



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

March 8, 2023

TO: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

FROM: Jennifer Hibit, Director of Human Resources

SUBJECT: RFP for Employee Assistance Programs

Please be advised that the Authority's professional service agreement with Child and Family Services for our Employee Assistance Program expires on April 30, 2023, with all renewal options exhausted. Therefore, the Human Resources department has issued a new RFP to provide the Authority with an Employee Assistance Program.

My intent is to have a resolution on the April 20, 2023 Board meeting to enter into a professional services agreement for these services.

If you have any questions or concerns about this issue, please contact me.
Thank you.