

# 4-18-23

Tuesday, April 18, 2023  
9:39 AM

## CAC Minutes

Present: Cindy Duch, Penny Gardner, Linda Leavy, Nina Butler, Pete Huey, Jim Lilley

- Reset/Intro
  - Year in Review
    - Leadership Team
      - Pete – Acting DA since 3-21-22
      - Jim – Acting ADA since 5-10-22
      - Sara – ADA out of office since 11-18-22
    - Marci
      - Left PGH to be Acting BVRs Bureau Director 3-21-22
      - Permanently announced as BVRs Bureau Director 2-11-23
- Hiring
  - Office in transition
    - Since leadership change 25 of 87 positions are either new or in new roles (29%)
    - VRC
      - Hired 8 since December 2022
      - 5 additional recommendations pending
      - VRC Minimum Experience and Training Requirement update
        - A master's degree in vocational rehabilitation, mental health, special education, social work, human services, psychology, business administration, human resources, public administration, or a closely related field
  - CA 2
    - Been operating at 50% since late 2022
      - 6 of 13 positions vacant
      - 1 position is strictly a receptionist
      - 1 position is PT TWOC for CO
    - 1 CA 2 started 4-10-23
    - 2 start 5-8-23
    - 3 other HR actions pending
      - 1 final offer extended

- 1 awaiting ability to extend conditional offer
    - 1 awaiting ability to extend final offer
  - Supervisors
    - Clerical supervisor hired November 2022
    - 2 VRS supervisors hired since November 2022
  - Still need to fill BSR position and CA 3 positions
  - Vacancies generally caused by retirements
    - 1 individual resigned to seek employment elsewhere
    - 1 individual was terminated
    - Remainder of positions were result of promotions or retirements
- Office Restructure
  - Clearly defined PreETS and adult VR units in October 2022
    - Prior – 2 PreETS units, 2 blended units, 3 adult units and BS unit
    - Now – 3 PreETS units, 5 adult units, 1 BS unit
      - Reinstated the 9<sup>th</sup> unit
    - More clearly defined PreETS vs adult responsibilities
    - Handoff of PreETS cases to adult VRC's at graduation
      - Simplified performance standards
  - Will be reevaluated at the end of the school year
- Referral Volume/Foot Traffic
  - There has been a significant year over year increase in referrals
  - 2654 referrals last year (7-1-21 to 6-30-22)
  - 2632 referrals thus far this year (7-1-22 to 4-18-23)
  - Avg just under 280 new referrals per month
  - Transitioning to a more virtual meeting environment
- Pre ETS Update - Jim
  - Many New Provider Agreements
  - Jim trying to meet with both LTF groups monthly
  - MyWork
    - Program started in Pittsburgh
      - Moved Statewide last year
    - Municipalities or nonprofits offer an opportunity to a student
    - OVR reimburses the wage at least \$10.35 per hour
    - OVR funds on site support agency
    - Typically 3-4 per site
    - Roughly 20 sites this summer
    - Opportunities run 8 weeks mid-June through mid-august
    - Flyer with a list of sites still being developed
      - Still finalizing site list
- CVS

- This summer starting in 5 stores with intent to build year over year
  - Not bound to the school year
  - 18 hours per week
  - 2-4 students at each of the 5 locations
    - Goal is 20 students
  - Workforce Innovation and Training Center
  - Ebenezer Baptist Church
    - Mock store set up to
  - Mid June through mid-august
- PCE
  - 9 scheduled
  - Awaiting date for the 10th
  - 2 week 60 hours total
    - 30 each week
  - 30 hours group activity
    - Work readiness
  - 30 group tours around counties around counties for different employers
  - Students can get \$625 stipend
  - Students can participate in more than one opportunity
  - Different areas around the county
- ERC's
  - Launch academy
    - 1 week program
    - In person again
    - Similar to PCE
    - Group activity and then visit some employers
  - Workforce Innovation and Training Center
    - Learning about different opportunities in CVS stores
    - Mock interviews
    - What do they look for
    - Expectations of employees
- In addition to individual services
- CAC members requested a copy of flier about summer programs
- Employment Supports Update
  - Public comment period ended 4-11-23
  - Intention is to simplify the process for all involved
  - Establishing statewide rates
  - Removal of cumbersome job stability tracking requirement
- Fiscal Year Updates
  - Until 6-30-23 “unless otherwise extended by recommendation of OVR Executive Director and approval by the State Board”
    - College Policy
      - Max increased
      - Exempt from EFC

- Exempt year 1-2 calculation and use year 3-4 calculation
    - Exempt pro rating of BTT programs less than 1 year in length
    - FNT allowance increase to 100k until 6-30-23
    - HGAC FNT
  - Currently remain on open OOS
    - MSD, SD, NSD
  - Input from CAC Members
    - What can CAC members do to help OVR?
      - CAC Member suggested a list of questions on the agenda of what CAC members can do to help
- Regular meetings and increased community participation
- Pete will send recurring meeting invitation to existing list serve
- Historically it has taken a while to get new providers signed up. Is it still the same?
- Discussed new provider agreement process
  - Process to become an OVR vendor has been simplified and can be completed within 2-4 weeks
  - Some items (remittance information) need to be handled through the Vendor Data Management Unit which is outside of our control
- Pete wants to develop a List Serve for updates and reporting
- Is OVR relocation still happening?
- Discussed current lease timing and that office will remain at the current location for the foreseeable future (at least 2 years)