

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 10 th , 2024
TIME:	1:00pm - 3:30pm (Approx. 2.5hrs.)
RECORDED BY:	Kim Baskett, RDG OVR District Administrator (Interim Secretary)

1. CALL TO ORDER

A. Meeting Start Time

2. WELCOME & OPENING REMARKS

A. Welcome

B. 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."

C. Roll Call

D. Guest Introductions

i. Jim Whitonis, PA OVR VR Specialist (Representative Guest)

3. PUBLIC COMMENTS: AGENDA ITEMS (3 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 (Updates & Goals)

A. By-Laws

i. Completed & On Agenda For Approval

B. Membership Application Form

i. Completed & Implemented

C. Membership Status Form

- i. Completed & Implemented
 - D. Brochure
 - i. Review & Revise In Progress
 - E. Members Comments & Questions (*Challenges / Recommendations*)
- 7. CAC VICE-CHAIRPERSON - REPORT (*Updates & Goals*)
 - A. PA OVR Statewide CAC Chair Meeting
 - i. Next Meeting Highlights - 01/30/2025 @ 9:00am - 11:00am
 - B. Members Comments & Questions (*Challenges / Recommendations*)
- 8. CAC SECRETARY - REPORT (*Updates & Goals*)
 - A. Vacant - Member Needed
 - i. Interim Secretary: Kim Baskett, District Administrator
 - ii. Flyer Highlighting Vacancy
 - B. Members Comments & Questions (*Challenges / Recommendations*)
- 9. RDG OVR - REPORT (*Updates & Goals*)
 - A. Staffing Data
 - B. Customer Data
 - C. Current Programs & Announcements
 - D. New Programs & Announcements
 - E. Members Comments & Questions (*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 (*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 (*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 & ANNOUNCEMENTS (*Mission Related*)

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

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

B. Members Comments & Questions (*Challenges / Recommendations*)

16. OTHER BUSINESS & ANNOUNCEMENTS (*Disability Related*)

A. Members Comments, Questions (*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 (*Challenges / Recommendations*)

19. PUBLIC COMMENTS: NON-AGENDA ITEMS (3 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"
- B. Meeting Ending Time