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**July 11, 2006 ESOAC Meeting Minutes**

**DEPARTMENT OF REHABILITATIVE SERVICES**

**MEMORANDUM**

**Employment Services Organizations Advisory Committee  
Meeting Minutes  
DRS Central Office, Richmond, Virginia**

**July 11, 2006 Employment Services Organizations Advisory Committee Meeting:**

The Employment Services Organizations Advisory Committee held its regular quarterly meeting July 11, 2006 from 9:30 AM to 11:30 AM, at the DRS Central Office, Richmond Virginia.

**Members Present:** Florence Watt, ESOAC Chair, DMHMRSAS, Wendy Gradison, Sharon Harrup, Keith Clark, Shirley Lyons, Leah Boyd, Sherman Gifford, Ed Rice for Sharon Barton, Bruce Phipps, Phil Black, Lynn Kushner, and Bill Smith for Gary Juskowiak.

**Members Absent:** Woody Van Valkenburg, Susan Neal and John Craig

**Guests Attending:** Vanessa Rojas, Diana Messer, Beth Dugan, Karen Tefelski, Thalia Simpson Clements, Chuck McElroy, Ron Burnop, Robin Metcalf, Bruce Patterson, Jan Williams, Ken Crew, Joann Packert, Beth Tetrault Sylvia Ross, Belinda McDowell, Sharon Taylor and Ruth Parsons.

**DRS Staff Attending:** Commissioner Jim Rothrock, Jack Hayek, Tim Olive, Scott Fraley, Judy Hill, John Phelps, Margaret Gillispie, Larry Overbay, Dale Batten, Doug James, Kelly Wolf, Joe Ashley and Kirsten Rowe.

**Call to Order:**

Florence Watt called the meeting to order at approximately 9:30 AM and asked that all present introduce themselves starting with the Committee members. Review and approval of the minutes of April 11, 2006 followed. A motion to approve the minutes as presented was made by Bruce Phipps and seconded by Sharon Harrup. The approved minutes will be available on the ESSP Website under Minutes at (<http://www.vadrs.org/essp/>).

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**Commissioner's Comments**

The Commissioner Rothrock welcomed the group and congratulated them on their efforts to seek and get an additional \$763,550 in LTESS funding for FY 2007. He introduced Kelly Wolf as the DRS Public Relations (PR) staff and asked all ESOs to forward to Jack Hayek the name and email address of their PR person to be shared with Kelly. He also introduced Harry Weinstock, a temporary employee that DRS has hired to initiate efforts to create new jobs for persons with significant disabilities in Employment Services Organizations contracting with state and local governments. Finally, the Commissioner alerted the group to the DRS intentions to have an October event celebrating Disability Awareness Month in partnership with Dominion Resources where we can recognize employers that hire persons with significant disabilities.

The Commissioner awarded Certificates of Appreciation to the outgoing Committee members and Jack Hayek introduced the new committee members for both ESOAC and Steering Committee that will take their seats in October. The new Committee Rosters for 2007 – 2009 are on the ESSP website at <http://www.vadrs.org/essp/esos.htm> under their respective Committees.

**Public Comments**

None

**Reporting Out**

- a. JWOD Program Support Motion - Woody Van Valkenburg tabled until October meeting.
- b. ESO Survey Update - Tim Olive briefed the committee on the survey DRS will complete this fall. The committee made several recommendations that will be considered in the revision of the survey document.

**New Business**

- a. Wage Statistical Research – Drs. Joe Ashley, Kirsten Rowe, Department of Rehabilitative Services (DRS), participated in a presentation to the ESOAC by Dr. David Dean of the University of Richmond. Dr. Dean provided an overview of current and potential uses of data from the Vocational Rehabilitation Information System and the Unemployment Insurance Program at the Virginia Employment Commission for evaluating the effectiveness of vocational rehabilitation services. Following Dr. Dean's presentation, there was a brief discussion of questions of interest that Dr. Dean's data and analysis methods might help address. In particular, there was some interest in "benchmarking" – using data from comparable organizations across the state to assess the relative success of any one program – and in using program effectiveness data to inform state legislators and other policymakers about the importance of supported employment services. Dr. Ashley indicated that further discussions with a subgroup of the ESO Advisory Committee regarding possible program evaluation activities would be welcome.

