

Date: 3/9/2020

OVR, Erie BVRS Citizen Actions Committee

Meeting Minutes

Erie District Office ((267) 332-8737, access code: 88493399)

1. 9:00 – 9:05
 - a. Call to Order
 - b. Roll Call
 - i. CAC Members Present: Passle Helminski; Michael Fiorelli; Andrew Pennington; Jill Hrinda-Patten
 - ii. CAC Members Absent: Chuck Giambrone; Jessica Molczan
 - iii. OVR District Administrator or Designee: Jack Hewitt (DA)
 - c. Guest Recognition:
 - d. Approval of previous meeting minutes

2. 9:15 – 9:45 District Administrator's Report
 - a. Project SEARCH Update
 - i. Saint Vincent moving nicely.
 - ii. Hamot still going smoothly.
 - b. Order of Selection Info:
 - i. Pre-App = 21
 - ii. Referrals = 210
 - iii. Applicants = 382
 - iv. Trail Work Period = 53
 - v. Waiting List = 413

- c. PETS Update
 - i. Jill = service update
 - 1. Jack = Summer (June-Aug) projections reviewed. OVR staff time, purchase service, employment experience
 - ii. Andrew = Report # of Group, Ind, & Employment Exp provided = **ACTION**
- d. Adult update:
 - i. Fed passed Budget. States to receive GAN (Grant Award Notice). OVR Central Office will be reviewing data and updating District Offices regarding OOS status for April/May.
 - ii. 5S LEAN project update
 - 1. Andrew = caseload follow-up
 - a. Jack = Spreadsheet tracks individuals, 1st contact, 2nd contact, appointment, & closure.
 - 2. Andrew = report out = **ACTION**
 - iii. Passle = # of customers with VI in Erie BVRS & Erie BBVS = **ACTION**
 - iv. Passle = Will OVR reach out to all state agencies (ie: Rep & Senator's Offices) about doing internships. Help Work Bill achieve 7% hiring of all state employees of PwD (people with disabilities).
 - 1. Jack = Will forward to Central Office as Legislative Affairs would have to be involved. = **ACTION**
 - v. Passle = FYI: OVR surveys not being returned
 - 1. Jack = Central Office sends out.
- e. Workforce & CareerLink
 - i. Jack = I had a meeting with Operator and OEO Officer to discuss
 - 1. Accessibility review. OVR is doing reviews of all comprehensive sites. NW (Erie & Oil Region) will be done in March.
 - a. Passle = what about Mobile. Jack = only comprehensive
 - 2. Title 2 ABE (Adult Basic Ed) program

3. CareerLink Workshops. Increase OVR customer use.
 4. Use of Mobile Service. Invite in to Project SEARCH. Ask CIL to use.
- ii. Passle = FYI: At OVR Board meeting I brought up getting turned away at Erie CareerLink. L&I Sec. and OVR Exec were present.

3. 9:45 - 9:50 = Old Business
 - a. None
4. 9:50 – 9:55 = New Business
 - a. None
5. 9:55 – 10:00 = Other / Member Updates
 - a. None.
6. 10:00
 - a. Adjournment =
 - i. Next meeting 5/11/2020 from 9-10 a.m.

7. **ACTION ITEMS:**

- a. Report # of Group, Ind, & Employment Exp provided = **ACTION**
- b. Report on Qtr. OOS tracking spreadsheet = **ACTION**
- c. Report # of customers with VI in Erie BVRS & Erie BBVS = **ACTION**
- d. Jack will forward to Central Office Passle’s request to have internships in State Rep offices. = **ACTION**