

***DRAFT MINUTES***  
**Long Term Employment Support Services (LTESS) Steering Committee**

DRS Central Office  
Richmond VA 23229-4607  
July 13, 2010

**Members Present:** Alisha Meador, Amy Thomas, Sharon Barton, Linda LaMona, Soneli Bhadra, Shalene Hart, and Ericka Umbarger.

**DRS Staff Attending:** Kathy Hayfield, Donna Bonessi

**Call to Order**

Alisha Meador, Steering Committee Chair, called the meeting to order at 11:30 AM and asked that the committee introduce themselves.

**Draft Minutes Review and Approval**

John Craig sent in a comment asking that the wording be changed in the minutes to better reflect his intent in the comment he made, as follows:

**Discussion – What happens to EES and LTESS when vendors close their doors?**

John Craig commented that according to the LTESS Guidelines when a vendor closes, the allocations of funds from that vendor should remain in the area previously served in order to do no harm to the persons served.

The minutes were approved as amended.

**Public Comments:**

None

**Old Business**

Status of nominations for new LTESS Steering Committee Members – a few members terms are due to expire in October but will be extended until the discussion of merging the two committees is complete.

**New Business**

**LTESS Stats for FY 2010**

Kathy Hayfield reviewed the FY 2010 statistics (see attached) for the LTESS program. She commented that two vendors closed their doors during this period – Colonial Workstop and Sheltered Workshop of Altavista. Several LTESS consumers were picked up by other vendors so that their services were not interrupted. Funding for these consumers was transferred to the new vendors. Hampton Newport News CSB terminated its vendorship with DRS beginning in FY 2011. Several of their consumers were transferred to a new vendor. The group noted that the statistics document should be amended to clarify that the funding shortage noted is referring only to the existing LTESS and EES participants – not inclusive of people waiting for services. Kathy hayfield agreed to have the document amended to reflect that clarification.

**Structure of LTESS Committee / Designing Orientation of LTESS Steering Committee Members**

This discussion was curtailed until the joint committee meets again.

**Questions about the LTESS Guidelines**

There were no questions for discussion.

**The meeting was adjourned by the Chairperson at 12:00.**

**2010 LTESS Steering Committee Meetings:**

October 12, 2010