



CITIZEN ADVISORY COMMITTEE

Minutes

June 29, 2016

12:00 – 2:00

Allentown - OVR

IN ATTENDANCE:

Michelle Mitchell
Susan Firman
Brooke Cho
Kathleen Britton (teleconference)
Jane Styer
Dolly Singley

ABSENT:

Glenn Firman
Jane George
Nelson Lauver
Sherry Mast
Gwendolyn Rasul
Amy Beck

A motion to approve the March 9, 2016 minutes was made by Jane Styer and seconded by Sue Firman.

Kathleen commented that the next meeting in September will be CAC's 30th Anniversary.

AGENCY REPORT:

OVR Report – Brooke Cho

The Spring Career Fair/Job Fair went very well. There were 211 people/job seekers in attendance over the course of 2 days.

Hiring – We are currently hiring for several positions in our office:

Business Services Representative – We have completed interviews and are in the process of submitting our candidate this week. This position was added to assist us with outreach to employers for PETS – transition age youth.

Early Reach Coordinator – We are completing those interviews by July 13th. We are planning for this ERC to cover the Carbon and Monroe County schools.

VR Supervisors – We were able to have an additional VR Supervisor position added to our office. Therefore, we have interviewed and recommended two VR supervisors. These are internal promotions. We are awaiting approval to offer these positions and then will be able to announce who they are publicly.

VR Counselors – We have one current VR Counselor transition caseload position vacancy. We will begin hiring for this position next week. This position will cover our Southern schools.

PETS – We continue to work on completing provider agreements for services such as job shadowing, WBLE, group service, etc. We currently have 4 vendors that have fully completed the process with a few more submitted for approval or in process. We are also negotiating an LOU with HRC for the Project Search site at Kalahari in Monroe Co.

NDEAM – we are working on ideas for our NDEAM events. OVR has been invited to be on a panel at LCCC to speak about Disability in the Workforce. Our office will also be looking at holding a Transition Night Event and a series of targeted employer job fairs. We are hoping to encourage more one on one time for the candidates with employers. We anticipate needing volunteers and will be updating the CAC as plans are developed.

Goal – We are currently at 272 of 408 successful case closures for the 2015-2016 Federal fiscal year.

NEW BUSINESS:

Kathleen Britton sent out an email regarding membership. Membership is the biggest concern across the states for CAC. The LVCIL is one of the main sources for CAC. The other one is the OVR. You don't have to be a consumer to be a member.

Sue Firman sits on another committee and will forward the letter from Michelle to the chair of the other committee. She would like to know how many graduates have come through the OVR?

Michelle is going to make an impassioned plea for recruits by word of mouth. There should be a total of 13 members.

Policies
Supported employment
On the job training

The LVCIL provided a 2-page document for us to consider. Applaud the fact that the OVR is revamping a policy from 1999.

Postponed regional rates
Postponed revisions – additional reporting. Coordination of meeting
Rate fluctuation – changes yearly – OVR

Kathleen said it seems contradictory when young adults are not being supported. OVR should cover their mandate. OVR wants a lot, but not paying for it.

Comments have to be to Pam by July 15.

Jane states we need information in order to make accurate comments. Need to begin with in August.

Michelle and Dolly will do google.doc. Jane will meet with Michelle at her home. Sue will be okay with whatever venue is chosen. Michelle will use some of the material and some of the CAC.

Kathleen requested information be given by OVR Representatives at CAC meetings regarding Consumer Enrollment and Graduation from Education Programs, including Trade Schools, Community Colleges, Colleges, MBA or Grad Schools. This is her 4th request for this information from OVR representatives.

2013 College Policies

Eliminating

PARC Re: CAC

PA Rehabilitation Council have meetings with chairs of the CAC

What is good about CAC?

What could make them better?

More data – info

Membership ideas – how do others recruit people?

More lead time when asking for things from us. (feedback)

Worked well with involvement with OVR activities.

Relationship with Director – open

Inter-agency collaboration

Kathleen made the recommendation to Michelle as CAC Chair and Susan Storm as OVR's Ex-Officio that they could request an email or phone reply from CAC members when distributing the meeting minutes with the members' comments and changes or approval. This will improve participation and accommodate members who cannot attend our quarterly CAC meetings, and would be acceptable within the Standards of CAC by-laws.

Upcoming Meetings

September 28, 2016

December 14, 2016 (Agenda due November 30, 2016)

Sue Firman made a motion to close the adjourn the meeting and Jane Styer seconded the motion.

NEXT MEETING: September 28, 2016

ADJOURNMENT