

**DEPARTMENT OF REHABILITATIVE SERVICES**

**MEMORANDUM**

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

**October 9, 2007 Employment Services Organizations Advisory Committee Meeting:**

The Employment Services Organizations Advisory Committee held its regular quarterly meeting **October 9, 2007** from 9:30 AM to 12:00 PM, at the DRS Central Office, Richmond, Virginia.

**Members Present:** ESOAC Chair, Chuck McElroy, Bruce Phipps, Sharon Harrup, Joann Packert, Wendy Gradison, Shirley Lyons, Chris Lavach, Sharon Barton, Christine Heiby, Diana Messer, Mark Peterson (DRS) and Bill Smith (NISH).

**Members Absent:** Woody Van Valkenburgh, Keith Clark, Gail Rheinheimer, DMHMRSAS, Leah Boyd, Joann Packert

**Guests Attending:** Ruth Parsons, John Craig, Ron Burnop, Beth Teltrault, Lance Elwood, Amy Thomas, Debbie Williams, John Bauer, Robin Metcalf, Quinton Mitchell, Sharon Barton, Lisa Morgan, Christine Heiby, Van Williams, Shelley Reichard, Kimberly Reichard-Emerson, John Bauer, Phil Black, Amy Thomas, Audrey Hills, Evan Jones, Sharon Taylor, Lance Elwood, Joanne Ellis, Karen Tefelski and Thalia Simpson-Clement.

**DRS Staff Attending:** Commissioner Jim Rothrock, Jack Hayek, Judy Hill, Tim Olive, Harry Weinstock, John Phelps, Doug James, Dale Batten and Margaret Gillespie.

**Call to Order:**

Chuck McElroy [Mcelroy@worksourceva.org](mailto:Mcelroy@worksourceva.org) called the meeting to order at 9:30 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 10, 2007 meeting followed. A motion to approve the minutes as presented was made by Shirley Lyons and seconded by Sharon Harrup and were unanimously approved. The approved minutes will be available on the ESSP Website under Minutes at (<http://www.vadrs.org/essp/>).

**Commissioner's Welcome & Comments**

Commissioner Rothrock welcomed the Committee and spoke on the following topics:

- a. Budget cuts – the Commissioner provided the DRS rationale on making the cuts, the impact on the ESO EES/LTESS allocations for FY 2008 (-3%) and the impact on the Economic Development Fund (-\$20,000). Official notification to ESOs will be by letter from ESSP.
- b. On State Use the Commissioner mentioned that Sharon Harrup, Harry Weinstock and Jack Hayek will participate at the DGS procurement conference in October.

- c. The Commissioner noted that October is National Disability Employment Awareness Month that DRS will be honoring a number of people on October 23<sup>rd</sup> at the Disability Employment Champions Luncheon and that the Department of Social Services and the Department of Game & Inland Fisheries will also be honored for their use of an ESO in state contracting.
- d. The Brain Injury Program received a favorable report from the Joint Legislative Audit Review Commission (JLARC) and the report provided recommendations to assist DRS improve the program.
- e. On Order of Selection – it is making DRS more conscious of our spending patterns and our responsibility for fiscal stewardship.

## **Public Comments**

None

## **Old Business**

Wage and Statistical Research – Joe Ashley

[Joe.Ashley@drs.virginia.gov](mailto:Joe.Ashley@drs.virginia.gov)

Dr. Joe Ashley of Grants and Special Programs reported that we were unsuccessful at the first round of NIDRR grant opportunities to develop a model for determining Return on Investment for services. NIDRR issued a second RFP and DRS with the University of Richmond, Bureau of Disability Economics Research have submitted a revised proposal. The committee still feels the information is still of interest and directed the subcommittee to continue a dialog with Dr. Ashley on the development of a method to reflect ROI.

ESO Survey Report – Tim Olive

[Tim.Olive@drs.virginia.gov](mailto:Tim.Olive@drs.virginia.gov)

Tim Olive presented a PowerPoint summary on the results of the ESO Inventory Survey. Both the PowerPoint and the Report will be available on the ESSP website under “What’s New” at <http://www.vadrs.org/essp/whatsnew.htm> .

