

D. BOARD ACTION

D.1 Consideration of Employee Wellness Center Contract Award

Recommendation: That the Board of Directors authorize the General Manager to enter into a three (3) year contract, with an option to extend for one (1) additional five (5) year term with Atlas Ergonomics, LLC, DBA Atlas Injury Prevention Solutions, (Atlas) to provide services for an Injury Prevention, Wellness, and Health & Safety Program and authorize the General Manager to execute any potential change orders without the need for further Board approval, provided the change orders do not exceed the General Manager's approval authority of \$150,000 and are within budget.

Vanessa Bronsema, HR Director, gave an overview of this item and answered questions from Board members. She explained there are some cost savings, but this program also saves employee time off and travel time to services off-site. She said other savings are reductions in sick leave and less worker's compensation, but those are hard to quantify. She said initial metrics for success will be based on usage, but we can come up with others.

Board member Korthuis stated it would be good to get an update in a year or two so the Board can see if there are cost savings and analyze the success of the program.

MOTION BY KORTHUIS, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A THREE YEAR CONTRACT, WITH AN OPTION TO EXTEND FOR ONE ADDITIONAL FIVE-YEAR TERM WITH ATLAS ERGONOMICS, LLC, DBA ATLAS INJURY PREVENTION SOLUTIONS, (ATLAS) TO PROVIDE SERVICES FOR AN INJURY PREVENTION, WELLNESS, AND HEALTH & SAFETY PROGRAM AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE ANY POTENTIAL CHANGE ORDERS WITHOUT THE NEED FOR FURTHER BOARD APPROVAL, PROVIDED THE CHANGE ORDERS DO NOT EXCEED THE GENERAL MANAGER'S APPROVAL AUTHORITY OF \$150,000 AND ARE WITHIN BUDGET.

Board member Davidson suggested cost per visit as a metric.

Chairman Lilliquist stated there is a time savings and employees are more likely to get the services when they need them. He said it is hard to track the success metrics, but he thinks this will be a benefit.

Board member Korthuis agreed that cost per visit over a year would be a helpful metric. He encouraged staff to use that metric.

General Manager Reardanz stated this will also be a good recruiting tool since recruiting is currently difficult.

The motion passed by unanimous consent.

Mr. Reardanz stated that staff will review metrics with the Board annually for this program.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Vanessa Bronsema, Human Resources Director
Michele Zlotek, Human Resources Manager
Magan Waltari, Procurement & Contracts Manager

DATE: September 8, 2022

SUBJECT: Consideration of Employee Wellness Center Contract Award

RECOMMENDATION

That the Board of Directors authorize the General Manager to enter into a three (3) year contract, with an option to extend for one (1) additional five (5) year term with Atlas Ergonomics, LLC, DBA Atlas Injury Prevention Solutions, (Atlas) to provide services for an Injury Prevention, Wellness, and Health & Safety Program and authorize the General Manager to execute any potential change orders without the need for further Board approval, provided the change orders do not exceed the General Managers approval authority of \$150,000 and are within budget.

BACKGROUND

In 2018, WTA contracted with a firm to create and staff an employee onsite Wellness Center. The Employee Maintenance Center (EMC) offered physical therapy, consultation on health matters, and general health guidance to employees. In December 2021, the contracted firm regrettably, unilaterally closed and terminated providing service to WTA employees. Total annual cost of this program with the former provider was \$150,000 per year including staffing, equipment, and supplies.

Since the start of 2022, HR and Procurement have been working on ways to fill the gap for a service that employees and WTA found to be valuable. Based on WTA's experience and discussions with other transit agencies with similar programs, an on-site program such as this increases physical and mental wellbeing of WTA's employees, allowing for a better workplace and more effective service. The scoping process involved reviewing the previous contractor's scope of work, surveying WTA staff, and researching what other public agencies offer.

During the research process, WTA staff were notified by Community Transit in Everett that they had a contract for similar services with interlocal language allowing WTA to use their contract. After reviewing the solicitation and contract, and meeting with Atlas, it was determined that they could set up a program to suit WTA's needs. WTA already has an

agreement with Community Transit allowing both agencies to utilize each other's competitively sourced contracts.

In discussion with Atlas Injury Prevention, they have worked with not only Community Transit, but other transit agencies in New Jersey and Pennsylvania, so Atlas is familiar with the unique physical requirements of WTA employees' jobs. Their experience in the transit arena will enable both WTA and Atlas to work cohesively with establishing metrics and enhancing the program. To meet our needs, they will hire a Physical Therapist to work onsite at WTA, similar to the previous contractor. Atlas' contract administration will be done in Michigan, but the Atlas employee will be locally based.

The current contract will follow the terms and conditions issued by Community Transit which meet WTA's requirements. The optional extension would only occur if Community Transit extends their agreement and WTA is satisfied with the service. In the event Community Transit terminates the contract, WTA's contract would also have to terminate.

FINANCIAL IMPACT

There are funds left in the 2022 budget to set up the program. This includes procurement of equipment and supplies for the new EMC based on a prescribed list provided by Atlas. In 2023 the expected financial impact is \$212,640 for the Physical Therapist and an estimated \$20,000 - \$30,000 per year for supplies, which will be included in the 2023 budget.