

**CITIZENS' ADVISORY COMMITTEE TO THE READING OVR**  
**SEPTEMBER 12th, 2023**  
**MEETING 1:00 PM TO 3:00PM**  
**VIRTUALLY OVER MICROSOFT TEAMS**  
**MINUTES**

1. Call meeting to order.
  - Meeting was called to order at 1:09 PM
2. Introductions:
  - Attendance: 5 members, 2 OVR staff
3. Review & approval of March & June 2023 meeting minutes:
  - A. Posting of minutes on the Pennsylvania Rehabilitation Council website after approval.
  - CAC was unable to review and approve minutes as it was not possible to hold a quorum.
4. OVR Report: (Kim Baskett, Acting District Administrator)
  - A. Report on open or new cases with Reading District Office since last meeting and since the start of the fiscal year to see the trend in referrals. This will help track if outreach is meeting its goal.
  - New program year began 7/1/2023 and runs to 6/30/2024
  - New program year coincides with state fiscal year
  - Numbers reported are valid to-date for this fiscal year
  - 199 referrals
  - 76 initial interviews / intake appointments successfully held
  - This number reflects cases moved to status 02 to date, not the total number of initial interviews conducted. The discrepancy is due to case processing delays and successful return of Rights & Responsibilities document (OVR-11).
  - VRCs are encouraged to meet in person as much as possible to ensure all documents are received as quickly as possible and to cut down on processing delays.
  - There are many forms that are required by the OVR legal department to have a wet signature to be considered valid.
  - OVR has been working towards using DocuSign in order to expedite the form-signing process, however there is no new information regarding this to date.
  - 174 eligibilities determined
  - 134 initial IPEs completed
  - 23 successful Status 26 closures
  - Staff changes since last CAC meeting were discussed.
  - 1 counselor resigned
  - 1 counselor started
  - Territory will be Schuylkill County with some Berks County
  - Counselor is Spanish-Speaking but will not have the primary Spanish-Speaking caseload
  - RDO is in the round of interviews for the last 2 VRC positions
  - Previously finished round had 3 openings and offered 3 positions to candidates
  - 1 immediately declined, 1 declined later, 1 accepted
  - 1 VRC is currently Temporarily Working Out of Class (TWOC) as a supervisor
  - As soon as the supervisor position is filled permanently, Kim will post the new opening
  - 1 supervisor retired (Theresa Blackwell)
  - Request to fill the position has been submitted, but the HR Service Center currently has a backlog

- Assistant District Administrator and two Business Services Representative positions are still open
- No update on these positions since last CAC meeting
- 1 clerical position remains open
- This position will not be filled until the full complement of other positions is already staffed

5. CAC Goals:

- A. Social media options to promote CAC, preparing a post for the Pennsylvania Rehabilitation Council website.
- B. Improve outreach to Berks and Schuylkill counties.
  - A post is being prepared to be added to the PARC website
  - Information to include is next meeting date and possibly CAC one-pager and contact information to send to the OVR social media coordinator
  - Information is intended to be posted to the PARC website in the future once limitations on content are understood. Future posts include upcoming meeting dates and time.
  - Outreach – Angel attended the Pottsville Outdoor Event on July 15, 2023. He was there to be a presence and be visible for any interested people to ask questions about the CAC.
  - Upcoming outreach opportunities include CareerLink Day (a statewide event where each CareerLink schedules and holds independently). OVR staff intend to attend and will have the CAC brochure at their tables for information to be distributed to the community.
  - CAC recruitment flyer updates
  - Update the dates, emails, and meeting locations on the brochure, social media updates, and the letter included for Status 26 closures.
  - Sally found the original files for updating the brochure
  - The updated file is in MSPublisher
  - Angel and Sally will review the documents in question and give Kim suggestions to review before updating the file
  - CAC bylaws attached to today's meeting invite are contested as being not the most up-to-date bylaws
  - Sally and Angel will review the bylaws documents and try to find the most recent bylaws to distribute to the CAC
  - Statewide OVR CAC Chairperson Meeting
  - Looking into whether this is possible
  - James Whitonis has brought this possibility up to other CAC chairs and they thought it was a good idea
  - Kim is happy to see if Jim Whitonis can help coordinate this meeting
  - Looking into how to facilitate the meeting
  - Possibly will bring up the possibility at the PaRC meeting on October 18, 2023 or at the next rehabilitation council meeting
  - It is possible other CAC chairs are waiting for Angel to contact them
  - Considering how to build a constructive rapport through this meeting and how to logistically hold the meeting
  - Intending to use the meeting to bounce ideas with other CAC chairs, open and strengthen communication between the CACs, and improving relationships between CACs and chairpeople.
  - Priorities for most CACs seem to include:

- Achieving quorums for regular meetings
  - Recruiting new members
  - Keeping and maintaining a chair
  - Understanding the roles of chair, members, and OVR staff
  - Is the name of the organization Citizen's Advisory Committee or Citizen Advisory Committee?
  - Name appears to be inconsistent across CACs across the state
  - Naming and consistency should be addressed with other chairs
  - Is CAC outreach something VRCs can help with through their caseload?
  - VRCs do know about the CAC, but VRCs are on the whole overwhelmed with other tasks and do not need to add other tasks like recruiting
  - OVR will circulate new information and documents to the VRCs when the documents are finalized
6. CAC recruitment flyer should be updated and in letter form for closures:
7. State OVR CAC Chairperson meeting, is it possible?
8. Reading District Office CAC brochure needs updating on PaRC website:
9. Agenda for next meeting:
- Updates on brochure, flyer, and letter
  - Updates on bylaws / handbook
  - Conversation with Jim Whitonis regarding chairperson meeting and logistics
10. Stepping down:
- Nominations and elections will be addressed at the December 2023 meeting
  - Elections and nomination process were discussed and reviewed
11. Announcements for general good:
- A. 2023 PA Rehabilitation Council (PaRC) meeting schedule: October 18th, from 9:30am to 1pm. Register at [parc@parehabilitationcouncil.org](mailto:parc@parehabilitationcouncil.org) or 717.975.2004. Pennsylvania Rehabilitation Council
- B. PA State Board of Vocational Rehabilitation meeting schedule: September 14th, and December 7th, from 10am to 3pm. [RA-LIOVR-STBOARD-CMT@pa.gov](mailto:RA-LIOVR-STBOARD-CMT@pa.gov) . PA State Board of Vocational Rehabilitation
- C. Any other announcements?
- Next PaRC meeting 10/18/2023 from 9:30 AM to 1:00 PM
  - PA State Board of Vocational Rehabilitation meeting 9/14/2023 and 12/7/2023 from 10:00 AM to 3:00 PM
  - Abilities in Motion holding a ribbon cutting event for a new building. Event is at Hiester's Lane one 9/20/2023 from 3:00 PM to 4:00 PM
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12. Date for the next CAC meeting is December 12th at 1pm.
13. Adjourn meeting.
- Motion to adjourn made at 2:24 PM by Andrew, Seconded by Sally.

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