



## **CITIZEN ADVISORY COMMITTEE**

Minutes

March 9, 2016

12:00 – 2:00

Allentown - OVR

### **IN ATTENDANCE:**

Michelle Mitchell  
Susan Firman  
Amy Beck (teleconference)  
Susan Storm  
Kathleen Britton (teleconference)  
Jane Styer

### **ABSENT:**

Glenn Firman  
Jane George  
Nelson Lauver  
Sherry Mast  
Gwendolyn Rasul  
Dolly Singley

A motion to approve the December 2015 minutes was made by Amy Beck and seconded by Sue Firman.

There was a discussion regarding the number of people who need to be in attendance to have a quorum. A quorum was assumed and there was a decision to move forward to accept Keya Dobbins as a CAC member. The motion was made to accept Keya Dobbins as a member of the CAC by Amy Beck and seconded by Jane Styer. Ms. Dobbins will be notified of her membership in the CAC.

### **AGENCY REPORT:**

OVR Report – Susan Storm

Our fiscal year successfully rehabilitated closure goal is 408. About 30 successful closures ahead of where we were last year this time. The job market has changed a little bit. It has become more of a job seekers environment now.

Interviews have been completed for 2 new Vocational Rehabilitation Counselors. We are hopeful that they will be able to start by the end of March or the beginning of April depending on how

soon the interviewees can give notice at their present positions. The caseloads that will be covered are the new Transition caseload and the Easton General caseload.

There is one more reference check that needs to be completed for the Assistant District Administrator position. Once that's done, the paperwork for the interview will be submitted to Human Resources. Susan is hoping to get that person in by the middle of April or end of May.

Sue Firman asked what are some of the responsibilities of the person in this position. The ADA supervises the clerical staff. Interact with CAC. The person is considered the Office manager and is in charge of making certain the health and safety programs are intact. This position works with the Fiscal budget. It's a team job with the DA and is expected to go to Harrisburg with her for training and is in charge of the office in DA's absence. The ADO is fortunate to have good candidates who applied.

P.E.T.S. (Pre-Employment Transition Services) Provider agreement. One provider, the Lehigh Valley CIL has completed their curriculum. They propose a menu of classroom-based group services and work base learning experiences. Goodwill has submitted final application to us looking for group and individual services. We met with Easter Seals, who is looking to provide group services. Several other providers are in process including Human Resource Center, Fitzmaurice and Burnley (Monroe and Carbon counties) and VIA

ERC & BSR have been going to schools to talk to students regarding labor market research. What happens after you graduate from school? BSR, Jonathan talks about that, while ERC LaRonda comes from the education side.

Today, Brooke Cho and Susan Storm traveled to IU 20 and met with the Coordinated Council and presented today about P.E.T.S. services. IU 21 was presented with the same information in December 2015.

Because of the success of the last job fair another one has been planned. There is a **Spring Job Fair** scheduled for March 22 and April 5. The event is in the evening. There will still be bus routes available.

The companies who participated said it was worth their while to attend, even if they were only able to meet with 2 customers. They felt the customers who participated in the job fair were very well prepared. From that feedback they decided to focus on seasonal and OJT. This job fair is hitting right around the time that companies are hiring for summer like Lowes and Dorney Park. Crayola and CSP may have internships.

Sue Firman mentioned there is an age discrepancy for 35 years and under. She asked about older customers. Susan mentioned that there will be companies looking for permanent employees. She mentioned that Guardian Life might be a good company to consider. There should be a good mix of employers looking for all kinds of employment. We tried to change it up a little bit so we can be more inclusive. A couple of companies who are involved are Guardian Life, CSP. Sue Firman suggested using Northampton Community College and Lehigh University to participate in the Job Fair because they may have internships available. Susan Storm will check with the liaisons for these colleges.

Michelle asked how we will know who has a disability in regards to people just showing up at the Job Fair? It seems a lot of people are finding being informed through 'word of mouth'. There will be sign in sheets that will allow the customers to list where they are coming from. This information will aid in tracking purposes. The information about the fair is being successfully

provided to those who are interested in participating by word of mouth, flyers, etc. There won't be any mock interviews at this time.

Sue Firman also asked for clarification on some of the acronyms used as some are unfamiliar to her. She asked for a cheat sheet listing them. One for instance was MSD. She was informed the abbreviation stood for Most Significantly Disabled.

Discussion about having a prepared bullet list given to the CAC members so that everyone will have prior knowledge about the things Susan Storm plans to discuss. In this way, the CAC members will have the opportunity to formulate questions and answers to what is being presented.

Susan Storm announced that volunteers will be needed during the Job Fair. Sue Firman volunteered to help for both days. Need help with registration. Need a floater position. We plan to have an information session for parents. To provide an alternative for the parents and to get educated about the OVR process for those who are not customers at the present time. There may be a need for a monitor or someone to present some information. May need someone to help students to practice speaking with the representatives from the companies. CAC members could be involved. Volunteers could help with manning a table in the absence of the company reps, also with Interview skills, etc.

Michelle asked about tracking placements. We do track placements with businesses.

### **NEW BUSINESS:**

Jane Styer suggested sending a follow-up letter to inform people that we need their responses so that their names can be removed from the membership distribution list. In this way new members can be added as our by-laws state the membership should be 9 minimum and 13 maximum.

Amy Beck made a motion to send a follow-up letter to the ones who don't attend the meetings. It is proposed to send the letter to 5 individuals. The follow-up letter should include a date by which to respond. This letter Jane Styer seconded the motion.

Michelle talked about changing the by-laws. We can have an order of business, but according to the handbook 2013, we don't have to have by-laws.

There was additional discussion about the possibility to changing the meeting time to a later in the afternoon to allow for more people to attend the meetings as some people are working during the day and can't take off in the middle of the day to attend a meeting. Kathleen Britton suggested giving 2 weeks prior notice of any change in the meeting schedule. She also spoke about changing the wording in the by-laws regarding membership.

The following question was asked. What is the best way to keep in touch with OVR regarding new applications? OVR should have some interim communication with individuals inform them of how their applications are progressing. Letter are currently sent when applications are assigned and individuals can contact the local office at any time to obtain an update on their application.

Motion to adjourn by Jane Styer, and seconded by Sue Firman.

### **NEXT MEETING: June 8, 2016**

### **ADJOURNMENT**