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**Division of Rehabilitative Services**

**Employment Service Organization Steering Committee (ESOSC)**

DARS Central Office, 8004 Franklin Farms Drive, Henrico, Virginia 23229

Conference Rooms 101-103-105

Monday, December 2, 2019

9:30 a.m. to 1:00 p.m.

**Minutes**

**Members Present:** Joanne Aceto, Megan Bergen, Jim Fenerty, Teresa Hall, Alan Hargraves, Jason Harper, Chris Lavach, Shirley Lyons, Chuck McElroy, Robin Metcalf, Shawn Smith

**Guests Attending:** Karen Tefelski

**DRS Staff Attending:** Dale Batten, Donna Bonessi, Catherine Harrison, Kathy Hayfield, Leah Mills, Anita Mundy

**Full Committee Call to Order and Introductions** **Shirley Lyons, Chair**

Chair Shirley Lyons called the meeting to order at 9:40 a.m. and welcomed members and guests. Members and guests introduced themselves. The Committee welcomed Jason Harper, newly appointed member by the Senate Committee on Rules.

**Approve Meeting Minutes from October 8, 2019 Shirley Lyons, Chair**

The Committee reviewed a draft of the Meeting Minutes dated October 8, 2020. A motion was made by Jason Harper to approve the Minutes as written. Joanne Aceto seconded the motion. The Committee voted unanimously to approve the Meeting Minutes.

**Public Comment Shirley Lyons, Chair**

There were no members of the public present for comment at this time.

**Review and Discuss Draft ESOSC Bylaws and Conflict of Interest Shirley Lyons, Chair**

**Statement. Vote on Electronic Meeting Policy**

The Committee reviewed and discussed the draft of the ESOSC Bylaws, the Conflict of Interest Statement, and the Electronic Meeting Policy. Catherine Harrison, Director of the Division of Policy & Legislative Affairs, DARS, answered questions posed by Committee members regarding these documents.

After discussion, a motion was made by Robin Metcalf to approve the ESOSC Bylaws as presented. Chuck McElroy seconded the motion. The Committee voted unanimously to approve the ESOSC Bylaws with the Conflict of Interest Statement.

A second motion was made by Teresa Hall to approve the Electronic Meeting Policy as written.

Chris Lavach seconded the motion. The Committee voted unanimously to approve the Electronic meeting Policy.

A request was made by the Committee for assistance in obtaining information on how the ESOSC can access the Conflict of Interest Training and the Financial Disclosure Statement. Anita Mundy, DARS staff to the Committee, agreed to obtain this information and provide it to the members.

**Review Provider Allocations Donna Bonessi, Deputy Director, Employment Services and Special Programs, DARS**

Donna Bonessi reviewed provider allocations with the Committee. Total 2020 allocations for LTESS equal $6,294,568.00. Total 2020 allocations for EES equal $2,658,197.85. The 2020 LTESS/EES Allocations are attached.

**Review and Discuss LTESS Legislation and Unallocated LTESS Funds ESOSC Members**

The Committee discussed the governance legislation for LTESS/EES and reviewed projections for the fund for the current fiscal year as well as ideas for how these funds could be utilized in order to make recommendations to the Commissioner.

**Public Comment Shirley Lyons, Chair**

The Chair suggested that Public Comment be moved up prior to the finalization of the recommendations so that the Committee members could take these comments under consideration. The Chair then asked for Public Comment. Karen Tefelski commented that the Committee makes sure that services that are recommended do not supplant Medicaid Waiver funding. Ms. Tefelski also stated that she recommends that a statement be placed in provider contracts that DARS is purchasing services that are not covered under the Waiver. Ms. Tefelski recommended that a separate line item with this information be included (e.g., transportation or travel time would be a separate line item in the LTESS contracts). She also suggested the Committee consider travel training as a separate service. Finally, Ms. Tefelski also suggested posting the ESOSC public meeting notice to the Virginia Town Hall in addition to the Commonwealth Calendar.

**Discuss and Finalize Proposal to the Commissioner Shirley Lyons, Chair**

The Committee discussed and made recommendations on how to expand services that can be provided under LTESS and EES. The Committee voted and unanimously agreed to present the following recommendations to the DARS Commissioner.

Recommendation 1

To expand allowable activities for EES and LTESS to include:

* 1. Follow-along travel by Job Coaches for waiver clients,
  2. Follow-along for benefits planning to allow individuals to maintain their jobs,
  3. Follow-along for expired Ticket To Work (TTW) individuals to maintain their jobs,
  4. Follow-along for transportation training to allow individuals to maintain their jobs, and
  5. Short-term training during follow-along that are discrete services and are not post-employment services.

A motion was made by Robin Metcalf for the ESOSC to present this recommendation to the Commissioner. Alan Hargraves seconded the motion. All members voted in favor of presenting this recommendation to the Commissioner and the motion was adopted.

Recommendation 2

1. DARS will offer training and technical support to job coaches statewide.
2. DARS will provide a stipend to the ESO for those participants.

Potential topics could include the following:

* + 1. Individual Supported Employment (ISE),
    2. Job Development activities in rural areas, and
    3. Various components of supported employment.

A motion was made by Jason Harper for the ESOSC to present this recommendation to the Commissioner. Megan Bergen seconded the motion. All members voted in favor of presenting this recommendation to the Commissioner. The motion was adopted.

Recommendation 3

Beginning June 1 of 2020, allocations for the new vendors (those who received new allocations within the last 2 years) will be based on the organization’s original allocation or actual spent funds depending on which one is higher. After 3 years, their allocation will depend on the established three-year rolling average.

A motion was made by Joanne Aceto for the ESOSC to present this recommendation to the Commissioner. Shawn Smith seconded the motion. All members voted in favor of presenting this recommendation to the Commissioner. The motion was adopted.

Recommendation 4

DARS will investigate the development of an Organization Transformation Training. This will be used to assist organizations that provide sheltered employment or group supported employment to expand their service options to increase Competitive Integrated Employment options.

A motion was made by Joanne Aceto for the ESOSC to present this recommendation to the Commissioner. Robin Metcalf seconded the motion. All members voted in favor of presenting this recommendation to the Commissioner. The motion was adopted.

**Other Business**  **Shirley Lyons, Chair**

None noted

**Discuss Meeting Schedule and Upcoming Agenda Items Shirley Lyons, Chair**

The Committee will keep the 2020 meeting schedule as originally adopted. The Committee would like to review Projections, if they are available.

**Adjourn Shirley Lyons, Chair**

The meeting was adjourned at 1:25 p.m**.**