

**DRAFT**  
**January 8, 2008 LTESS Steering Committee Meeting Minutes**

**Long Term Employment Support Services Steering Committee  
Meeting Minutes  
DRS Central Office, Richmond, Virginia**

January 8, 2008

**January 8, 2008 LTESS Steering Committee Meeting:**

The LTESS Steering Committee held its first meeting of 2008 on January 8, 2008 from 12:00 to 12:35 PM at the DRS Central Office in Richmond, Virginia.

**Members Present:** Ruth Parsons, Amy Thomas, Melinda Szlapak for Thalia Simpson-Clements, Sharon Taylor, Debbie Williams, Sharon Barton and John Craig

**Members Absent:** Joann Packert, Shelley Reichard

**DRS Staff Attending:** Jack Hayek, Judy Hill, Scott Fraley, Tim Olive

**Call to Order**

Sharon Taylor ([Sbtaylor@goodwillcva.org](mailto:Sbtaylor@goodwillcva.org)) called the meeting to order and asked that the committee introduce themselves to the audience. After introductions, the October Draft minutes were reviewed and approved.

**Public Comment**      None

**Reporting Out**

a. Ideas for Upcoming Meetings

Sharon Taylor [SBTaylor@goodwillcva.org](mailto:SBTaylor@goodwillcva.org)

Sharon introduced the topic and John Craig's recommendations. John's recommendations are:

- LTESS History:
  - 1) A Presentation to the Committee by one of the original patrons of LTESS with DRS staff participation.
  - 2) A history showing the chief patrons, specific budget language and amount approved for each budget amendment that added dollars to the LTESS program.
  - 3) Trace the history of any budget reductions that threatened LTESS, record the reactions and responses of DRS and the industry as well as the final outcome.
- Committee Orientation
  - LTESS Guidelines: Revisit guidelines
  - LTESS Utilization: standing agenda items
    - 1) Utilization Data, YTD

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- 2) Identification of Issues
- 3) Identification of Problems
- 4) Problem Solving/Recommendations

- Admin Fee: Although it was taken off the table at the last meeting, it would be educational to trace the history of the Admin. Fee

**New Business**

a. LTESS History Funding/Reduction/Administration/LTESS Guidelines

Jack Hayek [Jack.hayek@drs.virginia.gov](mailto:Jack.hayek@drs.virginia.gov)

Jack presented an historical look at LTESS/EES/EDF funding/reductions/administration and information in the published LTESS Guidelines. This information follows in Attachment 1 below.

b. LTESS Production Data

Judy Hill [Judy.Hill@drs.virginia.gov](mailto:Judy.Hill@drs.virginia.gov)

Judy went over the production data with the Committee and shared with them the fact that there isn't sufficient LTESS reallocation dollars to make a reallocation worthwhile at this point, although there will be an EES reallocation. LTESS is much less overextended than in years past and she is at a loss for what is different this year. Judy's midyear workup sheet is available in Attachment 2 below.

**Public Comments**

Rex Parr commented on the issue of Autistic Specific Disabilities (ASD), the dramatic increase of ASD is still of school age and that it will begin reaching the adult service system in the not-too-distant future. Many questions need to be addressed. Doug James shared with the committee the efforts taken in Northern Virginia. Doug also provided information on ASD from GW University and that information can be reviewed at: <http://www.gwu.edu/~iri/pdf/32-nd-IRI-2007-Final-03-09-2007.pdf> . Other Institute on Rehabilitation Issue documents can be reviewed at: <http://www.gwu.edu/~iri/>

The John Craig made a motion that based on the relation of ASD and its potential impact on LTESS for working age consumers needing long term supports to offer recommendations to the Commissioner on the issue. The motion was seconded by Ruth Ann Parsons. A suggestion was made to establish a subcommittee to look into the issue and possible recommendations. The subcommittee is Sharon Taylor, John Craig and Sharon Barton.

**Adjournment 12:35 PM Sharon Taylor**

Steering Committee Meetings: NEXT April 8<sup>th</sup>, 2008; July 8<sup>th</sup>, 2008; October 14<sup>th</sup>, 2008

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Attachment 1 Slide Presentation on History of Long Term Employment Support Services Funding

Slide 1

**LTESS/EES  
History of Budget Reductions**

Slide 2

**Reductions 2003**

•SEPD	\$42,670
•LTESS	\$392,906
•EES	\$486,450
•EDF	\$110,940

Slide 3

**Restore/Reductions 2004**

•General Assembly – Restore	\$486,000
•EDF – Net Loss	
	–\$603,008 – 2004
	–\$110,940 – 2003

