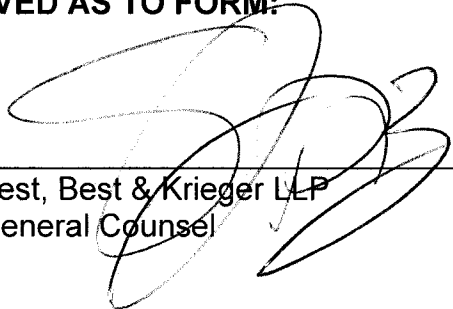
**COUNTY OF RIVERSIDE**

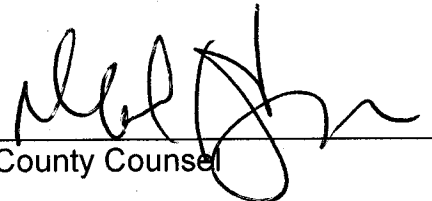
By:   
\_\_\_\_\_  
Anne Mayer  
Executive Director

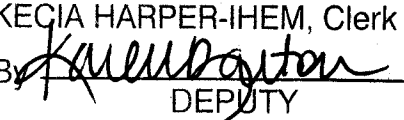
By:   
Signature \_\_\_\_\_  
**JEFF STONE**  
\_\_\_\_\_  
Name  
**CHAIRMAN, BOARD OF SUPERVISORS**  
\_\_\_\_\_  
Title

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

By:   
\_\_\_\_\_  
Best, Best & Krieger LLP  
General Counsel

By:   
\_\_\_\_\_  
County Counsel

ATTEST:  
KECIA HARPER-IHEM, Clerk  
By:   
\_\_\_\_\_  
DEPUTY

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

The County Riverside's EAS agrees to provide the following services to the Commission enrolled Members as authorized by Title 22 CCR Section 1300.43.14:

1. The EAS will provide up to six (6) in-person sessions on an annual basis to be used for comprehensive assessment, brief solution-focused counseling and referral for each enrolled Member at no cost to the Member. Appointment times will be available in the Greater Riverside and Desert Region offices from 7:30 AM to 5:30 PM Monday through Thursday.
2. The EAS therapist will provide crisis intervention, identify what psychological or related problems exist and assist the Member with developing a strategic plan to address the issues.
3. When necessary, EAS will facilitate psychological referrals for the Member to the appropriate health care providers, community resources or other appropriate facility for necessary treatment in a convenient location within the Member's healthcare network
4. Same Day access to a licensed therapist (toll free at 888-829-8999) by telephone for urgent matters Monday through Thursday.
5. The EAS shall provide up to three trainings annually for the Commission's supervisors, managers and line staff.
6. The EAS shall provide management consultation on a same day basis for supervisors and managers from 7:30 AM to 5:30 PM Monday through Thursday.
7. The EAS shall provide on-site Critical Incident Stress Debriefings (CISD) and other on-site departmental consultations as needed.

**EXHIBIT "B"**  
**COMPENSATION**

The County Riverside's EAS agrees to provide the services described in EXHIBIT "A" to the Commission for the following compensation:

1. The Commission shall remit \$5.31 per employee per month to the Riverside County's EAS for the period of July 1, 2014 through June 30, 2015. An annual rate will be evaluated and assessed on July 1<sup>st</sup> of each calendar year.
2. Monthly fees shall be initiated and payable by the Commission on the 1<sup>st</sup> calendar day of each month for the duration of the Agreement.
3. Monthly fees shall be mailed to:

Human Resources Accounting  
PO Box 1569  
Riverside, CA 92502

**EXHIBIT "C"**  
**FEE CALCULATION**  
**(For the period of July 1, 2014 through June 30, 2015)**

The nominal administration fee to be paid by the Commission was calculated as follows:

Employee Assistance Services  
Human Resources Department  
Fee Calculation for FY 14-15  
Charged to RCTC for Services

County Employee used in FY 14-15 HR Budget Prep.		18,089
EAS Proposed Annual Budget For FY 14-15	\$	1,477,719.00*
Less other Revenue		324,127.00
		<b>\$1,153,592.00</b>
Per county employee per month FY 12-13		\$3.89
Per county employee per month FY 13-14		\$4.14
Per county employee per month FY 14-15		\$5.31
Average employees enrolled in plan		40
Estimated Monthly Revenue from RCTC	\$	212.58
Estimated Annual Revenue Received from RCTC	\$	2,550.92

Note: employee count excludes Courts, C.S.A.'s, and Special Districts.

\*less other revenue collections