

**CITIZEN ADVISORY COMMITTEE (CAC)
TO THE
READING OFFICE OF VOCATIONAL REHABILITATION (OVR)**

Serving Berks & Schuylkill Counties, 3602 Kutztown Road, Suite 200, Reading, PA 19605
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MEETING AGENDA

NOTE: Document is posted on [Pennsylvania Rehabilitation Council \(PaRC\) website.](#)

TYPE:	Full Committee Meeting (Open To The Public)
LOCATION:	Kutztown University - McFarland Student Union (In-person / Virtual / Dial-In)
ADDRESS:	274 Student Union Building, Kutztown, PA 19530 (Conference Room 312)
DATE:	March 17 th , 2026
TIME:	1:00pm - 3:00pm (Approx. 2hrs.)
RECORDED BY:	CAC to the RDG OVR Secretary

1. CALL TO ORDER

A. Meeting Start Time

2. WELCOME & OPENING REMARKS

A. Welcome

i. Meeting Agenda Heading Details

ii. PA Governor's Office - Management Directive 205.34 Amended - IT Policy

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. OVR Representatives Present:

1. Kim Baskett, RDG OVR Representative

iv. Guest Introductions:

1. Jim Whitonis, PA OVR VR Specialist (Representative Guest)

3. PUBLIC COMMENTS: AGENDA ITEMS (3 Minute Limit)

4. CURRENT AGENDA: 03/17/2026 (Motion Needed)

A. Members Open Discussion

B. Motion Needed

C. All In Favor, All Opposed, Any Abstentions

5. PRIOR MINUTES: 12/16/2025 (Motion Needed)

A. Members Open Discussion

B. Motion Needed

C. All In Favor, All Opposed, Any Abstentions

6. CAC OUTREACH WORKGROUP: REPORT (Helen Konnick)
 - i. Members: McKenzie, Angel, Andrew, Kim
 - A. CAC Brochure Review & Revise Update
 - i. Natalia: Email of recommendations. "More list and less sentences."
 - ii. Members Open Discussion
 - B. CAC Invite Letter Review & Revise Update
 - i. Members Open Discussion
 - C. CAC Flyer Review & Revise Update
 - i. Members Open Discussion
 - D. CAC Facebook Page Creation Update
 - i. Members Open Discussion
 - E. Social Media Post
 - i. Stream Line Approval Process
 - ii. Members Open Discussion
 - F. New Member Retention
 - i. Length of Meetings
 - ii. Content is Relevant
 - iii. Length of Agenda
 - iv. Members Open Discussion
7. CAC RECOMMENDATION NOTICE AD-HOC WORKGROUP: REPORT (Brian D'Amico)
 - i. Members: Angel
 - A. Objective: Create Form To Submit Recommendations To PA OVR & PA RC.
 - i. End Workgroup
 - ii. Members Open Discussion
8. CAC CHAIRPERSON: REPORT (Updates & Goals) (Brian D'Amico)
 - A. RDG OVR CAC Webpage on PARC Website:
 - i. Members Open Discussion
 - B. PA OVR Case Process Review?
 - i. Intake Referral Process - (Status -1)
 - ii. Members Open Discussion
 - C. PA OVR - Citizen Advisory Committees - Revitalization Options 12.16.25
 - i. Members Open Discussion
9. RDG OVR: REPORT (Updates & Goals) (Kim Baskett)
 - A. Staffing Data
 - i. Members Open Discussion
 - B. Customer Data
 - i. Members Open Discussion
 - C. Current Programs & Announcement
 - i. Members Open Discussion

D. New Programs & Announcements

i. Members Open Discussion

10. PA OVR: REPORT (Jim Whitonis, PA OVR VR Specialist)

A. Highlight Current Program Points Of Interest

B. Members Open Discussion

11. PA CAP: REPORT (Andrew Pennington, Co-Director PA CAP)

A. Highlight Current Program Points Of Interest

B. Members Open Discussion

12. NEXT MEETING

A. Type: Full Committee Meeting (Open To The Public)

i. PA CareerLink-Schuylkill County (In-person / Virtual / Dial-In)

ii. 203 E Arch St, Pottsville, PA 17901

iii. Tuesday, June 16th, 2026

iv. (1:00pm - 3:00pm Approx. 2hrs.)

v. Members Open Discussion

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

14. CLOSING REMARKS (Members Only)

15. MEETING ADJOURNMENT: 03/17/2026 (Motion Needed)

A. Members Open Discussion

B. Motion Needed

C. All In Favor, All Opposed, Any Abstentions

D. Meeting Ending Time