



## Division of Rehabilitative Services

### Employment Service Organization Steering Committee (ESOSC)

Tuesday, July 8, 2025

10:30 a.m. – 2:00 p.m.

In-Person Meeting Location: 8004 Franklin Farms Drive Henrico, VA 23229

### Minutes

**Members Present:** Jim Fenerty, Shanna Boutchyard, Chris Martin, Alan Hargraves, Greta Harrison (electronically), Stephanie Porter-Lopez, Adair Jensen-Smith, Chris Hicks, Madeline Fitzgerald, Michelle Lotrecchiano

**Members Absent:** Shirley Lyons (personal)

**Committee Vacancies:** There are currently three vacancies on the Committee: two Gubernatorial appointments and one House of Delegates appointment. The current Committee members have agreed to continue serving until new appointments are confirmed. Please note that the Committee is currently without a Chair.

**DARS Staff Attending:** Deputy Commissioner Dale Batten, Anita Mundy, Donna Bonessi, David Leon, Julie Jacobs

#### Full Committee Call to Order and Introductions

***Chris Martin, Committee Vice- Chair***

Chris Martin called the meeting to order at 10:36 a.m. and welcomed members and guests.

#### Approve Meeting Minutes from April 15, 2025, and Current Agenda

***Chris Martin***

The Committee reviewed a draft of the meeting minutes dated April 15, 2025, and the agenda for today's meeting. A motion was made by Adair Jensen-Smith and seconded by Chris Hicks to accept the minutes as written. All present voted in favor to accept the minutes as written. A motion was made by Adair Jensen-Smith and seconded by Chris Hicks to accept the agenda as written. All members present voted in favor of accepting the agenda as written.

#### Public Comment

***Chris Martin***

The ESOSC offered three opportunities during the meeting for public comment. Public notice was posted prior to the meeting with the opportunity for the public to submit written comments via a variety of means by July 7, 2025.

Joanne Aceto, representing vaACCSES and a former ESOSC member, reminded members that

their commitment to the Committee is for a minimum of 3-years with opportunity for reappointment. Ms. Aceto also introduced John Salay, newly appointed Executive Director to vaACCSES.

Jason Harper, former ESOSC member, asked if Budget Bill - HB1600 (Chapter 725) had passed. Donna Bonessi and Dale Batten provided an update on the passage of the bill and various items pertaining to DARS.

Sharon Harrup of STEPS encouraged organizations to become involved with the State Virginia Community Action Partnership (VACAP) to focus on social, economic, and environmental issues, to bring about positive change through various means such as lobbying, campaigning, and volunteering.

No public comment was submitted prior to the meeting.

**Review and Vote to Approve the ESOSC Electronic Meeting Policy & Update on Officer Elections**

***Chris Martin***

Chris Martin requested that Anita Mundy, DARS Staff to the Committee, review the ESOSC Electronic Meeting Policy that was adopted by the Committee on October 8, 2024. Ms. Mundy reviewed the policy and explained that the annual review is required by FOIA to determine if any changes are necessary to the policy. The policy must be adopted annually before using remote participation or conducting all-virtual public meetings. Ms. Mundy voiced that there were no changes in the law this year that would cause the Committee to change the policy. Ms. Mundy recommended that the Committee accept the policy as written with a revision to the adoption date of October 7, 2025. Chris Martin made the motion to accept the ESOSC Electronic Meeting Policy as written. Stephanie Porter-Lopez seconded the motion. All members present voted in favor of the recommendation.

Mr. Martin provided an update on Officer elections. The Committee will vote at the next meeting to elect a new Chair and Vice-Chair of the Committee. Officer elections are held annually. Mr. Martin encouraged members to consider becoming an officer for the Committee.

**Review Of Committee Term Date Expirations, and Update by Committee On Succession Plan for New Appointments**

***Anita Mundy***

***DARS Staff to the Committee***

Anita Mundy welcomed new members to their first meeting of the ESOSC and reviewed information with the Committee that outlined the term dates and timelines for each member's Appointment. Presently there are 3 seats that are open for appointment: two gubernatorial and one House of Delegates. Shirley Lyons, Jim Fenerty, and Alan Hargraves have agreed to continue to serve on the Committee past their terms dates until their seats are filled by new appointees. Ms. Mundy has provided updates to the House of Delegates and the Governor's Office on the vacant appointments.

