



# Pennsylvania Rehabilitation Council (PaRC)

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## Governance Committee Draft Minutes for September 20, 2022

### Members Present (P) Not Present (NP)

Julia Grant Barol (P)

Paul Fogle (P)

Susan Tomasic (P)

William Del Toro Vargas (P)

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

**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

There were no additions.

### APPROVAL OF AGENDA AND PAST MEETING MINUTES

Agenda and past meeting minutes were agreed upon without objection.

### AGENDA ITEMS:

#### **Schedule upcoming Committee Meetings (FC is October 19th) Potentially October 27th from 2:00 PM to 3:00 PM**

- Members agreed to hold the next Committee meeting on October 27th from 2:00 PM to 3:00 PM.

#### **Final Committee Review of Revisions to PaRC By-Laws**

**Review of draft revisions were previously confirmed by members up to Article IX, Section V**

- Mr. William Del Toro wanted to ensure that a member's removal from the Council takes into account their disability. Recommended requiring members to notify Office Staff and Chair if they need to cancel any room/travel arrangements.
- Members explained that absenteeism resulting in the removal of a member is stated as only for those that have not provided prior notice or reason for absence.

**Final Committee Review of a draft letter for notification of lack of attendance for Council members**

**Staff added member requested administrative updates**

- Members did not provide discussion on this item.

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

**All changes based on member discussion from August meeting are highlighted in yellow**

**Members left off at page 14 "Requests for Training / Conference / Meetings"(highlighted in red)**

**Discussion on current hourly rate for Attendant/Driver/Reader expenses**

- Ms. Michelle Gerrick (staff) inquired what the procedure should be for providing recommendations for members to attend various conferences.
- Ms. Susan Tomasic stated to inquire what the Chair's preference is and if they do not have one to provide the conference information to the appropriate Committee to determine how to proceed.
- Members agreed to request guidance from OVR staff on whether or not to delete the form Request to Represent the Rehabilitation Council at a Training / Conference / Meeting.
- Members agreed to remove the phrase 'without support staff' from page 17, Documentation of Conference or Meeting Participation.
- Members agreed that the form Documentation of Conference, Training or Meeting Participation on page 18 is not necessary and can be removed from the Handbook.
- For the Election / Voting Process page, members agreed to include a vote by ballot rather than a roll call, state that the Governance Committee members not on the election slate will conduct elections, election results shall be announced to the public during the meeting and included instructions for virtual elections that would require that there are multiple hosts with access to the voting process and results, such as a Zoom poll. Members stated that best practices require there be one to two hosts from the Governance Committee established prior to the meeting taking place, in addition to the virtual meeting moderator, in order to avoid any thoughts of impropriety.
- Members agreed to remove from the PaRC Recruitment Procedures any mention of an ad hoc committee as the Governance Committee is now responsible for Recruitment.
- Staff inquired on the handling of applications for membership.

- Members agreed to require that staff provide all application materials to the Governance Committee as soon as all required materials are submitted by the applicant, including an application, resume, and two letters of recommendation. These documents should also be included with pre-meeting materials prior to the next Committee meeting for review.
- Members agreed to remove the collection of a Social Security Number from applicants from the Handbook as it is no longer a requirement to be Governor Appointed.
- Staff inquired about the reappointment process / requirements and how it should be defined in the Bylaws or Member Handbook.
- Members agreed that reappointments should not be assumed, Committee members should have an opportunity to examine them to ensure they are a good fit, the first step in the process should be to ask the member if they are interested in reappointment, followed by providing details of the process for reappointment with the understanding it is not guaranteed.
- Members agreed to further discuss items included in the PaRC Recruitment Procedures at the next Committee meeting.

## **Adjourn**

The meeting was adjourned at 11:10 am