



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 February 23, 2026, from 1:00 PM to 2:00 PM

Members Present (P)

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

Not Present (NP)

Julia Barol (P)
Joan Myers Goodman (P)
Dorian Rhodes (NP)

Andrew Pennington (P)
Lynn Heitz (P)
Rob Wallington (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

CALL TO ORDER

This meeting was conducted through Zoom. Ms. 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

Review and Revise Committee Goals for Fiscal Year 2026-2027

- Members agreed to add a step 3 to goal #2, Invite staff representing local CareerLinks to attend committee meetings and provide updates on activities and

initiatives occurring at the local level.

- Members agreed to revise step 2 of goal #1 to collaborate with OVR and WDB to review and enhance both programmatic services and physical site locations, with a focus on expanding accessibility and improving overall access to programs.

Updates from Office of Vocational Rehabilitation (OVR)

- Mr. Chris Harbert, OVR, provided follow-up data regarding the Order of Selection (OOS) questions that were previously shared by the committee.
- Members shared information about local CareerLinks relocating in Erie and Philadelphia. Ms. Bridget Frascella, OVR, reported that they had no new updates and confirmed that accessibility reviews are completed prior to new location leases being signed. Background information was shared about the accessibility kits used for the CareerLink site reviews that were originally created by Mr. Denis Anson. Assistive Technology is reviewed to ensure that the latest versions of software have been installed at CareerLink location computers, including JAWS, Fusion, and Zoom Text. Ms. Passle Helminski recommended that an individual using a White Cane and Service Dog also attend the accessibility reviews.

Updates from PA Workforce Development

- Mr. Christopher Manlove, Workforce Development, provided updates regarding the ongoing efforts for their business engagement campaign. Mr. Mike White, Workforce Development, explained all physical sites and programmatic accessibility reviews were previously completed for all CareerLink sites. Additional updates were provided regarding recent Department of Labor monitoring, staff training and engagement with OVR regarding accessibility has continued as this is the sixth year of that initiative. The CareerLink system is not owned by the Department of Labor and Industry. Local Workforce Development Boards establish, create leases, and perform annual checks for the local CareerLink sites. Mr. White inquired about alternative options to TTY phones. Members suggested looking into Visual Relay Service (VRS) options, and/or contacting the Office of Deaf and Hard of Hearing (ODHH) or Ms. Nichole Wade for additional information.

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

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

- This topic was previously discussed.

Adjourn

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