



## **CITIZEN ADVISORY COMMITTEE**

Minutes  
July 11, 2018  
12:00 – 2:00  
Allentown OVR

### **IN ATTENDANCE:**

Michelle Mitchell  
Susan Firman  
Jane Styer  
Susan Storm  
Amy Beck – on the phone  
Margaret McKenna– on the phone  
Blair Kettler - guest

### **ABSENT:**

A motion to accept the January 31, 2018 minutes with corrections was made by Jane Styer and seconded by Amy Beck.

### **AGENCY REPORT:**

OVR Report – Susan Storm

Susan stated the fiscal year has ended and the Allentown OVR reached 82% of its goal, with successful rehab closures of 360 people. Overtime is still running three days a week with the addition of Saturday from 9:00 am – 1:00 pm. The office opens during the week at 7:00 am for administrative OT only.

There are 9 vacant VRC positions now, which are primarily in Lehigh and Northampton counties. There are three interviews scheduled, which are transfers. There is an ERC (Early Reach Coordinator) and a BSR (Business Services Representative) position open for the Carbon and Lehigh counties. If all positions were filled, the Allentown office would have 41 employees across all classifications. Barbara and Yvette have completed their probation period and going forward to finish their training for VRC. Anthony has completed his probation period and is now a VRC.

Michelle asked how many of the 82% went into professional positions. This number was not available during the meeting. Susan said the average position paid \$13.25 per hour.

Implementation of the Supported Employment went live July 1<sup>st</sup>. There has been a lot of training inhouse. Brooke and Marina Gallop, one of our supervisors have been trained as our local experts so they are fielding questions from providers. Allentown has been a leader in early use of the new online system in the first few weeks of implementation.

Jane asked if a FAQ list can be generated by Brooke and Marina? A FAQ list is being developed for the providers. Weekly sessions for providers have been ongoing to answer questions.

New PETS guidance went into effect on July 2<sup>nd</sup>. RSA guidance clarified that PETS funds can't be used for individual travel, only for groups. New provider agreements have been signed with PETS providers

### **OLD Business-**

NDEAM –

Transition night is still on the schedule. We are also doing lunch and learn online trainings for businesses to learn about OVR and working with individuals with disabilities. We will not be hosting a large job fair this year, given our staffing shortages.

OVR Surveys-

Blair mentioned that waiting until after the services have been completed is not always good. He suggested that feedback regarding the service should be requested while the process is in motion.

Michelle said email updates from PARC will continue. There was conversation regarding changing the meeting date and time. Michelle will send out a Doodle Doc to get everyone's opinion on their preferences for dates and time.

### **New Business:**

Rick Walters will attend the next meeting.

Next Meeting will be scheduled by email poll.

Motion to adjourn the meeting was made by Jane with a second by Sue F.