

Norristown CAC Meeting Minutes.

6/10/24 (rescheduled from 5/20/24) 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
- **Michele Leahy** - Leahy Lifeplan

Not in attendance

- **William Van Riper** - Freedom Valley Enablement Center
- **Liz Tripur** - Stakeholder/Parent
- **Bonnye Kelman** - Jenkintown School District - Secretary
- **Kathleen Brown** - OVR Representative
- **Kyle Bryant** – Friedrich’s Ataxia Research Alliance

Introduction of Members

Members in attendance introduced themselves.

Recruitment Efforts

We discussed continued recruitment efforts for our committee. Mary mentioned that she will be attending the CAC statewide meeting on July 9, 2024 and will try to pick up CAC recruitment suggestions from the Meeting. Shanae said OVR has just hired and we discussed presenting the CAC to the new hires.

Video Suggestion Document

The group decided to submit the final document to OVR and Shanae will find out the channels needed for submission. It was also suggested to have a cover email explaining the purpose of the document and Linda agreed to draft the cover letter.

Elections

It was discussed that elections will be held at our next meeting for the chair, co-chair and secretary. Members that are interested in these positions should express interest before or during our next meeting.

Below are position descriptions from the bylaws.

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.

Updating the CAC Brochure

At the meeting the brochure was updated with the attending members. Unfortunately when trying to update the edits, I was not able to use my current Adobe Acrobat. If someone in the group has Adobe Pro, I can meet with them to complete the edits.

Open Forum

No activity

Next Meeting

Next Meeting 8/12/24 at 3pm