



Pennsylvania Rehabilitation Council (PaRC)

55 Utley Drive, Camp Hill, PA 17011

Voice: (717) 975-2004 or (888) 250-5175 TTY: (888) 559-2658 Fax: (888) 524-9282

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

PaRC CITIZEN ADVISORY COMMITTEE (CAC) AD HOC COMMITTEE Meeting Minutes for January 13, 2026, 2:00 PM to 3:00 PM

Members Present (P)

Not Present (NP)

Andrew Pennington (P)
Passle Helminski (P)

Christie Cyktor (P)
Julianna Rodrigues (NP)

Cindy Duch (P)
Michelle Mitchell (P)

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

PaRC Staff Present: Christopher Todd, Michelle Gerrick

Guests Present: Leslie Sampson, Brian D'Amico

CALL TO ORDER

This meeting was conducted through Zoom. Ms. Michelle Mitchell called the meeting to order after quorum was established.

ADDITIONS TO THE AGENDA

There were no additions.

MOTION was made by Ms. Christie Cyktor for approval of the agenda with additions and past meeting minutes. Ms. Cindy Duch seconded the motion. All were in favor.

DISCUSSION AND POSSIBLE ACTION ITEMS:

SELECT A CHAIR

- Ms. Christie Cyktor nominated Mr. Andrew Pennington to Chair the newly established PaRC Citizen Advisory Committee (CAC) Ad hoc Committee. Mr. Pennington accepted the nomination.

MOTION was made by Ms. Christie Cyktor to elect Mr. Andrew Pennington as Chair of the PaRC Citizen Advisory Committee (CAC) Ad hoc Committee. Ms. Cindy Duch seconded the motion. All were in favor.

ESTABLISH GOALS & OBJECTIVES

- Members participated in discussion to develop the following committee goals and objectives. Members agreed that in the interest of time they will review and vote on the goals and objectives during the February 2026 committee meeting.
 - Goal #1: Review the PA OVR - Citizen Advisory Committees – Revitalization Options document and identify an appropriate option to ensure meaningful feedback from local community stakeholders and participants to OVR district offices. Objectives include steps such as clarifying purpose and scope, identifying what works or limits direct feedback, assessing relevance and sustainability, attracting and retaining active participation, identifying roles, report findings, etc.
 - Goal #2: Gather public input and perspectives during committee meetings. Objectives include listing specific steps and procedures regarding public comment during committee meetings
 - Goal #3: Review and revise the Citizen Advisory Committee Handbook, Training Manual, and Bylaws. Objectives include identifying outdated content, updating and revising materials and submitting for review and approval.

REVIEW OVR'S REVITALIZATION OPTIONS

- Members briefly reviewed the document provided by OVR outlining five options for the revitalization of the Citizen Advisory Committee (CAC).
 - Ms. Passle Helminski requested that the record reflects her opposition to Option 5, which proposes that CACs be managed by PaRC.
- Members agreed to meet monthly to review each Revitalization Option, tabling items as necessary due to time constraints and resuming discussion at a subsequent meeting.

SCHEDULE NEXT MEETING

- Members agreed to meet again on February 17, 2026, from 2:00 PM to 3:00 PM.

PUBLIC COMMENT

- Ms. Leslie Sampson provided the following Public Comment, "When policies and procedures are withheld, organizations face serious consequences like legal penalties, financial losses, reputational damage, and operational chaos, leading to confusion, employee biases, inconsistency, decreased productivity, higher risks of errors, and erosion of trust. OVR, please stop lying to me saying that you have no policies and procedures in place when you were directed from the inception of this program to establish them. At a minimum you were to:
Establish policies with regard to the development and delivery of vocational

rehabilitation services.

Establish policies with respect to cooperation with other departments, agencies and institutions, both public and private, in providing for the vocational rehabilitation of individuals with handicaps, in studying the problems therein, and in establishing, developing and providing, in conformity with the purposes of this act, such programs, facilities and services as may be necessary or desirable.

Establish policies with respect to the expenditure of funds for vocational rehabilitation made available by the Federal Government, by the Commonwealth and by any other source, or by any combination of funds thereof.

Ms. Sampson provided an image of a Commonwealth webpage that displays with the following text:

State Board of Vocational Rehabilitation, L&I Support Organization: Office of Vocational Rehabilitation

Mandate/Authority Vocational Rehabilitation Act, 43 P.S. 682.1 et.seq.

Mission: Policy-approving body for OVR services to individuals with disabilities

Button with text that states, View Meeting Date Information

Ms. Sampson finished her Public Comment inquiring, where is accountability and what does it look like?"

- Ms. Sampson inquired what the expected timeframe would be to receive a response when submitting OVR feedback. Mr. Chris Harbert explained a response could be expected within 24 hours if OVR staff were available.

Adjourn

MOTION was made by Ms. Julia Barol to adjourn. Ms. Passle Helminski seconded the motion. The meeting was adjourned.