

RECORD OF DECISIONS

ATTENDEES

Name	Regional/Command
Simone Robichaud	Chief, EAP and Well-Being
Louise Levesque	National Office EAP
Cindy Kearns-O'Hara	National Office EAP
Debra Roberts	National Office EAP
Barre Campbell	NCR EAP Manager
Trish Samson	MARLANT – EAP Manager
Sheryl Francis	MARPAC – EAP Manager
Liette Tremblay	LFQA EAP Coordinator
Theresa Belliveau	LFAA EAP Coordinator
Dianne Joudrey	AirCom/LFWA – EAP Coordinator
Emily Todd	LFCA – replacing Gail Fox

PRESENTERS

Jennifer Cornfoot	National Office Well-Being
Maria L'Orfano	DDWB 2 Employment Equity
Lucie Savard	DDWB 2 Employment Equity
Julian Taylor	DITMS IT Team
Ghazwa Darwishe	DITMS IT Team

ABSENT

Colleen McCubbing	LFWA EAP Coordinator
Gail Fox	LFCA EAP Coordinator

ITEM	ACTION
<u><i>Communications</i></u>	
<ul style="list-style-type: none"> - An article on well-being and EAP will be produced for February/March 2004 in the Civilian News/Maple Leaf (to include Photos from N EAP AC Meeting 15 Oct 03) - DGPA has agreed to include EAP related article twice yearly - Letter to the Base/Wing Commanders iterating commitment to the Program and thanking them for their leadership and dedication in making EAP such an overwhelming success 	National Office
<u><i>National EAP Advisory Committee (N EAP AC) and Regional Coordinators Meeting</i></u>	
<ul style="list-style-type: none"> - Coordinators to attend both National meetings <ul style="list-style-type: none"> - One to be funded by National Office - One to be funded by Coordinator's unit - To seek input from Doug Pike for unions to participate at next Regional Coordinators meeting. (Simone has contacted him) - N EAP AC be rescheduled to Wednesdays - Coordinators meetings be scheduled Monday and Tuesday prior to N EAP AC on Wednesday - Approved N EAP AC minutes to be provided electronically to Coordinators - Records of decision of the October 2003 Regional Coordinators meeting to be provided electronically to the N EAP AC members along with the minutes 	National Office Reg/Com Coords National Office National Office National Office National Office
<u><i>Champion Letter/Visits</i></u>	
<ul style="list-style-type: none"> - Annual communication from the Champion on EAP happenings, remind CO of the importance of EAP, solicit and/or recognize supervisor support; to be distributed every September – end of posting season - The letter could include the annual EAP report card 	National Office / From Champion

ITEM	ACTION
<ul style="list-style-type: none"> - Champion's office will advise Coordinators of his intended regional visits; coordinators notify applicable HRBMs/Unions & National Office (To confirm with EA to Champion) 	Reg/Com Coord
 <i><u>Teleconferences</u></i>	
<ul style="list-style-type: none"> - To occur in June and December between Advisory Committee meetings - Next meeting - confirmed (3 Dec 2003 – Noon Ottawa time – by way of videoconferencing). Proposed agenda: <ul style="list-style-type: none"> o EAP video viewing o Issues surrounding recruitment, retention and rejuvenation of RAs o Communication Plan (who, purpose, timelines, etc) o EAP Stats - Additional teleconferences determined on an as required basis - Record of decisions will rotate among Coordinators 	National Office
	NCR IT Team
	Reg/Com Coords
 <i><u>EAP Website</u></i>	
<ul style="list-style-type: none"> - AIRCOM format for RA listing was selected. NCR IT Team will be notified of proposed format for website Contact Lists - Coordinators to send Debra Roberts list of referral agents with changes by 24 October (Reminder sent) - The following changes were agreed upon: <ul style="list-style-type: none"> o Bilingual RAs notated - (B) o Chairpersons notated - (*) o Coordinator to be identified by region/command 	National Office
	Reg/Com Coords
	National Office

ITEM

ACTION

RA Symposium/Conference (Proposed)

