

**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: Document is posted on [Pennsylvania Rehabilitation Council \(PaRC\)](#) website.

TYPE: Full Committee Meeting (Open To The Public)
LOCATION: Virtual via Microsoft Teams & Call-In
DATE: December 10th, 2024
TIME: 1:00pm - 3:30pm (Approx. 2.5hrs.)
RECORDED BY: Kim Baskett, District Administrator (Interim Secretary)

1. CALL TO ORDER
 - A. Meeting Starting Time
2. WELCOME & OPENING REMARKS
 - A. Welcome
 - B. Roll Call
 - C. Guest Introductions
 - i. Jim Whitonis, PA-OVR VR Specialist (Representative Guest)
 - D. 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."
3. PUBLIC COMMENTS: AGENDA ITEMS (5 minute limit)
4. AGENDA (*Motion Needed*)
 - A. Motion needed to "Approve" Agenda for today's meeting of 12/10/2024.
 - i. Discussion - Additions, Deletions or Corrections (must be minor in nature)
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
5. MINUTES (*Motion Needed*)
 - A. Motion needed to "Approve" Minutes for prior meeting of 09/10/2024.
 - i. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
6. CAC CHAIRPERSON - REPORT, UPDATE & GOALS
 - A. By-Laws
 - i. Completed & On Agenda For Approval
 - B. Members Application Form
 - i. Completed & Implemented
 - C. Members Status Form

- i. Completed & Implemented
 - D. Brochure
 - i. Review & Revise In Progress
 - E. Members Comments, Questions (i.e. Challenges / Recommendations)
- 7. CAC VICE-CHAIRPERSON - REPORT, UPDATE & GOALS
 - A. PA OVR Statewide CAC Chair Meeting
 - i. Next Meeting Highlights - 01/30/2025 @ 9:00am - 11:00am
 - 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 Data
 - B. Customer Data
 - C. Current Programs & Announcements
 - D. New Programs & Announcements
 - E. Members Comments, Questions (i.e. Challenges / Recommendations)
- 10. 2025 NOTICE OF MEETINGS AD-HOC WORK GROUP - REPORT
 - A. Angel Torres - Chair
 - i. Objective: Recommend Places, Dates, & Times of 2025 CAC Meetings.
 - ii. Recommendations
 - B. Members Comments, Questions (i.e. Challenges / Recommendations)
- 11. 2025 Notice of Meetings (Motion Needed)
 - A. Motion needed to "Approve" the CAC to the RDG OVR 2025 Notice of Meetings as recommended by the 2025 Notice of Meetings Ad-hoc Work Group.
 - i. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
- 12. MEMBERSHIP UPDATED RE/APPOINTMENTS
 - A. 2025 Membership Re/Appointments
 - i. Review Members For Reconsideration
 - ii. Contact Members For New Application
 - B. 2025 Membership Status
 - i. Completed & Implemented
 - C. Members Comments, Questions (i.e. Challenges / Recommendations)
- 13. BY-LAWS (Motion Needed)

- A. Motion needed to "Approve" the CAC to the RDG OVR By-Laws for implementation on 01/01/2025.
 - i. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"

14. ELECTION OF OFFICERS (Actions Needed)

A. CAC Chairperson (Nomination Needed)

- i. Floor Is Open For Chairperson Nominations
 - 1. Nominee Acceptance
 - 2. Discussion
- ii. Floor is Closed For Chairperson Nominations
 - 1. A nomination (was / was not) made to "Elect" (nominee) as the CAC Chairperson
 - 2. RDG-OVR District Administrator - Poll Members For Vote
 - a. Please says "Yes", "No", "Abstain"

B. CAC Vice-Chairperson (Nomination Needed)

- i. Floor Is Open For Vice-Chairperson Nominations
 - 1. Nominee Acceptance
 - 2. Discussion
- ii. Floor is Closed For Vice-Chairperson Nominations
 - 1. A nomination (was / was not) made to "Elect" (nominee) as the CAC Vice-Chairperson
 - 2. RDG-OVR District Administrator - Poll Members For Vote
 - a. Please says "Yes", "No", "Abstain"

C. CAC Secretary (Nomination Needed)

- i. Floor Is Open For Secretary Nominations
 - 1. Nominee Acceptance
 - 2. Discussion
- ii. Floor is Closed For Secretary Nominations
 - 1. A nomination (was / was not) made to "Elect" (nominee) as the CAC Secretary
 - 2. RDG-OVR District Administrator - Members will be polled for vote
 - a. Please says "Yes", "No", "Abstain"

15. NEW BUSINESS & ANNOUCEMENTS (Mission Related)

A. PA State Board of Vocational Rehabilitation Meeting - 09/12/2024

- i. Link: [Agenda & Minutes](#)

B. Members Comments, Questions (i.e. Challenges / Recommendations)

16. OTHER BUSINESS & ANNOUCEMENTS (Disability Related)

A. Members Comments, Questions (i.e. Challenges / Recommendations)

17. PARTNERS & RESOURCES

- A. (Rdg OVR) Reading Office Of Vocational Rehabilitation Contact Info.
 - i. See Above Letter Head
- B. (Pa OVR) Pennsylvania Office Of Vocational Rehabilitation Contact Info
 - i. Phone: 800-442-6351 / TTY: 866-830-7327 / www.dli.pa.gov
- C. (Pa RC) Pennsylvania Rehabilitation Council Contact Info
 - i. Phone: 888.250.5175 / TTY: 888.559.2658 / parehabilitationcouncil.org
- D. (Pa CAP) Pennsylvania Client Assistance Program Contact Info
 - i. Phone: 888-745-2357 (voice/711Relay) / www.equalemployment.org

18. NEXT MEETING

- A. Date: To Be Determined by Recommendations & Approval
 - i. Will Be Posted via. CAC Webpage on PARC Website
- B. Members Comments, Questions (i.e. Challenges / Recommendations)

19. PUBLIC COMMENTS: GENERAL ITEMS (5 minute limit)

20. CLOSING REMARKS

- A. Members-at-large
- B. Officers
- C. Chair

21. ADJOURNMENT (Motion Needed)

- A. Motion needed to "Approve" Adjournment for today's meeting of 12/10/2024.
 - i. Discussion - Additions, Deletions, or Corrections
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
 - iii. Meeting Ending Time