



Pennsylvania Rehabilitation Council (PaRC)

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Executive Committee Meeting Minutes

September 29, 2025

11:00 AM to 12:00 PM

Committee Members (P = Present) (NP = Not Present)

Michelle Mitchell (P)

Julia Barol (P)

Christie Cyktor (NP)

Joan Goodman (P)

Lynn Heitz (P)

Twana Jones (NP)

Julianna Rodrigues (NP)

Susan Tomasic (P)

Office of Vocational Rehabilitation (OVR) Present: Chris Harbert

PaRC Personnel Present: Michelle Gerrick, Christopher Todd

Ms. Michelle Mitchell called the meeting to order at 11:00 AM

ADDITIONS TO THE AGENDA

Ms. Julia Barol suggested changing the order of the agenda to have OVR Updates at the start of the meeting.

MOTION was made by Ms. Joan Myers Goodman to approve today's agenda with changes, and past meeting minutes. Ms. Lynn Heitz seconded the motion. The motion passed unanimously.

CHAIR REPORT

November Full Council Meeting Draft Agenda/Presentations

- Members reviewed the draft agenda for the November Full Council meeting and agreed to add discussion with a potential vendor for the customer satisfaction survey project to the list of presenters. Members held discussion about the survey project and the uncertainty if there was a potential conflict of interest for a vendor to write a Statement of Work and submit a bid for procurement of the Customer Satisfaction Surveys.
- Members inquired about providing questions in advance for the presenters scheduled for the November Full Council meeting. PaRC personnel explained that Commonwealth Technical Institute at Hiram G Andrews Center (CTI at HGAC) and the Business Services and Outreach Division (BSOD) were previously provided

with member questions and will present as a follow up to those Full Council and PaRC committee discussions.

- Ms. Julia Barol explained that OVR will be required to submit a report in late October to the Rehabilitation Services Administration (RSA) regarding the Subminimum Wage to Competitive Integrated Employment (SWTCIE) grant and it would be important for Full Council to learn more from that group about the Commonwealth's Integrated Vocational Engagement & Support Team (InVEST) Project.

Annual Report 2024-2025 Update

- Members reviewed the draft front and back covers for the 2024-2025 PaRC Annual Report and had no changes. Members held discussion on words or phrases to incorporate for the street signs that relate to the report's theme of "Why Funding Matters". Members agreed to choose from a list of the following phrases: Jobs, Independence, Finances, Job Coaching, Education, Training, Internships, Apprenticeships, Work Experiences, Employment, Sustainability, and Creating Taxpayers. Members agreed to ask Ms. Christie Cyktor to be featured in the Annual Report "Member Story" this year.

MOTION was made by Ms. Susan Tomasic for approval of the Annual Report draft covers and use of words/phrases provided. Ms. Joan Myers Goodman seconded the motion. All were in favor.

MOTION was made by Ms. Susan Tomasic to nominate Ms. Christie Cyktor to submit her Member Story for the Annual Report. Ms. Lynn Heitz seconded the motion. All were in favor.

COMMITTEE UPDATES

Action/Social Media – Joan Myers Goodman, Chair

- Ms. Joan Myers Goodman shared an update regarding the PaRC video project. The Department of Labor and Industry Press Office staff will be attending the committee meeting scheduled for October 1, 2025, to discuss the project.

CareerLink – Julia Barol, Vice Chair

- Ms. Barol reported the next committee meeting is scheduled for November 17, 2025.

Governance – Susan Tomasic, Chair

- Ms. Tomasic reported the committee is scheduled to meet on November 6, 2025.

MOTION was made by Ms. Julia Barol for approval of the revisions to the PaRC Bylaws and Member Handbook. Ms. Joan Myers Goodman seconded the motion.

All were in favor.

MOTION was made by Ms. Julia Barol for approval to hold interviews with those applying for PaRC membership. Ms. Joan Myers Goodman seconded the motion. All were in favor.

Legislative – Lynn Heitz, Vice Chair

- Members agreed it was protocol to copy an agency mentioned in a letter that is submitted to the Governor. Ms. Lynn Heitz reported the committee is holding meetings with Legislators and/or their staff in late October.

MOTION was made by Ms. Susan Tomasic for approval to copy the Auditor General in the letter being provided to the Governor regarding transportation and that future letters that go to the Governor also be sent to the agency mentioned in the letter. Ms. Julia Barol seconded the motion. All were in favor.

Policy – Lynn Heitz, Chair

- Ms. Heitz provided a review of the Policy Committee meeting discussion regarding the survey project.

Transition – Julia Barol, Chair

- Ms. Barol reported the next Transition Committee meeting is scheduled for December 2, 2025.

Ad Hoc Committee - Study the roles of PaRC & OVR State Board – Michelle Mitchell & Lynn Heitz, Co-Chairs

- Ms. Mitchell and Ms. Heitz reported that PaRC members continue to attend Board meetings and share invitations with State Board of VR members for PaRC meetings to promote collaboration.

Ad Hoc Committee – Business Enterprise Program (BEP) – Lynn Heitz & Joan Goodman, Co- Chairs

- Members reviewed the draft goals for the Business Enterprise Program (BEP) Ad Hoc Committee.

MOTION was made by Ms. Julia Barol for approval of the proposed Business Enterprise Program (BEP) Ad Hoc Committee's goals. Ms. Susan Tomasic seconded the motion. All were in favor.

OVR UPDATES

- Mr. Chris Harbert, OVR, confirmed speakers for the November PaRC Full Council meeting regarding requested presentations for the SWTCIE Grant InVEST Project, Commonwealth Technical Institute at Hiram G Andrews Center (CTI at HGAC), and the Business Services and Outreach Division (BSOD).

ADJOURN

MOTION was made by Ms. Susan Tomasic to adjourn the meeting. Ms. Joan Myers Goodman seconded the motion. The meeting adjourned at 12:00 PM.