



Pennsylvania Rehabilitation Council (PaRC)

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CareerLink / WIOA Committee Meeting Minutes for June 8, 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 (NP)
Joan Myers Goodman (P)
Dorian Rhodes (NP)

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

Office of Vocational Rehabilitation (OVR) Staff Present: Chris Harbert, Rob Hodapp

State Workforce Development Staff Present: James Martini, Christopher Manlove, Mary Dougherty

Office of Equal Opportunity Staff Present: Colette Al-Qaadir, Amy Sunnergren

PaRC Support Personnel Present: Christopher Todd, Michelle Gerrick

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 Mr. Rob Wallington to approve the meeting agenda and past meeting minutes. Ms. Lynn Heitz seconded the motion. All were in favor.

Agenda Items

Committee Chair and Vice Chair for Fiscal Year (FY) 2026-2027

- Ms. Lynn Heitz nominated Ms. Twana Jones for Committee Chair for FY 2026-2027 and she accepted the nomination. Mr. Rob Wallington nominated Ms. Passle Helminski for Committee Vice Chair for FY 2026-2027 and she accepted the nomination. There were no additional nominations.

MOTION was made by Mr. Rob Wallington to approve Ms. Twana Jones as Committee Chair for Fiscal Year (FY) 2026-2027. Ms. Joan Myers Goodman seconded the motion. All were in favor.

MOTION was made by Mr. Rob Wallington to approve Ms. Passle Helminski as Committee Vice Chair for Fiscal Year (FY) 2026-2027. Ms. Joan Myers Goodman seconded the motion. All were in favor.

Updates from Office of Equal Opportunity (OEO)

- Ms. Colette Al-Qaadir, OEO, provided updates regarding the work of the Office of Equal Opportunity which includes monitoring surveys, updating Assistive Technology, Nondiscrimination Plans (NDP), Limited English Proficiency (LEP) policies, and the Americans with Disabilities Act (ADA) toolkit training. Ms. Al-Qaadir inquired about information on having OEO posters translated into Braille. Ms. Lynn Heitz offered to share the posters with an organization that provides Braille services to request an estimate for Braille printing.

Updates from Office of Vocational Rehabilitation (OVR)

- Ms. Passle Helminski shared an update regarding the Erie CareerLink location which is located near a prison and parole office. Ms. Helminski shared ongoing concerns with the facilities, acquiring a lease for a new location, and CareerLink staff funding issues. Mr. Rob Hodapp, OVR, will inquire with the Erie District Office and follow up regarding information about a temporary location in Erie, a lease for the newly selected location, and providing assistance for a site review with the District Administrator.
- Mr. Hodapp provided updates regarding ongoing statewide guidance, annual accessibility reviews, and updated software at all CareerLink locations.
- Mr. Andrew Pennington inquired if OVR keeps a log of annual CareerLink staff trainings and site reviews to ensure all CareerLink locations are accessible to everyone. Mr. Hodapp explained that CareerLinks reach out to their local OVR office for trainings and are provided with ADA reviews annually. Currently there is no tracking mechanism in place. Ms. Al-Qaadir explained that the OEO is required to ensure all CareerLinks complete yearly reviews and trainings which includes ADA accessibility. Mr. Christopher Manlove, Workforce Development, agreed to follow up with information regarding a schedule of trainings and reviews at the Erie CareerLink location to share with the committee.

Updates from PA Workforce Development

- Mr. Christopher Manlove will follow up with more information about the Erie CareerLink facility regarding when they intend to take occupancy of a new location. Mr. Manlove provided updates regarding the Commonwealth's Workforce Innovation and Opportunity Act (WIOA) federal funding which has declined by 9.85% in comparison to last year. The largest decline was for adult program services followed by dislocated workers and youth. The reductions in funding are statewide, and the Philadelphia area has seen the largest decline overall of a combined \$2 million. Workforce Development continues working with their local partners on reentry initiatives to expand services to individuals affected by the justice system and are working to reenter the workforce. Workforce Development continues to implement programs at correctional institutions statewide.
- Mr. James Martini provided information on the State Workforce Development Board's partnership with PaRC member Ms. Christie Cyktor regarding federal level challenges. Ms. Cyktor informed the Board of the PaRC's letter which outlined many challenges at the federal level regarding disability employment protections. The Board also wrote a letter that was sent to the Acting Secretary of the U.S. Department of Labor which included the negative impacts on individuals Workforce Development serves and several recommendations the have been previously made by the Board. The letter will be provided to the committee and is part of the public record.

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

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

- Mr. Manlove will share with PaRC staff a schedule of trainings that have been provided to CareerLink staff from BWDA or Workforce Partnership Operations.

Schedule Quarterly Committee Meetings for FY 2026-2027

- Members requested that PaRC staff send a poll via email to schedule the next quarterly committee meeting in mid-September 2026.

Public Comment

- Ms. Lynn Heitz provided Public Comment informing attendees that her term on the Council ends in July 2026. Ms. Heitz thanked Ms. Jones for her leadership as Committee Chair and wished everyone the best of luck moving forward.

Adjourn

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