

Date: 11/14/2022

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

1. Call to Order: 9:30

- a. CAC Roll Call: (Passle Helminski; Andrew Pennington; Kendal Reynolds; Michael Fiorelli; Jill Hrinda-Patten; Amy Cichocki)
 - i. Members Present: (Passle Helminski; Andrew Pennington; Kendal Reynolds; Michael Fiorelli; Amy Cichocki
 - ii. Members Absent: Jill Hrinda-Patten
 - iii. OVR District Administrator or Designee: Jack Hewitt (DA)
- b. Guest Recognition:
 - i. James Whitonis
- c. Approval of previous meeting minutes = motion, 2nd, voted, passed.

2. District Administrator's Report

- a. Previous Action Items:
 - i. **Jack and James will update OVR Central Office on the need to have a CAC discussion at an OVR Executive Director Meeting. = NO UPDATE**
 1. James talked to LeAnn in C.O. = Up to DA to bring up. I will add this to my meetings with Regional Manager.
- b. Erie BVRS Numbers as of Thursday Nov 8, 2022 (reported last meeting: Sept 12, 2022)
 - i. Total for Erie BVRS DO = customers.
 1. Adult = 2632 (2271) = average caseload size is 110 (99) = goal 120
 - a. Referral Received / 00 = 24 (0 new)
 - b. App Started / 01 = 191 (0 new)
 - c. App Completed / 02 = 241 (211)

- d. $06 = 29 (34) =$ Trial Work Experience
- e. $10 - 39 = 823$ (last 00-39) = Active Status
- f. Service Interrupted = 16 (14)
- g. Post-Employment = 2 (2)
- 2. Pre-ETS / AC Active = 3346 (3258)
- c. Adult = PY 22-23
 - i. Rehab Goal: DO 145/498 = 29.12% / OVR 1616/5628 = 25.26% (4 mo. is 33.32%)
 - ii. **IPE Goal**: DO 530/ 996 = 53.21% (4 mo. Is 33.32%) = NEW
 - iii. **CA/MSG**: DO has 745 MSG Eligible with 381 Trackers = 51.1%. = NEW
 - iv. Update on Agency goal to reconnect with providers and increase referrals
 - 1. Update on current activities
 - a. VFI = to begin Oct 2022 Erie. Kick-off event scheduled 9/28/22 12:30-2. Erie Scheduled developed.
 - b. VFI = To begin Dec 2022 Seneca. Kick-off event scheduled 11/10/2022.
 - c. CRI = to begin Oct 2022. Erie once a week scheduled developed. Warren twice a month (need tour scheduled). Hermitage on hold.
 - d. Both locations will have CareerLink presence as needed to participate in activities and then to scheduled CareerLink activities.
 - e. Erie Silent Club / HOH Event. On Sat 9/24 at 4 PM OVR and ODHH staff will go to the Erie Silent Club to talk to Deaf and HOH about OVR and ODHH. Interpreters and CART are being scheduled. = DID NOT OCCUR. INTERPRETER SCHEDULING ISSUES. TBD.
- d. Youth
 - 1. Youth Ambassador
 - a. Erie DO & IU6. Only one statewide. Follow up meetings
 - 2. CIL Internships
 - a. **ACTION ITEM: Send CRI & VFI information for 2023.**
 - 3. Project SEARCH Hamot and Saint Vincent Update

4. Project SEARCH discussion
 - a. Crawford = County put on hold
 - b. Mercer = Interest and scheduling Mtg
 - c. Warren = school put on hold
 - d. Discussion: Glad to see Jack is reviewing viability of locations and not just starting a Project SEARCH site. This is important
 - e. Discussion: With other services, how making sure they are having outcomes.
 - i. C.O. has monitoring
 - ii. D.O. gives options to customers and discuss each provider and how they work with OVR. Erie DO has also stopped using a provider so to address areas of need.
 - iii. **ACTION ITEM: Jack told staff he would reach out to various service providers Administrator. To talk about supported employment service, OVR funding availability, and OVR's need for their expanded services. Jack has not done this yet and is adding this as an action item so to follow up with CAC.**

e. Staffing

- i. 7 positions:
 1. 1 Clerical Assistant 2 = Request to Fill submitted
 2. 2 VRC = Interviews to be scheduled (19 candidates)=
 - a. I.D./Autism and General VRC
 3. 1 VRC (Mercer Co.) = waiting for posting
 - a. General VRC
 4. 2 Early Reach Coord (ERC) = Request to Fill submitted
 5. 1 LOFA = Local office Fiscal Assistant. Will send Request to Fill.
- ii. Changed Requirements to include several master's degree
 1. **ACTION ITEM: Send list of MA degrees to CAC Members.**
- iii. Discussion: what other degrees are required: Clerical no degree, VRC is MA degree, ERC is BA degree, LOFA I cannot remember.

f. Workforce

- i. Northwest = Local Plan review, comments made, submitted; Looking at obtaining Ubi-Duo device for deaf/hard of hearing individual who do not sign. I reached out to OVR CO to see how we can help
- ii. West Central = No update
- iii. Discussion: Does Ubi-Duo replace TTY? NO. This is still required at CareerLink. Ubi-Duo is in addition. OVR still has TTY in their offices.

3. Old Business = No Update

4. New Business = No Update

- a. VFI: Found out that CareerLink Computers at VFI. When restart all information entered is deleted.
 - i. Jack = that is a safety feature to ensure no information is left on computers.
- b. CRI: want to schedule a meeting with himself, Geoff (CRI Warren) and Jack to discuss visit/tour of CRI Warren office. OVR staff can begin using. Jack will send some dates

5. 10:00 = Other/Member Updates

- a. CRI: Working on expanding. Currently have Wellness Services to increase services and traffic. Focused on Peer relations, Community, and getting people involved.

6. 10:38 = Adjournment

- a. Next meeting Monday, 01/09/2023 from 9:00-10:00 a.m.
 - i. Standing TEAMS invite is used.
 1. Call In: 1-267-332-8737 / ID 749494195#

7. **ACTION ITEMS:**

- a. **Jack will update OVR Regional Manger on the need to have a CAC discussion at an OVR Executive Director Meeting.**
- b. **Send CRI & VFI information for 2023 regarding OVR/CIL Internship.**
- c. **Jack told staff he would reach out to various service providers Administrator. To talk about supported employment service, OVR funding availability, and OVR's need for their expanded services. Jack has not done this yet and is adding this as an action item so to follow up with CAC.**
- d. **Send list of eligible MA degrees to apply for a VRC to CAC Members = DONE 11/14/2022 email with minutes.**
 - i. MA Degrees accepted to apply for a VRC:
 1. Vocational Rehabilitation
 2. Mental Health
 3. Special Education
 4. Social Work
 5. Human Services
 6. Psychology
 7. Business Administration
 8. Human Resources
 9. Public Administration
 10. or closely related field