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**Division of Rehabilitative Services**

**Employment Service Organization Steering Committee (ESOSC)**

Due to the active state of emergency, this is an electronic meeting pursuant to Item 4-0.01 of the 2020 Appropriation Act.

Tuesday, January 12, 2021

10:00 a.m. – 2:00 p.m.

**Minutes**

**Members Present:** Shirley Lyons, Chuck McElroy, Alan Hargraves, Joanne Aceto, Megan Bergen, Chris Lavach, Jason Harper, Robin Metcalf, Teresa Hall, Stephanie Hoer

**Members Absent:** Jim Fenerty

**Guests Attending:** The ESOSC meeting was streamed live to You Tube for public viewing. [www.youtube.com/vadrs/videos](http://www.youtube.com/vadrs/videos)

**DRS Staff Attending;** Dale Batten, Donna Bonessi, Anita Mundy, Dionca Coleman (YouTube monitor)

**Full Committee Call to Order and Introductions Shirley Lyons, Chair**

Chair Shirley Lyons called the meeting to order at 10:15 a.m. and welcomed members and guests. Shirley asked members and expected guests to acknowledge they were present when called.

**Approve Meeting Minutes from October 6, 2020 Shirley Lyons, Chair**

The Committee reviewed a draft of the meeting minutes dated October 6, 2020. There were no corrections to the minutes. A motion was made by Chuck McElroy to approve the minutes as written. Jason Harper seconded the motion. The Committee members present voted unanimously by roll call to approve the meeting minutes.

**Approval of Agenda Shirley Lyons, Chair**

The Agenda was presented for approval. Megan Bergen made a motion to accept the Agenda as proposed. Chris Lavach seconded that motion. The Agenda was unanimously approved by the present Committee members with no changes.

**Public Comment Shirley Lyons, Chair**

Public notice was posted prior to the meeting. Public comment was solicited and requested to be submitted by January 5, 2021. ESO Executive Directors, LTESS/EES Vendor Admins, and those who had previously requested to be on the email distribution list were notified that public comment was being accepted. Anita Mundy reported that no members of the public submitted public comment.

**Newly Senate-Appointed Committee Member Shirley Lyons, Chair**

The Committee welcomed Stephanie Hoer as a new member to the Employment Service Organization Steering Committee, representing the Virginia Goodwill Network. Ms. Hoer was appointed to the ESOSC by the Senate on Rules on November 16, 2020*.*

**Committee Responsibilities, By-laws, and Conflict of Interest Anita Mundy, DARS Staff**

**Financial Disclosure Requirements**

Anita Mundy, staff to the Committee, reviewed the Committee By-laws and ensured that all Committee members had received an email from the Ethics Council with instructions on completing the training webinar and the form filing requirement. Members were reminded that the Committee must abide by FOIA guidelines and remain transparent to the public.

**Emergency Relief Funding Update Anita Mundy, DARS Staff**

On October 6, 2020, the Employment Service Organization Steering Committee made the recommendation to Commissioner Hayfield to make available unspent LTESS and EES funds from the First Quarter of LTESS/EES FY21. Commissioner Hayfield accepted this recommendation to make available $843,199.00 to ESO’s as COVID-19 relief funds for expenses associated with employment related services incurred during the first quarter (June-August 2020) of the 2021 LTESS/EES Fiscal year.

Funds were awarded based on the number of LTESS/EES individuals served by an organization from June 1, 2020 to August 31, 2020. During the months of June through August 2020, 3391 individuals received services using LTESS or EES funds. The funds were distributed on a per person basis, $248.66 per person served in the First Quarter ($843,199/3391=$248.66)

On November 2, 2020, DARS sent out 56 organization specific Relief Applications to all eligible organizations. As of the November 16, 2020 return deadline, 45 organizations had responded. Out of those 45 responses, 44 organizations submitted Relief Applications. This left a balance of $84,538.09 that was not used from the Relief Fund.

**Second Quarter Spending Report Donna Bonessi**

**with Breakdown by Organization Deputy Director, ESSP, DRS**

Donna Bonessi provided an update on LTESS/EES Second Quarter Spending for FY21 with breakdowns by organization. As of November 30, 2020, there is a combined projected balance for Fiscal Year 2021 of $3.2 million for LTESS/EES funds. The significant balance seems to be a direct result of the COVID 19 pandemic and the job losses, layoffs and furloughs experienced by many people receiving services through both funds. A full detailed report and summary can be found on the DARS website or by clicking [here](https://vadars.org/essp/downloads/esosc/2021%202nd%20QTR%20ESO%20Projections.pdf).

Year to date summary:

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| --- |
| **Second Quarter Year to Date Summary (as of November 30, 2020)** |
|  |  **EES**  |  **LTESS**  | **Total** |
|  Expected Expenditure  |  $ 1,279,097.50  |  $ 3,043,784.17  |  $ 4,322,881.67  |
|  Actual Expenditure  |  $ 508,102.27  |  $ 2,188,599.17  |  $ 2,696,701.44  |
|  Balance as of 11/30/20  |  **$ 770,995.23**  |  **$ 855,185.00**  |  **$ 1,626,180.23**  |
|  **1st Quarter COVID Relief**  |   |  |  **$ 758,661.74**  |
|  **Total YTD Balance**  |   |  |  **$ 867,518.49**  |

**Use of LTESS/EES Projected Balance Discussion Shirley Lyons, Chair**

Discussion took place by the Committee regarding projected LTESS/EES balances for FY21. A motion was put forth by Jason Harper that the ESOSC recommends that DARS allocate a fourth round of Emergency Relief funds to ESO’s based on number of people served using the current methodology. Alan Hargraves Seconded this motion. A Roll Call vote was taken and all members present voted unanimously to approve this recommendation.

**70 Hours Minimum EES Work Requirements Shirley Lyons, Chair**

It was requested during the July 2020 ESOSC meeting that an analysis be conducted on the 70 hours minimum EES work requirements. Due to the effects of COVID-19, it was determined that an accurate analysis could not be completed at this time. The Committee discussed tabling this topic for a future meeting. A motion was put forth by Chuck McElroy to table this discussion until sufficient data is available regarding Extended Employment Services. Stephanie Hoer seconded the motion. All members present voted unanimously to table this discussion.

**Upcoming Agenda Items, and Other Business Shirley Lyons, Chair**

The next meeting of the Employment Service Organization Steering Committee is scheduled for April 13, 2021. Agenda items recommended for this meeting include a LTESS/EES rate increase discussion with possible proposal to the Commissioner.

**Adjournment**

The meeting adjourned at 11:15 a.m.