

## **SCOPE OF WORK PROPOSAL**

### **GOALS:**

For Mental Health America of Ohio (MHAOhio) to lead Franklin County Public Health (FCPH) in an assessment of workplace wellbeing to determine best strategies to address staff:

- Motivation
- Morale
- Stress
- Performance
- Retention
- Teamwork and collaboration

### **MHAOHIO DELIVERABLES:**

Through the Occumetrics® process, MHAOhio will assess workplace wellbeing and any other data points mutually agreed upon for inclusion in the survey, analyze the quantitative and qualitative data gathered, and make recommendations to support FCPH in terms of immediate, near-term, and longer-term initiatives.

MHAFC agrees to provide the following Services:

#### 1) Assessment

- Conduct a comprehensive, science-based survey of workplace wellbeing and analyze the data results, including regression modeling.
- Conduct up to five, one-hour follow-up focus groups of 8-10 staff members each, with following qualitative data analysis.
- Review and analyze HR data that may include exit interview summaries, staff turnover reports, and absenteeism reports.

#### 2) Reports

- Provide a written final report of the study's findings that includes recommendations to address identified workplace concerns. Please note, MHAOhio is not being engaged to conduct an investigation of employee conduct/misconduct, nor is it equipped to do so. Accordingly, the written final report will not contain a discussion of any such issues.
- Provide virtual presentation(s) and processing of the final report with FCPH's leadership team and any other stakeholders (e.g., staff, Board of Directors) deemed appropriate by FCPH.

### **FCPH PARTICIPATION:**

FCPH agrees to provide the follow project support activities:

- 1) Provide a list by department of the number of participating employees for the purpose of MHAOhio tracking the survey response rate.
- 2) Distribute the online survey link with an accompanying message (draft provided by MHAOhio) to FCPH employees.
- 3) Allow individual staff members to use 10-15 minutes of work time to complete an on-line survey (paper surveys may be administered if needed).
- 4) Provide executive/HR staff time to engage in dialog with the MHAOhio research team to arrange logistics, provide relevant HR data as outlined above, and process study findings.
- 5) With our research team's oversight, to arrange focus groups, including recruitment of participants, provision of bottled water for attendees, and seeing that participants follow through on attending.



**TIMING:**

The assessment and written plans will be completed within approximately eight to ten weeks of the project start date, at a time selected by FCPH.

**COST:**

Initial assessment: \$7,500

Initial assessment **and** follow-up reassessment in 18-24 months: \$13,000\*

\*MHAOhio recommends participating in a re-assessment process 18-24 months after the initial assessment for an apples-to-apples comparison in quantitative data and to evaluate the implementation of recommendations.