



Pennsylvania Rehabilitation Council (PaRC)

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

Members Present (P)

Twana Jones (P)
Kait Gillis (P)
Passle Helminski (P)

Not Present (NP)

Julia Barol (P)
Joan Myers Goodman (P)
Rob Wallington (P)

Andrew Pennington (P)
Lynn Heitz (P)
Michelle Mitchell (P)

Office of Vocational Rehabilitation (OVR) Staff Present: Chris Harbert

State Workforce Development Staff Present: James Martini

PaRC Support Personnel Present: Christopher Todd, Michelle Gerrick

CALL TO ORDER

This meeting was conducted through Zoom. Mr. Twana Jones called the meeting to order at 1:03 PM

ADDITIONS TO THE AGENDA

There were no additions.

APPROVAL OF AGENDA AND PAST MINUTES

MOTION was made by Ms. Julia Barol to approve the meeting agenda and past meeting minutes. Ms. Joan Myers Goodman seconded the motion. All were in favor.

Agenda Items

PA Workforce Development Updates

- Members requested that the following questions be given to the appropriate staff prior to the next CareerLink Committee meeting.
- What efforts are being made for CareerLink locations that are not fully accessible?

- Could you provide information on initiatives regarding accessibility efforts for the local CareerLink websites?
- Could local CareerLink staff attend the PaRC CareerLink/WIOA Committee meetings to provide updates on what is happening at the local level? Members welcome staff from all parts of the state. Members suggested beginning with Philadelphia and Chester County locations.
- How are CareerLink staff trained to provide services to customers that have different types of disabilities?
- Are all customers with disabilities referred to OVR or are they provided with the option to receive the same general services that are offered to everyone that visits a CareerLink location?
- How does CareerLink staff ensure that the process of providing services to clients with disabilities at CareerLinks is fully accessible?
- Are CareerLink staff provided training to provide services to Veterans that visit CareerLink locations and how are Veterans served at CareerLinks?
- How often is OVR staff at the CareerLink locations?
- Do the Centers for Independent Living (CILs) have staff at the CareerLink locations?
- Mr. James Martini urged members to inform Workforce Development staff of any issues they are aware of at the CareerLinks to ensure all customers are served.

Office of Vocational Rehabilitation (OVR) Updates

- Mr. Chris Harbert provided updates on the Americans with Disabilities Act (ADA) Comprehensive CareerLink Assessments, Assistive Technology (AT) at CareerLink facilities, and CareerLink staff training. A review of the Venango County site was completed before their lease was signed for the new CareerLink location. CareerLink website accessibility is ensured by the PA Department of Labor and Industry. Local CareerLink websites are developed by local Workforce Investment Boards (WIBs). Disability awareness and other training courses are provided regularly to CareerLink staff.

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

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

- This topic was previously discussed.

Public Comment

- Ms. Passle Helminski provided comment as a member of the public informing attendees that her local CareerLink site was moved due to concerns with the facility. Ms. Helminski explained that an evaluation of the physical site location was carried out with the assistance of OVR staff. The new site will be at a location

that was previously a pharmacy and accessibility assessments will be done with herself and OVR staff at the new location. Ms. Helminski urged members to visit their local CareerLink locations from time to time to ensure they are fully accessible.

Adjourn

MOTION was made by Mr. Andrew Pennington to adjourn. Ms. Passle Helminski seconded the motion. The meeting was adjourned.