

**RESOLUTION #18-0510-06**

**Renewing Contract for Employee Assistance Program benefit**

**WHEREAS**, the Board of Trustees is committed to the health, safety and well-being of Township employees and their families, and

**WHEREAS**, the Township has been in a contract for Employee Assistance Program benefits with BalanceEAP (formerly Gerlach, Lear & Associates) since May 1, 2017, and

**WHEREAS**, the Board continues to support providing this benefit for all employees and their families.

**NOW, THEREFORE BE IT RESOLVED, BY THE LIBERTY TOWNSHIP BOARD OF TRUSTEES, DELAWARE COUNTY, OHIO**, to authorize a one-year contract renewal with BalanceEAP to provide employee assistance benefits for a total cost not to exceed \$ 15.60 per year per employee (which will total not more than \$ 1,260.25CB annually) for enrollment of all Township employees. \$ 1,170.00

Motion made by Melanie Leneghan and seconded by Mike Gemperline

**Vote:** N/P Mrs. Eichhorn yes Mr. Gemperline yes Mrs. Leneghan

This Resolution shall be in force and become effective immediately upon its execution.

May 10, 2018  
Date

Melanie Leneghan  
Melanie Leneghan, Trustee

Mike Gemperline  
Mike Gemperline, Trustee

CERTIFIED BY:

Nancy Denette  
Nancy Denette, Fiscal Officer

Shyra Eichhorn  
Shyra Eichhorn, Trustee

-- not present --

# Invoice

SBLEAR, LLC  
PO Box 266  
Amlin, OH 43002

Voice 614-451-9401  
Fax 614-451-8113

Invoice Number: 5

Invoice Date: 1/5/2018

TIN 31-0972518

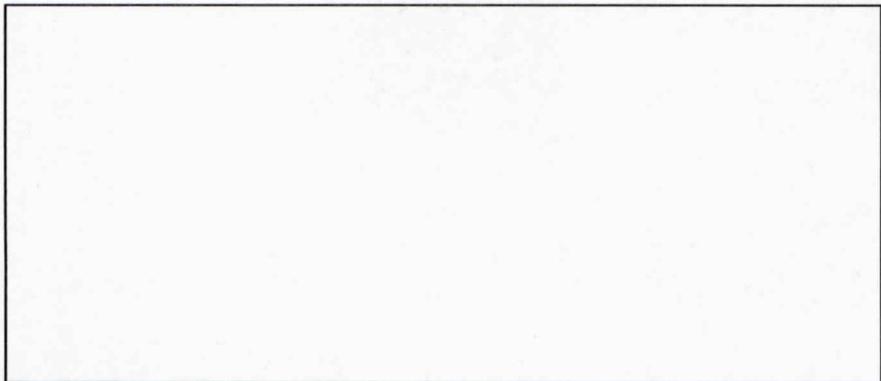
Bill To

Liberty Township, Delaware Cnty  
10104 Brewster Lane  
Ste 125  
Attn: Rob Hildreth  
Powell, OH 43065

Service	Employee Count	PEPM Rate	Amount
Annual Fee for EAP Services 2018	75 15. <i>6</i>	1.3	1,226.25

\* Per Employee Per Month

**Total** \$1,226.25  
Due Net 30 Days *1170*





May 1, 2018

Attached is a utilization report for Liberty Township, Delaware County Employee Assistance Program for the contract year: May 1, 2017 to April 30, 2018.

The five components of your EAP benefit are:

- Counseling
- Legal consultation
- Financial consultation
- Work-Life solutions
- Wellbeing website

The industry average for counseling cases is 2-5% in a 12 month period. Liberty Township utilization in the first year of implementation was 4.29%, a strong participation rate.

No utilization was recorded for legal, financial, or work-life.

Survey responders were 100% satisfied with their EAP experience.

**Recommendations:**

- Continue distributing monthly EAP email promotions: newsletter, service description.
- Supervisors and managers recommend the EAP, as appropriate, to team members.
- Encourage all to visit: [www.balanceEAP.com](http://www.balanceEAP.com) username *liberty*  
Click on My Benefits for a full list of services and how others use them.
- Supervisors and managers become familiar with some of the non-counseling services by giving them a "test drive", particularly work-life solutions.
- Provide a brochure and wallet card to new employees.

**Clinical Trend**

Across Balance EAP's book of business, there has been a recent trend of parents requesting counseling for their teenage children, some of whom were contacted by the school guidance counselor. No doubt the Liberty Township emergency responders are telling similar stories.

Remember we are available 24/7 to assist employees and their family members with any non-medical issue that gets in the way of productive daily living.

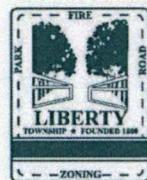
Respectfully submitted,

You Balance EAP Team



## UTILIZATION REPORT

FOR



**Liberty Township, Delaware County**

May 01, 2017 - April 30, 2018

**UTILIZATION REPORT**  
**Liberty Township, Delaware County**

May 01, 2017 - April 30, 2018 on New Files

**UTILIZATION RATE SUMMARY**

Activity Type:	Cases	%	Individuals	%	Activities	%	Admin Hours
Counseling	3	100.0%	3	100.0%	37	100.0%	11.18
Information Calls	0	00.0%	0	00.0%	0	00.0%	0
Organizational Service/CISD	0	00.0%	0	00.0%	0	00.0%	0
Supervisor Referral	0	00.0%	0	00.0%	0	00.0%	0
Organization Consultation	0	00.0%	0	00.0%	0	00.0%	0
<b>Total</b>	<b>3</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>37</b>	<b>100%</b>	<b>11.18</b>

