

Date: 07/11/2022

OVR: Erie BVRS District Office: Citizen Actions Committee: AGENDA

1. 9:00 – 9:05
 - a. Call to Order
 - b. Roll Call: (Passle Helminski; Andrew Pennington; Kendal Reynolds; Michael Fiorelli; Jill Hrinda-Patten; Amy Cichocki)
 - i. CAC Members Present:
 - ii. CAC Members Absent:
 - iii. OVR District Administrator or Designee: Jack Hewitt (DA)
 - c. Guest Recognition:
 - i. None
 - d. Approval of previous meeting minutes = motion, 2nd, voted, passed.
2. 9:05 – 9:55 District Administrator's Report
 - a. Previous Action Items: None
 - b. Erie BVRS Numbers as of Thursday July 7, 2022 (reported last meeting: May 9, 2022)
 - i. Total for Erie BVRS DO = customers.
 1. Adult = 2308 (2453) = average caseload size is 100 = goal 120
 - a. Pre-App = 5 (2)
 - b. Referrals = 211 (245)
 - c. 06 = 31 (17) = Trial Work Experience
 - d. 00 – 39 = (2308) = Active Status
 - e. Inactive = 4274, Service Interrupted = 17, Post Employment = 3 (184)
 2. Pre-ETS / AC Active = 3216
 - c. Adult
 - i. PY 21-22 Goals 433 / 546 = 97.62% / Statewide = 5414/5233 = 96.66%

- ii. Update on Agency goal to reconnect with providers and increase referrals
 - 1. Each DO's plan submitted

Erie DO Outreach Plan

Each Staff (Rank & File, Supervisor, ADA, DA) (Not AFSCME) will:

- iii. Schedule 2 days a month for Outreach where:
 - 1. At least 1 Current Provider, New Provider, &/or Employer in their caseload areas will be contacted.
 - a. Provide OVR information, how OVR can partner, offer training, and follow up visit.
 - 2. When the OVR Outreach Planning Spreadsheet is developed the details of who, when, and by whom will be entered.

DO development

- iv. re-review CWDS pre-app staff assisted entry
- v. Use electronic &/or paper one-page OVR referral form for entry
- vi. Workgroup to develop 3 talking point documents for staff
 - 1. Providers, Employers, and Customers

Each Staff will work with VRS:

- vii. Use outlook calendar, view pane, reminders, recurrence, notes, &/or tasks to assist in "Priority Management"
 - 1. DA/ADA/VRS/VRC office training to be scheduled
- viii. Use at least 2 days a month to maintain an average of 7 referrals/month.
- ix. Use at least 2 days a month to maintain CWDS records on the new referrals. (Goal to increase & maintain caseloads to 120).
- x. Use at least 2 days a month for reviewing/maintaining CWDS required widgets
- xi. Use at least 2 days a month for following up/assistance on Service Auth, Purchase Orders, and Invoices.
- xii. Use at least 2 days a month for addressing Case Management & Documentation Management.
- xiii. Use at least 1 day a month for OVR Policy & Procedure review

Email to CRI and VFI (CILs) update = request meeting to discuss OVR presence at CIL either weekly or bi-monthly. Work with CIL customers, open cases at CIL, provide VR services at CIL.

d. Youth

- i. Erie Summer Est. Budget/spending: \$ 1,688,849.00 with 745 students served

Tab	Spending Estimate	Number of Students to be Served
Staff Pre-ETS Time	\$173,951.40	419
BJJS Pre-ETS Time	\$25,149.60	68
Provider Pre-ETS	\$762,940.00	125
BJJS Provider Agreement Pre-ETS	\$726,808.00	133
DO Specific Programs	\$0.00	0
Totals	\$1,688,849.00	745

e. Staffing

- i. 5 positions: 4 VRC and 1 Clerical Assistant 3
1. 1 CA3 = scheduling interviews
 2. 1 VRC = posted
 3. 3 VRC not filled (1 resign, 2 retire)

f. Workforce

- i. Northwest = no update
- ii. West Central = no update

3. 9:55-9:55 = Old Business = No Update

4. 9:55 – 10:00 = New Business

5. 10:00 – 10:00 = Other / Member Updates =

6. 10:00 = Adjournment

a. Next meeting Monday, 09/12/2022 from 9-10 a.m.

i. Standing TEAMS invite is used.

1. Call In: 1-267-332-8737 / ID 749494195#

7. **ACTION ITEMS:**

a. **None**