

EAP Advisory Board Meeting Minutes

April 12, 2012

Attendees

Debora Branham (EAP), Ken Kirksey (EAP), Gary Hall (DAS), Pete Hanlon (SEIU 1199), Corey Pennington (OSP), Erica Darthard (ODADAS), Collette Brandon (DR&C), Tamara Hairston (DODD), Karen Brown (OCSEA)

Review of Minutes / Agenda

- The minutes for the January 12, 2012 meeting were distributed at the beginning of the meeting. A motion was made to accept the minutes and the agenda as proposed.

Staff Updates

- Ken introduced Debora Branham (new EAP Administrator), effective May 6, 2012. Debora shared briefly about her background and expressed her excitement in being part of the EAP team. She is looking forward to bringing additional strategic direction and support to the operations functions of the EAP.
- Also, Ken indicated that staffing remains the same, no turnover (6 EAP Consultants, 1 clerical and 2 exempt management). EAP continues to provide continuity of service.

Program Direction

- Ken shared that EAP has several projects that the staff will be taking on this year and provided a high level summary regarding each of them. The following were some of the projects that were shared with brief descriptions:

EAP Bi -Annual Retreat	Targeted for late summer, team working through the logistics.
EAP Case Tracking	In-house tracking system to be updated.
In-House Intervention Training	All staff members will be trained on responding to CISD requests and traumatic events. EAP policy on responding to traumatic events and CISDs will be reviewed for needed updates.
Training Development	Reviewing all training programs and will be revamping to give the materials a more branded look.
Marketing Materials	Ordering additional materials such as management business cards, magnets or post-it notes.

Program Reports

- Ken shared and reviewed several EAP reports (Intake, Participation Agreement Activity, and Site Visits). It was noted and discussed that the March 2012 intake calls were down. Pete Hanlon suggested that the weather may have had something to do with the drop in numbers given the March was a mild month. It was also pointed out that April numbers usually tend to be low as this is when the weather usually starts to warm-up.

Director's Report Prepared for Governor's Cabinet Meeting

- Ken shared with the group that EAP had been asked by the ODH Director to prepare an overview of EAP to share at the Governor's Cabinet meeting. Since the report had not been finalized, a copy was not provided. Ken did indicate that a copy would be posted and accessible on the web page as a quarterly update.

Call Volume Report

- No report was distributed, but Ken shared that the program has started recording information on the number of calls the program receives. During this reporting period the program handled 580 calls from employees, providers and other calls made to the EAP.

Current Projects and Other Issues

- Tamara Hairston raised the question whether EAP will be doing mediation training for supervisors. She also asked is EAP would explore conflict coaching as an alternative to mediation training. This is something that could be explored by EAP. Ken reviewed the history of EAP and mediation services and shared that EAP ceased offering mediation services several years ago. He explained that this was necessary since mediation is a process that requires specialized training and at that time, none of the staff had the training. EAP recently ceased offering Reconciliation Services. Ken shared that he has had preliminary conversations with Labor Relations in defining roles and expectations.
- Corey Pennington shared that the number of cadets in the current Highway Patrol class is down after several cadets withdrew.
- Garry Hall shared information on the negotiation between Riverside Hospital and United Behavior Health (UBH). Their contract is due to expire at the end of April and Riverside has sent a letter of termination to UBH. Only 5% of inpatient admissions for psychiatric services were to Riverside last year.
- Pete Hanlon shared that to his knowledge, there are no layoffs currently planned for DYS. He went on to state that this is subject to change.

- The next Advisory Board meeting is scheduled for July 12, 2012 at 1:30 PM. By then the EAP will have moved back to the offices located at 246 North High Street.

Meeting Adjourned

- The meeting adjourned at approximately 2:45 p.m.