

EAP ADVISORY BOARD MEETING MINUTES
JANUARY 10, 2013
1:30 P.M – 3:00 P.M

Attendees

Debora Branham (EAP), Ken Kirksey (EAP), Michele McPeters (EAP), Mark Tackett (DMH), Jessie Keys (OCB), Stephanie Kamer (ODADAS), Collette Brandon (DR&C), George Lopez (DR&C), Pete Hanlon (DYS-1199), Karen Brown (OCSEA)

Welcome/Review of Minutes/Agenda

- Ken opened the meeting and asked members to please review the minutes from the October 11, 2012 meeting as well as the proposed agenda. There was one correction to the minutes; Tim Wagner was mistakenly listed as “Jim Wagner”. The correction was noted. The agenda was accepted without any changes.
- After introductions, Ken shared that there are several changes to the Board. He and Debora announced that Tim Wagner (JFS) has left state government for another job. Ken shared that Marty Bard (CWA) has vacated her seat on the Board. Stephanie Kamer is leaving her position at ODADAS to take a position at PUCO and will be inquiring of her new supervisor about continuing on the advisory board. George Lopez (DR&C) will be replacing Collette Brandon (DR&C) on the board.

Staffing Updates

- Debora and Ken shared that interviews will be scheduled for the vacant EAP Consultant position. When this position is filled the program will be fully staffed. The program is also working to fill the intermittent training officer position after the initially selected candidate accepted another position.

OEAP Programmatic Updates

- *DYS / Toledo Psychiatric Hospital* – A strategic planning session is scheduled with the DYS Director and several of his staff to discuss how EAP can provide CISM assistance. Andy Bensing and Michele McPeters provided CISM services to Toledo Psychiatric employees after one of their employees was murdered. Board member Mark Tackett thanked and acknowledged the good work that Andy and Michele provided.
- *OEAP Annual Survey* – Debora shared information from the survey and talked about how the feedback received will be used in the future.
- *OEAP Case Management Tracking System* – the business requirements were revised and was submitted to IT; OMIS in the process of evaluating requirements; had several meetings. Project is scheduled to kick-off March and will take approximately 6 months.
- *CISM Certification Training / CISM Policy / Pre-Incident/ Brochure* – All staff members were trained on responding to CISM requests and traumatic events (group interventions). Also, developed an OEAP CISM policy for responding to critical incidents

which will be rolled out to all agencies this year. OEAP CISM brochure and pre-incident education training developed as well and shared with the advisory board members.

- *Training Development – Continuing to revamp training materials and content; 2) UBH regional calendar; 3) Planning Annual EAP Resource Training (retreat).*
- *Marketing materials – Ordering pending for marketing materials: pens pull up displays, EAP library materials (DVDs, informational sheets, etc.); in the process of revising the OEAP Awareness Orientation video.*
- *Website updates – Completed 2nd phase of updating the website: posted OEAP Advisory Board minutes, client survey, Resource Directory, agency EAP Coordinator contact, roles & responsibilities.*
- *Workplace Conflict RFP – Currently in the process of sending out the RFP to identify and contract with a vendor to develop a statewide Workplace Conflict program. George Lopez agreed to be part of the team to rate and evaluate the bidders.*
- *UBH Portal – Customized web page linked to OEAP.*

OEAP Quarterly & Annual Reports

- The 2012 Annual report is being finalized and will be sent to all agencies in early February. The program also will start sending quarterly reports to all agencies and institutions in May.

Other Issues / Open Discussion

- None

Meeting adjourned.