



*Department for Aging And Rehabilitative Services (DARS)*  
*Division of Rehabilitative Services (DRS)*  
*Employment Service Organization Steering Committee (ESOSC)*

DARS Central Office, Richmond, Virginia  
1<sup>st</sup> Floor Conference Rooms (also see VTC sites below)  
Tuesday January 13, 2014 9:30 AM  
Meeting Minutes

**Members Present:** Robin Metcalf, Rachael Rounds, Sharon Bunger, Marshall Henson, Chuck McElroy, Phil Nussbaum, Nova Washington, Gary Cotta, Linda LaMona, , Greg Ellison, Paul Atkinson Jr, Natalia Yu, Lance Wright, David Wilber, Michelle Howard-Herbein, Dan Reichard, Marshall Henson, Mark Keith

**Members Absent:** Stephanie Lau, Megan Bergen, Tonya Fowler

**Guests Attending:**

**DRS Staff Attending:** Donna Bonessi, Kathy Hayfield, Megan Gray, Matthew Deans, Doug James,

**9:30 – 10:30 Subcommittee Meeting**

- |                               |                          |
|-------------------------------|--------------------------|
| • Funding Sub Committee       | East Conference Room     |
| • Public Policy Sub Committee | Conference Rooms 103-105 |
| • Nominations Sub-committee   | West Conference Room     |

**10:55 – Full Committee Call to Order**

**Robin Metcalf**

Introductions

Reviewed and approved of Draft minutes of October 21, 2014 meeting-

Correction – Marshall Henson – Exchange on WWRC Funding issues comments between Kathy and Marshall.

Motion and Seconded to approve the minutes

**DRS Directors Update**

**Kathy Hayfield**

Kathy Hayfield reported that the General Assembly starts tomorrow. The agency received budget cuts to the LTES and EES programs as well as other agency services. Legislators have requested information on the cuts and the impact of the budget cuts on clients.

Marshall Henson asked “How were the proposed reductions formulated? There was a 1.7 million cut to DARS. We must look at programs that are 100% state general funds. Some of the proposed cuts were forwarded by the commissioner to the secretary and some were not accepted, some were increased. The process is somewhat unclear once it is sent forward.

Motion: Chuck McElroy – Recommended that the Agency, when making mandatory cuts, to avoid cutting funds to LTES and EES whenever possible. April Pinch-Keeler Seconded the motion. All in favor

Dave Wilber – recommended that in October a standing order be setup so that feedback can be reviewed and sent forth when the Governor budget is sent out in future years so that we don’t make the mistake of repeating and being in the same situation this time next January. Donna Recommended that this be added to the standing dates and funding committee will review next fall.

Kathy Hayfield reported on steps DARS is taking to cover the funding cuts, moved \$1million from Admin to case services. We are holding on vacancies to save on funds.

Although categories are closed, we do have a number of clients with open cases however, there is limited capacity to serve those cases that are already open. However, we continue to advocate and recommend that referrals send new clients and apply for services.

The estimate for opening MSD (1000 on the waitlist) could be later than we had originally anticipated.



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Discussion around clients accessing Medicaid waiver services in time of limited resources was held. DARS will work with DBHDS to determine how we can work more effectively for clients and will also seek guidance from RSA regarding Medicaid Waiver clients.

**ESOSC Sub Committee Reports**  
**Funding Sub Committee**

**Phil Nussbaum**

Phil Nussbaum reported the group discussed E-1000 billing off site, and how that's differentiated between enclaves and off-site. Ella will follow up and see if this is something we can look at as far as duplication of services.

Documentation Requirements for LTESS, when intervention exceeds 20% threshold additional documentation is requested looking at stabilization criteria. Vendor Agreements currently state this language however new stability criteria state that 20% is not considered with stability. This can be removed from the agreements; however Ella Barnes may still ask additional documentation as necessary to justify services.

Ella Barnes discussed that DARS will be performing Random Sample Audits requiring documentation on a random basis instead of intervention rates above 20% only. The committee supported this review process.

Ella will be doing an annual review of LTESS clients and making sure that those that have left employment are also removed from the system. A list of active users will be sent out to ESOs, so that they can utilize the Internet Access Form to grant/change/remove access levels. Vendors should provide the form when contacting Ella that someone has left employment.

LTESS and EES Reporting need to include Wages and hours in the system even if there's no billing.

**Public Policy Sub Committee**

**Lance Wright**

Lance Wright reported: the subcommittee met today to discuss the draft to the policy manual. Reviewed and provided suggestions but determined that we'd need more time to discuss how we can make the policy manual much better. The scheduled a meeting for February 12<sup>th</sup> at 10:00 am here at DARS central office. April ESOSC will report out what they determined and recommend.

