

DEPARTMENT OF REHABILITATIVE SERVICES

MEMORANDUM

**Employment Services Organizations Advisory Committee
Meeting Minutes
DRS Central Office**

July 8, 2008 Employment Services Organizations Advisory Committee Meeting:

The Employment Services Organizations Advisory Committee held its regular quarterly meeting October 20, 2008 from 9:45 AM to 12.15 PM, at the DRS Central Office, Richmond, Virginia.

Members Present: ESOAC Chair: Woody Van Valkenburgh, Wendy Gradison, Sherman Gifford for Chris Lavach, Diana Messer, Gary Juskowiak, Bruce Phipps, Donna Bonessi, Chuck McElroy for Bruce Patterson, Mark Peterson, Sharon Harrup, Beth Dugan, Quintin Mitchell, and Francis Shoemaker.

Members Absent: Gail Rheinheimer and Sylvia Ross.

Guests Attending: John Craig, Amy Thomas, Sharon Taylor, Lance Elwood, Ken Rush, Ron Burnop, Debbie Williams, Bill Smith, Evan Jones, Beth Dugan, Lisa Morgan, Soneli Bhadra, Sharon Taylor, Paul Babcock, Sharon Barton, Lance Wright, Joanne Ellis, Tasha White, Karen Tefelski, Kimberly Emerson, Dan Reichard III, Shelley Reichard, Ron Burnop, Ed Rice, Sharon Bunger, Christina Delzingaro, Paul Atkinson, Evan Jones, Bonnie Quesenberry, Missy King, Jan Williams, and Bill Chapman.

DRS Staff Attending: Commissioner Jim Rothrock, Jack Hayek, Tim Olive, Joe Ashley, John Phelps, Scott Fraley, John Phelps, and Dale Batten.

Call to Order:

Woody Van Valkenburgh woody.vanvalkenburgh@fredgoodwill.org called the meeting to order at 9:45 AM and asked that all present introduce themselves starting with the Committee members.

Draft Minutes Review and Approval

Review and approval of the minutes of July 8, 2008 meeting followed. A motion to approve the minutes as presented was made by Chuck McElroy and seconded by Dianne Messer. They were unanimously approved. The approved minutes will be available on the ESSP Website under Minutes at (<http://www.vadrs.org/essp/>).

Commissioner Rothrock Comments

Commissioner Rothrock presented to the Committee the current fiscal situation and DRS activity leading up to the final reductions. He explained how DRS was asked to present scenarios of 5%, 10% and 15% and was surprised at the final reductions. There were many questions from committee members and guests and many comments from them that the level of cuts would be

devastating to all ESOs and, in particular, smaller ESOs and SE only ESOs. There were also questions on the Order of Selection issue and his recent letter on that topic sent to all ESOs.

Public Comments None

Reporting Out

a. Wage and Statistical Research –

Dr. Joe Ashley joe.ashley@drs.virginia.gov reported on progress on Wage and Statistical Research Subcommittee. Dr. Kirsten Rowe, Dr. David Dean, and Dr. Ashley have worked on an application to the DRS Human Research Review Committee to create and use a data repository to begin the process of analyzing value of supported employment services provided as a part of the DRS and ESO partnership. The Research will use 2000 applicant cohort to analyze wages earned by clients using SE services.

b. New LTESS/EES Computer Update

1. DRS is currently using the new system to sign on as each individual ESO to pay the September bills, close out the consumers and add consumers for November. We have had glitches on the statistical portion of the system but nothing major at this point. The fiscal part of the system is working well.
2. DRS plans to train five or six vendors in the Richmond area on the 17th and 18th of November so they will be able to add/close consumers prior to November 20th. They will key in their October invoices on the internet.
3. DRS will train five or six statewide vendors in December for the following month so January through March we will have up to 12 vendors testing the system and recommending upgrades/changes.
4. DRS will train the remaining vendors statewide in March and have all vendors live for April.

Difficulties this month keying in as ESOs

(Note: DRS is keying in invoices using the New ESO system to pay the invoice)

It is important to make all the figures as clear and large as possible so DRS can read them as these are your records. Special attention should be paid to:

1. Please tell us the reason if you are not billing for someone that particular month so we don't have to call you.
2. Send in documentation over 20%. Do the math before we do.
3. Accuracy!!!!

Applications

1. We need accurate birthdates, names and SSNs
2. Accurate start dates
3. Names of your staff contact and phone number – not N/A

Please, if at all possible send in applications before the 20th since we are keying in as an ESO, which means we have to approve and key in all 80+ ESO applications before close of business on the 20th.

New Business

a. Procedures for Budget Reductions

Jack Hayek

Jack.Hayek@SDRS.Virginia.gov

Jack explained to the ESOAC and Steering Committee members present the procedures DRS will follow to implement reductions. The procedure is:

- DRS will first do a projection of expenditures using first 4 months of FY 2009 - Using June through September 2008
- DRS will reduce ESO allocations for non use leaving \$5,000
- Savings identified in this fashion will decrease reduction that will impact all ESOs
- DRS will calculate the percentage needed to meet the reduction
- All ESOs will have their allocation reduced by the percent needed to meet the DPB reduction requirement
- DRS anticipates the reductions will be less than 15% for ESOs that have used their allocations and greater than 15% for ESOs that had funds projected to be left.

Jack responded to questions and was asked about administrative cuts to the DRS 1.87%. He said that DRS took a 19.13% decrease in its administrative funds. He explained that from the dollar amounts provided DRS, the EES fund was reduced by 15.76 % and the LTESS program by 14.53%. The overall reduction for EES and LTESS funds together, less administrative costs, was exactly 15%. Jack will propose to fiscal to have the reductions for EES and LTESS be equal since it appears to be an issue of DPB distributing the total 15% within the programs incorrectly.

b. SE Enclave Hourly Rate

Scott Fraley explained the change in policy allowing ESOs to bill DRS on an hourly basis for situational assessments in enclaves or mobile work crews in certain circumstances. This change in policy allows DRS to be consistent with the policy of the Fairfax/ Falls Church CSB. A new service item code will be added to each of the ESOs that have an enclave or mobile work crew. The hourly rate will be the same as the ESOs hourly rate for individual situational assessment. The policy has been added to the SE Guide and sent to DRS Field staff. The policy can be found on the "What's New" Link on the ESSP website <http://www.vadrs.org/essp/whatsnew.htm> . Any questions or comments may be directed to Scott Fraley Escott.Fraley@drs.virginia.gov

c. ESO Survey FY 2009

Tim Olive tim.olive@drs.virginia.gov asked the committee for feedback on topics of interest for the FY 2009 ESO Survey. Questions were asked about the purpose of the ESO Survey, how it was used, and the cost to DRS for sending out the survey. The ESO Survey for FY 2006 can be found on the ESO Link on the ESSP website <http://www.vadrs.org/essp/esos.htm>. A suggestion was made by the chairman that a subcommittee be formed to consider changes to the FY 2009 ESO Survey. Further discussion on this topic was postponed until the next ESOAC meeting in January.

Public Comments

None

Woody Van Valkenburgh, Chair Adjourn 12:15 PM

2009 Meeting Schedule: January 13, 2009
 April 14, 2009
 July 14, 2009
 October 13, 2009

Note: VTC sites at Abingdon, Roanoke, Portsmouth and Fairfax have been confirmed for these dates.