



Pennsylvania Rehabilitation Council (PaRC)

55 Utley Drive, Camp Hill, PA 17011

Voice: (717) 975-2004 or (888) 250-5175 TTY: (717) 737-0158 Fax: (888) 524-9282

Email: parc@parehabilitationcouncil.org Website: parehabilitationcouncil.org

CareerLink / WIOA Committee Meeting Minutes for November 17, 2025, from 1:00 PM to 2:00 PM

Members Present (P)

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

Not Present (NP)

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

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

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

State Workforce Development Staff Present: James Martini, Christopher Manlove, Mike White

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 1:00 PM

ADDITIONS TO THE AGENDA

There were no additions.

APPROVAL OF AGENDA AND PAST MINUTES

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

Agenda Items

**Updates from Office of Vocational Rehabilitation (OVR)
Bridget Frascella, Vocational Rehabilitation Specialist
Discussion / Follow Up from the Drafted Responses to Previous Committee
Inquiries**

- Members reviewed the written responses that were provided by OVR regarding previous committee inquiries on CareerLink accessibility and training. Ms. Julia Barol inquired if CareerLink staff are provided with Disability Awareness training. Ms. Bridget Frascella, OVR, explained that Disability Awareness and etiquette training continues to be provided. Mr. Christopher Manlove and Mr. Mike White explained that they will follow up with additional information regarding CareerLink staff disability-related training. Ms. Barol explained that Disability Awareness training would be important for all CareerLink staff and recommended that it is part of the staff onboarding process.
- Ms. Twana Jones requested information regarding the Order of Selection waitlist. Mr. Chris Harbert, OVR, informed attendees he will provide follow-up information regarding the statistics and average length an OVR customer is on the waitlist for the categories of Significant Disability (SD) and Individual with a Disability (D).

Updates from PA Workforce Development Follow Up Discussion Regarding the Executive Order Affecting Workforce Development Programs

- Mr. James Martini, Workforce Development Board informed members that their quarterly meeting is scheduled for tomorrow and welcomed members to reach out if they were interested in attending.
- Mr. Christopher Manlove, Workforce Development, provided an update regarding the new work requirements to receive SNAP benefits along with the following link, [SNAP Work Requirements \(ABAWDS\) | Department of Human Services | Commonwealth of Pennsylvania](#)
- Mr. Mike White, Bureau of Workforce Development Administration, provided an update regarding CareerLink accessibility and explained that reports regarding the work of the Office of Equal Opportunity, ADA accessibility kits and reviews, funding provided to local Workforce Development Boards, physical site location accessibility assessments, and web-based assessments have been previously shared with the Council.

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

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

- Mr. White confirmed that Assistive Technology has been installed in all CareerLink locations including Closed Caption TVs, TTY phones, and screen reader technology.

Adjourn

MOTION was made by Ms. Lynn Heitz to adjourn. Ms. Joan Myers Goodman seconded the motion. The meeting was adjourned.