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E-mails for these individuals are:

[Joe.Ashley@drs.virginia.gov](mailto:Joe.Ashley@drs.virginia.gov) - [Kirsten.Rowe@drs.virginia.gov](mailto:Kirsten.Rowe@drs.virginia.gov) - [ddean@richmond.edu](mailto:ddean@richmond.edu)

b. EES Case Review - Scott Fraley presented to the Committee the instrument that DRS will use in reviewing EES cases at ESOs. He explained that the instrument is based on the EES appendix of the vendor agreement and that DRS will be piloting the instrument over the next several months.

The EES Case Review Presentation can be viewed on the ESSP website under “What’s New” at <http://www.vadrs.org/essp/whatsnew.htm>.

c. State Use Initiative Update - Harry Weinstock introduced himself to the Committee and briefly told of his efforts that will include surveying procurement people around the state and to set benchmarks. The State Use Initiative is to foster the creation of more jobs for persons with significant disabilities in Employment Services Organizations through contracting with state and local governments.

d. EES Report FY 2006 - Judy Hill provided a summary of EES and LTESSS program accomplishments and fiscal utilization for FY 2006 and presented the FY 2007 Allocation Plan. Both will be available in these minutes on the Internet under [ESOAC Draft July 7, 2006 Minutes](#) at <http://www.vadrs.org/essp/minutes.htm>. Judy brought up the continuing issue of increased errors this past fiscal year in monthly Requisitions. With the addition of the new money this year, DRS will no longer have the time to hand correct these invoices. As a result of much discussion, the committee suggests that DRS notify the executive director that any errors in requisitions, applications and closures will be returned for correction by the ESO starting with August. This will include simple rounding errors, mathematical errors, number of consumers served, no signatures, etc.

e. Corrective Action Plan ((CAP) (70 hour minimum) – Judy Hill and Jack Hayek briefed the Committee on the first year’s action taken using the new Corrective Action Plan procedures for ESOs failing to meet the minimum 70 hours of work in the EES program. One organization had to employ a CAP and since implementing the plan has successfully raised their hours for the first 4 months.

**Public Comments**

None

**Adjournment** - Being no further business the meeting was adjourned at 10:30 AM.

ESOAC 2006 meeting schedule is:

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January 10<sup>th</sup>, 2006  
April 11<sup>th</sup>, 2006  
July 11<sup>th</sup>, 2006 and  
**October 10<sup>th</sup>, 2006**

Florence Watt adjourned the meeting at approximately 11:15 AM.

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**FY 2006 Program Results**

| <b>2006 EES/LTESS STATISTICS</b>     |  |                                 |                            |                           |
|--------------------------------------|--|---------------------------------|----------------------------|---------------------------|
| <b>June 1, 2005 - May 31, 2006</b>   |  |                                 |                            |                           |
| <b>EES</b>                           | <b>41 ESO'S currently received EES dollars</b> |                                 |                            |                           |
| Total on Rolls:                      | 661  | <b>Consumers of Rolls:</b>      |                            |                           |
| Total Served:                        | 637  |                                 |                            |                           |
| New Additions:                       | 85   | MR                              | 66%                        |                           |
| Closures (YTD):                      | 90   | SMI                             | 14%                        |                           |
|                                      |  | Sens/Physical                   | 10%                        |                           |
|                                      |  | Other                           | 10%                        |                           |
| Total Allocation                     | \$<br>3,299,076                                | Daily rate per person :         |                            |                           |
| E.D. transfer at the end of the year | <u>\$18,726</u>                                | \$3,317,798/ 637 = \$5,208 each |                            |                           |
| Total Dollars Available to ESOs      | \$<br>3,317,802                                |                                 |                            |                           |
| Total Dollars Spent Within ESOs:     | \$3,317,798                                    |                                 |                            |                           |
|                                      |  | <b><u>Services provid.</u></b>  | <b><u>Cons. Served</u></b> | <b><u>\$ Expended</u></b> |
| Balance remaining:                   | <b>\$4.32</b>                                  |                                 |                            |                           |
|                                      |  | Enclave:                        | 12%                        | \$505,298                 |
| Avg. Monthly Productivity:           | 47%  | Mobile Crew:                    | <1%                        | \$14,115                  |
| Avg. Monthly Wages:                  | \$361.29                                       | Offsite:                        | 16%                        | \$324,597                 |
| Avg. Monthly Hours Worked:           | 97.99  | Onsite:                         | 71%                        | \$2,218,859               |
| Avg. Hourly Wage:                    | \$3.69   | Transp:                         | 26%                        | \$254,930                 |
| Avg. Monthly Attendance:             | 82%  |                                 |                            |                           |
|                                      |  |                                 |                            |                           |
|                                      |  |                                 |                            |                           |

