



# Pennsylvania Rehabilitation Council (PaRC)

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## OVR Policy & State Plan / Customer Satisfaction Committee Draft Minutes for September 27, 2022

### Members Present (P)

### Not Present (NP)

William Del Toro Vargas (NP) Michelle Paonessa (P)  
Robert Wallington (P) Julia Grant Barol (NP)  
Lynn Heitz (P)

Paul Fogle (P)  
Susan Tomasic (P)

**Office of Vocational Rehabilitation (OVR) Staff Present:** Lee Ann Stewart, Cheryl Novak, James Whitonis, Tracie Maille, Danielle Schmidgall

**Project Staff Present:** Chris Todd, Michelle Gerrick

**Interpreters Present:** Laura Schupp

**Guest Present:** Sylenthia Dent-Siebenlist

### CALL TO ORDER

This meeting was conducted through Zoom. Ms. Lynn Heitz called the meeting to order at 2:00 PM.

### ADDITIONS TO THE AGENDA

Ms. Lynn Heitz proposed an addition of a public comment period to the agenda.

### APPROVAL OF THE AGENDA AND PAST MINUTES

*Mr. Rob Wallington motioned to approve today's agenda with additions. Ms. Susan Tomasic seconded the motion. All were in favor.*

*Ms. Susan Tomasic motioned to approve the past meeting minutes. Mr. Rob Wallington seconded the motion. All were in favor.*

### DISCUSSION AND POSSIBLE ACTION ITEMS:

#### OVR Updates

## **Updates on the Comprehensive Statewide Needs Assessment (CSNA)**

### **Statement of Work Draft**

### **Updates on Policies and Workgroups such as Audiological Services, Vehicle Modification Policy, Financial Needs Test (FNT), Early Reach, and/or Supported Employment**

- Ms. Cheryl Novak reported that the Audiological Services and Early Reach workgroups are in process and in the early stages of developing topics and continue to meet regularly. Supported Employment workgroup has been on hold, Rehabilitation Services Administration (RSA) has provided feedback that may require the policy to be reviewed, and the reconvening of the workgroup is to be determined. Financial Needs Test (FNT) policy workgroup draft will be reviewed by the legal and Executive teams before providing a final draft to the Council.
- Ms. Danielle Schmidgall reported that the Driving and Vehicle Services policy is on track to be approved and implemented in early 2023 with a draft provided to the Council in October.
- Mr. James Whitonis reported that the Comprehensive Statewide Needs Assessment (CSNA) Statement of Work has been approved. There will be no bid for the next cycle of the CSNA as Temple University was chosen because they are well trained and OVR is very satisfied with the work they have provided during the current and past cycles of the CSNAs. Temple was recently asked to begin the process of providing a budget, narrative, and other required paperwork.
- Ms. Lee Ann Stewart stated that OVR has structured a monthly staff training since July and hope to extend an offer to Council members to participate in the future.

## **Discussion and Review of Citizen Advisory Committees (CAC) Training Manual**

### **Review and Revisions to the assigned sections of the CAC Handbook**

### **Discussion on the additional sections of the CAC Training Manual**

- Mr. Rob Wallington provided a revised suggestion for Part IV, Section E: When CAC members have become familiar with OVR, they may plan and present some informational programs to family members with children with disabilities at the start of their educational pathway. CAC members may continue to plan and present informational programs to all high school students with disabilities and their family members, school guidance counselors, and groups of people with disabilities and support groups in order to pursue that part of OVR's mission.
- Members agreed this was a great catch to include all children receiving services especially those from the Bureau of Blindness and Visual Services (BBVS).
- Ms. Susan Tomasic stated she had no changes for Part II of the CAC Handbook.
- Ms. Lynn Heitz recommended a change for Part I to list that there are six BBVS offices, will email additional edits to staff to provide prior the next meeting, and requested members email any additional comments or concerns on the CAC Training Manual to staff to compile and provide for review before the next Committee meeting.

- Ms. Michelle Paonessa suggested using Google Docs to review / revise the CAC Training manual. Members agreed that method would work for them, and staff agreed to provide the associated link and information to everyone.

***Mr. Rob Wallington motioned to approve the recommendation for Part IV, Section E of the CAC Handbook. Ms. Susan Tomasic seconded the motion. All were in favor.***

### **Public Comment**

- Mr. James Whitonis stated there have been requests to have a CAC brochure translated into Spanish and inquired if the CAC Handbook should also be translated.
- OVR staff and members agreed to look into the ownership of the CAC documents and process for providing a translated version.

### **Schedule next Committee meeting**

- Ms. Lynn Heitz requested that staff poll for the next Committee meeting to be held for either October 25, 2022 from 2:00 PM to 3:00 PM.

### **Adjourn**

Meeting was adjourned at 2:00PM.