Pennsylvania Rehabilitation Council (PaRC)

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PaRC CITIZEN ADVISORY COMMITTEE (CAC) AD HOC COMMITTEE

Meeting Minutes for October 20, 2026, 2:00 PM to 3:00 PM

Members Present (P)		Not Present (NP)
Andrew Pennington (P)	Christie Cyktor (P)	Passle Helminski (P)
Julianna Rodrigues (NP)	Michelle Mitchell (NP)	

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

PaRC Staff Present: Christopher Todd, Michelle Gerrick

Guests Present: Brian D'Amico, Angel Torres, Christine Hunsinger

CALL TO ORDER

This meeting was conducted through Zoom. Mr. Andrew Pennington called the meeting to order after a quorum was established.

ADDITIONS TO THE AGENDA

There were no additions.

MOTION was made by Ms. Passle Helminski for approval of today's meeting agenda and previous meeting minutes. Ms. Christie Cyktor seconded the motion. All were in favor.

DISCUSSION AND POSSIBLE ACTION ITEMS:

PROPOSED RECOMMENDATIONS FOR CAC OPERATIONS AND PUBLIC ENGAGEMENT

- Mr. Andrew Pennington presented a draft proposal outlining CAC operations, based on the committee's previous discussions. The proposal summarizes the committee's prior meeting discussions and their positions and outlines the respective parties' roles and responsibilities, funding, and proposed timeline.

- Ms. Passle Helminski expressed disagreement with the proposed administrative role of PaRC in CAC operations.
- Ms. Christie Cyktor said that the recommendations reflect the committee's consensus and agreed-upon positions, PaRC's administrative involvement, and that the proposed recommendations provide a good path forward regarding CAC operations.
- Mr. Chris Harbert, OVR, stated that the recommendations were thorough and took best practices and operational functions into consideration

PUBLIC COMMENT

- Mr. Brian D'Amico questioned the State Board of Vocational Rehabilitation's compliance with the Pennsylvania Sunshine Act and the use of transcription services during Board and Reading CAC meetings.
- Mr. Chris Harbert, OVR, confirmed that the Board follows Sunshine Act requirements and that a transcription service is used during Board meetings. Mr. Harbert recalled a discussion about transcription services for Reading CAC meetings but did not recall OVR approving their use.
- Discussion followed regarding the relevance of the question to the matter being discussed and a prior conversation involving a PaRC member. Mr. Pennington shared his characterization of the prior exchange regarding whether CAC meetings are required to adhere to the PA Sunshine Act and said that he chose not to comment. Members noted that the three-minute public comment limit had been exceeded and the meeting proceeded to the next agenda item
- Mr. D'Amico said that Reading CAC had used a transcription service but was later informed that recording was not permitted due to objections from fellow CAC members. He requested that the committee consider whether CACs should be required to follow the Sunshine Act.

POTENTIAL ACTION ITEM: APPROVE A FINAL PROPOSAL AND FORWARD THE RECOMMENDATIONS TO THE PaRC EXECUTIVE COMMITTEE FOR CONSIDERATION

- Mr. Andrew Pennington explained that the committee would not vote on the draft recommendations until its next meeting and that OVR is not guaranteed to accept the Council's final recommendations. PaRC staff will distribute the draft written proposal to committee members for review, and members may submit revisions before the next committee meeting.
- Ms. Helminski further explained her disagreement with PaRC's proposed administrative role and expressed concern that, if a different contractor were to provide administrative services for PaRC, the contractor would require training on CAC operations, in addition to training on PaRC and OVR.
- Ms. Christie Cyktor said that the proposed timeline would provide ample time to

implement the recommendations if approved by the Council and adopted by OVR.

PUBLIC COMMENT

- Mr. D'Amico inquired whether PaRC adheres to the Pennsylvania Sunshine Act and whether a written transcript was being prepared for the committee meeting. He also asked whether PaRC staff would follow the Act if PaRC were to provide administrative services to the CAC.
- Ms. Michelle Gerrick, PaRC staff, stated that she could not address the question regarding the CAC but confirmed that PaRC follows the Sunshine Act. Mr. Chris Todd, PaRC staff, clarified that the meeting was being audio-recorded via Zoom rather than transcribed into a written record.
- Mr. D'Amico noted that OVR has 21 district offices and that, if each CAC held four meetings per year, PaRC staff would be responsible for providing administrative services for an additional 84 CAC meetings annually. He expressed concern about the additional workload, stated that he disagreed with the recommendations presented, and noted that the proposed recommendations did not include specific dollar amounts. He further expressed concern that, if approved, the additional costs would ultimately be funded by taxpayers.
- Mr. Angel Torres said that the recommendations are a start in the right direction.

SCHEDULE NEXT MEETING

- Members agreed to meet again on November 10, 2026, from 2:00 PM to 3:00 PM

ADJOURN

MOTION was made by Ms. Christie Cyktor to adjourn the meeting. Ms. Passle Helminski seconded the motion. The meeting was adjourned.