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|----------------------------------|---------------------------------------|--|--|----------------------------|---------------------------|
|                                  |                                       |  |  |                            |                           |
| <b>LTESS</b>                     | <b>78 ESOs received LTESS dollars</b> |  |  |                            |                           |
|                                  |                                       |  | <b>Consumers of Rolls:</b>                       |                            |                           |
| Total on Rolls :                 | 2,497                                 |  |  |                            |                           |
| Total Served :                   | 2,241                                 |  | MR   | 44%                        |                           |
| New Additions:                   | 794                                   |  | MI   | 26%                        |                           |
| Closures (YTD):                  | 577                                   |  | Sens/Phys.                                       | 10%                        |                           |
|                                  |                                       |  | Other:   | 20%                        |                           |
| Total Allocation                 | \$4,598,705                           |  |  |                            |                           |
| Total Dollars Spent Within ESOs: | <u>\$4,598,697</u>                    |  | SE rate per person: \$1,862,384/1,664 = \$1,119  |                            |                           |
|                                  |                                       |  | Daily rate per person: \$2,533,274/540 = \$4,691 |                            |                           |
| Balance remaining:               | <b>\$7.62</b>                         |  |  |                            |                           |
|                                  |                                       |  | <b><u>Services provid.</u></b>                   | <b><u>Cons. Served</u></b> | <b><u>\$ Expended</u></b> |
| Avg. Monthly Productivity:       | 78%                                   |  |  |                            |                           |
| Avg. Monthly Wages:              | \$560.35                              |  | SE (hrly): 1,664                                 | 76%                        | \$1,862,384               |
| Avg. Monthly Hours Worked:       | 93.74                                 |  | Enclave:   | 4%                         | \$440,245                 |
| Avg. Hourly Wage:                | \$5.98                                |  | Mobile Crew:                                     | 1%                         | \$109,711                 |
| Avg. Monthly Attendance:         | 79%                                   |  | Offsite:   | 1%                         | \$183,527                 |
| Avg. Mo. Hours Billed in SE:     | 3.48                                  |  | Onsite:  | 18%                        | \$1,799,791               |
|                                  |                                       |  | Transp:  | 5%                         | \$203,039                 |
|                                  |                                       |  |  |                            |                           |

