



# Pennsylvania Rehabilitation Council (PaRC)

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## Governance Committee Draft Minutes for June 16, 2022

### Members Present (P)

### Not Present (NP)

Julia Grant Barol (P)  
Paul Fogle (NP)

Susan Tomasic (P)

Passle Helminski (P)

**Office of Vocational Rehabilitation (OVR) Staff Present:** James Whitonis, Cheryl Novak

**Project Staff Present:** Chris Todd

### CALL TO ORDER

This meeting was conducted through Zoom. Ms. Susan Tomasic called the meeting to order at 10:00 AM.

### ADDITIONS TO THE AGENDA

No additions.

### APPROVAL OF THE AGENDA AND PAST MINUTES

***Ms. Passle Helminski motioned to approve the agenda. Ms. Julia Barol seconded the motion. All were in favor.***

### AGENDA ITEMS:

#### **Discussion for Committee Budget and Goals for Fiscal Year 2022-2023**

- Members discussed potential costs for the Committee for monthly meetings, interpreters, research, and other potential meeting costs.

***Ms. Passle Helminski motioned to set the Committee Budget for \$8000. Ms. Julia Barol seconded the motion. All were in favor.***

- Ms. Susan Tomasic suggested Goal #1 be to review and revise the Council Bylaws, Goal #2 be to review and revise the Member Handbook, policies, and procedures, and inquired if there was any SRC onboarding training.
- Ms. Passle Helminski stated that in the past there were training modules that were required and provided a certificate upon completion. Suggested review of Bylaws and Member Handbook sections that require members to attend Full Council meetings and to provide more specifics about missing meetings.
- Ms. Susan Tomasic and Ms. Passle Helminski agreed to have the Governance Committee make a recommendation to the Council Chair when it is determined members would need to be given notice in the form of a letter after failure to attend meetings.
- Members discussed future meetings and agreed to focus on review and revision of Bylaws by each section during the next two meetings followed by the same process for the Member Handbook, policies, and procedures during additional meetings.
- Ms. Susan Tomasic provided steps for Goal #1 as follows:
  - 1.) Provide Committee review of Article 1 of the Council Bylaws.
  - 2.) Upon review provide any necessary revisions to Article 1.
  - 3.) Repeat the process of review and revision for each Article.
  - 4.) Upon completion of all Articles, consolidate revisions to be provided to the Executive Committee for review.
- Members agreed this process could also be followed for Goal #2 Review and revise Member Handbook, policies, and procedures.
- Ms. Susan Tomasic suggested that Goal #3 would be for Member recruitment procedures to be aligned with the Council By-Laws and Member Handbook and could be completed in congruence to the completion of Member Handbook review and revisions.
- Ms. Passle Helminski suggested providing review of the By-Laws to state the eligibility of Governance Committee members to be nominated for Council Officer positions.
- Members discussed and agreed upon Goals #3 through #6 and their steps as follows:

**Goal #3:** Review and revise member recruitment procedures annually.

**Steps to achieve the goal:**

- 1.) Ensure that member recruitment procedures are aligned with the Member Handbook and By-Laws.
- 2.) Provide Committee review and revisions to the procedures section by section.

**Goal #4:** Recruitment of new members to ensure compliance as stated under the Rehab Act as amended by WIOA 2014

**Steps to achieve the goal:**

- 1.) Identify new members to fill the Categories of Representation for members who will be cycling off from the Council.
- 2.) Continue to maintain and contact a pool of applicants annually to inform them of potential openings on the Council.
- 3.) Inform and advise Full Council on providing a concerted effort to provide networking and recruitment for new members on a consistent basis.

**Goal #5:** Monitor attendance of Full Council and Committee meetings.

**Steps to achieve the goal:**

- 1.) Provide recommendations to Council Chair as needed regarding member attendance.
- 2.) Review and revise the form letter draft upon each recommendation to be sent to a member regarding attendance.

**Goal #6:** Oversee the election of Council Officers annually.

**Steps to achieve the goal:**

- 1.) Determine the voting procedure of Officer elections.
  - 2.) Complete the Nomination process of Officers annually.
    - a.) Inform Full Council of Nomination process in congruence with By-Laws and Member Handbook.
    - b.) Recruit, review, and confirm eligible nominees.
    - c.) Inform Full Council of nominees and election process.
- Members discussed concerns over having quorum for Committees, meetings, and Ms. Passle Helminski suggested providing invitation to current members that may be interested in joining the Governance Committee.
  - Ms. Susan Tomasic suggested providing Committee work during the next Full Council meeting in an effort to recruit members to the Governance Committee and asked for staff to provide Committee Goals to Full Council to also recruit members to join the Governance Committee.
  - Ms. Cheryl Novak inquired about the recent updates to the By-Laws for the section that states the following:

## **Section I Nominations, Qualifications, Appointments and Terms**

- (A) Membership on, and the composition of, the Council shall be through appointment by the Governor and shall be consistent with the terms of S105 of the Act as amended by WIOA of 2014.

- (B) As stated in the Act as amended by WIOA of 2014, a majority of Council members shall be persons who are individuals with disabilities and not employed by the designated State unit.
- (C) A member can serve two three-year terms, if willing and if reappointed by the Governor, except that:
- (1) a member appointed to fill a vacancy occurring prior to the expiration of the term for which a predecessor was appointed, shall be appointed for the remainder of such term, plus two additional three-year terms, thereby maintaining the original intent of staggered terms.
  - (2) No member of the Council, other than a representative of the Client Assistance Program, may serve more than two consecutive full terms.
  - (3) 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 after reviewing the Workforce Innovation and Opportunity Act (WIOA) part (C) (1) of the PaRC By-Laws conflicts with what is stated in the Act. Part (C) (3) of the PaRC By-Laws conflicts with the Governor’s policy and did not find anything within State or Federal Regulations that would provide a different policy from the Governor’s policy regarding a three-year waiting period for reappointment. Would like to ensure that everyone is on the same page to avoid any confusion were there to be pushback from the Governor’s Office when providing member recommendations for appointment to the Department of Labor and Industry.
  - Ms. Passle Helminski stated that members have previously consulted about requirements for filling a vacancy and term limits included in WIOA with President of the National Coalition of State Rehabilitation Councils (NCSRC) and Assistant Attorney General of another state. Other states also follow the same policy as what is stated in the current By-Laws. As the Council is Federally mandated and not State mandated members only have to be off from the Council for one year rather than three.
  - Ms. Susan Tomasic stated that she will review the information and guidance that members were provided about the term limits, review WIOA, and provide any necessary clarification and justification of the By-Laws upon review.

### **Schedule next Committee meeting**

- Members agreed on holding monthly meetings on the third Thursday of each month from 10:00 AM to 11:00 AM. The next meeting is scheduled for July 14, 2022 at 10:00 AM.

### **Adjourn**

***Ms. Julia Barol motioned to adjourn. Ms. Passle Helminski seconded the motion. The meeting was adjourned.***