



Pennsylvania Rehabilitation Council (PaRC)

55 Utley Drive, Camp Hill, PA 17011

Voice: (717) 975-2004 or (888) 250-5175 TTY: (888) 559-2658 Fax: (888) 524-9282

Email: parc@parehabilitationcouncil.org Website: parehabilitationcouncil.org

Governance Committee Minutes for March 23, 2023

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

CALL TO ORDER

This meeting was conducted through Zoom. Ms. Susan Tomasic called the meeting to order at 2:00 PM.

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:

Review of Applications for Membership

- Members inquired if there is a limit on appointments, limits of term of service, requirements for being off from the Council for a specific amount of time before re-applying / being recommended or appointed and if this information has been included in writing. Inquired about the date Ms. Passle Helminski termed off from previous appointment. Reviewed the categories of representation Ms. Helminski would be eligible to cover and determined that she may represent the category of Cognitive Disabilities.

- Ms. Susan Tomasic reported that term of service requirements were discussed previously, and it was determined that members may re-apply after being off from the Council for one year. The language for this requirement is included in the PaRC Bylaws and Member Handbook, Policies and Procedures. Federal law states that members have to be off from the Council for one year. The former Governor required additional years and it is unclear what the current Governor may require. Ms. Helminski termed off from the Council on July 12, 2022 and Ms. Tomasic encourages members to apply early enough to allow time for the application and appointment process which may be lengthy as there is a new Governor.
- Members agreed it is important to anticipate potential questions posed by all members and that the process for all applicants to be reviewed by the Governance Committee and moved forward to the Executive Committee and Full Council is appropriate.

MOTION was made by Mr. William Del Toro Vargas to forward the application of membership for Ms. Passle Helminski to the Executive Committee. Ms. Julia Barol seconded the motion. All were in favor.

Review Re-Appointments of Membership

- Members agreed that those up for re-appointment are in good standing with the Council and the process should be reviewed by Executive Committee prior to sending re-appointment forms to those eligible.

Preparation for Election of Officers for May 17th Full Council Meeting Nomination process and information Election process and information

- Members reviewed the Nomination Form and did not have any additions or edits. Members agreed to forward this on to Executive Committee prior to sending out to Full Council with a letter explaining the nomination and election of Officers process.

Discussion on how to proceed with 2 member Committees Should Committee Chairs vote / count toward quorum Provide email to recruit members for Committees with fewer members

- Members requested the following changes to the Bylaws:
 - Require that all members join at least two committees.
 - For members that have not chosen a second committee the Chairperson will assign members to an additional committee.
 - There should be a minimum of 3 and maximum of 5 members per committee with the exception of Executive Committee and may not count as one of the two required. Members will decide on Executive Committee counting toward one of the two at a later date.

- Require all members to participate in at least one meeting with Legislators per term.
- Ms. Tomasic stated that according to Robert's Rules Committee Chairs do not have a vote unless there is a tie and that they do not count toward quorum unless it is formally stated in the Bylaws. Members agreed to add language to the Bylaws to have each committee chairperson have a vote / count toward quorum.
- Mr. Paul Fogle stated that the Council needs to promote committees each having a Vice-Chair and requested consideration of including language in the Bylaws making this mandatory.
- Mr. William Del Toro Vargas suggested asking each committee to provide an update of what they are working on or provide a report to be included / promoted in a newsletter or social media.
- Members agreed it would be important to require a quarterly report from each committee to provide to the public.

Adjourn

MOTION was made by Ms. Julia Barol to adjourn. Mr. William Del Toro Vargas seconded the motion. The meeting was adjourned.