



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Regular Meeting Agenda
Thursday, September 1, 2011
Colchester Town Hall**

Meeting Room 1 –7:00pm

REVISED

1. Call to Order
2. Additions to the Agenda
3. Discussion and Possible Action on Connecticut Department of Emergency Management and Homeland Security Grant Program
4. Discussion and Possible Action on UCFS Contract
5. Hurricane Irene and Storm Response Update
6. Citizens Comments
7. Adjourn

*Rec'd. Town Clerk's office
8-31-11 @ 11:29 a.m.
MAB*

**MEMORANDUM OF AGREEMENT
REGARDING USE OF
FEDERAL FISCAL YEAR 2010 STATE HOMELAND SECURITY GRANT FUNDING
AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS
IN DEMHS REGION 4**

I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS), the Town of Colchester (Colchester), the Windham Region Council of Governments (WINCOG), and the Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DEMHS is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2010 State Homeland Security Grant Program (SHSGP), Grant Number 2010-SS-T0-0020, composed of the following programs: Metropolitan Medical Response System (MMRS); Citizen Corps Program (CCP), Urban Area Security Initiative (UASI).
3. The Emergency Management and Homeland Security Coordinating Council has approved the allocation formula for grant funds available under such programs as the SHSGP, MMRS, CCP, and UASI Grants;
4. DEMHS is retaining pass-through funds from SHSGP Grant Number 2010-SS-T0-0020 in the total amount of \$2,496,216 on behalf of local units of government, for the following six regional set-aside projects designed to benefit the state's municipalities:
 - a. Expanded Regional Collaboration;
 - b. Connecticut Intelligence/Fusion Center/Critical Infrastructure;
 - c. CBRNE Detection/IED Attack Deterrence;
 - d. Medical Preparation and Response;
 - e. Public Outreach and Preparedness; and
 - f. NIMS/ICS Training and Exercise.
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 4, including Colchester – has created, and established bylaws for, the Region 4 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 4.
6. Colchester is eligible to participate in those Federal Fiscal Year 2010 SHSGP regional allocations made through the Region 4 REPT and not included in the set-aside projects, in the amount of \$877,625 for Region 4, which will be made available to the jurisdictions in Region 4 in the manner recommended by the Region 4 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

B. Purpose of Agreement

The SAA and Colchester enter into Part I of this MOA authorizing the SAA to act as the agent of Colchester and allowing the SAA to retain and administer grant funds provided under Grant Number 2010-SS-T0-0020 for the seven regional set-aside projects listed above, and also for WINCOG to provide the financial and programmatic oversight described below.

C. SAA and Colchester Responsibilities.

The SAA agrees to administer the SHSGP grant funds of \$2,496,216 in furtherance of the six regional set-aside projects listed above.

Colchester agrees to allow the SAA to provide financial and programmatic oversight of the \$2,496,216 for the purpose of supporting the allocations and uses of funds under Grant Number 2010-SS-T0-0020 consistent with the 2010 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) approved by the Emergency Management & Homeland Security Coordinating Council. Colchester agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the six regional set-aside projects listed above.

D. WINCOG and Colchester Responsibilities.

Colchester also agrees to allow WINCOG to provide financial and programmatic oversight of the Federal Fiscal Year 2010 regional allocation not included in the six regional set-aside projects in the amount of \$877,625 targeted to member municipalities in DEMHS Region 4 and recommended through the Region 4 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 4 REPT and DEMHS.

II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS), the Town of Colchester (Colchester), the Windham Region Council of Governments (WINCOG), and the DEMHS Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DEMHS is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time.
3. Colchester has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of Colchester, the region, and if necessary, the State.
4. **The parties also agree that Colchester may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2010 grant funds, as approved by the Region 4 REPT, and DEMHS, which assets will be added to Appendix A by attached amendment within thirty (30) days of approval by the Region 4 REPT.**
5. The Region 4 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. WINCOG has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 4 for Federal Fiscal Year 2010;

B. Purpose.

DEMHS, the Region 4 REPT, WINCOG, and Colchester, enter into Part II of this MOA regarding asset(s) for which Colchester agrees to be the custodial owner, and which are described in Appendix A, as may be amended.

C. Agreements and Responsibilities of the Parties.

1. Definitions.

As used in this MOA:

- The term "authorized training" means training that is authorized by DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(7) below.

2. Responsibilities of DEMHS, WINCOG.

In its role as SAA, DEMHS will subgrant funds to WINCOG, which, as the Region 4 Fiscal Agent, will procure the asset(s) listed in Appendix A.

3. Amendment of Appendix A.

The parties recognize that decisions regarding the placement of regional assets in Colchester may be made **after the execution of this agreement, and that Appendix A will need to be amended accordingly (see attached form)**. Colchester agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that any amendment to Appendix A must be signed by the DEMHS Commissioner, the Chair of the Region 4 REPT, and the Chief Executive Officer, or his/her designee, of Colchester.