**Status Update on Recommendations Previously Made by the Committee**

***Anita Mundy***

**01/10/2023 Recommendation 2 (Approved/Ongoing)**

The Committee recommends that DARS create a service specifically for Extended Employment Services (EES) to support activities for individuals transitioning from Group Supported Employment, center-based,

or facility-based employment, into community-based employment. (Recommendation made by Stephanie Hoer, seconded by Jason Harper. Members in favor: Lavach, Harper, Hargraves, Fenerty, Aceto, Hoer, and McElroy. Lyons abstained.)

The Committee discussed the E1200 service code initially be set up as an individual service code, set up for reimbursement at an hourly rate. The Committee is recommending that DARS expand on the service description to allow for the E1200 service to be delivered in a Group Setting of no more than 7 individuals in a group and reimbursed at a Daily Rate. Chris Lavach made a motion for DARS to establish a Group Rate for no more than 7 individuals in a group based off the E1200 service description and reimbursed at a Daily Rate. Joanne Aceto seconded the motion. Lavach, Aceto, McElroy, Hargraves, Harper voted in agreement of the motion. Lyons abstained. DARS will establish a group code for this service. The E1201 service code was created for this purpose.

**Update 07/08/2025–** There was no usage of the E1200 code and no significant usage of the E1201 service code for Quarter 4. DARS will continue to monitor. The Committee intends to review these services in detail at the next meeting.

### **07/11/2023 Recommendation (Approved/Ongoing)**

The Committee recommends that DARS conduct a pilot to increase employment services to individuals with Medicaid Waiver funding. This pilot will allow LTES funding to be utilized to fund staff travel that is over one hour, one way, from the employment staff's starting point. Current LTES providers who serve Medicaid Waiver participants are eligible. Providers that participate in this pilot (Service Code E6030) will sign an agreement stating that they will continue services if LTES funds can no longer support staff travel. The pilot will be reviewed quarterly by the ESOSC and DARS. (Motion put forth by Shirley Lyons and seconded by Alan Hargraves. All members present voted in favor. Motion carried and was immediately approved by DARS Commissioner, Kathy Hayfield).

**Update 07/08/2025-** Five organizations consistently used the E6030 service code. There were 1,846.75 service hours, with a total reimbursement of \$135,093.43 for Quarter 4, bringing the total of hourly services for SFY25 to 5,518.30 and reimbursement for SFY25 to \$403,292.76. The Committee plans to look at this service code in detail at the next meeting.

**EWISA Services Update** - DARS staff provided an update on EWISA services for Q4 SY25. There were 977.85 hours of services provided, totaling \$78,326.62 billed to DARS for Q4. Total reimbursement for SFY25 is \$247,083.99. The Committee intends to review these services in detail at the next meeting.

### **DATA collected for E6030, E1200, E1201 and EWISA Service Codes for SFY25**

E6030			Wages Earned	Hours Worked	Days Worked	Productivity	Service Code	Quantity Billed	Amount Billed
Total	SFY25 Q4 03/01/2025-05/31/2025		\$192,950.24	14023	3174	32800	E6030	1846.75	\$135,093.43
Total	SFY25 06/01/2024-05/31/2025		\$644,780.41	47577	10642	108900	E6030	5518.3	\$403,292.76
E1200			Wages Earned	Hours Worked	Days Worked	Productivity	Service Code	Quantity Billed	Amount Billed
Total	SFY25 Q4 03/01/2025-05/31/2025		0	0	0	0	E1200	0	0
Total	SFY25 06/01/2024-05/31/2025		\$30.00	2	0	1110	E1200	14	\$953.68
E1201			Wages Earned	Hours Worked	Days Worked	Productivity	Service Code	Quantity Billed	Amount Billed
Total	SFY25 Q4 03/01/2025-05/31/2025		0	0	0	0	E1201	0	\$0.00
Total	SFY25 06/01/2024-05/31/2025		\$30.00	2	0	1110	E1201	14	\$953.68
EWISA			Wages Earned	Hours Worked	Days Worked	Productivity	Service Code	Quantity Billed	Amount Billed
Total	SFY25 Q4 03/01/2025-05/31/2025		\$1,228,174.48	79902	13794	87000	EWISA	977.85	\$78,326.62
Total	SFY25 06/01/2024-05/31/2025		\$4,226,323.08	285280	49158	310125	EWISA	3094.67	\$247,083.99

#### **04/02/2024 Recommendation 1 (Approved/Ongoing)**

A motion was made by Shirley Lyons and seconded by Chuck McElroy that LTESS-EES funds be made available to all eligible Employment Service Organizations, up to \$10,000, to be used for costs related to Employment Services CARF accreditation. This is for expenses paid to CARF and not to cover internal expenses. Surveys must be completed between June 1, 2023, and May 31, 2026, to be eligible for this reimbursement. This is a one-time reimbursement for the achievement of a 3-Year accreditation. All members present voted in favor of this recommendation. Commissioner Hayfield was present during the discussion and approved this recommendation.

