

DRAFT
October 10, 2006 Long Term Employment Support Services Steering Committee Meeting Minutes

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

October 10, 2006

October 10, 2006 LTESS Steering Committee Meeting:

The LTESS Steering Committee held its third meeting of 2006 on October, 2006 from 10:45 AM to 12:00 noon in Richmond, Virginia.

Members Present: Ruth Parsons, Joann Packert, Thalia Simpson-Clements, Paul Babcock, Pat Vinson, Sharon Taylor, Shelley Reichard

Members Absent: Beth Dugan, Debbie Williams

DRS Staff Attending: Jack Hayek, Tim Olive and Scott Fraley.

Call to Order

Paul Babcock called the meeting to order at approximately 10:45 and asked for a motion to accept the minutes of the last meeting. Ruth Parsons made the motion to approve the draft minutes from the LTESS Steering Committee meeting on 7/11/06. Joann Packert seconded the motion and the full committee approved them.

Public Comment No Public Comment

Reporting Out

a. Administrative allocation of LTESS funds-Jack Hayek discussed the 1.87% of LTESS funds used to support the salaries for program administration. This percentage may not cover the cost of salaries in the future. He asked the committee to advise him on what to do if that happens. Paul Babcock stated that when the time comes, Hayek should bring a recommendation to the committee regarding funding of those salaries.

b. New chairperson for LTESS Steering Committee- Paul Babcock opened the floor for nominations for the new chair of the LTESS Steering Committee. Joann Packert nominated Beth Dugan and Ruth Parsons seconded the nomination. The committee unanimously elected Ms. Dugan.

c. LTESS Case Reviews - Scott Fraley gave an overview of the LTESS case review results. OESSP staff conducted 29 reviews since December 2004. He added that he and Judy Hill will conduct LTESS and SE training to individual ESOS and DRS offices upon request.

d. LTESS/EES Requisition errors-Jack Hayek discussed errors on the LTES/EES requisition form. He reminded those in attendance that the entire requisition form must be reviewed if it is returned for an error. He added that there will be a reallocation of LTESS funds at the end of October.

Public Comment

Ron Burnop recommended that documentation training be considered for ESO staff. NISH closely reviews documentation of case files of persons with disabilities hired for NISH contracts.

Ruth Parsons stated that David Draper of MARC Workshop provided documentation training to some of her support staff. She was pleased with the results.

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Sharon Taylor suggested that the common billing errors found on the LTESS/EES requisition form be posted on the OESSP website.

Adjournment

Being no further business, Paul Babcock adjourned the meeting at 12:00Noon.