

**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 (In-person / Virtual / Dial-In)
ADDRESS:	203 E Arch St, Pottsville, PA 17901
DATE:	June 16th, 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 (10 Minute Limit)

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: 06/16/2026 (Motion Needed) (5 Minute Limit)

A. Members Open Discussion

B. Motion Needed

C. All In Favor, All Opposed, Any Abstentions

5. PRIOR MINUTES: 03/17/2026 (Motion Needed) (5 Minute Limit)

A. 2026-03-17 CAC to RDG OVR - Meeting Minutes (Unapproved).pdf

B. Members Open Discussion

C. Motion Needed

- D. All In Favor, All Opposed, Any Abstentions
- 6. CAC OUTREACH WORKGROUP: REPORT (Helen Konnick) (30 Minute Limit)
 - A. Members: McKenzie, Angel, Andrew, Kim
 - B. CAC OUTREACH WORKGROUP INVITE APPROVAL: (Motion Needed)
 - i. CAC to RDG OVR - Customer Invite Updated 12-08-2025 (Unapproved).pdf
 - ii. Members Open Discussion
 - iii. Motion Needed
 - iv. All In Favor, All Opposed, Any Abstentions
 - C. CAC OUTREACH WORKGROUP BROCHURE APPROVAL: (Motion Needed)
 - i. CAC to RDG OVR - Brochure Color Updated 03-16-2026 (Unapproved).pdf
 - ii. Members Open Discussion
 - iii. Motion Needed
 - iv. All In Favor, All Opposed, Any Abstentions
 - D. CAC Flyer Review & Revise Update
 - i. Members Open Discussion
 - E. CAC Facebook Page Creation Update
 - i. Members Open Discussion
 - F. Social Media Post
 - i. Stream Line Approval Process
 - ii. Members Open Discussion
 - G. New Member Retention
 - i. Length of Meetings
 - ii. Content is Relevant
 - iii. Length of Agenda
 - iv. Members Open Discussion
- 7. CAC OUTREACH WORKGROUP: PURPOSE & NEED QUESTIONS? (10 Minute Limit)
 - A. Member Open Discussion
- 8. CAC CHAIRPERSON: REPORT (Updates & Goals) (Brian D'Amico) (10 Minute Limit)
 - A. CAC to RDG OVR 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 CAC Options Review By PARC
 - i. PA OVR - Citizen Advisory Committees - Revitalization Options 12.16.25.pdf
 - ii. Members Open Discussion
- 9. RDG OVR: REPORT (Updates & Goals) (Kim Baskett) (30 Minute Limit)
 - 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) (5 Minute Limit)
 - A. Highlight Current Program Points Of Interest
 - B. Members Open Discussion
- 11. PA CAP: REPORT (Andrew Pennington, Co-Director PA CAP) (5 Minute Limit)
 - 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 - Berks County (In-person / Virtual / Dial-In)
 - ii. 1920 Kutztown Rd Suite F, Reading, PA 19604
 - iii. September 15th, 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: 06/16/2026 (Motion Needed)
 - A. Members Open Discussion
 - B. Motion Needed
 - C. All In Favor, All Opposed, Any Abstentions
 - D. Meeting Ending Time