



## Division of Rehabilitative Services

### Employment Service Organization Steering Committee (ESOSC)

DARS Central Office, 8004 Franklin Farms Drive, Henrico, Virginia 23229

Conference Rooms 101-103-105

Tuesday October 8, 2019

9:30 a.m. to 2:30 p.m.

#### Minutes

**Members Present:** Robin Metcalf, Jim Fenerty, Chuck McElroy, Joanne Aceto, Chris Lavach, Alan Hargraves, Megan Bergen, Teresa Hall, Shawn Smith

**Guests Attending:** Jason Harper, Karen Tefelski, Eldon James, Alan Gernhardt

**DRS Staff Attending:** Kathy Hayfield, Dale Batten, Donna Bonessi, Anita Mundy, Leah Mills, Dionca Coleman

#### **Full Committee Call to Order and Introductions**

**Anita Mundy**

Introductions

Members

Identified this as the first meeting of the ESOSC as established per legislation passed during the 2019 General Assembly.

#### **Meeting Procedures and Roberts Rules of Order**

**Anita Mundy**

Explained to the committee that this is an Open Forum meeting and that Roberts Rules of Order will be utilized for conducting all meetings. Presented a basic overview of the main motions used in Roberts Rules of Order. The full version of this material has been purchased and will be made available for future committee use. Anita has reached out to the Richmond Parliamentarians with a request for future training for the members of the committee.

#### **Housekeeping Topics, Members' Pier Diems, and Reimbursements**

**Anita Mundy**

Reviewed *Travel for Board Members* Policy regarding necessary overnight accommodations and per diems. Reviewed required documentation necessary for reimbursements. No committee members voiced a request for travel reimbursement at this time.

#### **Freedom of Information Act (FOIA) Overview**

**Alan Gernhardt**

Alan Gernhardt, Executive Director, Virginia Freedom of Information Advisory Council, gave an overview of the expectations of the committee as it pertains to FOIA. All meetings are open to the public and all records must be transparent and available upon request. Anita Mundy provided the committee with resource material as it pertains to FOIA and a website link for additional information:

<http://foiacouncil.dls.virginia.gov/ref/welcome.htm>

## **History of the ESOSC & Overview of the Scope/ Purpose of the ESOSC**

**Donna Bonessi  
Anita Mundy**

Donna Bonessi provided basic history of the ESOSC prior to July 1, 2019. That committee advised the DARS Commissioner on all areas affecting the statewide employment delivery service for individuals with disabilities utilizing vocational rehabilitation in the Commonwealth of Virginia.

Per Legislation effective July 1, 2019, the new ESOSC will focus solely on Long Term Employment Support Services and Extended Employment Services. Areas of concentration are LTESS/EES policy, funding, and the allocation of funding. Eleven individuals will be appointed to this Board by members of the General Assembly. Five individuals have been appointed by the House of Delegates, four individuals will be appointed by the Senate Committee on Rules (three have been appointed to date), and two members-at-large have been appointed by the Governor.

## **LTESS/EES Legislation and Referral Policy**

**Leah Mills**

Leah Mills, Policy Analyst with DARS, presented on LTESS/EES Legislation and Referral Policy that became effective July 1, 2019. This legislation, codified in 2018, established who can receive services, who can receive funding, and what/where services are provided. Leah also reviewed Virginia's Requirements for referrals to Extended Employment.

## **Break/Working Lunch**

**Donna Bonessi**

Donna Bonessi, Deputy Director, Employment Services & Special Programs with DARS gave a LTESS/EES Funding Overview, reviewed State Fiscal Year 2019 Statistics, provided an update on the State Fiscal Year 2020 First Quarter Spending, and apprised the committee on the LTESS System Redesign Implementation. 2019 EES Allocation of funds was \$2,658,198.00. As of today there is a remaining balance of \$442,907.00 in EES funds. 2019 LTESS Allocation of funds was \$6,294,568.00. As of today there is a remaining balance of \$435,788.35.

## **Election of Chairman and Vice-Chairman**

**Anita Mundy**

Duties of Chairman and Vice-Chairman were discussed. Anita called for nominations for these positions. Chuck McElroy nominated Shirley Lyons as Chairman. Jim Fenerty seconded the nomination. Shirley accepted the nomination. A vote was called and Shirley Lyons was unanimously voted into this position by the committee.

Nominations were then called for Vice-Chairman. Chuck McElroy nominated Robin Metcalf. Jim Fenerty seconded the nomination. Robin accepted the nomination. A vote was called and Robin Metcalf was unanimously voted into this position by the committee.

## **Public Comment**

**Anita Mundy**

Two members of the public signed up to speak during Public Comment.

Karen Tefelski of vaACCSES left prior to making any comments.

Jason Harper of RSVP took the floor with the following questions and comments:

- Can the Steering Committee take on any other areas beside LTESS/EES?
  - Anita Mundy answered "no, this committees focus is LTESS/EES.
- Is this steering committee just about allocations of funding or can it discuss policies too?

- Anita Mundy answered that this committee's role is to report to and advise the Commissioner on policy, funding, and the allocations of funds, to ESO's for LTESS/EES.
- Jason voiced his opinion that there should be another steering committee like the previous ESOSC that handles all other issues.
  - Dale Batten replied that there is discussion of holding an open forum ESO meeting, not a steering committee, in the New Year.
- Jason noted that in the new Extended Employment Services Policy (EE-1), Section 2, states that DRS program staff will provide the individual with contact information of the ESO that they are referring the person to. Jason stated that the language should read ESO(s) so that all ESO's are given the opportunity to engage the individual.
  - Donna Bonnessi and Leah Mills answered that the Regions were looked at and that there is only one ESO in each of the Regions and that is why the use of ESO was written in the referral policy. Should this change, the policy will be revisited.
  - The adopted Policy did go out for 30 days for public comment prior to going into effect.

**Future Meeting Dates, Upcoming Agenda Items,  
and Other Business**

**Anita Mundy  
Shirley Lyons**

The committee scheduled future meeting dates for the upcoming year. The dates for these meetings are: January 7, 2020; April 14, 2020; July 21, 2020; October 6, 2020. Per Legislation there will be no more than 4 committee meetings per year. All meetings will take place at the DARS Central Office in Henrico, Virginia. Meetings will be scheduled to begin at 10:00 am and will conclude by 1:00 pm.

**Adjourn**

**Anita Mundy**