

CITY OF OAKLAND

AGENDA REPORT

2003 OCT 16 PH 3: 20

To: Office of the City Manager
Attn: Ms. Deborah Edgerly
From: Police Department
Date: October 28, 2003

Subject: A Report and Proposed Resolution Authorizing an Agreement Between The City of Oakland and Managed Health Network (MHN) in an Amount Not to Exceed Ninety-Four Thousand Five Hundred Fifty-Two Dollars (\$94,552) for the Period of July 1,2003 to June 30,2005, for a Counseling Program for Sworn Members of the Police Department and Their Dependents

SUMMARY

A resolution has been prepared authorizing the City Manager to enter into an agreement with Managed Health Network, (MHN), in an amount not to exceed \$94,552 for the period July 1, 2003 to June 30, 2005, for professional psychological counseling services for sworn officers and their dependents.

FISCAL IMPACT

Funds in the amount of \$94,552 are included in the Police Department's FY 2003-05 budget in the General Purpose Fund No. 1010, Organization 103420, Account No. 54919. Annual costs are \$47,276 per year.

BACKGROUND

Managed Health Network, has provided a satisfactory program of counseling services to the members of the Police Department for many years pursuant to various Memoranda of Understanding and continues to be the leader in providing such services to law enforcement agencies in the Bay Area.

KEY ISSUES AND IMPACTS

The City is required by the terms of the Memorandum of Understanding (MOU) between the City of Oakland and the Oakland Police Officers' Association (OPOA) to provide that "In the event that a change in current provider is contemplated, City agrees to meet and confer with the Association regarding the change..." At the time the MOU was negotiated, Managed Health Network, was the provider of these services, consequently, changing providers would require the approval and concurrence of the OPOA.

In addition to general areas such as marital and family counseling, MHN specializes in

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counseling for specific job-related stresses that can affect law enforcement personnel and also responds to Departmental critical incident needs, such as those arising when an officer is killed. Managed Health Network, maintains a broad geographically based network of individual clinicians, allowing each individual officer to choose someone who is compatible and accessible in terms of hours, locale, specialty, etc. This network ensures confidentiality as officers and their families will not be seen going into an office which is known throughout the City to be a "counseling center."

SUSTAINABLE OPPORTUNITIES

Economic

No economic opportunities are anticipated. However, counseling services, including stress debriefing, may enhance the City's risk management strategies.

Environmental

No environmental opportunities are anticipated.

Equity

Counseling services to sworn police officers and their dependants supports frontline law enforcement and in turn benefits the entire community served by these officers.

DISABILITY AND SENIOR CITIZEN ACCESS

There are no Americans with Disabilities Act (ADA) or senior access issues contained in this report.

RECOMMENDATION

Recommend approval of the proposed resolution.

Respectfully submitted,



Richard L. Word
Chief of Police

APPROVED FOR FORWARDING TO
THE PUBLIC SAFETY COMMITTEE:



Office of the City Manager

Prepared by: Catherine McMahon, Manager
Admin & Tech Services Division
Bureau of Services

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CONSULTING AND PROFESSIONAL SERVICES CONTRACTORS SCOPE OF WORK/OUTLINE OF SERVICES TO BE PERFORMED

The services to be performed by Consultant shall consist of services requested by the Project Manager or a designated representative, including (but not limited to) the following:

CONTRACTOR NAME: 'Managed Health Network

CONTRACT PERIOD	DOLLAR ESTIMATE
From: 7/1/03 - 6/30/05	\$94,552

For both contract periods noted above, the City of Oakland ("City") shall pay to Managed Health Network ("Contractor") a **monthly** fee of **\$3,939.65**. The monthly fee shall be due and payable **thirty (30)** days after receipt of invoice **during** the contract period.

