

## **MEMORANDUM OF AGREEMENT**

**Between**

**PENNYROYAL CENTER**

**And**

**TODD COUNTY BOARD OF EDUCATION**

This agreement is to be effective beginning on August 11, 2021, and will continue through August 11, 2023. Written notice must be provided at least 30 days in advance of a change to or discontinuance of the agreement. The purpose of this agreement is to provide an Employee Assistance Program (EAP) to Todd County Board of Education, 205 Airport Road, Elkton, 42220. The Pennyroyal Center, P.O Box 614, Hopkinsville, Kentucky, 42241, is a community behavioral health center that provides a variety of behavioral health services to eight counties in western Kentucky. The Pennyroyal Center will provide EAP services to the Todd County Board of Education.

I. Terms of this Memorandum of Agreement are as follows:

The Pennyroyal Center will provide the following basic EAP services:

Counselors, licensed in Kentucky, will provide information, assessment, short term counseling and referral to programs for substance abuse, mental illness and situational or adjustment problems. Appointments at the Pennyroyal Center may be made directly by employees or family members covered by this program 24 hours a day, seven days a week by calling 1-877-473-7766. The Pennyroyal Center agrees to provide an appointment within 72 hours of the initial call. Each employee and their dependent family members can receive up to four counseling sessions with no charge to the employee. Personal and treatment related information will not be given to Todd County Board of Education without prior written consent of the employee. Psychiatric evaluations, psychological evaluations, and additional assessments are not included in EAP services. Court mandated services cannot be paid for by the EAP.

Emergency crisis consultation services are available with trained staff on-call at all times including nights, weekends and holidays. The number to access this service is 1-877-473-7766. Emergency crisis consultation services are also available by text message. Adults may text "RESPOND" to 839863. Youth, under the age of 18, may text "CONFIDE" to 839863. In the case of an emergency, trained staff will connect the individual with appropriate resources for assistance.

Management and supervisor training on the early identification of troubled employees, intervention skills, and voluntary/mandatory referral procedures will be provided to the appropriate personnel as requested by Todd County Board of Education. Two hours of training is

recommended annually for management and supervisors. A variety of other training topics and educational presentations may be arranged outside of this agreement.

Employee education is a shared responsibility of Todd County Board of Education and the Pennyroyal Center EAP. Todd County Board of Education is expected to announce the program and endorse its use and content. The Pennyroyal Center will provide an introductory educational session for new employees and two educational sessions for current employees. The Pennyroyal Center will also provide resources (such as monthly posters, articles for the company newsletter, program brochures and other materials agreed on by both parties) to promote utilization each year.

Annual evaluations of the EAP are done to assess utilization, effectiveness of services, and employee satisfaction. Statistical information and service accountability is reviewed by Pennyroyal Center EAP personnel and the designated Todd County Board of Education representative quarterly.

The Pennyroyal Center agrees to hold the Todd County Board of Education harmless from any claim, demand, action, or cause of action whatsoever made by an employee of the Todd County Board of Education which arises out of, relates to or results from any act or omission by the Pennyroyal Center in the rendering of professional services under this agreement.

II. A summary of EAP services provided to Todd County Board of Education is as follows:

- a. Training and consultation regarding EAP services
- b. Resources to promote utilization
- c. Introductory educational sessions for new employees and ongoing educational sessions for all current employees
- d. Employee assessment, counseling sessions and referrals for any employee and their dependent family members
- e. Access to emergency consultation crisis services

III. Employee Assistance Program costs and procedures:

The current agreed upon annual rate is \$4800.00. The cost for EAP services as described is based on the projected utilization rate. This cost will cover approximately 333 employees and their dependent family members annually. The utilization rate is anticipated to be five to seven percent. Assuming a five percent utilization rate for the current year, costs for employees and/or their dependent family members are as follows:

Four sessions = Approximately \$14,414 per employee or \$4800.00 total.

Each year, per employee rates will be recalculated based on employee number and use rate. If utilization rates exceed seven percent in the current contract year, the increase will result in renegotiation on overall cost for the following year. Annual charges depend on the number of counseling sessions Todd County Board of Education contracts and the number of employees using EAP services annually. If the employee population of Todd County Board of Education should increase or decrease by ten percent or greater, please notify the Pennyroyal Center's EAP representative.

Billing will be on an annual basis (payment schedule is TBD) with payment due within 30 days of receipt of the invoice.


IV. Both the Pennyroyal Center and Todd County Board of Education agree to the following:

Both parties will comply with the Title VI Civil Rights Act of 1964 and Part 80 of Title 45, Code of Federal Regulations, so that no person will be excluded from participation in and be denied the benefits of or otherwise subjected to discrimination on the grounds of race, color, or natural origin.

This agreement will be subject to the laws and regulations of the Commonwealth of Kentucky.

Pennyroyal Center  
P.O Box 614  
Hopkinsville, KY 42241

  
\_\_\_\_\_  
Ashley Boze  
Executive Director

  
\_\_\_\_\_  
Date

Todd County Board of Education  
205 Airport Road  
Elkton, KY, 42220

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date