

Vanessa Townsend, Psy.D.
Licensed Psychologist

Steven P. Dingfelder, Ph.D.
Licensed Psychologist

Michael Meehan, LCSW
Licensed Clinical Social Worker

Melanie Nuskowski, Ph.D.
Licensed Psychologist



Jane Echterling, Ph.D.
Licensed Psychologist

Stuart Townsend, Psy.D.
Licensed Psychologist

Ralph Wyman, LMHC
Licensed Mental Health Counselor

Kelly Weidner, LMHC
Licensed Mental Health Counselor

Dr Townsend & Associates

Comprehensive Counseling Services

AGREEMENT

This Agreement is made and entered into this 1st day of July, 2024 between Dr. Townsend & Associates, P.A. and the City of Flagler Beach.

Whereas, the City of Flagler Beach wishes to provide an Employee Assistance Program (EAP) for all full-time employees or their family members. Whereas, Dr. Townsend & Associates wishes to provide this program for all full-time employees or their family members.

Now therefore, Dr. Townsend & Associates, P.A. and the City of Flagler Beach do hereby mutually agree to the following:

Dr. Townsend & Associates:

Will administer an EAP to the City of Flagler Beach full-time employees or their family members who have personal problems. These problems include, but are not limited to alcohol and drug misuse, marital problems, excessive stress, anxiety/panic disorder, depression, and parenting issues.

Will provide the following specific services on behalf of the City of Flagler Beach:

- A. Help in the implementation of the Employee Assistance Program (EAP) policy and procedure.
- B. Assist those employees or their family members who are self-referred, as well as those who are performance/supervisory referred. Referrals will be assisted in identifying their problem(s) and provision of three (3) free counseling visits per employee or family member.
- C. Assure reasonable measures of confidentiality regarding the treatment of the City of Flagler Beach employees via the EAP.
- D. Visit with the City of Flagler Beach Director of Human Resources on request, twice per year.
- E. Offer follow-up refresher training for supervisors once each year, on request from City of Flagler Beach.

Employee Assistance Program Contract (continued)

- F. Provide an appropriately qualified or licensed therapist to work in the diagnosis, evaluation, treatment, and if necessary, the referral of employees or their family member(s).
- G. Provide monthly reports and a summary annual report of the progress of the services provided to The City of Flagler Beach.

The City of Flagler Beach will:

- A. Assist Dr. Townsend & Assoc., P.A. in delivering the EAP services to its employees.
- B. Provide on at least a once a year basis a letter to employees and their families indicating the existence of and support for the EAP.
- C. Provide all materials, supplies and clerical staff for the preparation and distribution of pre-program and ongoing program publicity. Brochures, letters, training materials and stamps are but a few of the items covered in this paragraph.
- D. Provide an appropriate area for training as are part of this Contract. This is to include the provision of necessary audio/visual equipment.
- E. Assure each employee that this program will maintain his/her confidentiality.
- F. Provide agreed upon reimbursement to Provider.

COMPENSATION:

The services and assistance offered through this Contract will be provided to The City of Flagler Beach for a discounted fee of \$2,500.00 per calendar year. This Contract shall remain in force for a period of one year from July 1, 2024 to June 30, 2025. This contract may be canceled by either party with 60 days written notice.

The above is agreed to by:

City of Flagler Beach

Vanessa Townsend, Psy.D.
Dr. Townsend & Associates, P.A.

Date

6/19/24

Date