

EAP Advisory Board Meeting Minutes

July 12, 2012

1:30 p.m. – 3:00 p.m.

Attendees

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

Welcome / Review of Minutes / Agenda

- Ken opened the meeting at 1:32 p.m. and welcomed all committee members. The sign in sheet was also circulated. At the opening of the meeting, he also distributed the minutes from the April 12, 2012 meeting and asked the committed to review them. A motion was made to accept the minutes and the agenda as proposed.

Staff Updates

- Ken shared that two staff members had left EAP and have taken positions within ODH. Interviewing will be starting next week for the two positions.
- Although EAP is short staffed, the existing staff is holding down the fort. Assignments are being prioritized and the team is focusing on the important pieces, but still trying to get in some of the road shows, health fairs based on staffing limitations.

Program Direction

- Debora provided a high level summary/update on the current projects that the staff is working. The following the projects that were shared:

Strategic Plan	Reviewed the strategy to implement a new program direction by creation a vision, revising the mission, developing goals and values. Share the draft strategy with the committee.
EAP Bi-Annual Retreat	Placed on hold until Spring of 2013 until EAP is fully staffed. Certainly see the value of having the retreat and providing the resources.
EAP Case Tracking	In-house tracking system to be updated. Need more flexibility of case tracking (e.g., account for new cases, generate reports, and specific types of reports). Working with IT staff to design and the software is accounted for in the budget to do the work. Hope to work with a contractor. Leadership is revisiting the business requirements and assessing the needs of the functionality of the new system.
CISD In-House Intervention Training	All staff members will be trained on responding to CISD requests and traumatic events. DRC has agreed to partner with EAP to develop a training program for the

	staff. There is much value to have staff training. The training if offered in the Columbus area from time to time but not frequently and is not cost effective to send staff out of state. Also, EAP will develop a policy on responding to traumatic events.
Training Development	Reviewing all training programs and will be updating content as well as give the materials a more branded look. Shared a sample learner's guide that EAP will be going to in the future. Also shared the new EAP slogan (<i>"helping and supporting you to be well and serve well"</i>).
Marketing Materials	Ordered additional materials such as management business cards, magnets or post-it notes. Packets were provided to each team member. May want to consider ordering additional items such as stress ball and pens (as requested by one team member).
Website Update	EAP is working to overhaul the website, menu bar, add new resources, update existing information, adding the EAP Advisory Committee summary and minutes, also include UBH link to the EAP website to give access to self help resources and trainings. Draft documents were shared with the committee members for review and input. Many great ideas were offered up such as going to Facebook, Twitter and adding testimonials from clients.

Program Reports

- Ken shared and reviewed several EAP reports (Intake and Consultations, Participation Agreement Activity, monthly training and site visit reports).

Other Issues

- Visited with Columbus City EAP to benchmark and look at their data tracking system; also looking at starting a community of EAP professional since there are no professional organizations for sharing. The Southern Ohio EAPA Chapter hasn't been very active lately.
- Corey Pennington shared that the number of cadets is down; 46% drop out rate, highest ever. They will run two more classes plus provide basic classes to 250 people, need more instructors.

Meeting Adjourned

- The meeting adjourned at approximately 3:02 p.m. with the committee members taking a brief tour of the new EAP office(s). The next Advisory Board meeting is scheduled for October 11, 2012.