

**CITIZEN ADVISORY COMMITTEE (CAC)
TO THE
READING OFFICE OF VOCATIONAL REHABILITATION (OVR)**

Serving Berks & Schuylkill Counties, 3602 Kutztown Road, Suite 200, Reading, PA 19605

Phone: 610-621-5800 / Fax: 610-621-5807 / Email: ra-liovr-app-reading@pa.gov

MEETING AGENDA

NOTE: Document is posted on [Pennsylvania Rehabilitation Council \(PaRC\)](#) website.

TYPE:	Full Committee Meeting (Open To The Public)
LOCATION:	PA CareerLink-Schuylkill County, 203 E Arch St, Pottsville, PA 17901 (In-Person, Virtual, or Dial-In)
DATE:	June 17 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

i. CAC Members Present:

ii. CAC Members Absent:

iii. Guest Introductions:

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 06/17/2025.

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 12/10/2024.

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 03/18/2025.

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) (Brian D'Amico)
 - A. Meeting Minutes
 - i. Importance & Accuracy
 - B. Create: "Recommendation Notice" To PA OVR AD-Hoc Workgroup
 - i. 1 Chair & 2 Volunteers
 - C. Members Comments & Questions (Challenges / Recommendations)
7. CAC VICE-CHAIRPERSON - REPORT (Updates & Goals) (Helen Konnick)
 - A. Members Comments & Questions (Challenges / Recommendations)
8. CAC SECRETARY - REPORT (Updates & Goals) (McKenzie Hollenbach)
 - A. Members Comments & Questions (Challenges / Recommendations)
9. RDG OVR - REPORT (Updates & Goals) (Kim Baskett)
 - A. Staffing Data
 - B. Customer Data
 - C. Current Programs & Announcements
 - D. New Programs & Announcements
 - E. Members Comments & Questions (Challenges / Recommendations)
10. CAC OUTREACH WORKGROUP - REPORT (Updates & Goals) (Helen Konnick)
 - A. CAC Invite Letter Update
 - B. CAC Brochure Update
 - C. CAC Flyer Update
 - D. CAC Facebook Page Update
 - i. Example of Wilkes-Barre, PA CAC Link: <https://www.facebook.com/nepaCAC>
 - E. Members Comments & Questions (Challenges / Recommendations)
11. PA OVR CASE PROCESS - PRESENTATION REQUEST TO RDG OVR
 - A. Referral Submitted (Status -1) Process Presentation
 - i. Prior Recommendation On Understanding OVR Job Duties.
 - ii. Continuing Understanding PA OVR Case Process
 1. Discussion On Denial Of Request By RDG OVR
 - B. 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. Create: "Recommendation Notice" To PA OVR AD-Hoc Workgroup
 - i. 1 Chair & 2 Volunteers
 - ii. Members Comments & Questions (Challenges / Recommendations)
 - B. PA OVR Case Process - Presentation (Staff - RDG OVR VR Supervisor)
 - i. Referral Received (Status 00) Process

1. Overview of Job Duties & Responsibilities
 - ii. Members Comments & Questions (Challenges / Recommendations)
- C. PA State Board of Vocational Rehabilitation Meeting - 06/10/2025
 - i. Link: [Dates & Agenda & Minutes](#)
 - ii. Members Comments & Questions (Challenges / Recommendations)
15. OTHER BUSINESS & ANNOUNCEMENTS (Disability Related)
 - A. Members Comments, Questions (Challenges / Recommendations)
16. PARTNERS & RESOURCES
 - A. CAC to the RDG OVR Webpage on PARC Website
 - i. Webpage Link: [Meeting Documents & Schedule](#)
 - B. (Rdg OVR) Reading Office Of Vocational Rehabilitation Contact Info.
 - i. See Above Letter Head
 - C. (Pa OVR) Pennsylvania Office Of Vocational Rehabilitation Contact Info
 - i. Phone: 800-442-6351 / TTY: 866-830-7327 / www.dli.pa.gov
 - D. (Pa RC) Pennsylvania Rehabilitation Council Contact Info
 - i. Phone: 888.250.5175 / TTY: 888.559.2658 / parehabilitationcouncil.org
 - E. (Pa CAP) Pennsylvania Client Assistance Program Contact Info
 - i. Phone: 888-745-2357 (voice/711Relay) / www.equalemployment.org
 - F. Meeting Partners
 - i. Abilities in Motion, 755 Hiesters Ln, Reading, PA 19605
 - ii. PA CareerLink-Schuylkill County, 203 E Arch St, Pottsville, PA 17901
 - iii. PA CareerLink-Berks County, 1920 Kutztown Rd Suite F, Reading, PA 19604
 - iv. Reading OVR, 3602 Kutztown Road, Suite 200, Reading, PA 19605
17. NEXT MEETING
 - A. Date: September 16th, 2025 (1:00pm - 3:00pm Approx. 2hrs.)
 - B. Location: PA CareerLink-Berks County, 1920 Kutztown Rd Suite F, Reading, PA 19604
 - C. Members Comments & Questions (Challenges / Recommendations)
18. PUBLIC COMMENTS: NON-AGENDA ITEMS (3 Minute Limit)
19. CLOSING REMARKS (Members Only)
20. ADJOURNMENT (Motion Needed)
 - A. Motion needed to "Approve" Adjournment for today's meeting of 06/17/2025.
 - i. Discussion - Additions, Deletions, or Corrections
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
 - B. Meeting Ending Time