

**Long Term Employment Support Services Steering Committee**

DRS Central Office  
Richmond, Virginia  
Conference Rooms 101, 103, 105  
Richmond VA 23229-4607  
Tuesday, October 9, 2007

**Call to Order**

Election of LTESS Chair

Jack Hayek

- a. Committee Introductions
- b. Approval of draft minutes July 10, 2007

**Public Comments**

LTESS Chair

**Old Business**

a. Administration Cost 1.87%

Jack Hayek (804) 662-7124  
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**New Business**

**Public Comments**

**Meeting Evaluation Forms/Next Meeting/Adjournment** LTESS Chair