**Nominations Sub-committee**

**Sharon Bunger**

Sharon Bunger reported that a letter to ESOs to solicit nominations should go out in February with a deadline of March 31. We also discussed that more information should be provided in the original solicitation so they understand what's to be expected as a member of ESOSC.

We have 4 people that will rotate off in June 2015. When looking at the nominations there are several factors that are taken into account when submitting recommendations to the commissioner.

Sharon will provide a written report to Donna to be included in the minutes.

Next Meeting April 14 2014.

**Public Comment:**

Adam Sass: We have asked for data and looked at language used to braid funding and looking at ways to make this process smoother.

Karen Tefelski: In speaking with Bob Huff: LTESS program was established to provide funding for anyone that was employed in any situation if they didn't have long employment supports. They worked for years to get this established.

Adjourned at 12:30 pm

**Meeting Dates 2015 – April 14<sup>th</sup>, July 14<sup>th</sup>, October 20<sup>th</sup>**

## Employment Service Organization Steering Committee Meeting

October 21, 2014 Presentation

### What's Up With WIOA?

On July 23, 2014, President Obama signed into law the Workforce Innovation and Opportunities Act (WIOA). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

#### Some Key Provisions for Workforce Development

The following is just a snapshot of some of the key provisions that will affect Workforce Development.

#### Title I Workforce Development

- Meant to strengthen alignment of workforce development programs and to support job seekers and employers.
- WIOA designates certain programs as “core programs” in the workforce development system. Public VR is among those designated as a core program, and as such will continue to be a mandatory member of state and local workforce boards. Other core programs are Adult, Dislocated Worker, and Youth workforce investment programs, the state Employment Service (Wagner-Peyser), and Adult Education and Literacy.
- Every state will develop and submit a four-year strategy – in the form of a single Unified State Plan for core programs for preparing an educated and skilled workforce and meeting the workforce needs of employers. VR is one of the core programs that will be included in the Unified State Plan.
- VR will be subject to the same common indicators of performance as other WIOA core programs. The RSA Standards and Indicators will no longer exist. The indicators will look at: job retention, earnings, educational attainment and skills, employer engagement.
- Core programs must measure the effectiveness of services to employers for the first time.
- WIOA generally maintains the current structure of state and local workforce boards, continuing to require a business majority and chair. However, the number of members is reduced.
- One-Stop Centers become known as American Job Centers.



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ESO Steering Committee  
Minutes from the Nominations Sub Committee Meeting  
January 13, 2015

-The meeting was called to order by Sharon Bunger at 9:35 am. Those present for the meeting were: Matthew Deans (DARS Staff), Paul Atkinson, Jr., Sharon Bunger (Committee Chair), Gary Cotta, and Rachel Rounds. Stephanie Lau was absent.

-The first discussion involved reminding the members that 4 persons are rolling off the ESOSC in June 2015; those persons are Sharon Bunger (Central region), Natalia Yu (Northern region), Michelle Howard-Herbein (Northern region), and Phil Nussbaum (Central region). The committee requested a review of the criteria for appointment to the ESOSC, and Matthew Deans read from the regulations that DARS takes into consideration the following:

1. The ESO organization approved by DARS
2. The diversity of services provided the organization
3. The geographic location of the organization
4. The profit/non-profit status of the organization
5. The size of the organization
6. The race of the nominee
7. The gender of the nominee

-The next discussion involved the timeframe for submitting the request for nominations, which is submitted to all ESOs by Donna Bonessi. We recommended that the letter be forwarded to interested parties in late February or early March 2015, so that the letters of recommendations could be received by the end of March 2015 or the first week of April 2015. That timeframe would then allow the ESO Nominations committee time to review the letters during the April 14, 2015 meeting and make recommendations to DARS. It was discussed that Donna then provides those recommendations to the Commissioner for final approval. All new members are required to attend an orientation which will take place around the time of the July 14, 2015 ESOSC meeting.

-The committee then recommended that the following information be added to the request for nominations either in the letter or in an addendum to the letter:

- a brief summary of the role/responsibilities of the member (advisory)
- the appointment is a 3 year term
- orientation is provided around the time frame of the new members' first ESOSC meeting
- there are 4 mandatory meetings per year (the first meeting will be July 14, 2015)
- the ESOSC meetings take place from 9:30 am to 12:30 pm (Sub-committee meetings, then ESOSC meeting)
- expectation is to participate on a Sub-committee (Funding, Public Policy, Nominations)

-We then reviewed a sample nomination letter and resume of a nominee as presented to the Sub-committee by Matthew Deans. It was explained that, in the Chairperson's experience, we have received anywhere from 5 to 8 recommendation letters/resumes and upon careful review make the recommendations based upon the information presented and the DARS criteria.

-With no further business, the Nominations Sub-committee meeting concluded at 10:10 am.