4. Responsibilities of Custodial Owner/Colchester.

Colchester understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) listed in Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, Colchester agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of Colchester's municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by Colchester shall conform to the manufacturer's recommendations. If appropriate, Colchester shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of Colchester performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

5. Responsibilities of the REPT.

The Region 4 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), Colchester is furthering regional collaboration and mutual aid on behalf of all of the members of Region 4.

6. Assignment of Asset(s).

If Colchester does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DEMHS will provide 60 days' notice before re-assigning the asset.

III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT

A. Effective Date.

The terms of this agreement will become effective when all parties have executed it.

B. Authority to Enter Agreement.

DEMHS is authorized to enter into this Agreement through the Commissioner of the Department of Emergency Management & Homeland Security (DEMHS) pursuant to the authority provided under Connecticut General Statutes §4-8 and Title 28. The Town of Colchester (Colchester) is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

C. Duration of Agreement.

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving Colchester written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

D. Amendment of the Agreement.

This agreement may be modified upon the mutual written consent of the parties.

E. Litigation.

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

F. State Liability.

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until Colchester, through the Region 4 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.

G. Audit Compliance.

If Colchester, through the Region 4 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then Colchester must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder. Colchester agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

H. Lobbying, Debarment, and Suspension.

Colchester commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

I. Executive Orders.

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. Colchester agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said

Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order.

The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

J. Non-Discrimination Clause.

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities.

For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

K. Non-discrimination on the Grounds of Sexual Orientation.

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

L. Points of Contact.

The point of contact for the SAA is:

Rita Stewart, Emergency Management Program Supervisor
Strategic Planning and Grant Administration
25 Sigourney Street, 6th Floor, Hartford, CT 06106-5042
Phone: (860) 256-0922 Fax: (860) 256-0915
Email: rita.stewart@ct.gov

The point of contact for Colchester is:

Name & Title:
Address:
Phone Number: Fax Number:
E-mail Address:

M. Other provisions.

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or Colchester. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE TOWN OF COLCHESTER

By: _____ Date: _____
Its Chief Executive Officer
Duly Authorized
Typed Name & Title: _____

THE WINDHAM REGION COUNCIL OF GOVERNMENTS

By: _____ Date: _____
Mark N. Paquette, Executive Director
Duly Authorized

THE REGION 4 REGIONAL EMERGENCY PLANNING TEAM

By: _____ Date: _____
Its Chair
Duly Authorized
Typed Name: _____

THE DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

By: _____ Date: _____
Its Commissioner
Duly Authorized
Typed Name: _____

Appendix A

The following is a list of the assets for which the Town of Colchester has agreed to serve as the custodial owner:

NONE AT THIS TIME

Equipment Description _____

THE TOWN OF COLCHESTER

By: _____ Date: _____

Its Chief Executive Officer

Duly Authorized

Typed Name & Title: _____

MEMORANDUM OF AGREEMENT
REGARDING USE OF
FEDERAL FISCAL YEAR 2010 STATE HOMELAND SECURITY GRANT FUNDING
AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS
IN DEMHS REGION 4

AMENDMENT TO APPENDIX A
FOR THE TOWN OF COLCHESTER

Equipment Description _____

THE TOWN OF COLCHESTER

By: _____ Date: _____
Its Chief Executive Officer
Duly Authorized
Typed Name & Title: _____

THE REGION 4 REGIONAL EMERGENCY PLANNING TEAM

By: _____ Date: _____
Its Chair
Duly Authorized
Typed Name: _____

THE DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

By: _____ Date: _____
Its Commissioner
Duly Authorized
Typed Name: _____

MEMORANDUM OF AGREEMENT
BETWEEN
UNITED COMMUNITY & FAMILY SERVICES, INC.
DBA
THE CENTER FOR WORK & FAMILY
AND
Town of Colchester

7/1/11 – 6/30/12

The Center for Work & Family (CWF) and the **Town of Colchester** hereby enter into the following agreement for the provision of employee assistance service:

I. RESPONSIBILITIES OF THE CENTER FOR WORK & FAMILY

The Center for Work & Family agrees to provide the following services in the development, implementation and operation of the Employee Assistance Program (EAP).

A. Provide Guidance on the use of EAP services

1. Guide in the development of official company policies and procedures regarding the Employee Assistance Program.

B. Employee Orientation and Education

1. Assist in the development and dissemination of educational and promotional materials regarding the EAP.
2. Provide brief introduction of EAP services to groups of employees.

C. Training for Supervisors

1. Provide one and one-half hours of training, for all supervisory personnel, in the philosophy of EAP and the techniques of identifying and referring trouble employees.
2. Provide training for new supervisors and other employees, as needed.
3. Provide training for all supervisory personnel in the area of Critical Incident Stress Debriefing as needed.