Task(s)

Scope of Services

A. Contractor shall designate Paul Morehouse as the individual who shall be responsible for communications with City for the duration of this agreement. Contractor agrees to perform the services of a licensed professional staff (defined as a State Licensed Psychologist, Psychiatrist, Clinical Social Worker, or Marriage-Family-Child Counselor) to:

1. Conduct one-to-one direct counseling for the purpose of identifying and evaluating personal problems and concerns of members and their dependents, "Dependent" is defined as follows: The lawful spouse or registered domestic partner and unmarried dependent children of a member of the Oakland Police Department. Unmarried, dependent children must be either 18 years or less, or 22 years of age or less if full-time students, or over the age of 19 and incapable of self-sustaining employment by reason of mental retardation or physical handicap. The term "children" as used herein includes stepchildren, children of registered domestic partner, adopted children, foster children, and natural children provided such children are dependent upon the member for support and maintenance. Children of a member are not considered dependents if they are in the military service.
2. **Assess** and address options and alternatives for resolution of such problems.

B. Contractor shall provide up to 12 fifty-minute counseling sessions per plan year to any member or dependent who voluntarily seeks such counseling. Fees for any session in excess of the authorized 12 will be charged to the participant unless otherwise arranged

and authorized in writing by City.

Contractor shall respond to Critical Incident Stress Debriefings (CISD) relating to a distressing and traumatic event on an unlimited basis, except in the case of catastrophic events. A "catastrophic event" is defined **as** an incident requiring more than twenty (20) hours of counseling. Said catastrophic event counseling shall be provided pursuant to a separate, supplemental agreement, upon the direct request of the Chief of Police or Deputy Chief. Under the terms of the supplemental agreement, Contractor shall bill City at the rate of \$200 per hour, or the rate in effect at the time of services, **as** well as for any travel expenses incurred by Contractor.

It is expressly understood by the parties to the Agreement that the only services to be performed by Contractor under Section B are Critical Incident Stress Debriefing, Early Identification System, and the fifty-minute counseling sessions for marriage, family and relationship problems; for alcohol and drug abuse; and for emotional, personal and stress-related concerns. Such services are to be performed by a licensed professional staff person **as** described in paragraph A, above. Any other services which are provided will not be billed to City and are done outside the scope of this Agreement.

- C. Counseling sessions for members referred to Contractor by the Deputy Chief of the Bureau of Services will be provided to identify and clarify medical-behavioral or personal problems of members who have been identified and referred as evidencing performance problems in their **work** or occupation. **It** is expressly understood by both parties that the purpose of such referrals from the Deputy Chief is to establish a basis for corrective action. It is further understood that referral strictly for the purpose of psychiatric or psychological evaluation to determine suitability as a police officer (commonly referred to as a "fitness for duty" evaluation) is beyond the scope of this Agreement.
- D. Each party shall maintain the confidentiality of information in its possession contained in the records of members in accordance with applicable state and federal laws and regulations or other applicable law, and shall not release such information, either to each other or to any other person or entity, except **as** permitted by law or in accordance with a validly executed release.
- E. If a subpoena is served upon the Contractor for the records or files of any member of the Department requesting testimony about such member, Contractor shall follow procedures in accordance with applicable state and federal laws and regulations or other applicable law, and shall not release such information to any other person or entity, except as permitted by law and in accordance with a validly executed subpoena.
- F. Contractor agrees to comply at all times with all statutory, regulatory and constitutional limitations on the disclosure of medical information.
- G. As requested by the Deputy Chief of the Bureau of Services, Contractor will provide printed material, audio-visual presentation, and briefings/training sessions for orientation of members and dependents to inform them of the purpose, nature, scope, and utilization

of the Counseling Program. All such materials shall be submitted to the Deputy Chief of the Bureau of Services prior to use in this program.

