



**MEMORANDUM  
ADMINISTRATIVE SERVICES  
PROCUREMENT DIVISION**  
County of Placer

TO: Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Employee Assistance Program Services – California State Association of Counties

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**ACTION REQUESTED**

Approve the renewed use of an agreement available through the California State Association of Counties for Employee Assistance Program Services in the maximum amount of \$101,929 for the period of January 1, 2018 through December 31, 2018. Funding is included in the Human Resources Department's FY 2017-18 Final Budget and the FY 2018-19 proposed budget.

Approve the option to renew the resulting agreement on a year-to-year basis for three additional one-year terms in the recommended award amount of \$101,929 and authorize the Purchasing Manager to sign all required documents subject to departmental concurrence and available funding.

**BACKGROUND**

Placer County provides an Employee Assistance Program (EAP) for qualified employees of the County as required under our existing negotiated agreements with the various employee bargaining units. Services provided through the EAP provide support for marriage and family issues, emotional problems, stress management, work life issues, child/elder care issues, and various other areas of concern. On January 21, 2014 your Board approved the use of an agreement offered by California State Association of Counties' Excess Insurance Authority (CSAC) for the period January 1, 2014 through December 2017. CSAC offers their member agencies such as Placer County with the option of obtaining EAP services from their contractor, Managed Health Network Inc. (MHN). Agencies obtain services directly from MHN through the contract, and MHN bills CSAC for all services. CSAC then passes the charge on to the agencies. Consolidating the needs of multiple agencies under one agreement reduces the relative cost for each agency.

The Human Resources Department administers this program on behalf of Placer County and has reported that MHN has provided good service for the past four years. Human Resources has requested renewal of the agreement with CSAC to use MHN's services for another year. The County's cost is based on the total number of employees who receive this benefit, which has increased slightly over the past four years. However, the monthly rate per employee has remained the same since 2014 and will be unchanged for the upcoming year. Based on the current employee count, the County's annual cost is anticipated to total \$101,929 for the period January 1, 2018 through December 31, 2018.

**FISCAL IMPACT**

This cost has been budgeted in the Human Resources Department budget for Fiscal Year 2017-18 and is in the department's proposed budget for Fiscal Year 2018-19.

cc: Lori Walsh, Human Resources Director  
Casey High, Senior Administrative Services Officer