**Update 07/08/2025-** DARS reimbursed eligible ESOs this quarter for CARF costs related to employment services. \$110,973 was reimbursed to eligible organizations for CARF costs in Round 2 of SFY25. Thirteen organizations requested reimbursement in SFY25. Twenty organizations to date have requested and been reimbursed for CARF costs (\$188,060.00). Two additional organizations were reimbursed through other entities. Three additional organizations are ineligible for CARF reimbursement. Two other organizations are no longer DARS service providers. One organization is no longer eligible to receive LTESS funds. The next round of reimbursement will occur in December 2025.

#### **LTESS-EES SFY25 End of Year Actual Statistics, Reallocations, and SFY26 Allocation Methodology**

***Donna Bonessi, DRS Director ESSP***

Donna Bonessi reviewed 2023 – 2025 LTESS- EES Statistics with the Committee. Three organizations are currently using a 14(c) certificate. The agency has seen a decrease in services to individuals with ID and an increase in services to participants with a disability of SMI. Statistics for LTESS show an increase in number of individuals served. DARS will monitor and report on this increase.

Ms. Bonessi explained to the Committee that state budget language has changed regarding LTESS-EES funds. The approved new language combines LTESS and EES funds into one fund and allows DARS to allocate these funds based on participant need. The LTESS-EES approved budget is \$8,825,000. Link to Budget: <https://budget.lis.virginia.gov/item/2025/1/HB1600/Chapter/1/314/>

Because of the new budget language, DARS will operate under one fund, however, will continue to separate LTESS and EES services so there is a clear separation noted. Moving forward beginning with SFY26, LTESS-EES allocations, DARS service codes will be billed as follows:

- Service codes E1100, E5107, E6018, E1200, and E1201 will be billed to EES funds.
- Service codes E5129, E6030, EWISA will be billed to LTESS funds.

Ms. Bonessi presented DARS LTESS-EES recommended allocations for SFY26 and explained that this budget would hold a reserve of \$350,656 for services to participants transitioning out of services from Goodwill of the Valleys due to the recent closure of the organization. Ms. Bonessi asked the Committee to provide feedback, other recommendations, or approval to accept the allocations as DARS presented. Shannon Boutchyard made a motion to accept the proposed allocations as written. Chris Martin seconded the motion. All members present voted in favor of the motion. Motion passed.

#### **DARS Updates**

***Dale Batten, DARS Deputy Commissioner***

DARS Deputy Commissioner, Dale Batten, provided the DARS update. DARS anticipates a decrease in

funding for VR in 2026 which could total as much as six million dollars. Case service costs have increased. Pre-ETS met its target of 15% in service dollars for 2024 and anticipates meeting the 2025 15% in September/October of this year. DARS may have a reduction in budgets and in revenue from Ticket-to-Work (TTW) due to changes in SSA rules on how DARS can claim these costs. Deputy Commissioner Batten clarified that all service categories are open.

#### **Committee Recommendations to DARS**

***Chris Martin***

No additional recommendations were made by the Committee to DARS.

#### **SFY26 Future Meeting Dates, Upcoming Agenda Items and other Business**

***Committee***

The next meeting of the Employment Service Organization Steering Committee is scheduled for October 14, 2025. The Committee will meet from 10:30 a.m. – 2:00 p.m. or until all business has been conducted.

Chris Martin requested that DARS provide detailed data usage on service codes E1200, E1201, EWISA and E6030 for the Committee to review and discuss at the next meeting.

Chris Martin also requested to add to the agenda discussion surrounding ESOs who are not submitting their LTESS-EES requisitions into DARS in a timely manner, due the fact that this is impacting data collection and reporting.

The ESOSC upcoming meeting schedule is as follows: October 14, January 13, April 14, July 14, October 13.

Location of meetings may change due to the relocation of DARS Central Office.

#### **Adjournment**

The meeting adjourned at 1:30 PM