1. Contractor shall conduct a maximum of five (5) group seminars per year and at times scheduled by the Police Department Training Section for recruit classes, and for dependents of members, to inform them concerning recognition, alleviation and management of stress in a police family.
2. A series of presentations (not to exceed 6 sessions of 1-1/2 hours to 3 hours each) will be made by Contractor's management development staff to command/ supervisory personnel of the Police Department, when scheduled by the Training Section. The purpose of these sessions is to acquaint management and supervisory personnel of the Police Department with their role in participating in the Counseling Program through recognition and analysis of performance problems and appropriate suggestion or referral for counseling service.

H. COMPLIANCE WITH THE 1975 KNOX-KEENE HEALTH CARE SERVICE PLAN ACT

All services described in this Agreement will be rendered in compliance with the 1975 Knox-Keene Health Care Service Plan Act, the terms of which are summarized in Attachment D and made a part of *this* Agreement.

Contractor shall be responsible for performing or securing the performance of all specified services in their entirety. A written work plan shall be approved by the Project Administrator, who is the Commander of the Personnel Section of the Oakland Police Department.

Contractor is subject to regulation by the California Department of Managed Health Care and this Agreement is subject to the requirements of the Knox-Keene Health Care Service Plan Act of 1975 (the "Act," commencing with Section 1340 of the California Health and Safety Code) and the regulations promulgated thereunder (found at Chapter 3 of Title 10 of the California Code of Regulations). Any provision required to be in this Agreement by either of these sources of law shall bind the parties whether or not provided hereunder. City acknowledges that any provisions required by the Knox Keene Act apply to this Agreement.

CONTRACTORS SIGNATURE

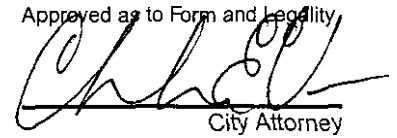
DEPARTMENT HEAD SIGNATURE

DATE: _____

DATE: _____

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OAKLAND CITY COUNCIL


City Attorney

OFFICE OF THE CITY CLERK

RESOLUTION NO. _____ C.M.S.

2003 OCT 16 PM 3:21

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF OAKLAND AND MANAGED HEALTH NETWORK (MHN), IN AN AMOUNT NOT TO EXCEED NINETY-FOUR THOUSAND FIVE HUNDRED FIFTY-TWO DOLLARS (\$94,552) FOR THE PERIOD OF JULY 1, 2003 TO JUNE 30, 2005, FOR A COUNSELING PROGRAM FOR SWORN MEMBERS OF THE POLICE DEPARTMENT AND THEIR DEPENDENTS

WHEREAS, Managed Health Network (MHN), has contracted with the City in the past to provide a program of psychological counseling services to members of the Police Department and their dependents; and

WHEREAS, the City contracts for this professional service pursuant to the Memorandum of Understanding (MOU) between the City and the Oakland Police Officers Association (OPOA) and changing providers would require the approval and concurrence of the Association; and

WHEREAS, contracts requiring professional or specialized services are exempt from competitive bidding pursuant to Chapter 2.04 of the Oakland Municipal Code; and

WHEREAS, Managed Health Network provides a program of counseling for sworn members of the Police Department and their dependents; and

WHEREAS, the City Council finds and determines that services provided pursuant to the contract authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, the City Council finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; and

WHEREAS, the Police Department has funding for services for Managed Health Network, in its Fiscal Year 2003-05 budget in Fund No. 1010, Organization Code 103420, Account No. 54919; now, therefore, be it

RESOLVED: That the City Council hereby authorizes the City Manager to negotiate and enter into an agreement in an amount not to exceed \$94,552 for the period July 1, 2003 to June 30, 2005 with MHN, for counseling services to members of the Police Department and their dependents; and be it

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FURTHER RESOLVED: That the City Manager is authorized to execute any further documents necessary to implement this resolution; and be it

FURTHER RESOLVED: That the City Manager is authorized to modify, extend or amend said agreement provided that no additional funds will be allocated without prior Council approval.

FURTHER RESOLVED: That the agreement shall be reviewed by the City Attorney as to form and legality and a copy placed in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, NADEL. QUAN, REID, WAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California

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