The following levels of services are proposed:

Service	4 Session Model
Base Rate	\$22.00 per employee, per year
Training/Education/Workshops	\$200 per hour, after free session "Does not include Sexual Harassment Training". (See Education & Training Programs List)
Management Phone Consultation EAP Educational Items	Unlimited
Critical Incident Stress Debriefing	\$250 per hour, per CWF clinician
Organizational Consultation	\$250 per hour, per CWF clinician
Data Collection/Reporting Website Link Newsletter via Email	Included in fee

D. Diagnostic Assessment and Referral

1. Provide up to four (4) assessment and counseling interviews to each employee and/or members of their family, at no charge to the employee. Interviews and/or treatment programs will be at the expense of the employee and/or effective application of his/her insurance coverage. Additional services provided by The Center for Work & Family will be priced based on the agency's normal sliding fee scale.
2. Refer troubled employee to the appropriate treatment resources and programs, as needed.
3. Provide the necessary advocacy and follow-up on each referral.

E. Coordination of Services

1. Provide on-going program assistance to company personnel, as needed.
2. Conduct periodic evaluations of EAP services.

F. Data Collection and Reporting

1. A report containing the following data will be submitted to the employer:
 - a. Referrals to Employee Assistance Program
 1. Number of self-referrals
 2. Number of employees referred by company personnel
 3. Number of diagnostic assessment interviews
 4. Number of employees and/or family members accepted for treatment at The Center for Work & Family.
 5. Breakdown of types of problems in general categories

b. Critical Incident Stress Debriefing Services

A brief report summarizing data, number of employees involved, general outcomes, and recommendations will be provided at the conclusion of the debriefing service. No information which personally identifies employees will be relayed without their written permission.

c. Organizational Consultation

A brief report summarizing data, number of employees involved, general outcomes, and recommendations will be provided at the conclusion of the organizational consult. No information which personally identifies employees will be relayed without their written permission.

G. Confidentiality

1. The confidentiality of client information will be strictly protected. The Center for Work & Family will not release the names of self-referred employee clients and/or information regarding the nature and scope of their problems. Exceptions to this rule will be made only with the written consent of the client.
2. Reporting for supervisor-referred employees is restricted to verification of employee participation and follow-through in the Employee Assistance Program. The Center for Work & Family will not release information regarding the nature and scope of their problems without their written permission.
3. All EAP clients, self-referred and supervisor-referred, will be included in a statistical report to the employer. The names of employee clients will not be included in this report.
4. Employees who participate in debriefing services need to feel confident that they can express their feelings without concerns or fears that those feelings will bring retribution. The Center for Work & Family will stress the importance of confidentiality at each debriefing session.

H. Critical Stress Debriefing Services

1. Provide group debriefing session(s) on site to employees within 48 working hours of the traumatic incident.
2. Provide consultation and referral to Employee Assistance Program for individual employees who require additional professional assistance.
3. Provide consultation to supervisory and managerial staff re: organizations and/or employee concerns.
4. Provide follow-up group debriefing session(s) to employees one month after initial debriefing.

II. RESPONSIBILITIES OF THE EMPLOYER

A. Program Development and Implementation

1. Development of company Employee Assistance Program policies and procedures with the assistance of UCFS, The Center for Work & Family.
2. Selection of company Employee Assistance Program Liaison.

B. Employee Awareness

1. Inform employees of the EAP and promote program services.
2. Assist in dispersing appropriate promotional and educational materials.

C. Program Follow-Through

In order to obtain maximum results, the employer shall promote the program on an ongoing basis, provide internal support and maintain effective communication with The Center for Work & Family regarding its operation.

D. Payment for Services

1. **Town of Colchester** agrees to pay United Community & Family Services, Inc. DBA The Center for Work & Family \$2,376.00 (108 Employees x \$22.00/employee) per annum for the services provided in Section I. Such payment shall be made within 30 days of the effective date of this agreement. Other payment schedules, mutually agreed upon by The Center for Work & Family and Town of Colchester may also be affected.
2. For services described in section 1H, **Town of Colchester** agrees to pay as follows:
 - a. \$250.00 per hour for each Critical Incident Stress Debriefing session requiring a CWF staff member.
 - b. \$250.00 per hour for each Organizational Consultation with a CWF staff member.
 - c. \$200.00 per hour for each Training/Educational Workshop with a CWF staff member.

III. CONTRACT DURATION, AMENDMENT AND RENEWAL

- A. The program implementation date shall be on July 1, 2011 and continue in effect until June 30, 2012.
- B. The program will be considered for renewal not less than 30 days prior to the expiration date.
- C. This agreement may be amended or modified upon the written consent of United Community & Family Services, Inc. DBA, The Center for Work & Family and **Town of Colchester.**
- D. This agreement may be terminated by either party following 30 days written notice.

IV. AUTHORIZATION

Town of Colchester

NAME: _____

TITLE: _____

DATE: _____

NAME: _____

TITLE: _____

DATE: _____

UNITED COMMUNITY & FAMILY SERVICES, INC.
THE CENTER FOR WORK AND FAMILY

NAME: Joanne Smart

Joanne Smart

TITLE: Vice President - Finance

Vice President - Finance

DATE: 8/12/11

NAME: Susanne Taylor

Susanne Taylor

TITLE: EAP Program Manager

EAP Program Manager

DATE: _____