



**EMPLOYEE ASSISTANCE PROGRAM**  
*National Joint Committee*

**Committee Members**

Susan M. Carney, APWU  
Human Relations Director

Manuel L. Peralta, Jr., NALC  
Director, Safety & Health

Patrick M. Devine, USPS  
Manager, Contract  
Administration (NPMHU) &  
Employee Workplace  
Programs

**Ad Hoc Member**

Dr. Deborah J. Atkins, USPS  
EAP Administrator

The March meeting of the EAP National Joint Committee (NJC) was held on March 8, 2016 at the NALC HQ from 12:00 p.m. to 3:00 p.m.

Attendees included Manny Peralta, (NALC), Sue Carney, (APWU), Patrick Devine, (USPS), Deborah Atkins, (USPS EAP Administrator), and Bob McCullough (Magellan Health, Inc.).

**Minutes:** February 23rd minutes were approved as edited.

**End of Month Report:** End of month reports are not due until the 10th of each month. In the interim the following was shared: 2 suicides were reported in February. There was a 25 percent decrease in FY2016 Q1 and Q2 comparatively to FY 2015 Q1, Q2. The Call Center experienced an increase in calls - 300 over SPLY. It was pointed out that an increase generally occurs in the second quarter after the holidays. Concerted efforts on the part of newly hired MH EAP staff to build relationships with management officials, union leaders and employees on the workroom floor, as well as, heightened oversight from MH clinical supervisors may account for the increase as well. The influx of additional calls caused an increase to the ASA which is being addressed and will continue to be monitored. The February End of Month Report will be distributed to the NJC by email upon receipt.

**Advisory Guidelines:** The NJC is considering adding the following language to the Guidelines on page 10, in paragraph 2: "The JCEAPs are required to adhere to these Guidelines except as specified otherwise in the Jointly Operated Postal Employee Assistance Program Memorandum of Understanding signed January 3, 1994. The new language would be added after the sentence that reads, "The primary difference between the two types of committees is the administrative responsibility for EAP contracts for local services. "Changing the name of the Guidelines from EAP District Advisory Guidelines to EAP Advisory Guidelines is also being considered. The NJC hopes to finalize these decisions, and intends to make housekeeping revisions during its next meeting. The NJC also agreed that the cover page revision date should reflect when there is content change, not NJC changes.

**JCEAPs Operations:**

Philadelphia: The NJC agreed to continue to monitor the Philadelphia JCEAP to ensure progress and continuity. The Chair position should be rotated annually. The NJC will be reviewing minutes to assess meeting frequency and activity based on the meeting agenda, discussion points and committee decisions.

The JCEAP counselor position is slated to be posted externally in the next few weeks. The interview / hiring scorecard was shared with the EAP supervisor to assist with conducting her clinical review and to aid the JCEAP with its committee review. The card will also be shared with the Los Angeles JCEAP and the NJC.



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**Los Angeles:** There are a good number of applicants that have met the minimal qualifications to be considered for the JCEAP counselor position. The EAP Administrator will be spending 3 days in Los Angeles to independently conduct a preliminary meeting with each candidate to assess their clinical and educational experience. The findings will be communicated to the JCEAP to assist them with committee review and their selection process.

**Suicide Prevention:** The NJC expressed big expectations for suicide prevention initiatives occurring during EAP Awareness month this April. MH is coordinating with DACs across the country to ensure the suicide prevention materials previously provided by the NJC are considered for use.

**EAPPlus:** Dr. Atkins, EAP Administrator and Bob McCullough answered questions regarding the EAPPlus and EAPIS integration. NJC members were assured the transition would not impact accurate reporting and were advised JCEAP counselors would be trained promptly on how to make entries, record data and navigate the system.

**CCBT:** The launch of Computerized Cognitive Behavioral Therapy remains on schedule for April 15th. Promotional efforts including the creation of screen savers, posters, stand up talks, electronic posters, pamphlets and how best to communicate information to EAP Advisory Committees to encourage unique marketing efforts were discussed. A copy of the CCBT PowerPoint that was drafted by Sue Carney using information provided MH and other resources for use at APWU events was shared.

**Postcard:** The status of the Health & Wellness postcard highlighting EAP Life Coaching was made. The NJC selected which photograph they wanted to use. The card will be mailed in April to all postal employees.

**Audit follow-up:** The NJC asked to be updated on which specific audit tasks had been completed and which are still outstanding as it pertains to the last JCEAP Audits.

**Meetings:** The NJC agreed to block three hours for future meetings and to schedule them on the 2nd Wednesday every month. Members were asked to check their calendars to confirm their availability for April 6, 2016. Lunch 12:00 p.m. – 12:30 p.m. Meeting 12:30 – 3:30 p.m.