

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:	Abilities in Motion, 755 Hiesters Ln, Reading, PA 19605 (In-Person, Virtual, or Dial-In)
DATE:	March 18 th , 2025
TIME:	1:00pm - 3:00pm (Approx. 2hrs.)
RECORDED BY:	McKenzie Hollenbach, RDG OVR CAC 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 03/18/2025.

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"

B. Motion needed to "Approve" Minutes for prior meeting of 12/10/2024.

i. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)

ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"

6. PA OVR - EMPLOYEE INTRODUCTION (Chris Harbert, Admin. To State Board of VR)

A. Overview of Job Duties & Responsibilities

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

7. PA OVR CASE PROCESS - PRESENTATION (Kim Baskett - RDG OVR DA)

- A. Members Comments & Questions (*Challenges / Recommendations*)
- 8. CAC CHAIRPERSON - REPORT (*Updates & Goals*)
 - A. CAC Webpage on PARC Website
 - i. Updated with Documents and text
Link: <https://parehabilitationcouncil.org/resources/citizen-advisory-committee/reading-district-office/>
 - B. Members Comments & Questions (*Challenges / Recommendations*)
- 9. CAC VICE-CHAIRPERSON - REPORT (*Updates & Goals*)
 - A. Members Comments & Questions (*Challenges / Recommendations*)
- 10. CAC SECRETARY - REPORT (*Updates & Goals*)
 - A. Members Comments & Questions (*Challenges / Recommendations*)
- 11. 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*)
- 12. PA OVR - REPORT (Jim Whitonis, PA OVR VR Specialist)
 - A. Members Comments & Questions (*Challenges / Recommendations*)
- 13. PA CAP - REPORT (Andrew Pennington, Co-Director PA Client Assistance Program)
 - A. Members Comments & Questions (*Challenges / Recommendations*)
- 14. NEW BUSINESS & ANNOUNCEMENTS (*Mission Related*)
 - A. PA OVR Case Process - Presentation (Status-1)
 - i. Clerical Staff - Overview of Job Duties & Responsibilities
 - ii. Members Comments & Questions (*Challenges / Recommendations*)
 - B. Outreach
 - i. CAC Brochure
 - ii. CAC Facebook: Example of Wilkes-Barre, PA CAC
Link: <https://www.facebook.com/nepaCAC>
 - iii. Members Comments & Questions (*Challenges / Recommendations*)
 - C. PA State Board of Vocational Rehabilitation Meeting - 03/11/2025
 - i. Link: [Agenda & Minutes](#)
 - ii. Members Comments & Questions (*Challenges / Recommendations*)
- 15. OTHER BUSINESS & ANNOUNCEMENTS (*Disability Related*)
 - A. Members Comments, Questions (*Challenges / Recommendations*)
- 16. 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

17. NEXT MEETING

- A. Date: June 17th, 2025 (1:00pm - 3:00pm Approx. 2hrs.)
- B. Location: PA CareerLink-Schuylkill County, 203 E Arch St, Pottsville, PA 17901
- C. Members Comments & Questions (*Challenges / Recommendations*)

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

19. CLOSING REMARKS

- A. Members-at-large
- B. Officers
- C. Chair

20. ADJOURNMENT (*Motion Needed*)

- A. Motion needed to "Approve" Adjournment for today's meeting of 03/18/2025.
 - i. Discussion - Additions, Deletions, or Corrections
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
- B. Meeting Ending Time