

## Meeting Wise Agenda

### Washington BVRS CAC MEETING AGENDA

September 20, 2023, 8:30 AM – 9:30 AM

Virtual Meeting via Microsoft Teams

## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 254 501 700 934

Passcode: cm9duC

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 267-332-8737,,131874092# United States, Philadelphia

Phone Conference ID: 131 874 092#

[Find a local number](#) | [Reset PIN](#)

#### TOPIC: Quarterly CAC Meeting

**Attendees:** Megan Van Fossan, Kendra Casella, Ed Pahula, Darla Openbrier, Ed Polito, Andrew Pennington, James Whitonis, and Sheila Gombita

**Not Present:** Ester Barnes

**Facilitator:** Darla Openbrier

**Secretary:** Kendra Casella

#### TO PREPARE FOR THIS MEETING, PLEASE:

- Read this agenda
- Come with ideas to improve services to customers

**Schedule** [60 minutes]

TIME	MINUTES	ACTIVITY
8:30 AM	2 Minutes	Welcome/ Call to Order  Megan welcomed everyone and made a motion to start the meeting at 8:32 AM.
		Approval of Meeting Minutes-to be sent out for approval along with today's agenda.
8:32 AM		<b>OBJECTIVE 1 - Regular Agenda Items</b> <ul style="list-style-type: none"><li>• <b>Personnel:</b><ol style="list-style-type: none"><li>1. Interviewing for Vacant Supervisor position (Kelly Shaler retired as supervisor 6/16/23). Still only have 2 supervisors (one doing overtime).</li></ol></li></ul>

		<p>2. New VRC, Corey Latinovich, started 7/17/23. Added a new transition caseload where Corey will be covering Peters Twp, Chartiers-Houston, private schools in that area and WACTC. Diana McLaughlin will be focused on continual growth with Canon-McMillan and Washington School districts, while Natalie Vester will be concentrating on all the school districts in the Mon Valley area.</p> <p><b>Open Positions:</b></p> <ol style="list-style-type: none"> <li>1. Eastern Washington County D&amp;A/MH Counselor Position-New VRC to start on 9/25/23 (overtime continues)</li> <li>2. Fayette County Transition Counselor Position-will be completing interviews for this position this week. (overtime continues)</li> <li>3. Supervisor Position-will be completing interviews for this position next week.</li> </ol> <ul style="list-style-type: none"> <li>● <b>Rehab Goal:</b> End of fiscal year was June 30, 2023, and we exceeded our goal at 103%. Reviewed that caseload sizes had increased, but now with spring clean-up project of closing inactive cases, caseloads had gone down some but building again with more active participants.</li> <li>● <b>Rapid Engagement &amp; Rapid Planning:</b> National and statewide initiative to engage referrals and move through VR system to eligibility and then onto plans for services is being incorporated into work. Counselors must meet customers sooner, obtain records and determine eligibility with what they have at time, and not to wait on additional records and evaluations that may take longer for eligibility determinations and individualized plans for services. Megan stated this was good to hear and should have been integrated years ago. Explained still a learning curve for some as they were used to have more time and time extensions were longer. Compliance accountability is being gaged individually as well as office wide.</li> <li>● <b>Fiscal:</b> PA OVR still in a good place fiscally. All increases from last summer were again approved for another year, along with additional funding for Small Business services.</li> </ul>
		<p><b><u>OBJECTIVE 2 – Old/New Business</u></b></p> <ul style="list-style-type: none"> <li>● <b>Summer Programs:</b> This summer, the Washington DO served around 200 students and youth participating in 3 counties at a variety of summer programs including MyWork, Professional Connections Experience (PCE), post-secondary program at WVU (Autism), Neuro Diverse Skills Camp at Waynesburg University, and traditional Paid Work Experiences (PWE). Megan requested names of providers who provided services and Darla informed the providers involved. Megan asked if problems with staffing were reasons other providers were not used or used as much, and Darla confirmed this. Finishing up all the billing and making plans for next summer with transition team including addition of Community Work Instruction (CWI) and Professional Connection Foundation (PCF) programs.</li> <li>● <b>Youth Ambassador (YA) Program:</b> This is still in approval stages with a few providers locally, not sure if the students who were originally interested are still available.</li> <li>● CWDS Updates continue with moving more information/billing from Legacy to 2.0.</li> </ul>

		<ul style="list-style-type: none"> <li>● <b>Updates to OJT policy and forms:</b> Supported Employment can now be used in conjunction with On the Job Training contracts in some instances.</li> <li>● <b>New Mon Valley satellite office:</b> Still being completed with our co-located field office for the Mon Valley area at DHS office in Donora. Furniture has been delivered, but still completing installation on a few cubicles, sign installation, IT issues and security. Was hoping to be in by August, but now looking at some time in October. Will be a shared office with Johnstown and Pittsburgh offices.</li> <li>● <b>Telework:</b> Reminder that statewide, OVR did go to a 3 day telework/2 day in office hybrid schedule as of July 1. Buildings open to public, but have doorbell and doors locked during the day. Staff still expected to complete work timely. If customer requests in person meeting on a staff member's telework day, they must meet with client in person, a presentation is needed or for other reasons, staff can work from field site, District Office, or liaison site on scheduled telework days if needed.</li> <li>● <b>New computer deployment:</b> Still on hold.</li> <li>● <b>New security system for Washington DO:</b> Now that we have new employee entrance door installed, can complete the installation of updated security swipe card system for both the public and employee entrances.</li> </ul> <p>Outreach:</p> <ul style="list-style-type: none"> <li>● Staff attended statewide Transition and Autism conferences this summer.</li> <li>● More involvement with Washington County Leader program (PACTT) affiliate with plans active collaboration this school year.</li> <li>● Career Links-continue to collaborate through weekly staff meetings, events and quarterly partner meetings. Business Services Representative has been out more to the Career Link sites and meeting with employers.</li> </ul>
		<p><b>OBJECTIVE 3 - Open Discussion</b>  Ed Pahula wanted to congratulate Washington for not just meeting but succeeding rehab goal as that has not happened for several years. CAC members were pleased with growth of this office. Jim Whitonis asked Megan if he could submit her name as the chair for participation at statewide meeting, and she agreed.</p>
	1 minute	<p><b>Adjournment/ Next Meeting:</b> Megan made a motion to adjourn the meeting, Ed Pahula seconded the motion and the motion carried. Meeting ended at 9:10 AM.</p> <p>The next quarterly meeting will be in December 2023. Darla will send out TEAMS invite. (Wed. December 13, from 8:30-9:30 AM)</p>