



# Pennsylvania Rehabilitation Council (PaRC)

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## **Executive Committee Meeting Draft Minutes for April 20, 2022 1:00 PM to 2:00 PM**

### **Committee Members (P = Present) (NP = Not Present)**

Cindy Duch (P) Passle Helminski (P) Juliet Marsala (NP)  
William Del Toro Vargas (P) Rob Wallington (NP) Michele Leahy (P)

**Other Members Present:** Paul Fogle

**Office of Vocational Rehabilitation (OVR) Present:** Cheryl Novak, Lee Ann Stewart

**Staff Present:** Michelle Gerrick, Chris Todd

### **ADDITIONS TO THE AGENDA**

No additions.

### **APPROVAL OF THE AGENDA AND PAST MINUTES**

***Ms. Cindy Duch motioned to approve past minutes and today's agenda. Ms. Michele Leahy seconded the motion. All were in favor.***

### **DISCUSSION AND POSSIBLE ACTION ITEMS**

#### **ESTABLISH DRAFT AGENDA FOR FULL COUNCIL MEETING 05/18/22**

- Ms. Passle Helminski inquired if there were additions to the draft agenda for the next FC meeting.
- Ms. Michelle Gerrick (staff) reviewed member suggestion to add Mr. Rob Hodapp, from OVR, presentation on CareerLink accessibility to the draft agenda. Inquired if there were additional ideas for speakers, provide time for Committee reports rather than just providing written report, and providing additional discussion items as ending early has been a concern in the past due to adjourning before the second public comment period.
- Ms. Passle Helminski inquired about providing time for reports from Bureau of Blindness and Visual Services (BBVS) and Office of Deaf and Hard of Hearing (ODHH). Inquired about another speaker were Mr. Rob Hodapp to be unavailable.

- Ms. Michelle Gerrick (staff) stated that as a standard practice, all stakeholders are provided an invitation to give oral report during each FC meeting as well as to provide a written report.
- Ms. Lee Ann Stewart suggested that Mr. Doug Rand may be available to speak as well.
- Ms. Cheryl Novak also suggested Mr. Mike White from State Workforce Development Board (SWDB) is working with Mr. Rob Hodapp to provide the presentation on CareerLink Accessibility and may be able to speak at the FC meeting.
- Mr. Paul Fogle suggested requesting an update from Hiram G. Andrews Center (HGAC).
- Ms. Michele Leahy stated there was not a press release about the new assignment of Mr. Ryan Hyde as Acting Executive Director of OVR, that members were not officially notified of this change, and inquired if during public comment period as a private citizen it would be appropriate to inquire about why there was nothing provided to stakeholders, consumers, and the public of this appointment.
- Ms. Passle Helminski stated that she spoke with Mr. Ryan Hyde to ensure that the Council received an official email from the Secretary of Labor and Industry to notify the Council of this appointment but there was not a press release. Stated that it would be allowed to provide public comment at the State OVR Board meeting about this matter by Ms. Michele Leahy as a private citizen.
- Ms. Lee Ann Stewart stated that a press release would have to come through the Labor and Industry Press Office and that would be a decision the Secretary makes as OVR staff has no control over those decisions. Suggested that may be a question or comment that could be provided during the OVR State Board meeting public comment period.

## **SLATE OF CANDIDATES FOR ELECTION OF OFFICERS FY 2022-2023**

- Ms. Michelle Gerrick (staff) stated that Ms. Juliet Marsala is the Chair of the Nomination Committee and could not attend the meeting today. She asked staff to share information and has not requested to confirm interest from members but provided that at this time nominations include Mr. Paul Fogle and Ms. Michele Leahy for Chair. Vice Chair nominations includes Ms. Susan Tomasic and Mr. Paul Fogle. Member at Large nominations include Ms. Jeanette Alexander. Nominations will need to be confirmed, and a ballot will be included with pre-meeting materials.

## **MEMBER RE-APPOINTMENTS: William Del Toro Vargas and Kara Donatucci Pham**

- Ms. Michelle Gerrick (staff) stated that Mr. William Del Toro Vargas has submitted his re-appointment form. Ms. Kara Donatucci Pham was contacted about this request but has not confirmed her interest yet and staff will provide further follow up.

***Ms. Cindy Duch motioned for approval to re-appoint Mr. William Del Toro***

***Vargas to the PaRC. Ms. Michele Leahy seconded the motion. All were in favor.***

**FISCAL REPORT FOR 3<sup>rd</sup> QUARTER (JANUARY, FEBRUARY, MARCH 2022)  
PaRC Operating Budget for new Contract (FY 2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027)**

- Mr. William Del Toro Vargas provided 3<sup>rd</sup> quarter fiscal report with expenses for JANUARY 2022 = \$2284.13, FEBRUARY 2022 = \$202.47, and MARCH 2022 = \$1306.42.
- Ms. Passle Helminski stated that previously the Council sponsored the Philadelphia Pride, currently their website is not accessible to those who are blind and visually impaired and would like to ensure that the issue is fixed before the Council provides sponsorship again. Currently waiting to hear back from the person in charge of their website.
- Ms. Michelle Gerrick (staff) stated that this is a bidding year for the PaRC contract. Inquired if members want to remain at \$83,000 for the operating budget. As travel is the largest Council expense inquired if members would like to provide discussion today on 2023 meeting format.
- Ms. Michele Leahy inquired about stating lack of expenses is due to COVID travel restrictions and request a 5% increase in the budget over the next two years as technology expenses may increase.
- Ms. Cindy Duch suggested that it may be difficult to justify an increase in the budget when there is a lot of money left over each year even prior to COVID restrictions. Suggested analyzing numbers from last five years to make more informed decision.
- Mr. Paul Fogle inquired if Council members have any role in bidding out for the contract.
- Ms. Lee Ann Stewart stated that Council members do not have any role in the bidding for the contract. Once bids are received OVR reviews the proposals.

