

**Long Term Employment Support Services Steering Committee
Meeting Minutes
DRS Central Office, Richmond, Virginia**

October 9, 2007

October 9, 2007 LTESS Steering Committee Meeting:

The LTESS Steering Committee held its second meeting of 2007 on October 9, 2007 from 12:15 to 12:45 PM at the DRS Central Office in Richmond, Virginia.

Members Present: Ruth Parsons, Amy Thomas, Joann Packert, Thalia Simpson-Clements, Pat Vinson, Sharon Taylor, Shelley Reichard, Debbie Williams, Sharon Barton and John Craig

Members Absent: None

DRS Staff Attending: Jack Hayek, Judy Hill, Scott Fraley Tim Olive, John Phelps, Doug James.

Election of Committee Chair

Jack Hayek facilitated the election of the LTESS Chair. Joann Packert nominated Sharon Taylor for Chair and Sharon accepted the nomination. The committee voted unanimously for Sharon who then assumed the chair.

Call to Order

Sharon Taylor (Sbtaylor@goodwillcva.org) called the meeting to order and asked that the committee introduce themselves to the audience. After introductions the July Draft minutes were reviewed and approved. Debbie Williams made the motion to approve the draft minutes from the LTESS Steering Committee meeting on 7/10/07. Joann Packert seconded the motion and the full committee approved them.

Public Comment No Public Comment

Reporting Out

Jack.Hayek@drs.virginia.gov

Administrative Cost 1.87% - Jack briefed the committee on the actions Commissioner Rothrock had taken on the 1.87% issue and that the necessary funds to cover the administrative costs over the 1.87% would be assumed by DRS. The 1.87% issue for the current FY and possibly 2009 is now a non-issue. Both Thalia Simpson-Clements and Sharon Taylor wish that future requests by DRS on the 1.87% issue be specific and not open ended.

New Business

John Craig (Jscraig@Didlake.com) asked that the Committee try to improve on the agenda items reviewed and discussed by the Steering Committee. Sharon Taylor asked John to work with her on developing the next agenda for the Committee.

Public Comment

Shirley Lyons asked if ESOs will be “Officially” notified of the 3% cuts to their allocations. Each ESO will receive a letter with the actions taken similar to the letters they receive at the beginning of the year notifying them of their EES and/or LTESS allocation or during the year for reallocations.

Wendy Gradison asked if the 3% cut mentioned by the Commissioner is the official and would likely change. The cuts offered by the Commissioner have been worked through with the Secretary’s Office and been approved.

Adjournment

Being no further business, Sharon Taylor adjourned the meeting at 12:30 PM.

Next meeting is January 8th, 2008