

**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:	Reading OVR, 3602 Kutztown Road, Suite 200, Reading, PA 19605 (In-Person, Virtual, or Dial-In)
DATE:	Tuesday, December 16th, 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:

1. 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 12/16/2025.

- 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 06/17/2025.

- 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 09/16/2025.

- i. Discussion - Additions, Deletions, or Corrections (can approve w/corrections)
- ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"

6. 2026 Notice Of Meetings (Action Needed)

- A. Attachment: CAC to RDG OVR - 2026 Notice Of Meetings (Unapproved).pdf
 - i. Open Discussion
 - ii. Motion needed to "Approve / Deny / Table"
 - iii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
- 7. CAC CHAIRPERSON - REPORT (Updates & Goals) (Brian D'Amico)
 - A. CAC Webpage on PARC Website
 - i. 2024 Agendas & Minutes are Corrected, Updated & Posted.
 - B. PA OVR Case Process Review
 - i. 2026 Agenda: Referral Submitted (Status -1) Process Detailed Review.
 - C. Members Comments & Questions (Challenges / Recommendations)
- 8. CAC VICE-CHAIRPERSON - REPORT (Updates & Goals) (Helen Konnick)
 - A. Members Comments & Questions (Challenges / Recommendations)
- 9. CAC SECRETARY - REPORT (Updates & Goals) (McKenzie Hollenbach)
 - A. Members Comments & Questions (Challenges / Recommendations)
- 10. 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)
- 11. CAC OUTREACH WORKGROUP - REPORT (Helen Konnick)
 - A. Members: McKenzie, Angel, Andrew, Kim
 - B. Objective: Promote RDG OVR CAC & RDG OVR Services
 - i. CAC Brochure Update
 - 1. Attachment: CAC to RDG OVR = Brochure Color_Updated 12-09-2025.pdf
 - 2. Attachment: CAC to RDG OVR = Brochure B&W_Updated 12-09-2025.pdf
 - ii. CAC Invite Letter Update
 - 1. Attachment: CAC to RDG OVR = Customer Invite_Updated 12-08-2025.pdf
 - iii. CAC Flyer Update
 - iv. CAC Facebook Page Update
 - v. 2026 Venue Coordinator - Angel?
 - vi. 2026 Social Media Coordinator - Possibly Needed?
 - C. Members Comments & Questions (Challenges / Recommendations)
- 12. CAC RECOMMENDATION NOTICE AD-HOC WORKGROUP - REPORT (Brian D'Amico)
 - A. Members: Angel
 - B. Objective: Create Form To Submit Recommendations To PA OVR & PA RC.

- C. Members Comments & Questions (Challenges / Recommendations)
- 13. PA OVR - REPORT (Jim Whitonis, PA OVR VR Specialist)
 - A. Budget
 - B. Current Programs & Announcements
 - C. New Programs & Announcements
 - D. Members Comments & Questions (Challenges / Recommendations)
- 14. PA CAP - REPORT (Andrew Pennington, Co-Director PA CAP)
 - A. Customer Data
 - B. Members Comments & Questions (Challenges / Recommendations)
- 15. NEW BUSINESS & ANNOUNCEMENTS (Mission Related)
 - A. Members Comments & Questions (Challenges / Recommendations)
- 16. OTHER BUSINESS & ANNOUNCEMENTS (Disability Related)
 - A. Members Comments, Questions (Challenges / Recommendations)
- 17. 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
- 18. NEXT MEETING
 - A. Type: Full Committee Meeting (Open To The Public)
 - i. Kutztown University - McFarland Student Union (In-person/Virtual/Dial-In)
 - ii. 274 Student Union Building, Kutztown, PA 19530 (Conference Room 312)
 - iii. Tuesday, March 17th, 2026 (1:00pm - 3:00pm Approx. 2hrs.)
 - B. Members Comments & Questions (Challenges / Recommendations)
- 19. PUBLIC COMMENTS: NON-AGENDA ITEMS (3 Minute Limit)
- 20. CLOSING REMARKS (Members Only)
- 21. ADJOURNMENT (Motion Needed)
 - A. Motion needed to "Approve" Adjournment for today's meeting of 12/16/2025.

- i. Discussion - Additions, Deletions, or Corrections
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
- B. Meeting Ending Time