

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 MINUTES

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

- 1:05pm

2. WELCOME & OPENING REMARKS

A. Welcome

- Brian - reads heading details of meeting minutes.

B. Mission

- Generally, to identify challenges & make recommendations to the RDG OVR, and help advocate & serve people with disabilities in our community.
- Officially, Call Reading OVR Office for a "CAC To The RDG OVR Brochure."

C. Roll Call

- No updated list yet of membership.
- Brian D'Amico; Chair
- Angel Torres; Vice-Chair
- Judy Yeasted
- Helen Konnick
- Andrew Pennington
- McKenzie Hollenbach; Secretary
- Kim Baskett; RDG OVR District Administrator
- Sally sent me email and has resigned from CAC.
 - Chairperson thanked her for her work over the years, especially with the last couple months with revising our by-laws. Several members also thanked her for her volunteer service. Andrew recommended sending her a thank you letter. Brian has already thanked her over the phone and sent her a thank you email on behalf of the committee.

D. Guest Introductions

- Jim Whitonis, PA OVR VR Specialist (Representative Guest)

- Wanda Smith; RDG OVR Assistant District Administrator

3. PUBLIC COMMENTS: AGENDA ITEMS (3 Minute Limit)

- No one from public in attendance.

4. AGENDA (Motion Needed)

A. Motion needed to "Approve" Agenda for today's meeting of 12/10/2024.

- Motion made 1st Helen, 2nd Andrew
 - i. Discussion - Additions, Deletions or Corrections (must be minor in nature)
 - Brian - Change agenda item #5 from "approve" to "table."
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
 - In Favor - Unanimous, Opposed - None, Abstentions - None
 - Motion Approved

5. MINUTES (Motion Needed)

A. Motion needed to "Approve" "Table" Minutes for prior meeting of 09/10/2024.

- Motion made 1st Andrew, 2nd Helen
 - i. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)
 - Brian - Minutes were just received with invite. Want to give members time to read minutes.
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
 - In Favor - Unanimous, Opposed - None, Abstentions - None
 - Motion Approved

6. CAC CHAIRPERSON - REPORT (Updates & Goals)

A. By-Laws

- i. Completed & On Agenda For Approval
 - Brian - By-laws have been completed. On Today's agenda for approval. All members were sent email with by-laws. A number of members had questions and gave their input. That is greatly appreciated.

B. Membership Application Form

- i. Completed & Implemented
 - Brian - Application form is completed and implemented. All members were sent email with application form. Hopefully all members sent into Kim so they can be reappointed today.

C. Membership Status Form

- i. Completed & Implemented
 - Brian - Status form is completed and implemented. I met with Kim & Angel to go over both forms for approval. All members were sent email with status form. As mentioned in past my hope is these forms help us become more organized,

D. Brochure

- i. Review & Revise In Progress

- Brochure review and revise is in progress but not completed. Will be agenda item for New Year 2025.

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

- None

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

- Angel - next meeting is coming.

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

- Brian - I will be attending meeting. Minutes are posted on our CAC webpage on the PARC website.

8. CAC SECRETARY - REPORT (*Updates & Goals*)

A. Vacant - Member Needed

i. Interim Secretary: Kim Baskett, District Administrator

- Brian - No permanent secretary yet. One is needed. Kim is interim secretary Kim is hoping someone takes over role of Secretary. She has a lot of priorities within the office right now.

ii. Flyer Highlighting Vacancy

- Brian - Possibly create flyer highlighting vacancy. Part of outreach in 2025.

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

- Brian - Question if Kim has talked to Chris Harbert at PA OVR regarding using their transcription services. I had some discussion with him about using their service. He was going to reach out to you about this.
 - Kim - She has not spoken to Chris regarding this.
- Brian - Using a transcription service may help better fill the Secretary position. I believe people are hesitant accepting role because of taking minutes. I will follow up with Chris.

9. RDG OVR - REPORT (*Updates & Goals*)

- Report given but no report minutes due to minute notes lost at RDG OVR Office.

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.

- Angel - Andrew sent out poll for meetings dates. Objectives were to find best dates, place, and times for 2025 meetings. Found 4 sites for meetings.

