

**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-Berks County, 1920 Kutztown Rd Suite F, Reading, PA 19604
(In-Person, Virtual, or Dial-In)
DATE: Tuesday, September 16, 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 09/16/2025.

- 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"

6. CAC CHAIRPERSON - REPORT (Updates & Goals) (Brian D'Amico)

A. CAC Webpage on PARC Website

- i. 2023 Minutes Corrected, Updated & Posted.
- ii. 2024 Minutes Correcting & Updating In Progress.

- B. PA OVR Case Process 2026
 - i. Referral Submitted (Status -1) Process Details Presentation.
- C. "Recommendation Notice" To PA OVR & PA RC
 - i. Ad-Hoc Workgroup Needed.
 - ii. Objective: Create Form To Submit Recommendations To PA OVR & PA RC.
- D. "2026 Meetings"
 - i. Ad-Hoc Workgroup Needed.
 - ii. Objective: Recommend Places, Dates, & Times of 2026 CAC Meetings.
- E. 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
 - E. Members Comments & Questions (Challenges / Recommendations)
- 11. PA OVR - REPORT (Jim Whitonis, PA OVR VR Specialist)
 - A. Members Comments & Questions (Challenges / Recommendations)
- 12. PA CAP - REPORT (Andrew Pennington, Co-Director PA CAP)
 - A. Members Comments & Questions (Challenges / Recommendations)
- 13. NEW BUSINESS & ANNOUCEMENTS (Mission Related)
 - A. Create: "Recommendation Notice Ad-hoc Workgroup"
 - i. Objective: Create Form To Submit Recommendations To PA OVR & PA RC
 - ii. Appoint 1 Chair & 1-2 Members
 - iii. Members Comments & Questions (Challenges / Recommendations)
 - B. Create: "2026 Meetings Ad-hoc Work Group "
 - i. Objective: Recommend Places, Dates, & Times of 2026 CAC Meetings.
 - ii. Appoint 1 Chair & 1-2 Members
 - iii. Members Comments & Questions (Challenges / Recommendations)
- 14. OTHER BUSINESS & ANNOUCEMENTS (Disability Related)

A. Members Comments, Questions (Challenges / Recommendations)

15. 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

16. NEXT MEETING

A. Location: Reading OVR, 3602 Kutztown Road, Suite 200, Reading, PA 19605

i. Date: Tuesday, December 16th, 2025 (1:00pm - 3:00pm Approx. 2hrs.)

B. Members Comments & Questions (Challenges / Recommendations)

17. PUBLIC COMMENTS: NON-AGENDA ITEMS (3 Minute Limit)

18. CLOSING REMARKS (Members Only)

19. ADJOURNMENT (Motion Needed)

A. Motion needed to "Approve" Adjournment for today's meeting of 09/16/2025.

i. Discussion - Additions, Deletions, or Corrections

ii. All In Favor "Yes", All Opposed "No", Any "Abstentions"

B. Meeting Ending Time