

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 10/27/2021

Staff Report No. 21-485

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Employee Assistance and Substance Abuse Programs

ACTION ITEM

RECOMMENDED ACTION(S):

Consider authorizing the release of a solicitation for the Employee Assistance and Substance Abuse Programs.

STRATEGIC IMPORTANCE:

Goal - Safe and Secure Operations and High Performing Workforce

The resulting solicitation will ensure that the District can continue to provide employee services as well as remain in compliance with the Department of Transportation rules and regulations.

BUDGETARY/FISCAL IMPACT:

These services will be included in the Fiscal Year 2022-23 operating budget. Staff has withheld the cost for these services until the contract award is presented to the Board to ensure that the District receives the best possible pricing.

BACKGROUND/RATIONALE:

The District currently contracts with Claremont Behavioral Services to provide EAP and SAP services. Since both contracts will expire March 21, 2022, the District's request for proposal (RFP) will solicit prospective vendors to administer the Employee Assistance and Substance Abuse Programs under one contract.

EAP provides short-term confidential counseling sessions and provider referrals to assist employees with stress, marriage and family issues, chemical dependency, financial and legal advice as well as other life issues. The EAP also includes a Trauma Response Program that provides immediate debriefing, assessment and short-term counseling to employees who have been assaulted and/or traumatized while at work.

The SAP's main function is to keep the public safe by preventing, through deterrence and detection, alcohol and controlled substance users from performing safety-sensitive functions. The SAP evaluates employees who violate the Department of Transportation (DOT) drug and alcohol rules and regulations and recommends appropriate education and or treatment, follow up tests, and aftercare.

ADVANTAGES/DISADVANTAGES:

The RFP will allow the District the ability to review other agencies that provide an Employee Assistance and Substance Abuse Program. Absent the solicitation, the current contract will expire on March 21, 2022, and may cause disruption for District employees who are currently in treatment or seeking services.

ALTERNATIVES ANALYSIS:

There is no practical alternatives to the course of action recommended in this report because both EAP and SAP offer vital services to District employees.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Staff Report 16-252: Contract award for Employee Assistance Program services

ATTACHMENTS:

None

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