



Pennsylvania Rehabilitation Council (PaRC)

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Governance Committee Minutes for August 25, 2022

Members Present (P)

Not Present (NP)

Julia Grant Barol (P)

Paul Fogle (P)

Susan Tomasic (P)

William Del Toro Vargas (NP)

Office of Vocational Rehabilitation (OVR) Staff Present: James Whitonis

Project Staff Present: Chris Todd, Michelle Gerrick

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

Ms. Susan Tomasic provided an addition to the agenda to review revisions to the Bylaws regarding membership requirements to be in congruence with WIOA.

APPROVAL OF THE AGENDA AND PAST MINUTES

The agenda and past meeting minutes were approved by acclamation.

AGENDA ITEMS:

Continue the Discussion / Review and Revision of PaRC By-Laws (Section by section)

Members left off at Article IX, Section V

Review of draft revisions

- Ms. Susan Tomasic provided a revision for Article IX, Section I (C)(1) to state the following changing two additional terms to one term:
(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 one additional three-year term, thereby maintaining the original intent of staggered terms.

- Ms. Susan Tomasic suggested adding revisions on attendance of Committee meetings to Article IX, Section V (A) to state the following:

Section V Recommendation to Remove a Member from the Council

(A) The Council may recommend that a member be removed for just cause including, but not limited to, noncompliance with these By-laws. Lack of attendance of Committee meetings is defined as missing more than two meetings for Committees that meet quarterly and more than four meetings for Committees that meet more frequently during a Fiscal Year. If unable to attend a scheduled Committee meeting members must notify their Committee Chair within 48 hours of the meeting taking place. Failure to attend two out of the four Full Council meetings within each Fiscal Year without appropriate 48-hour prior notification, or valid notification of illness, is just cause for removal from the Council.

- Members agreed to add language and revisions about lack of actively participating for members who are part of more than one Committee to Article IX, Section II (B) (2) to state the following:

(2) Actively participating on at least one standing committee during the fiscal year. This is a requirement. Actively is defined as participating in Committee meetings and in-between activities such as responding to correspondence. Lack of attendance of Committee meetings is defined as missing more than two meetings for Committees that meet quarterly and more than four meetings for Committees that meet more frequently during a Fiscal Year. If unable to attend a scheduled Committee meeting members must notify their Committee Chair within 48 hours of the meeting taking place. At the discretion of the Committee Chair, those members not able to maintain active participation will be provided a written warning to reconsider their commitment and potentially asked to resign from the committee and/or any position held within the Council. Members serving on more than one Committee who are unable to actively participate on all their Committees will be asked to reconsider their commitment to more than one Committee. Failure to respond will be considered a voluntary resignation of the position held.

- Members agreed to the following addition regarding the Executive Committee to Article X, Section II (A):

- (A) Special meetings may be called by the State Board of Vocational Rehabilitation or by the Council Chair or majority of the Executive Committee or by one quarter of the of Council membership.

Review of a draft letter for notification of lack of attendance for Council members

- Members agreed on the draft of the letter and to review the letter again after staff provides necessary administrative updates.

Discussion / Review and Revision of PaRC Member Handbook, Policies, and Procedures

- Members reviewed the Member Handbook and provided revisions to include the following:
 - Participate on at least one standing committee during the fiscal year. (removing ad hoc committee)
 - Add language from Bylaws about time requirements for submitting reimbursements.
 - In order to receive reimbursement for expenses incurred while acting as a designated Council spokesperson, the member shall follow established procedures for obtaining reimbursement as stated in the PaRC Bylaws: Reimbursement requests and reports, when applicable, are due within 30 calendar days of the event. Requests that exceed the 30-day time frame will require approval of the Executive Committee prior to processing by staff.
 - Add an annual sign off sheet to the Member Handbook and provide review during orientation process for new members.
 - Outline the three options for voting, yay, nay, and abstentions. Define acceptable reasons for abstentions including conflict of interest as follows:
Voting is mandatory.

Votes must be yay, nay, or an abstention.

An abstention vote may only be cast in the instance of it being a member's first meeting with the Council or there is a conflict of interest as defined, when a person has competing personal or professional interests.
- Members asked staff to research and update all rates of reimbursement including travel, meals, attendant care, and other expenses to current rates provided by the presiding State and Federal bodies.
- Required receipts should be listed as itemized. A separate form is provided in the member Handbook if a receipt is not available.
- Members agreed to continue review and revisions beginning with the page covering Requests for Training / Conference / Meetings and is marked / highlighted in red.

Adjourn

The meeting was adjourned at 11:05 AM.