***Ms. Cindy Duch motioned to review and analyze the past five years of expenses to make an informed decision on future operating budget for new contract. Mr. William Del Toro Vargas seconded the motion. All were in favor.***

**2023 FULL COUNCIL MEETING DATES**

- **Wednesday, February 22, 2023 (Ash Wednesday)**
  - ❖ **Wednesday, February 15 or Wednesday, March 1**
- **Wednesday, May 17, 2023**
- **Wednesday, August 2, 2023**
- **Wednesday, October 18, 2023**

***Ms. Michele Leahy motioned to accept the dates of February 15, May 17, August 2, October 18, 2023 for Full Council Meetings. Mr. William Del Toro Vargas seconded the motion. All were in favor.***

**REVIEW DRAFTED BYLAWS**

- Mr. Paul Fogle reviewed drafted Bylaws which include establishment of a Governance Committee, removal of the Decision-Making Matrix, and language that would allow members who are appointed to complete a member's term who resigned early to be permitted to serve an additional two full three-year terms. Changes also include, Members upon completion of their terms or resignation from the Council must wait 1 year before applying for reappointment to the Council.
- Ms. Cheryl Novak stated that feedback received from the Governor is for a waiting period for any State Board or Council is the amount of one full term. Will ask for feedback regarding changes to Bylaws regarding appointment terms from the Governor's Office and Labor and Industry to ensure consistency upon request of appointment/re-appointment.
- Ms. Passle Helminski stated that Federal law trumps state law. Federal law says that you don't have to wait more than a year before applying for re-appointment and that currently the Statewide Independent Living Council (SILC) has already made this change to their own requirements. Requested to inform Governor's Office and Labor and Industry that members are following the federal WIOA 2014 law.
- Members agreed of importance to ensure consistency upon request of appointment/re-appointment.
- Mr. Paul Fogle reviewed the role of the Governance Committee in Article VII of the Bylaws. The Committee duties include annual updates of Bylaws, Member Handbook, nominations, elections, and new member recruitment.

***Ms. Cindy Duch motioned to provide Bylaws to Full Council for approval. Ms. Michele Leahy seconded the motion. All were in favor.***

#### **COMMITTEE UPDATES TO INCLUDE**

- **RECOMMENDATION OF COMMITTEE GOALS & BUDGET FOR FY 2022-2023**
- **RECOMMENDATION OF CHAIR AND VICE CHAIR**
- **OVERSIGHT COMMISSION – PaRC MEMBER REPRESENTATION**

- Ms. Passle Helminski stated the need for the Employment 1<sup>st</sup> Oversight Commission PaRC representative. Requested this be provided to Full Council for review.
- Ms. Cindy Duch stated this involves quarterly and Committee meetings, went over time commitment and a lot of work regarding data for this position.
- Members reviewed Committee Chair/Vice Chair nominations and Committee Budget and Goals.

***Ms. Cindy Duch motioned to accept Budget and Goals for the CareerLink, Transition, and Social Media Committees. Ms. Michele Leahy seconded the motion. All were in favor.***

#### **RECRUITMENT**

**Current Openings on the Council:**

- ❖ **State Workforce Development Board**
- ❖ **Young Adult**
- ❖ **Business/Industry/Labor**

**Openings on the Council as of July 2022:**

- ❖ **Business/Industry/Labor – *Susan Soderberg*: Lancaster County (Central)**
- ❖ **Cognitive Disabilities – *Passle Helminski*: Erie County (Western)**
- ❖ **Intellectual Disabilities – *Deb Arcoleo*: Lancaster County (Central)**
- ❖ **IDEA Parent Training & Info. Center Representative – *Cindy Duch*: Allegheny County (Western)**
- ❖ **Rehabilitation Counselor – *Juliet Marsala*: Philadelphia County (Eastern)**

**Review potential applicants (if any):**

- Ms. Passle Helminski stated the importance of representing the whole state with members from all regions of the state.
- Ms. Michelle Gerrick stated that four out of the five current applicants can only represent categories that are currently being filled.
- Members provided inquiry and discussion about filling and or changing categories of representation to be able to fill those openings and agreed that applicant Ms. Jessica Keogh would be a good fit for the category of Intellectual Disabilities as she stated she is an advocate for that category through her position of employment as a Special Education Teacher.

***Ms. Michele Leahy motioned to approve the nomination of Ms. Jessica Keogh to be appointed to the PaRC. Mr. William Del Toro Vargas seconded the motion. All were in favor.***

**Schedule Next Meeting**

- Members agreed to schedule the next meeting via email.

**Adjourn**

**Mr. William Del Toro Vargas motioned to adjourn today's meeting. Ms. Michele Leahy seconded the motion. The meeting was adjourned.**