

Budget by Fund

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
General	354,516	413,502	419,659	419,659	6,157
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 354,516	\$ 413,502	\$ 419,659	\$ 419,659	\$ 6,157

Budget by Service

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
EAP SERVICES	354,516	413,502	419,659	419,659	6,157
TOTAL	\$ 354,516	\$ 413,502	\$ 419,659	\$ 419,659	\$ 6,157

Budget by Major

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
Personnel	284,793	378,531	384,422	384,422	5,891
Non-Personnel	69,073	64,608	64,608	64,608	-
Agency Billings	650	(29,637)	(29,371)	(29,371)	266
TOTAL	\$ 354,516	\$ 413,502	\$ 419,659	\$ 419,659	\$ 6,157



Employee Assistance Program

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To: David Schmiedicke, Finance Director
From: Tresa Martinez, EAP Manager
Date: July 8, 2019
Subject: 2020 Operating Budget Request

Dear Mr. Schmiedicke,

The 2020 operating budget request for the Employee Assistance Program (EAP) is in line with the directives given by Mayor Satya Rhodes-Conway. In our service proposal, we are submitting two scenarios that demonstrate how we would apply a 2.5% increase or decrease in service funding. In both scenarios, we have given careful attention to the needs of our employees and their family members while delivering best practice EAP and Critical Incident Stress Management (CISM) services.

It is my hope that you will thoughtfully consider our request for a 2.5% increase in our funding. This will allow us to adequately meet our service and staff development goals for 2020.

The City's Employee Assistance Program (EAP) has demonstrated an increase in service utilization necessitating the need for an additional staff person and has developed a solid Facilitator Network and two Peer Support Teams for our first responder agencies. With innovative programming that meets the needs of our employees, an investment in these services will positively influence morale, employee health, productivity, and a high return on investment.

Please let me know if you have any questions and thank you for your consideration.

A handwritten signature in blue ink that reads "Tresa I Martinez". The signature is fluid and cursive, with a large loop at the end of the last name.

Tresa Martinez, MSSW, CEAP
EAP Manager

2020 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Employee Assistance Program

SELECT YOUR AGENCY'S SERVICE:

EAP Services

SERVICE NUMBER:

221

SERVICE DESCRIPTION:

This service provides 24-hour professional and confidential assistance, information, resource referral, and support. EAP provides a variety of services, including but not limited to critical incident stress management services, consultation services for supervisors and association representatives, ongoing education and training, and supervision of two First Responder Peer Support Teams and the EAP Facilitator Network.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
<i>Budget by Fund</i>						
General-Net	\$316,624	\$357,341	\$354,516	\$413,502	\$419,659	\$419,659
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$316,624</i>	<i>\$357,341</i>	<i>\$354,516</i>	<i>\$413,502</i>	<i>\$419,659</i>	<i>\$419,659</i>
<i>Budget by Major</i>						
Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Personnel	\$259,189	\$293,683	\$284,793	\$378,531	\$384,422	\$384,422
Non-Personnel	\$56,937	\$63,008	\$69,073	\$64,608	\$64,608	\$64,608
Agency Billings	\$499	\$650	\$650	(\$29,637)	(\$29,371)	(\$29,371)
<i>Total</i>	<i>\$316,625</i>	<i>\$357,341</i>	<i>\$354,516</i>	<i>\$413,502</i>	<i>\$419,659</i>	<i>\$419,659</i>
FTEs		3.00		4.00	4.00	4.00

PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

All current and retired City of Madison employees, families of employees, and significant others of employees may use the Employee Assistance Program (EAP) for any work, personal, or family concerns. By prioritizing the overall wellness of City staff, we are providing our citizens with the best possible service contacts.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
EAP	75	To provide 24 hour professional and confidential assistance, information, resource referral and support to employees and their families. The purpose is to ensure a productive workforce that can do their best work for the stakeholders and community members.
CISM	25	To help employees prepare for and recover from traumatic events at work. That includes pre-incident education and training, defusing, debriefing, follow-up, management consultation, and policy and procedure development.

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

While some funds have moved between majors, our total request equals the target, as instructed.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Fund	Major	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explain the assumptions behind the requested funding.

What is the justification behind the proposed change?

Part 2: Scaling Service Delivery

What amount is 2.5% of the service expenditure budget?

Increase

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:

A 2.5% increase in our budget would allow us to adequately meet our service and staff development goals for 2020. This includes the purchase of necessary materials for providing prevention-focused education and outreach for our employees and employees' family members. The increase would pay for lending library books, training supplies, potential outside speakers and marketing costs.

In addition, the increase will provide the necessary funding for required professional development as we add a third EAP Specialist to the EAP Office. It will also allow us to maintain an adequate balance in our Consulting line (external EAP) for workplace services and for unexpected critical events that will require back up staff and trauma support.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

53:

Add \$2000 to 53155 Program Supplies to pay for training materials related to trainings conducted for EAP Facilitators, Peer Support teams, and family members.

Add \$500 to 53165 Books in order to supplement the EAP lending library.

54:

Add \$3000 to 54520 Training/Conferences for professional development of 3 professional staff and 1 program assistant.

Add \$4991 to 54645 Consulting Services to cushion budget for external EAP services and to pay for trainers/speakers to collaborate on EAP Facilitator Training and other trainings organized by the EAP office.

Would the changes include an increase to permanent staffing levels for this service? If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

City residents indirectly benefit from quality services delivered by a well workforce.

Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

Any decrease will be very difficult for our small office to absorb. The most significant impacts will be an inability to adequately provide EAP-specific professional development for three certified staff and a confidential program assistant and the need to reduce current programming through our consulting services line.

We would have to reduce or eliminate training and travel for EAP Industry-specific professional development. This training is not provided locally. This will make it a challenge to meet the requirements for the professional certifications of three staff.

The only other line we can pull from to cover a reduction is our consulting services. We would have to reduce or eliminate consulting services from FEI that include conflict mediation, specialized training and management consultation, specialized trauma counseling, couple counseling and back-up support for critical incident response. We would move to a restructuring of our services that would not allow confidential self-referral to our EAP vendor and instead all requests for EAP help would come through the internal EAP so that we can serve as a gatekeeper to control and reduce those services and costs.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

53:

Subtract \$500 from 53155 Program Supplies currently budgeted for training materials and promotional items.

Subtract \$91 from 53165 Books currently budgeted to add to EAP lending library.

Subtract \$400 from 53250 Food/Beverage currently budgeted for refreshments for annual EAP Facilitator Training.

54:

Subtract \$2000 from 54520 Training/Conferences currently budgeted for professional development.

Subtract \$7500 from 54645 Consulting Services currently budgeted for external EAP services.

Would the changes include a decrease to permanent staffing levels for this service? No If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% decrease in funding?

When unaddressed, EAP issues like alcohol and drug problems, untreated mental health concerns, high levels of stress, and workplace conflict impact city staff, our residents may be indirectly impacted by experiencing lower quality services.