- Symposium 2004: recommended duration 3 days + 2 days travel
- Hold Symposium every second year to rotate with INPUT and regional RAP sessions
- Title of RA Conference preferred over Symposium
- Possible themes: The Way Ahead, Forward Together, Modeling Well-Being
- Well-Being practitioners should be invited again eg. reiki, massage
- Employment Equity and Diversity discussed and decided that there should not be too much emphasis (slant) placed on this; RAs want generic training
- Coordinators were requested to seek input from RAs on desired topics and respond to Debra Roberts, National Office **by 24 October**
- All trained RAs should be given opportunity to attend. Important to have regional and command representation on the planning committee
- Barre Campbell, Liette Tremblay, Darlene Carter, Claire Hamilton (MARLANT RA) volunteered to participate on planning committee to date
- MARPAC may provide a volunteer
- OGD partners (Parks, Solicitor General, Correctional Services, RCMP) be provided the opportunity to participate and co-plan. No contact names at present
- EAP back up services required at every unit during the conference
- DDWB suggested the possibility of a sabbatical being granted to RAs to assist with the conference planning, RAP planning, etc.
- Session ADR role and responsibilities

Reg/Com Coords

MARPAC Coord.

ITEM	ACTION
<u>Statistics (IT Team Present)</u>	
<ul style="list-style-type: none"> - System/data problems were discussed with IT Team i.e. people using Development Server to enter stats etc. <ul style="list-style-type: none"> o Debra Roberts to supply Coords with correct URL for stats entry. o National Office needs to validate the current data in the system asap. This is a priority. 	National Office Done
<ul style="list-style-type: none"> - Regional/Command Coords to submit to Julian Taylor of NCR IT Team and cc Debra Roberts all current changes required in order for National Office to obtain current, valid data from across the country NLT 28 Nov 03 	Reg/Comd Coords National Office
<ul style="list-style-type: none"> - Regional/command Coords to submit additional changes, modifications, improvements and new applications to National Office NLT 1 Dec 03 	
<ul style="list-style-type: none"> - To be discussed with Julian once validation of current data is complete. 03 Dec Regional Videoconference (Noon Ottawa time) Note: Rescheduled to Teleconference 13h30 Ottawa time 	
<ul style="list-style-type: none"> - Proposed agenda - New modifications/improvements and applications could take approx 3-4 months to incorporate. 	
<ul style="list-style-type: none"> - Julian to deactivate RA names who have left EAP 	NCR IT Team

ITEM

ACTION

Chairpersons Course

- French & English Chairperson course to be held simultaneously in 2005.
 - o No requirement for the French Chairperson Course to take place in 2004.
 - o Local committees function well at this time.
 - o LFQA coordinator prefers is to wait until the francophone participants can be trained along with the Anglophone participants.
 - o Insufficient numbers to warrant an English course in 2004.
- Maximum number of participants 20 per course

Training

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <ul style="list-style-type: none"> - LFAA stated that not all RAs have equal opportunity to attend regional sessions eg. CFB Gagetown | National Office |
| <ul style="list-style-type: none"> - AIRCOM suggested that National Office stipulate exactly how funding is to be allocated | |
| <ul style="list-style-type: none"> - National Office indicated this will be enunciated in the Admin Manual and that the objective is to have consistency throughout the regions and commands | National Office |
| <ul style="list-style-type: none"> - Selection/Removal of Chairpersons/RAs to be further discussed and modified in Admin Manual | National Office
Reg/Com Coords |
| <ul style="list-style-type: none"> - 3 day refresher training for experienced RAs with 8+ years' service was requested. Content to be determined | |
| <ul style="list-style-type: none"> - Chairperson and RA Course may be combined in future. Important to consider most cost-effective manner to deliver training | National Office |
| <ul style="list-style-type: none"> - RAs awaiting training should be provided the opportunity to assist their local committee, if they wish, by helping set-up and take down kiosks, providing admin support if required during promotional activities | |
| <ul style="list-style-type: none"> - Little to no funding at the local level for RA training and work tools (i.e. community resource books) | |

ITEM

ACTION

Referral Agent Course

- Partnering with OGDs for seats on RA courses etc. should be explored
- Ratio of RA/workforce to be explored
- Due to the excessive demand for seats on the last two RA courses, it was agreed that two courses per year for the next two years should be provided to address the requirement for an equitable ration and alleviate the backlog
- Maximum number of participants 24 per course

Promotional Items

- Preferred promotion items were discussed to market the program. They include:
 - o Bookmarks
 - o Card holders
 - o Stress cards
 - o Thank you notes
 - o Large post-it notes
 - o Pens/highlighters
 - o Fridge magnets
- To send list of National Office items in stock at present to Regional Coordinators (see attached list) National Office

Special Recognition

- Death of active EAP team member (N EAP AC, RAs, Chairperson, Coordinator, National Office)

Retiring RAs

- For insurance reasons, RAs who retire cannot continue to offer RA services to DND civilian employees and military personnel