- March site, Abilities in Motion
- June site; PA CareerLink-Schuylkill County
- September site; PA CareerLink-Berks County
- December site; Reading OVR
- Andrew - He spoke on scope of work Angel and he put into arriving at recommendations. He expressed his appreciation to Angel for the time he put into contacting all the sites. Andrew and Angel created a poll for input and were hoping for more responses. They were trying to be sensitive to Kim's time and the member's time. Looking for feedback from members but Angel, Brian, and he were only ones to respond to poll. Andrew and Angel put a lot of time into this, trying to be considerate to everyone's time and was would of like more feedback and responses.
- Brian - Appreciate Andrew and Angels time and agrees with Andrew. It was important to have everyone's input. I was disappointed we didn't get more input to poll from members. It's up to members regarding dates, times, and place.
- Helen - At last meeting there was discussion regarding meetings being same time same day not sure about hybrid. She didn't realize poll would be sent around. Could you resend email with poll?
- Andrew - He is located near Philadelphia. He would not be able to make it to every site. Last meeting a lot of discuss and hybrid and in-person. Trying to give members ability to network with other agencies. Angel contacted sites to coordinate their ability to have hybrid and in-person meetings.
- Brian - We can resend email or we can discuss now to get everyone.
- Angel - Would recommend those sites as discussed. Time would be 1pm-3pm time frame. I just resent email. I see Helen did respond now.
- Andrew - There was an option for either Tuesday or Thursday is only real change from current meeting schedule.
- Judy - She just looked and doesn't see different day only times.
- Brian - Check email response and only see Tuesday with three different times. 1-3, 2-4, 3-5.
- Angel - Looks like current schedule is what everyone prefers. Second Tuesday of those months.
- Brian - Agrees it looks like current schedule is best so we will stay.
- Kim - Each meeting invite will have its own date, time and location.
- Brian - Will create a 2025 meeting notice to be posted on CAC webpage on PARC website. What are members input on virtual. Hybrid, or in=person?
- Some members will try to do in-person but would like hybrid.
- Kim - Would like to do hybrid at all four locations.

- Angel - Suggest sending out email on who is attending in-person meeting.
- Kim - Thinks sticking with hybrid meeting for all sites would be best. Helps raise awareness for bot RDG OVR and CAC.
- Helen - Thinks having all sites as hybrid would be best.
- Angel - I was planning on being at all the site. Making sure everything is setup.
- Kim - I was planning to attend all sites. Schuylkill County may be difficult but will try to attend.
- Angel - This would be good thing for our outreach and marketing in the new year. Finding new members and building those relationships.

ii. Recommendations

- Brian - So to finalize meeting schedule.
 - March 11th, 2025 @ Abilities in Motion, 755 Hiesters Ln, Reading, PA 19605, 1pm-3pm.
 - June 10th, 2025 @ PA CareerLink-Schuylkill County, 203 E Arch St, Pottsville, PA 17901, 1pm-3pm.
 - September 9th, 2025 @ PA CareerLink-Berks County, 1920 Kutztown Rd Suite F, Reading, PA 19604, 1pm-3pm.
 - December 9th, 2025 @ Reading OVR, 3602 Kutztown Road, Suite 200, Reading, PA 19605, 1pm-3pm.
 - Brian - All meeting are hybrid, and sending out email in advance requesting who will be in attendance

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

- Kim - Will send out meeting invites for the year soon, all at once with site locations. It would be four different invites because of different site locations. Secretary could set reminder to send out two weeks ahead asking for attendees.
- Brian - Agrees with Kim and I will post on our CAC websites.
- Brian - We can end of 2025 NOTICE OF MEETINGS AD-HOC WORK GROUP.

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.
- Motion made 1st Brian, 2nd Helen
 - i. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)
 - Was previously discussed
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
 - In Favor - Unanimous, Opposed - None, Abstentions - None
 - Motion Approved

12. MEMBERSHIP UPDATED RE/APPOINTMENTS

A. 2025 Membership Re/Appointments

- i. Review Members For Reconsideration
 - Brian - Did everyone get application?
 - Judy - Not sure but will check.
 - Brian - Did anyone not send it in?
 - Angel - Needs to send it.
 - Brian - Notes that Membership Application and Membership Status form is for members and OVR employees only.
 - ii. Contact Members For New Application
- B. 2025 Membership Status
 - i. Completed & Implemented
 - Brian - Membership Status form is now completed. From now on once member's application is submitted a person will get a membership status form as reply.
- C. Members Comments & Questions (*Challenges / Recommendations*)
 - Angel - Does not need status form.

