

EAP Advisory Board Meeting Minutes

October 11, 2012

1:30 p.m. – 3:00 p.m.

Attendees

Debra Branham (EAP), Ken Kirksey (EAP), Jim Wagner (JFS), Mark Tackett (DMH), Jessie Keyes (OCB), Stephanie Kamer (ODADAS), Gary Hall (DAS), Collette Brandon (DRC), Tamara Hairston (DODD), Corey Pennington (OSHP)

Welcome / Review of Minutes / Agenda

- Ken opened the meeting and entertained on motion to accept the minutes from the July 12, 2012, meeting and the agenda for today's meeting. Both were accepted as proposed.

Staff Updates

- Debra and Ken shared that today marks Gary Hall's final board meeting since he will be retiring at the end of November. They thanked Gary for his years of dedication to the OEAP program.
- This was the first meeting for new board members: Jim Wagner (JFS) and Mark Tackett (DMH). All board members and present staff participated in a round of introductions. Also introduced were new EAP Consultants Tim Beverly, Craig Gallagher, and Michele McPeters. Michele did a brief presentation on the work she's been doing with JFS. Debra announced the EAP consultant, Tina Krempasky has accepted another position within ODH. Her last day will be October 19, 2012. Carrie McKean was hired as an Administrative Professional 2 and will begin her employment with OEAP on October 22, 2012.

Program Direction

Strategic Plan	Debra discussed the work that has been done around mission, goals and values. She attended the group process used to define the agencies values.
EAP Case Tracking	In-house tracking system; revised requirements document and provided a business case which was recently submitted to IT.
CISD In-House Training/CISM Policy	All staff members will be trained on responding to CISD requests and traumatic events. Also, developing an EAP CISM policy for responding to critical incidents which will be rolled out to all agencies by the end of the year.
Training Development	Drafting a policy and developing a training strategy. Brining on an intermittent for special training projects: 1) Continue to revamping training content; 2) regional calendar; 3) Annual EAP Resource Training (retreat)

	Developed on Training request form (accessible on-line) Review Training schedule
Marketing Materials	Considering ordering pens, pull up displays, EAP library materials (DVDs, informational sheets, etc.); also revising OEAP Awareness Orientation video
Website Update	Working on phase 2 of updating the website: posting EAP Advisory Board minutes, client survey, ODH inner web, testimonials, resource directory, EAP coordinator contact, roles & responsibilities
Workplace Conflict (RFP)	Currently in the process of preparing the RFP to identify and contract with a vendor to develop a statewide Workplace Conflict program
UBH	Demo training with staff, customized web page linked to OEAP
OEAP Policies & Procedures	Reviewing and revising policies: Employee Confidentiality; EAP Confidentiality Policy, Walk-in Policy

Program Reports

- Ken shared and reviewed several EAP reports (Intake, Participation Agreement, training/site reports). He shared that intake numbers are down 3.7% over the same time period from last year.
- Debora mentioned that this year annual reports will look and capture different information from past reports. The program is also moving in the direction of sending out reports quarterly.

Other Issues

- No issues or concerns

Meeting Adjourned

- The meeting adjourned shortly after 3:00pm.