



Pennsylvania Rehabilitation Council (PaRC)

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Governance Committee Minutes for November 17, 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

MOTION was made by Mr. William Del Toro Vargas for approval of today's agenda and past meeting minutes. Ms. Julia Barol seconded the motion. All were in favor.

AGENDA ITEMS:

Schedule upcoming Committee Meetings

Schedule next meeting for Thursday, January 19, 2023?

Next Full Council meeting is February 15, 2023

- Members asked staff to provide calendar invites for January 19, 2023 and begin meeting quarterly next year.

Discussion / Review of New Member Orientation and SRC Member Training

Schedule / Planning for Orientation with New Members

Review Revised PowerPoint Presentation for Orientation

Review and Discussion of SRC Training Modules

<https://catalog.ii-training.org/product?catalog=1635282032uTjPR>

- Members were informed two new members have submitted their Oath of Office. Members reviewed and discussed SRC Training Modules being recommended to all members as resource materials especially for new members but will not be mandated. Members also discussed strongly encouraging new members to attend orientation when scheduled.
- Members reviewed a PowerPoint presentation updated from a previous version used in 2020. Members provided revisions and recommendations including defining or editing language about the 121 Project, simplify bullet points listing mandated positions, include a conflict of interest link and language from the Bylaws / Member Handbook, add a slide about staff's administrative role, add a story about the use of SRC recommendations / personal anecdotes from OVR and members role to affect change / Council's influence, include a slide about etiquette / rules / asking questions / meeting basics, and ensure orientation presenters make a personal connection with audience. Before scheduling orientation members agreed to determine availability of new members and presenters. Members discussed potentially holding orientation after the February FC meeting and providing the training modules to new members in the meantime.

Review / Discussion of New Applicants for Membership Applications, Resume, Letters were Attached

- Members reviewed applicants' information / documents.

MOTION was made by Ms. Julia Barol to recommend Ms. Joan Myers Goodman and Ms. Twana Jones for membership to the Council. Mr. William Del Toro Vargas seconded the motion. All were in favor.

Committee Review of Revisions to PaRC By-Laws

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

- Members reviewed revisions to the Bylaws.

MOTION was made by Ms. Julia Barol to recommend all revisions to the Bylaws. Mr. William Del Toro Vargas seconded the motion. All were in favor.

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

Staff added member requested administrative updates

- Members reviewed revisions to the letter. Provided a revision to include a timeline to state within 14 business days of the date of this letter.

MOTION was made by Mr. William Del Toro Vargas to recommend the letter with stated revision. The motion was seconded by Ms. Julia Barol. All were in favor.

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

All changes based on member discussion from previous meetings are highlighted in yellow

**Discussion on current hourly rate for Attendant/Driver/Reader expenses
Members requested further discussion on Recruitment Policy during the previous meeting**

- Members inquired about the stated rate for attendants / drivers being included in the Member Handbook.
- Mr. James Whitonis stated that he was given the rate of \$7.25, minimum wage, by his contact with the state for allowable amount for attendant / driver's rate.
- Members agreed to list the rate of \$15.00 for attendants / driver's rate in the Member Handbook. Recommended discussing the policy further during the January committee meeting to include more detailed language about waivers / rates and not double charging for attendants.

Adjourn