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**Allocation Plan 2007**

|                            |   |                    |                            |                  |
|----------------------------|---|--------------------|----------------------------|------------------|
| 10-Jul-06                  |   |                    |                            |                  |
|                            |   |                    |                            |                  |
|                            | FY 07 FINAL<br>EES/LTESS<br>ALLOCATIONS |                    |                            |                  |
|                            |   |                    |                            |                  |
|                            | <u>TOTAL</u>                            | <u>TOTAL</u>       |                            |                  |
|                            | <u>FY 07 EES</u>                        | <u>FY 07 LTESS</u> |                            |                  |
|                            | <u>ALLOCATION</u>                       | <u>ALLOCATION</u>  |                            |                  |
| <u>ESO</u>                 | <u>\$3,299,076</u>                      | <u>\$5,344,376</u> |                            |                  |
|                            |   |                    |                            |                  |
| ALEX WORKSHOP/CSB          | \$ 67,955                               | \$ 37,923          | EES                        | \$ 3,299,076     |
| ARC PENINSULA-PULLER       | \$ 93,019                               | \$ 49,630          | LTESS                      | \$ 5,344,376     |
| ARC PENINSULA-HUDGINS      | \$ 64,331                               | \$ 83,362          | SALARIESFRINGES            | \$ 165,087       |
| ARC/PETERSBURG             |   | \$ 12,653          | ECONOMIC DEVELOPMENT       | <u>\$ 19,626</u> |
| CAREER SUPPORT-SOUTHWEST   | \$ 69,014                               | \$ 125,561         |                            |                  |
| CAREER SUPPORT-CENTRAL     |   | \$ 97,525          | TOTAL APPROPRIATION FY 06: | \$ 8,828,165     |
| CHESAPEAKE SVCS SYSTEM     |   | \$ 50,714          |                            |                  |
| CHESTERFIELD VOC SVCS      | \$ 36,596                               | \$ 79,785          |                            |                  |
| CIVITAN                    | \$ 118,707                              | \$ 64,425          |                            |                  |
| COLONIAL CSB-COL.MR/COL.MH | \$ 34,195                               | \$ 83,857          |                            |                  |
| COMMON. SUPPORT-VA. BEACH  |   | \$ 97,946          |                            |                  |
| COMMON. SUPPORT-EAST.SHOR  |   | \$ 25,482          |                            |                  |
| COMMUNITY ALTERNATIVES     | \$ 64,470                               | \$ 13,327          |                            |                  |
| CROSSROADS SVCS            |   | \$ 91,148          |                            |                  |
| DANVILLE ARC-HATCHER       | \$ 61,231                               | \$ 106,094         |                            |                  |
| DEVELOPMENTAL SVCS         | \$ 35,634                               | \$ 59,653          |                            |                  |

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|-----------------------------------|------------|------------|--|--|--|
| DIDLAKE-MANASSAS                  | \$ 166,837 | \$ 99,779  |  |  |  |
| DIDLAKE-REMINGTON                 | \$ 72,088  | \$ 109,205 |  |  |  |
| EGGLESTON SERVICES                | \$ 143,160 | \$ 152,077 |  |  |  |
| ECHO                              | \$ 30,964  | \$ 89,128  |  |  |  |
| FRIENDSHIP INDUSTRIES             | \$ 46,046  | \$ 134,408 |  |  |  |
| FRONTIER INDUSTRIES-<br>BRISTOL   | \$ 112,403 | \$ 20,375  |  |  |  |
| FRONTIER INDUSTRIES-<br>KINGSPORT | \$ 4,997   | \$ 7,682   |  |  |  |
| GOOCHLAND-POWHATAN<br>CSB         |            | \$ 39,285  |  |  |  |
| GOOD. OF VALLEYS-ARC              | \$ 181,912 | \$ 81,820  |  |  |  |
| GOOD. OF VALLEYS-<br>CENTRAL      | \$ 146,507 | \$ 112,627 |  |  |  |
| GOOD. OF VALLEYS-<br>SOUTH        | \$ 66,617  | \$ 122,075 |  |  |  |
| GOOD. OF VALLEYS-<br>WESTERN      | \$ 188,417 | \$ 156,357 |  |  |  |
| GOODWILL OF CENTRAL<br>VIRGINIA   | \$ 109,115 | \$ 84,461  |  |  |  |
| GOODWILL OF DANVILLE              | \$ 54,491  | \$ 101,468 |  |  |  |
| GOODWILL OF HAMPTON<br>RDS.       |            | \$ 88,030  |  |  |  |
| GOODWILL OF TENNEVA               | \$ 33,478  | \$ 27,770  |  |  |  |
| HAMPTON/NEWPORT<br>NEWS CSB       |            | \$ 36,093  |  |  |  |
| HANOVER SVCS                      |            | \$ 72,141  |  |  |  |
| HENRICO MR SVCS                   |            | \$ 43,015  |  |  |  |
| HIGHLAND ENTERPRISES              |            | \$ 32,653  |  |  |  |
| HIRED HANDS                       |            | \$ 69,426  |  |  |  |
| ICON                              |            | \$ 60,910  |  |  |  |
| INDEPENDENCE<br>UNLIMITED         |            | \$ 61,228  |  |  |  |
| JACKSON RIVER                     | \$ 47,687  | \$ 92,780  |  |  |  |
| JOB DISCOVERY                     |            | \$ 52,085  |  |  |  |
| LONGWOOD INDUSTRIES               | \$ 129,906 | \$ 16,072  |  |  |  |
| LOUDOUN CO                        |            | \$ 831     |  |  |  |