13. BY-LAWS (*Motion Needed*)

- A. Motion needed to "Approve" the CAC to the RDG OVR By-Laws for implementation on 01/01/2025.
 - Motion made 1st Angel, 2nd Andrew
 - i. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)
 - Brian - All members were emailed copy of new by-laws. I did get a number of questions and comments and input. Wanted to thank Sally for all her help with writing by-laws. She was extremely helpful and also thanks to all the members for their input also. Any other comments or questions?
 - None.
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
 - In Favor - Unanimous, Opposed - None, Abstentions - None
 - Motion Approved

14. ELECTION OF OFFICERS (*Actions Needed*)

- A. CAC Chairperson (*Nomination Needed*)
 - i. Floor Is Open For Chairperson Nominations
 - Brian - Any nominations for CAC Chair Chairperson?
 - Andrew - Nominated Brian as CAC Chair Chairperson.
 - No other nominations.
 - 1. Nominee Acceptance
 - Brian - I will accept nomination.
 - 2. Discussion
 - None.
 - ii. Floor is Closed For Chairperson Nominations

- Brian - Closed floor to nominations.
 1. A nomination (was / was not) made to "Elect" (nominee) as the CAC Chairperson
 - A nomination was made by Andrew to elect Brian D'Amico as the CAC Chairperson.
 2. RDG-OVR District Administrator - Poll Members For Vote
 - a. Please says "Yes", "No", "Abstain"
 - In Favor - Unanimous, Opposed - None, Abstentions - None
 - Motion Approved

B. CAC Vice-Chairperson (*Nomination Needed*)

- i. Floor Is Open For Vice-Chairperson Nominations
 - Brian - Any nominations for CAC Vice-Chairperson.
 - Andrew - Nominated Angel as CAC Vice-Chairperson.
 - Kim - Nominates Helen as CAC Vice-Chairperson.
 - No other nominations.
 1. Nominee Acceptance
 - Angel - He has decline CAC Vice-Chairperson Nomination.
 - Helen - Would like to know more about the role of the position. After looking at role in by-laws she accepts nomination.
 2. Discussion
 - None
- ii. Floor is Closed For Vice-Chairperson Nominations
 - Brian - Closed floor to nominations.
 1. A nomination (was / was not) made to "Elect" (nominee) as the CAC Vice-Chairperson
 - A nomination was made by Kim to elect Helen Konnick as the CAC Vice-Chairperson.
 2. RDG-OVR District Administrator - Poll Members For Vote
 - a. Please says "Yes", "No", "Abstain"
 - In Favor - Unanimous, Opposed - None, Abstentions - None
 - Motion Approved

C. CAC Secretary (*Nomination Needed*)

- i. Floor Is Open For Secretary Nominations
 - Brian - Any nominations for CAC Secretary.
 - Andrew - Nominated McKenzie Hollenbach as CAC Secretary.
 - No other nominations.
 1. Nominee Acceptance
 - McKenzie - I will accept nomination.
 2. Discussion

- None
- ii. Floor is Closed For Secretary Nominations
 - Brian - Closed floor to nominations.
 1. A nomination (was / was not) made to "Elect" (nominee) as the CAC Secretary
 - A nomination was made by Andrew to elect McKenzie Hollenbach as the CAC Secretary.
 2. RDG OVR District Administrator - Members will be polled for vote
 - a. Please says "Yes", "No", "Abstain"
 - In Favor - Unanimous, Opposed - None, Abstentions - None
 - Motion Approved

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*)

- Andrew - Policies of PA OVR are starting to be posted online.
- Brian - Would Kim give OVR Service Process Presentation at next meeting?
 - Kim - Sure
- Brian - Encourage any members to submit topics for agenda items. Example is Andrew suggestion about having OVR employee attend a meeting to let us know what type of job they do for RDG OVR.

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

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

- Angel - AIM has grand opening of their new café tomorrow if anyone would like to attend. Judy Swank will be there and I plan to attend. Very nice café with food and drinks.

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

- March 11th, 2025 @ Abilities in Motion, 755 Hiesters Ln, Reading, PA 19605, 1pm-3pm. Hybrid.

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

- None

19. PUBLIC COMMENTS: NON-AGENDA ITEMS (*3 Minute Limit*)

- Jim - He was looking into the Glean transcription services. Since CAC is part of OVR system we may need approval use.
 - Kim - Will get together with McKenzie and look into further.
 - Helen - There should be something that should already be approved especially if we are dealing with people with disabilities.
 - Kim - We need to be caution regarding the A.I. portion.

20. CLOSING REMARKS

A. Members-at-large

- None

B. Officers

- None

C. Chair

- None

21. ADJOURNMENT (*Motion Needed*)

A. Motion needed to "Approve" Adjournment for today's meeting of 12/10/2024.

- Motion made 1st Angel, 2nd Andrew
 - i. Discussion - Additions, Deletions, or Corrections
 - None
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
 - In Favor - Unanimous, Opposed - None, Abstentions - None
 - Motion Approved

B. Meeting Ending Time

- 3:32pm