

**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: PA CareerLink-Schuylkill County, 203 E Arch St, Pottsville, PA 17901 (In-Person, Virtual, or Dial-In)
DATE: June 17th, 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:

D. Guest Introductions

- i. 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 06/17/2025.

- 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 12/10/2024.

- 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 03/18/2025.

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

6. CAC CHAIRPERSON - REPORT (Updates & Goals) (Brian D'Amico)
 - A. Meeting Minutes
 - i. Importance & Accuracy
 - B. Create: "Recommendation Notice" To PA OVR AD-Hoc Workgroup
 - i. 1 Chair & 2 Volunteers
 - C. Members Comments & Questions (Challenges / Recommendations)
7. CAC VICE-CHAIRPERSON - REPORT (Updates & Goals) (Helen Konnick)
 - A. Members Comments & Questions (Challenges / Recommendations)
8. CAC SECRETARY - REPORT (Updates & Goals) (McKenzie Hollenbach)
 - A. Members Comments & Questions (Challenges / Recommendations)
9. 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)
10. CAC OUTREACH WORKGROUP - REPORT (Updates & Goals) (Helen Konnick)
 - A. CAC Invite Letter Update
 - B. CAC Brochure Update
 - C. CAC Flyer Update
 - D. CAC Facebook Page Update
 - i. Example of Wilkes-Barre, PA CAC Link: <https://www.facebook.com/nepaCAC>
 - E. Members Comments & Questions (Challenges / Recommendations)
11. PA OVR CASE PROCESS - PRESENTATION REQUEST TO RDG OVR
 - A. Referral Submitted (Status -1) Process Presentation
 - i. Prior Recommendation On Understanding OVR Job Duties.
 - ii. Continuing Understanding PA OVR Case Process
 1. Discussion On Denial Of Request By RDG OVR
 - B. Members Comments & Questions (Challenges / Recommendations)
12. PA OVR - REPORT (Jim Whitonis, PA OVR VR Specialist)
 - A. Members Comments & Questions (Challenges / Recommendations)
13. PA CAP - REPORT (Andrew Pennington, Co-Director PA Client Assistance Program)
 - A. Members Comments & Questions (Challenges / Recommendations)
14. NEW BUSINESS & ANNOUCEMENTS (Mission Related)
 - A. Create: "Recommendation Notice" To PA OVR AD-Hoc Workgroup
 - i. 1 Chair & 2 Volunteers
 - ii. Members Comments & Questions (Challenges / Recommendations)
 - B. PA OVR Case Process - Presentation (Staff - RDG OVR VR Supervisor)
 - i. Referral Received (Status 00) Process

1. Overview of Job Duties & Responsibilities
 - ii. Members Comments & Questions (Challenges / Recommendations)
- C. PA State Board of Vocational Rehabilitation Meeting - 06/10/2025
 - i. Link: [Dates & Agenda & Minutes](#)
 - ii. Members Comments & Questions (Challenges / Recommendations)
15. OTHER BUSINESS & ANNOUNCEMENTS (Disability Related)
 - A. New York Abilities Expo. - <https://www.abilities.com/new-york>
 - B. Members Comments, Questions (Challenges / Recommendations)
16. 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
17. NEXT MEETING
 - A. Date: September 16th, 2025 (1:00pm - 3:00pm Approx. 2hrs.)
 - B. Location: PA CareerLink-Berks County, 1920 Kutztown Rd Suite F, Reading, PA 19604
 - C. Members Comments & Questions (Challenges / Recommendations)
18. PUBLIC COMMENTS: NON-AGENDA ITEMS (3 Minute Limit)
19. CLOSING REMARKS (Members Only)
20. ADJOURNMENT (Motion Needed)
 - A. Motion needed to "Approve" Adjournment for today's meeting of 06/17/2025.
 - i. Discussion - Additions, Deletions, or Corrections
 - ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"
 - B. Meeting Ending Time