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| LYNCHBURG INDUSTRIES      | \$ 94,478  | \$ 85,124  |  |  |  |
| MARC WORKSHOP             | \$ 35,352  | \$ 48,557  |  |  |  |
| MT ROGERS IDC             | \$ 157,694 | \$ 136,394 |  |  |  |
| MT VERNON LEE ENTERPRISES |            | \$ 62,161  |  |  |  |
| NW WORKS                  | \$ 56,189  | \$ 124,965 |  |  |  |
| PLEASANT VIEW HOME        |            | \$ 11,928  |  |  |  |
| PRINCE WILLIAM M H SVCS   |            | \$ 24,722  |  |  |  |
| PRS                       |            | \$ 104,076 |  |  |  |
| RAPPAHANNOCK GOODWILL     | \$ 112,494 | \$ 83,200  |  |  |  |
| REGION X/BLUE RIDGE HOUSE |            | \$ 18,866  |  |  |  |
| ROCKBRIDGE AREA CSB       |            | \$ 27,028  |  |  |  |
| ROCKBRIDGE AREA OCC CTR   | \$ 35,391  | \$ 89,529  |  |  |  |
| RSVP, INC.                |            | \$ 103,912 |  |  |  |
| SERVICESTRONG             | \$ 144,934 | \$ 104,102 |  |  |  |
| SHEL OCC CTR OF NO VA     | \$ 63,459  | \$ 76,041  |  |  |  |
| SHELT. WKSP. OF ALTAVISTA | \$ 40,589  | \$ 56,759  |  |  |  |
| SHEN-PACO                 | \$ 43,898  | \$ 92,988  |  |  |  |
| ST. JOHNS                 |            | \$ 41,870  |  |  |  |
| STEPS                     | \$ 70,558  | \$ 124,088 |  |  |  |
| SUGAR PLUM                |            | \$ 11,679  |  |  |  |
| SUPPORTED EMP OF VA       |            | \$ 75,777  |  |  |  |
| SUSSEX-GREENSVILLE EMP.   |            | \$ 12,604  |  |  |  |
| THE CHOICE GROUP          |            | \$ 80,727  |  |  |  |
| VAIL                      |            | \$ 12,001  |  |  |  |
| VALLEY COMMUNITY SERVICES |            | \$ 15,857  |  |  |  |
| VCU HEALTH SYSTEMS        |            | \$ 26,489  |  |  |  |
| VECTOR INDUSTRIES         | \$ 78,669  | \$ 86,064  |  |  |  |
| VA. BEACH DEPT. OF MH     |            | \$ 112,527 |  |  |  |

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| WARREN COUNTY WORKSHOP       | \$ 21,855           | \$ 39,680           |  |  |  |
| W.C. HAM CENTER              | \$ 20,499           | \$ 67,505           |  |  |  |
| WORKSOURCE ENTERPRISES       | \$ 143,235          | \$ 134,674          |  |  |  |
| WRIGHT CHOICES               |                     | \$ 171,928          |  |  |  |
| COMMONWEALTH SUPPORTIVE SER. |                     | \$ 10,000           |  |  |  |
| PORTCO, INC.                 |                     | \$ 10,000           |  |  |  |
| EMMETT I. JONES PHD & ASSOC. |                     | \$ 10,000           |  |  |  |
| LTESS RESERVE                | -                   | \$ 7,688            |  |  |  |
| <b>TOTAL ESO ALLOCATIONS</b> | <b>\$ 3,299,076</b> | <b>\$ 5,344,376</b> |  |  |  |