State Use – Harry Weinstock

[Harry.Weinstock@drs.virginia.gov](mailto:Harry.Weinstock@drs.virginia.gov)

State Use Coordinator Harry Weinstock briefed the Committee on the history and progress to date and the direction the state use effort has taken. To respond to the Disability Commission’s request for ways to improve the employment of persons with significant disabilities through jobs created by state use of ESOs; it was thought that a CNA to handle marketing and contracting for the ESOs would be the appropriate action step. After additional research, however, it was found that less than half of the ESOs were registered with the state purchasing system (eVA) and even fewer were actively marketing their products/services. In addition, not a single ESO had a catalog on eVA for the buyers to view, many had incomplete or inaccurate information on their link and most were registered to receive bid opportunities through the mail rather than electronically. Unless those facts change, the creation of a CNA would not have a significant impact on ESO sales to the State. As steps to impact these deficiencies are taken, they will be shared.

There was a question about the problem with identifying the correct commodity codes and it was explained that it was up to the individual ESO to do that research. Harry agreed to send out a link for accessing the complete list with the meeting minutes.

**Instructions provided here:** Go to <http://www.eva.virginia.gov> which is the eVA home page. On the left side of the page just under Forum 2007 is “NIGP Codes Look Up”. Click on that and you go to the list. You can either download the whole list or search via key words by typing them in the block at the top of the page.

#### Waiver Study Update – Karen Tefelski

[ktefelski@ourpeoplework.org](mailto:ktefelski@ourpeoplework.org)

Karen briefed the Committee on the activities of the Employment Focus Team of the Wavier Study currently being conducted by MHMRSAS. She shared with the committee that the work of the Employment subcommittee has been completed and forwarded to the full committee.

#### Order of Selection – John Phelps

[John.Phelps@drs.virginia.gov](mailto:John.Phelps@drs.virginia.gov)

John Phelps offered his views on Order of Selection and a broader perspective on how DRS does its work. He mentioned that administering the VR program with over 200 counselors can be a challenge and needs feedback on situations that he can use as teaching opportunities. He gave several examples of counselor / job coach interactions and stressed that it is a cooperative program with both sides needing to contribute to the success.

#### EES/LTESS Computer Application Upgrade – Judy Hill

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

Judy updated the Committee on the progress on the new Authorization/Invoicing computer system presently under development. Presently we will be running a dual system to test the system in DRS. We have had an ESO come in and test drive the system and they were very excited about its capability and we hope to begin training and converting to the new system after the new year.

#### Enclaves/Offsite Employment – Scott Fraley Judy Hill

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

#### Enclaves

Scott Fraley discussed service and billing issues in regard to group SE models: enclaves and mobile work crews. He reiterated that group SE models are billed at a daily rate for all services including situational assessments. He acknowledged that in some cases a second trainer may have to work individually with a new employee. However, the cost should be included in the daily rate. He stated that ESSP would be glad to review any recalculated rates reflected on a POS form for that cost center if management of an ESO would like to submit one.

#### Offsite Employment

Judy mentioned that the Offsite Employment code of E1000 was developed in 1983, prior to Supported Employment, to differentiate between the onsite extended employment consumers

from those in enclaves and mobile crews. DRS will no longer support this service item code. The rate is still in place in 39 vendors with only 12 vendors utilizing it. DRS will be contacting all 12 vendors to identify those consumers using the rate and negotiate the movement to either enclave, mobile crew, and/or the supported employment individual placement in LTESS. If no enclave or mobile crew rate is in place, DRS will utilize the current E1000 offsite rate and assign it to a new enclave or mobile crew service item code – E5105 or E5107. If a vendor feels that rate does not cover the costs, an addendum to the POS can be submitted.

**Public Comments:** None

**Adjournment** - Being no further business the meeting was adjourned at 12:00 PM.

**ESOAC 2008 meeting schedule:**

NEXT January 8<sup>th</sup>, 2008  
April 8<sup>th</sup>, 2008  
July 8<sup>th</sup>, 2008  
October 14<sup>th</sup>, 2008