



Pennsylvania Rehabilitation Council (PaRC)

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Executive Committee Meeting Minutes

October 29, 2025

1:00 PM to 2:00 PM

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

Michelle Mitchell (P)

Julia Barol (P)

Christie Cyktor (P)

Joan Goodman (P)

Lynn Heitz (NP)

Twana Jones (P)

Julianna Rodrigues (P)

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 1:00 PM.

ADDITIONS TO THE AGENDA

Ms. Michelle Mitchell suggested the addition of discussing PaRC member travel and attendance of the State Board of VR meetings.

MOTION was made by Ms. Susan Tomasic for approval of today's agenda with additions, and past meeting minutes. Ms. Christie Cyktor seconded the motion. The motion passed unanimously.

OVR UPDATES

Update on the advocacy letters approved by the PaRC in August 2025

DOL Subminimum wage, VR Funding, Transportation/SEPTA

- Mr. Chris Harbert, OVR provided background on the PaRC letters that were approved in August 2025 including a letter regarding transportation/SEPTA audit. OVR recently met with the Governor's Policy Office and were provided with those letters upon their request. The Governor's Policy Office has not yet provided a direct response however they have continued communication, advocacy, and can support the Employment First Oversight Commission (EFOC) 2025 Annual Report recommendations regarding transportation. Members inquired about next steps for the recommendation of an audit of SEPTA. Mr. Harbert agreed to escalate the Council members' questions to the appropriate staff.

POLICY COMMITTEE DISCUSSION

Follow up from the Policy Committee meeting regarding the Customer Satisfaction Survey Project

- Members explained that the Policy Committee was provided guidance regarding the survey project during their October Committee meeting. After consulting with the Office of Chief Counsel and the Procurement Office, OVR clarified that any entity involved in the development of a specific OVR survey proposal would be disqualified from applying for a contract. Given this guidance, Policy Committee decided to proceed with developing the recommendations to OVR independently. OVR has since provided an update on the survey efforts including additional details about the text-based survey process and questions currently being developed with Deloitte and OIT which are managed through the CWDS Case Management System. Members agreed it would be redundant to use funds for the survey project at this time while the new process is being developed. Members also agreed to wait to review the results of the text-based survey and hold discussion regarding any continued concerns with customer engagement / response rates.

MOTION was made by Ms. Julia Barol to await moving forward with the survey project so that Council may review the results of the customer satisfaction text-based survey currently in development. Ms. Christie Cyktor seconded the motion. All were in favor.

CHAIR REPORT

Finalize plans for November Full Council Meeting Recommendation on meeting agenda

- Members reviewed presenters scheduled for November 12, 2025, Full Council (FC) meeting and agreed to inquire about the availability of presenters regarding the collaboration between OVR and the PA Bureau of Juvenile Justice Services to help youth with disabilities in the juvenile justice system prepare for competitive employment. Members requested the presentation take place during the November 2025 or February 2026 FC meeting. Members also suggested requesting presentations from OVR on the 2-Year Modification of the State Plan and the text-based survey currently being developed.

Discussion and possible recommendation to Full Council on first draft of the PaRC 2024-2025 Annual Report – Julianna Rodrigues

- Members reviewed the draft PaRC 2024-2025 Annual Report and agreed that Ms. Julianna Rodrigues did a great job and had no changes for the report. The draft report will be forwarded to Full Council for review and approval during the November FC meeting. Ms. Michelle Mitchell urged members to provide any changes or recommendations of the draft report to Ms. Rodrigues or PaRC Personnel in advance of FC review planned for November.

COMMITTEE UPDATES

Action/Social Media – Julianna Rodrigues, Vice Chair

- Ms. Julianna Rodrigues reported that the Committee met with the PA Labor and Industry (L&I) Press Office during their October meeting and were provided with information on any applicable best practices, guidance, requirements, and restrictions in preparation for the PaRC video project. The next Action / Social Media meeting is scheduled for November 5, 2025, at 9:30 AM. Ms. Joan Myers Goodman informed members that the Citizens Advisory Committee (CAC) OVR video recommendations will be reviewed during the next Committee meeting.

CareerLink – Twana Jones, Chair

- Ms. Twana Jones reported that the Committee was provided with written answers to questions that members posed during the August meeting regarding CareerLink locations, accessibility, and training. The next CareerLink meeting is scheduled for November 17th at 1:00 PM.

Governance – Susan Tomasic, Chair

- Ms. Susan Tomasic reported that during the September Executive Committee meeting approval was provided to hold interviews with those applying for PaRC membership. An interview has been retroactively scheduled with a PaRC applicant that was previously approved. The next Governance Committee meeting is scheduled for November 6th at 11:00 AM.

Legislative – Christie Cyktor, Chair

Review and possible recommendation to Full Council on SB575

- Ms. Christie Cyktor informed members about the committee's recommendation to support State Senate Bill [**SB575**](#) An Act amending Titles 18 (Crimes and Offenses) and 42 (Judiciary and Judicial Procedure) of the Pennsylvania Consolidated Statutes, in assault, further providing for the offense of ethnic intimidation; and making an editorial change.

MOTION was made by Ms. Joan Myers Goodman to recommend support for State Senate Bill SB575. Ms. Julianna Rodrigues seconded the motion. All were in favor.

- Ms. Cyktor informed members that the next Legislative Committee meeting is scheduled for November 7, 2025, at 11:00 AM. Meetings with Legislators and/or their staff are scheduled for the afternoon of October 30, 2025, and morning of November 3, 2025.

Policy – Julia Barol, Vice Chair

- Ms. Julia Barol informed members of the inquiry from OVR to include a vote for approval of the 2-Year Modification of the 2024-2028 State Plan. Members agreed this should be listed on the agenda after OVR's update on the 2-Year Modification. The next Policy meeting is scheduled for December 4, 2025, at 11:00 AM.

Transition – Julia Barol, Chair

- Next Transition meeting is scheduled for December 2, 2025, at 2:30 PM.

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

- Ms. Michelle Mitchell explained that a report regarding Board member participation and collaboration will be provided during the November FC meeting. The Ad Hoc Committee may decide to disband at that time based upon additional discussion.

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

- Ms. Joan Myers Goodman reported that a document was shared with OVR regarding questions about the Business Enterprise Program (BEP). More information is anticipated following the next BEP Ad Hoc Committee meeting scheduled for December 12, 2025, at 10:00 AM.

PUBLIC COMMENT

- There were no Public Comments provided.

ADJOURN

- Members agreed that the length of Executive Committee meetings may need to be extended by at least 15 minutes. The meeting was adjourned at 2:05 PM.