

Norristown CAC Meeting Minutes.

11/13/2023 3pm to 4:15pm ·

Welcome and Introductions:

- **Mary Berry-Shields**---Inspiritec - Vice Chairperson
- **Jerome Greene**--founding member of the CAC...background in IT, Wordpress/Web Development
- **Linda Carmon-Bell**, Parent, Transition Advocate
- **Liz Tripur** - Stakeholder/Parent
- **Bonnye Kelman** - Jenkintown School District - Secretary
- **Andrew Pennington** - CAP Representative
- **Shanae Stallworth** - OVR Representative
- **Kathleen Brown** - OVR Representative
- **Michele Leahy** - Leahy Lifeplan

Not in attendance

- **William Van Riper** - Freedom Valley Enablement Center

Introduction of Guest Michele Leahy

Leahy Lifeplan assists individuals in receiving benefits and getting into systems. Michele is also a Work incentive planning counselor and has work incentive counselors working with

Mary shared information regarding the CAC and the history of the group and shared the continued efforts to find a CAC Chair.

Recruitment Efforts

We discussed continued recruitment efforts for our committee and Shanae Stallworth and Kathleen Brown both discussed efforts made to find new members. We discussed that we would need to have a member with a disability be able to take over the chair position since Mary Berry-Shields has been only in an acting chair capacity and cannot be the Chair due to not having a disability.

Also discussed was to reach out to members who have not attended the last few meetings to gauge their continued interest in the group.

No new interest in recruitment to participate in the CAC

Recruitment is a big priority to increase membership

Michele was voted in unanimously to be a part of the CAC

Video Suggestion Document

The group continued to make edits to the video suggestion document.

OVR Video Recommendations Document - word version draft attached

<https://docs.google.com/document/d/1uPMI249WmqVGt1wZ07QvVnN-RYEks2IeQAxOucuXC4/edit>

It was discussed not to finalize the document since edits were still being made.

Edits were completed and the group agreed that the document was almost complete except for one edit highlighted in green

Also discussed that there may be a more recent document than the one referenced to at the bottom of the document

Elections

The CAC will need to vote again for CAC officers below are position descriptions from the bylaws.

Members that are interested in these positions should express interest before or during our next meeting.

Article V: Officers

Section 1. Officers

The officers of the Citizen Advisory Committee shall be the Chairperson, the Vice Chairperson and the Secretary.

Section 2. Election and Terms of Office

An election for the purpose of selecting officers of the Citizen Advisory Committee shall be held every year within 120 days of December 31 or, if an office is vacant, at the next regular meeting of the Committee. The officers shall serve terms of office of up to one year: commencing their duties on January 1 or at the time of election (if the office is vacant) and serving until December 31. A member may serve in an office indefinitely, though it is recommended that no member serve more than two consecutive terms in a particular office. Election of officers shall be by a majority vote of Committee members present. Any member nominated for an office must consent to serve in that office prior to a vote on their nomination.

Section 3. Duties and responsibilities

The duties of the Chairperson shall be to schedule and preside at regular meetings of the Citizen Advisory Committee; to sign, or to authorize signature upon, all reports, letters or other communications made in the name of the Committee; to be responsible for directing and coordinating the affairs of the Committee; to receive and review membership applications; and to accept letters of resignation.

The duties of the Vice-Chairperson shall be, in the absence of the Chairperson, to substitute for and to have all of the powers and duties of the Chairperson. In addition, the Vice-Chairperson shall assist the Chairperson in coordinating the activities of the Committee and shall have additional duties and responsibilities as may be assigned by the Chairperson.

The duties of the Secretary shall be to record and to maintain the minutes and other records of the Committee, to communicate the minutes of meetings of the Committee to the Chairperson, to the members, and to others as requested by the Chairperson, and to perform such other record keeping and communicating duties on behalf of the Committee as may be assigned by the Chairperson.

Section 4. Removal of Officers

An officer of the Citizen Advisory Committee may be removed from office when, in the judgment of two thirds of the members of the Committee present, the best interests of the Committee are not being served by that officer. Such a vote may occur at any regular meeting.

Section 5. Resignation

An officer may resign his/her officer position on the Committee at any time by submitting a written resignation statement. In the case of resignation of the Chairperson, the resignation statement shall be submitted to the Vice-Chairperson.

Upcoming Activity Brainstorming

Linda Carmon Bell suggested that the CAC propose to present at the upcoming Special Education conference,

Also discussed was introducing the CAC at an Upcoming OVR Public meeting

Open Forum

No Activity

Next Meeting

Next Meeting 2/12/23 at 3pm