Utilization Rate	Individual Lives:	70
Current Period		4.29%
Anticipated Annualized Rate		4.29%
Clients Serviced in Current Period		4.29%
Anticipated Annualized Rate for Client Serviced		4.29%
New/Ongoing Files Summary	Referral/Closed Files Count	
Total New Files	3	Total Files Closed
		2

Historical Utilization				
5/1/2012-4/30/2013	5/1/2013-4/30/2014	5/1/2014-4/30/2015	5/1/2015-4/30/2016	5/1/2016-4/30/2017
No Data	No Data	No Data	No Data	No Data

**UTILIZATION REPORT**  
**Liberty Township, Delaware County**

May 01, 2017 - April 30, 2018

<b>Age Range</b>	<b>5/2017 - 4/2018</b>		<b>1/2018 - 4/2018</b>	
	#	%	#	%
19-35 Years Old	1	33.33%	1	50.00%
36-55 Years Old	2	66.67%	1	50.00%
<b>Total</b>	<b>3</b>	<b>100 %</b>	<b>2</b>	<b>100 %</b>

<b>Presenting Problems</b>	<b>5/2017 - 4/2018</b>		<b>1/2018 - 4/2018</b>	
	#	%	#	%
Alcohol	1	25.00%	0	0.00%
Anxiety	1	25.00%	1	33.33%
Divorce	1	25.00%	1	33.33%
Family/Relationship	1	25.00%	1	33.33%
<b>Total</b>	<b>4</b>	<b>100 %</b>	<b>3</b>	<b>100 %</b>

<b>Client Type</b>	<b>5/2017 - 4/2018</b>		<b>1/2018 - 4/2018</b>	
	#	%	#	%
Child	1	33.33%	1	50.00%
Employee	2	66.67%	1	50.00%
<b>Total</b>	<b>3</b>	<b>100 %</b>	<b>2</b>	<b>100 %</b>

<b>Gender</b>	<b>5/2017 - 4/2018</b>		<b>1/2018 - 4/2018</b>	
	#	%	#	%
Female	1	33.33%	1	50.00%
Male	2	66.67%	1	50.00%
<b>Total</b>	<b>3</b>	<b>100 %</b>	<b>2</b>	<b>100 %</b>

<b>Marital Status</b>	<b>5/2017 - 4/2018</b>		<b>1/2018 - 4/2018</b>	
	#	%	#	%
Divorced	2	66.67%	1	50.00%
Single	1	33.33%	1	50.00%
<b>Total</b>	<b>3</b>	<b>100 %</b>	<b>2</b>	<b>100 %</b>

**UTILIZATION REPORT**  
**Liberty Township, Delaware County**

May 01, 2017 - April 30, 2018

<b>Who were you referred by:</b>	5/2017 - 4/2018		1/2018 - 4/2018	
	#	%	#	%
Family	1	33.33%	1	50.00%
Self	2	66.67%	1	50.00%
<b>Total</b>	<b>3</b>	<b>100 %</b>	<b>2</b>	<b>100 %</b>

<b>Work Affected</b>	5/2017 - 4/2018		1/2018 - 4/2018	
	#	%	#	%
No	1	33.33%	1	50.00%
Not Applicable	1	33.33%	1	50.00%
Yes	1	33.33%	0	0.00%
<b>Total</b>	<b>3</b>	<b>100 %</b>	<b>2</b>	<b>100 %</b>

<b>Service Type</b>	5/2017 - 4/2018		1/2018 - 4/2018	
	#	%	#	%
Counseling	3	100.00%	2	100.00%

<b>Knowledge of Service:</b>	5/2017 - 4/2018		1/2018 - 4/2018	
	#	%	#	%
Onsite	3	100.00%	2	100.00%

<b>State Of Residency:</b>	5/2017 - 4/2018		1/2018 - 4/2018	
	#	%	#	%
Ohio	3	100.00%	2	100.00%

**UTILIZATION REPORT**  
**Liberty Township, Delaware County**

May 01, 2017 - April 30, 2018

**UTILIZATION RATE SUMMARY**

In July, 2017, Balance EAP engaged new partners to provide: legal, financial, work-life and wellbeing web services. The following are aggregated data for 2017 and descriptive data for the period July 1 to December 31, 2017.

**Total activity for 2017**

# Legal	# Financial	# Work-life	# Web Logins
0	0	0	16

**Wellbeing Website**

Logins	16
Page Views	37

Topics	
Home	16
Search	0
Benefits	14
Emotional Wellbeing	0
Financial	0
Health	1
Legal	1
Personal Growth	0
Relationships	5
Resilience	0
Training Center	0

Content Categories	
Additional Resources	0
Articles	12
Assessments	0
Calculators	0
Courses	0
FAQs	0
Forms	0
Locator	0
PDFs	0
Quizzes	0
Videos	0
Webinars	0

## Liberty Township, Delaware County

**5/1/2017 - 4/30/2018**

Satisfaction Survey Results

Were you satisfied with the service you received?	(#)	(%)
Yes	2	100.00%
No	0	0.00%
Somewhat	0	0.00%
	2	<b>100.00 %</b>
Were you satisfied with your counselor?	(#)	(%)
Yes	2	100.00%
No	0	0.00%
Somewhat	0	0.00%
	2	<b>100.00 %</b>
Would you recommend the EAP to a friend or coworker?	(#)	(%)
Yes	2	100.00%
No	0	0.00%
Maybe	0	0.00%
	2	<b>100.00 %</b>