

DRAFT
July 11, 2005 Long Term Employment Support Services Steering Committee Meeting Minutes

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

July 11, 2006

July 11, 2006 LTESS Steering Committee Meeting:

The LTESS Steering Committee held its second meeting of 2006 on July 11, 2006 from 11:45 AM to 12:15 in Richmond, Virginia.

Members Present: Beth Dugan, Robin Metcalf, Ron Burnop, Ruth Parsons, Joann Packert, Thalia Simpson-Clements.

Members Absent: Paul Babcock, Pat Vinson, and Mark Stegall

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

Call to Order

Robin Metcalf called the meeting to order at approximately 11:45 and asked for a motion to accept the minutes of the last meeting. Ron Burnop made the motion to approve the draft minutes from the LTESS Steering Committee meeting on 4/11/06. Ruth Parsons seconded the motion and the full committee approved them.

Public Comment No Public Comment

Reporting Out

a. FY 2007 Long Term Employment Support Services/New Vendors

DRS received an additional \$763,550 in LTESS funding that allows DRS to bring on three new vendors from the wait list. The new Vendors are PORTCO in Portsmouth, Emmet L. Jones, PhD and Associates in Richmond and Commonwealth Supportive Services in Lynchburg. The 2007 Allocation Plan is attached to these minutes.

b. FY 2006 LTESS Program Results – Judy Hill provided the committee with the programmatic and fiscal accomplishments for FY 2006. She also noted that the 1.87% for administration did not cover the actual administrative costs. Both Jack and Judy suggested that the 1.87% be reconsidered during the October meeting and will provide additional information on the true admin costs above 1.87%.

c. Vendors merging or leaving LTESS Program - Jack Hayek shared with the committee that DRS uses the guidelines recommended by the committee and approved by the Commissioner when responding to situations where ESOs merge or leave the LTESS program.

d. EES Corrective Action Plan (CAP) Requirements in LTESS Programming – Although the CAP were reviewed with the ESOAC earlier, the CAP information was noted that it applied to LTESS funding when the vendor uses the funds under the EES appendix.

e. Organizational discussion – Chair for 2007 – This topic was tabled until October when the new full committee will be in attendance.

Public Comment No Public Comment

Adjournment

Being no further business, Robin Metcalf adjourned the meeting at 12:15 Noon.