

**CITIZEN ADVISORY COMMITTEE (CAC)
TO THE
READING OFFICE OF VOCATIONAL REHABILITATION (OVR)**

Serving Berks & Schuylkill Counties, 3602 Kutztown Road, Suite 200, Reading, PA 19605
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MEETING AGENDA

NOTE: Meeting Agenda is posted on Pennsylvania Rehabilitation Council (PaRC) website.

TYPE:	Full Committee Meeting (Open To The Public)
LOCATION:	Virtual via Microsoft Teams & Call-In
DATE:	September 10 th , 2024
TIME:	1:00pm - 3:00pm (Approx. 2hrs.)
RECORDED BY:	Kim Baskett, District Administrator (Interim Secretary)

1. CALL TO ORDER

- a. Starting Time

2. WELCOME & OPENING REMARKS

- a. Welcome & Happy "National Ants On A Log Day, TV Dinner Day, Swap Ideas Day!"
- b. Roll Call (By Secretary)
- c. Mission
 - i. Generally, to identify challenges & make recommendations to the RDG-OVR, and help advocate & serve people with disabilities in our community.
 - ii. Officially, Call Reading OVR Office for a "CAC To The RDG OVR Brochure"
- d. Guest Introductions
 - i. Jim Whitonis, PA-OVR VR Specialist (Representative Guest)

3. PUBLIC COMMENTS: AGENDA ITEMS (5 minute limit)

4. AGENDA (*Motion Needed*)

- a. Motion needed to "Approve" Agenda for today's meeting of 09/10/2024.
 - i. Discussion - Additions, Deletions or Corrections (must be minor in nature)
 - ii. All In-Favor "Yes", All Opposed "No", Anyone "Abstained"

5. MINUTES (*Motion Needed*)

- i. Motion needed to "Approve" Minutes for prior meeting of 06/11/2024.
- ii. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)
- iii. All In-Favor "Yes", All Opposed "No", Anyone "Abstained"

6. CAC CHAIRPERSON - REPORT, UPDATE & GOALS

- a. Meeting Agenda Format
 - i. Revision Completed & Implemented
- b. Meeting Minutes Format
 - i. Revision Completed & Implemented
- c. By-Laws

- i. Review & Revise In-Progress
 - d. Members Application Form
 - i. Review & Revise In-Progress
 - e. Members Status Form
 - i. Create In-Progress
 - f. Brochure
 - i. Review & Revise In-Progress
 - g. Members Comments, Questions (i.e. Challenges / Recommendations)
- 7. CAC VICE-CHAIRPERSON - REPORT, UPDATE & GOALS
 - a. PA OVR Statewide CAC Chair Meeting on 07/09/2024
 - i. Meeting Highlights - Minutes Distributed
 - b. Members Comments, Questions (i.e. Challenges / Recommendations)
- 8. CAC SECRETARY - REPORT, UPDATE & GOALS
 - a. Vacant - Member Needed
 - i. Interim Secretary: Kim Baskett, District Administrator
 - ii. Flyer Highlighting Vacancy
 - b. Members Comments, Questions (i.e. Challenges / Recommendations)
- 9. RDG-OVR - REPORT, UPDATE, & GOALS
 - a. Staffing Numbers
 - b. Customer Numbers
 - c. Current Programs & Announcements
 - d. New Programs & Announcements
 - e. Members Comments, Questions (i.e. Challenges / Recommendations)
- 10. AD-HOC WORK GROUP (Create)
 - a. "2025 Notice of Meetings Ad-hoc Work Group"
 - i. Objective: Recommend Places, Dates, & Times of 2025 CAC Meetings.
 - ii. Appointment Of Chair & 2 Members
 - b. Members Comments, Questions (i.e. Challenges / Recommendations)
- 11. MEMBERSHIP UPDATED RE/APPOINTMENTS
 - a. 2025 Membership Re/Appointments
 - i. Review Members For Reconsideration
 - ii. Contact Members For New Application
 - b. Members Comments, Questions (i.e. Challenges / Recommendations)
- 12. NEW BUSINESS & ANNOUCEMENTS (Mission Related)
 - a. National Disability Employment Awareness Month (NDEAM)
 - i. Month Of October 2024
 - ii. Theme "Access to Good Jobs for All"
 - iii. <https://www.dol.gov/agencies/odep/initiatives/ndeam>

- b. Members Comments, Questions (i.e. Challenges / Recommendations)
13. OTHER BUSINESS & ANNOUNCEMENTS (Disability Related)
- a. Members Comments, Questions (i.e. Challenges / Recommendations)
14. PUBLIC COMMENTS: GENERAL ITEMS (5 minute limit)
15. NEXT MEETING
- a. Date - December 10th, 2024 (1:00pm - 3:00pm Approx. 2hrs.)
 - b. Members Comments, Questions (i.e. Challenges / Recommendations)
16. PARTNERS & RESOURCES
- a. (Pa OVR) Pennsylvania Office Of Vocational Rehabilitation Contact Info
 - i. Phone: 800-442-6351 / TTY: 866-830-7327 / www.dli.pa.gov
 - b. (Pa RC) Pennsylvania Rehabilitation Council Contact Info
 - i. Phone: 888.250.5175 / TTY: 888.559.2658 / parehabilitationcouncil.org
 - c. (Pa CAP) Pennsylvania Client Assistance Program Contact Info
 - i. Phone: 888-745-2357 (voice/711Relay) / www.equalemployment.org
 - d. (Rdg OVR) Reading Office Of Vocational Rehabilitation Contact Info.
 - i. See Above "Meeting Agenda" Title
17. CLOSING REMARKS
- a. Members-at-large
 - b. Officers
 - c. Chair
18. ADJOURNMENT (Motion Needed)
- a. Motion needed to "Approve" Adjournment for today's meeting of 09/10/2024.
 - i. Discussion - Additions, Deletions, or Corrections
 - ii. All In-Favor "Yes", All Opposed "No", Anyone "Abstained"
 - iii. Adjournment Time