



# Pennsylvania Rehabilitation Council (PaRC)

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## **CareerLink / WIOA Committee Meeting Minutes for February 18, 2025, from 1:00 PM to 2:00 PM**

### **Members Present (P)**

Andrew Pennington (P)  
Joan Goodman (P)  
Twana Jones (P)  
William Paz De Melo (NP)

### **Not Present (NP)**

Julia Barol (P)  
Lynn Heitz (P)  
Kara Donatucci Pham (P)

Kait Gillis (P)  
Passle Helminski (P)  
Rob Wallington (P)

**Office of Vocational Rehabilitation (OVR) Staff Present:** Chris Harbert, Rob Hodapp

**State Workforce Development Staff Present:** Christopher Manlove, James Martini

**PaRC Support Personnel Present:** Christopher Todd, Michelle Gerrick

### **CALL TO ORDER**

This meeting was conducted through Zoom. Mr. Andrew Pennington called the meeting to order at 1:00 PM

### **ADDITIONS TO THE AGENDA**

There were no additions.

### **APPROVAL OF AGENDA AND PAST MINUTES**

***MOTION was made by Ms. Passle Helminski to approve the agenda and past meeting minutes. Ms. Lynn Heitz seconded the motion. All were in favor.***

### **Agenda Items**

#### **Determine Committee Chair and Vice Chair for FY 2025-2026**

- Ms. Twana Jones was nominated for Committee Chair and Ms. Julia Barol was nominated for Committee Vice Chair for Fiscal Year 2025-2026. Both members accepted their nominations for the Committee leadership positions. There were no additional nominations.

***MOTION was made by Ms. Passle Helminski to approve Ms. Twana Jones as Committee Chair for Fiscal Year 2025-2026. Ms. Joan Myers Goodman seconded the motion. All were in favor.***

***MOTION was made by Ms. Lynn Heitz to approve Ms. Julia Barol as Committee Vice Chair for Fiscal Year 2025-2026. Ms. Joan Myers Goodman seconded the motion. All were in favor.***

### **Annual Review of Committee Goals**

- Members reviewed the CareerLink/WIOA Committee goals for Fiscal Year 2025-2026. Members agreed to add to Goal #3 a [link](#) to the local Workforce Development Board meeting information.

***MOTION was made by Ms. Julia Barol to approve the revised Committee goals for Fiscal Year 2025-2026. Ms. Lynn Heitz seconded the motion. All were in favor.***

### **Discussion of the Workforce Development Board, Barrier Remediation Committee Recommendations Regarding CIE and 14(c) Certificate Facilities**

- Mr. James Martini reported that the Barrier Remediation Committee recommendations were forwarded to the Governor's Office and responses to those should be shared prior to the next Workforce Development Board meeting scheduled for May 2025. Mr. Chris Harbert, OVR reported that the State Board of VR voted to further support those recommendations.

### **PA Workforce Development Updates**

#### **Access to Public Transportation for CareerLink Location Accessibility Monitoring Availability of Creating Reports for Employers for Tracking of OFCCP Job Data**

- Mr. Christopher Manlove reported on the work that PA Workforce Development is involved with including rehabilitation services for the opioid crisis, Artificial Intelligence (AI) policy research, improvements to quality of compliance regarding Federal Workforce requirements, translation and accessibility tools for CareerLink sites, and labor market demographic information for people with disabilities. Workforce regional survey information about the accessibility of public transportation / para transit to the Commonwealth's CareerLink sites were provided in an Excel spreadsheet. Additional information from the northwest region of the state will be shared with the Committee.
- Ms. Joan Myers Goodman explained that the Office of Federal Contract Compliance Programs (OFCCP) has a requirement to recruit veterans and individuals with disabilities and inquired if there is self-disclosure data available to be shared with hiring departments for their required reports within the CareerLink system or if that information must be gathered offline. Mr. Manlove agreed to follow up with

additional information regarding Ms. Myers Goodman's inquiry.

**Progress of the Workforce Coalition / Developmental Disabilities Council / Temple Institute on Disabilities Grant Trainings, Conferences, Presenters, Mentor Networks, etc.**

- Ms. Julia Barol reported that the Workforce Coalition / Developmental Disabilities Council / Temple Institute on Disabilities Grant has ended. Mr. Andrew Pennington requested this update be removed from the next agenda.

**Office of Vocational Rehabilitation (OVR) Updates**

- Mr. Rob Hodapp reported that OVR continues to partner with CareerLink on accessibility including accessible software, accessibility reviews, CareerLink staff trainings, ADA 101 and OVR 101 trainings. OVR continues to partner with CareerLink and Workforce Development on different events including job fairs and hiring events. Additionally, OVR has a continuing dialogue with CareerLink regarding accessibility for all disabilities.

**Updates on Accessibility of CareerLink Locations, Affiliate Sites and CareerLink Services**

**ADA Comprehensive CareerLink Assessments  
Implementation of Assistive Technology (AT)  
CareerLink Staff Trainings**

- This item was previously discussed.

**Adjourn**

***MOTION was made by Ms. Julia Barol to adjourn. Ms. Joan Myers Goodman seconded the motion. The meeting was adjourned.***