Slide 4

**Reductions 2008**

•LTESS	\$160,331
•EES	\$98,794
•EDF/Admin	Balance of EDF Place Holder/\$5,000

Slide 5

**Net Loss 2003-2008**

•Economic Development -	\$739,600
•SEPD -	\$42,670
•EES/LTESS/EDF/Admin -	\$284,245

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Slide 6

**Total equals EES, LTESS and Economic Development**

<b>Year</b>	<b>Total</b>	<b>Admin &amp; Match</b>	<b>Percent</b>
1995	\$ 4,357,600	\$ 108,656	2.49%
1996	\$ 4,857,600	\$ 110,588	2.28%
1997	\$ 4,857,600	\$ 110,226	2.27%
1998	\$ 5,607,600	\$ 126,547	2.26%
1999	\$ 5,857,600	\$ 206,159	3.52%
2000	\$ 7,607,600	\$ 238,702	3.14%
2001	\$ 8,257,600	\$ 223,580	2.71%
2002	\$ 8,257,600	\$ 105,657	1.28%
2003	\$ 7,267,493	\$ 135,902	1.87%
2004	\$ 7,820,266	\$ 146,239	1.87%
2005	\$ 7,970,266	\$ 149,044	1.87%
2006	\$ 8,064,614	\$ 150,808	1.87%
2007	\$ 8,828,164	\$ 165,087	1.87%
2008	\$ 8,828,164	\$ 165,087	1.87%
2008	\$ 8,543,919	<b>\$ 190,710 / \$159,771</b>	1.87%

Slide 7

**Committee Orientation**

- Guidelines are posted on Internet
  
- Go to:
- <http://www.vadrs.org/essp/downloads/LTESSguidelines081707.doc>

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**Attachment 2 LTESS/EES FY 2008 Midyear Services Data 6/1/2007 – 11/30/2007**

**EES**                      **41 ESOs currently receive EES**

Total on Rolls :	566	<u>Consumers of Rolls:</u>	
Total Served :	553	MR	69%
New Additions:	25	SMI	14%
Closures	31	Sens/Phy	9%
:		Other	8%
Total Allocation to ESOs	\$ 3,293,078	Avg. 520 consumers per month	
3% Reduction	( <u>\$98,792</u> )		
Revised Allocation to ESOs	\$ 3,194,286		
Total Dollars Spent YTD	\$		
	( <u>1,875,433</u> )		
Balance Remaining	<b>\$ 1,318,853</b>	<u>Services</u>	<u>Consumers</u> <u>\$ Expended</u>
		<u>Provided</u>	<u>Served</u>
60% of funds expended in 6 months			
Avg. Monthly Productivity:	47%	Enclave:	10%      \$ 271,730
Avg. Monthly Wages:	\$402.81	Mobile Crew:	0%      \$ 4,035
Avg. Monthly Hours Worked:	101.46	Offsite:	16%      \$ 219,209
Avg. Hourly Wage:	\$3.97	Onsite:	74%      \$ 1,244,982
Avg. Monthly Attendance:	82%	Transp:	23%      \$ 135,478

**LTESS**                      **77 ESOs currently receive LTESS dollars**

Total on Rolls :	2,467	<u>Consumers of Rolls:</u>	
Total Served :	2,357	MR	45%
New Additions:	476	SMI	24%
Closures	312	Sens/Phy	10%
:		Other	21%
Total Allocation to ESOs	\$ 5,344,376	9% avg. absenteeism rate	
3% Reduction	( <u>\$160,331</u> )	Avg. 1,947 consumers per month	
Revised Allocation to ESOs	\$ 5,184,045		
Total Dollars Spent YTD	\$ 3,055,545	<u>Services</u>	<u>Consumers</u> <u>\$ Expended</u>
Balance Remaining	<b>\$ 2,288,831</b>	<u>Provided</u>	<u>Served</u>
56% of LTESS funds expended in 6 months			
Avg. Monthly Productivity:	77%	SE (hrly):	75%      \$ 1,336,855
Avg. Monthly Wages:	\$601.46	Enclave:	2%      \$ 303,456
Avg. Monthly Hours Worked:	94.06	Mobile Crew:	1%      \$ 57,002
Avg. Hourly Wage:	\$6.39	Offsite:	2%      \$ 120,777
Avg. Monthly Attendance:	78%	Onsite:	20%      \$ 1,106,531
Avg. Monthly Hours Billed in SE:	3.47	Transp:	1%      \$ 130,925

There are currently 56 consumers in both programs that have approved for a waiver in 15 ESOs. These consumers were unable to work the minimum of 70 hours a month.