



Help Today for a Better Tomorrow

December 20, 2023

Emily Evenson  
Human Resource Manager  
Pelican Rapids Public Schools  
PO Box 642  
Pelican Rapids MN 56572  
[eevenson@pelicanrapids.k12.mn.us](mailto:eevenson@pelicanrapids.k12.mn.us)

Dear Ms. Evenson,

Thank you for choosing LMHC to be your Employee Assistant Provider for the Pelican Rapids Public Schools. I have enclosed a contract for EAP services for your consideration. LMHC would like to propose a 2-year contract to alleviate the time spent on renewing these contracts every year as well as to keep the rate the same for you during the next 2 years.

While we hope that your staff will have a healthy year, we are available to provide services if the need should arise.

If you are in agreement with the terms of this contract, please sign and return to me at [kbecher@lmhc.org](mailto:kbecher@lmhc.org). I will then send the fully executed contract to you once our LMHC representative signs it. If you would like some EAP brochures, please let me know.

If you have any questions, please call (218) 739-1723 or e-mail me at [kbecher@lmhc.org](mailto:kbecher@lmhc.org).

Sincerely,

Kathy Becher, Administrative Specialist  
Lakeland Mental Health Center  
980 South Tower Road  
Fergus Falls MN 56537  
(218) 739-1723  
(218) 736-0734 fax  
[kbecher@lmhc.org](mailto:kbecher@lmhc.org)

980 South Tower Rd  
Fergus Falls, MN 56537  
Phone: (218) 736-6987  
Fax: (218) 736-6980

1010 32nd Ave S  
Moorhead, MN 56560  
Phone: (218) 233-7524  
Fax: (218) 233-8627

928 8th St SE  
Detroit Lakes, MN 56501  
Phone: (218) 847-1676  
Fax: (218) 847-1678

14 6th Avenue NW  
Glenwood, MN 56334  
Phone: (320) 634-3446  
Fax: (320) 634-0384

702 34th Ave East  
Alexandria, MN 56308  
Phone: (320) 762-2400  
Fax: (320) 762-8047

Lakeland Mental Health Center  
[www.lmhc.org](http://www.lmhc.org)

24 hr. Emergency/Crisis 1-800-223-4512



LAKELAND MENTAL HEALTH CENTER, INC.  
980 South Tower Road  
Fergus Falls MN 56537

**EMPLOYEE ASSISTANCE PROGRAM AGREEMENT**

The Pelican Rapids School District and Lakeland Mental Health Center, Inc (LMHC) are the contracting parties of this agreement.

**TERMS OF AGREEMENT**

LMHC will provide Employee Assistance Program development, training, promotion, organizational services and assessment/referral services in order to establish and maintain a successful Employee Assistance Program for the employees of the Pelican Rapids School District. EAP sessions are defined as short term counseling sessions, therefore, are not available to individuals already involved in an episode of care. Psychiatry Services and other evaluations are also not included as an EAP service.

**ASSESSMENT AND REFERRAL SERVICES**

1. LMHC will provide standard employee assistance counseling services by qualified staff members. In addition, provision of chemical health screening is available in the Fergus Falls office.
2. The Pelican Rapids School District agrees to pay \$105.00 per hour for each confidential EAP session to an employee and/or family member. Continued counseling will be billed to the employee or the employee's insurance. Three (3) sessions are authorized for each employee and each family member per calendar year.

**ORGANIZATIONAL SERVICES AVAILABLE**

The following EAP organizational services are available upon request. LMHC will provide one or more of these services only with prior authorization from the Pelican Rapids School District. For each requested service, the Pelican Rapids School District agrees to reimburse LMHC at a rate of \$105.00 per hour, per clinician.

- \* Trainings/Seminars
- \* On-site visits by professional to resolve conflicts, facilitate discussions, increase morale, and provide crisis intervention services.
- \* Provision of Critical Incident Stress Debriefing (CISD)

This contract will be effective January 1, 2024 through December 31, 2025. This contract may be terminated by either party upon thirty (30) days written notice.

12-20-23  
Date

Tom Munk CFO  
Lakeland Mental Health Center, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pelican Rapids School District

Current number of employees: \_\_\_\_\_