

Norristown CAC Meeting Minutes.

2/26/24 (rescheduled from 2/13/24) 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
- **Andrew Pennington** - CAP Representative
- **Shanae Stallworth** - OVR Representative
- **Kathleen Brown** - OVR Representative
- **Kyle Bryant** – Friedrich’s Ataxia Research Alliance

Not in attendance

- **William Van Riper** - Freedom Valley Enablement Center
- **Liz Tripur** - Stakeholder/Parent
- **Bonnye Kelman** - Jenkintown School District - Secretary
- **Michele Leahy** - Leahy Lifeplan

Introduction of Members

Members in attendance introduced themselves.

Introduction of Guest Kyle Bryant

Kyle was a client of Vocational Rehabilitation Services in California and Pennsylvania. He works for the Friederich’s Ataxia Research Alliance. The mission of the organization is to marshal and focus the resources and relationships needed to cure FA by raising funds for research, promoting public awareness, and aligning scientists, patients, clinicians, government agencies, pharmaceutical companies and other organizations dedicated to curing FA and related disease. He was referred to the group from his VR counselor

Mary shared information regarding the CAC and the history of the group.

Recruitment Efforts

We discussed continued recruitment efforts for our committee. The group 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.

Kyle will attend as a guest at the next meeting before deciding to join the group.

Video Suggestion Document

The group continued to make edits to the video suggestion document. The draft version in google doc needed permission to edit. The edited word version is attached. An additional section for website users was added

Elections

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

Because of low attendance at the meeting, the discussion on elections was deferred to the next meeting. 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

Member mentioned updating the CAC Brochure.

Open Forum

No activity

Next Meeting

Next Meeting 5/20/23 at 3pm