



Pennsylvania Rehabilitation Council (PaRC)

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Executive Committee Meeting Minutes for March 28, 2023

Committee Members (P = Present) (NP = Not Present)

Paul Fogle (P)	Susan Tomasic (P)	Jeanette Alexander (P)
William Del Toro Vargas (P)	Rob Wallington (NP)	Michele Leahy (NP)
Lynn Heitz (P)	Julia Grant Barol (P)	

Office of Vocational Rehabilitation (OVR) Present: Lee Ann Stewart, James Whitonis, Cheryl Novak

Staff Present: Michelle Gerrick, Chris Todd

ADDITIONS TO THE AGENDA

There were no additions.

APPROVAL OF THE AGENDA AND PAST MINUTES

MOTION was made by Ms. Jeanette Alexander to approve today's agenda and past meeting minutes. Ms. Lynn Heitz seconded the motion. All were in favor.

AGENDA ITEMS

ACTION ITEMS FROM FEBRUARY FULL COUNCIL (FC) MEETING

FC Meeting Format August 2023

- Mr. Paul Fogle reviewed format options to hold / attend the August 2023 FC meeting either in person at the Harrisburg Hilton, virtually via Zoom, or a hybrid of both. Inquired what members would be attending virtually and in person. Stated that he was unsure if he would be attending in person or virtually.
- Members in attendance stated that they would most likely be attending the August FC meeting in person if hybrid was an option.
- If in hybrid format the August FC meeting would be scheduled from 10 AM to 3 PM. Staff will request information for availability for August 2, 2023, from the Harrisburg Hilton Hotel and provide a form for members to complete regarding travel arrangements.
- Ms. Lynn Heitz inquired about providing lunch for members during a hybrid FC meeting.

- Staff and members agreed that holding a working lunch is a possibility for a hybrid FC meeting and details could be worked out with OVR if there are any additional requirements or considerations. With it being a shorter meeting than in the past this would make sense.

MOTION was made by Ms. Susan Tomasic to hold the August Full Council meeting in a hybrid format and give Ms. Michelle Gerrick (staff) the authority to make the appropriate reservations, plans, and signed contracts as necessary. Ms. Heitz seconded the motion. All were in favor.

Revisions to the PaRC Bylaws

ACTION: Approval of the revised PaRC Bylaws

- Mr. Fogle informed attendees that today's action items were included in the February Full Council meeting agenda. Information and attachments were shared prior to that meeting and included in today's premeeting materials for review.
- Ms. Julia Barol informed attendees that revisions to the Bylaws include the Governance Committee's work to make the Bylaws more accurate and up to date.

MOTION was made by Ms. Barol to approve the revised PaRC Bylaws. Ms. Heitz seconded the motion. All were in favor.

Revisions to the PaRC Handbook / Policies / Procedures

ACTION: Approval of the revised PaRC Handbook / Policies / Procedures

- Mr. Fogle and Ms. Barol informed attendees that changes to the Member Handbook were made to update, modernize, and provide clarity where necessary.

MOTION was made by Ms. Julia Barol to approve the revised PaRC Member Handbook. Ms. Lynn Heitz seconded the motion. All were in favor.

Drafted warning letter to PaRC members for notification of lack of attendance

ACTION: Approval of the Warning Letter to send to PaRC members for notification of lack of attendance during Full Council and Committee meetings

MOTION was made by Ms. Julia Barol to approve the Governance Committee warning letter on attendance. Ms. Lynn Heitz seconded the motion. All were in favor.

Revisions made to PaRC PowerPoint for guiding new member orientation

ACTION: Approval of the revised PaRC PowerPoint for guiding new member orientation

MOTION was made by Ms. Julia Barol to approve the revised PaRC New Member Orientation PowerPoint Presentation. Ms. Lynn Heitz seconded the motion. All were in favor.

Drafted Steps for Committee's to follow when providing review and recommendation of proposed OVR Policies

ACTION: Approval of protocol for Committees to follow when providing review and recommendation of proposed OVR Policies.

- Ms. Heitz reviewed the draft of steps that each committee may follow when providing review and recommendation of proposed OVR Policies.

MOTION was made by Ms. Susan Tomasic to approve the Drafted Steps for Committee's to follow when providing review and recommendation of proposed OVR Policies. Ms. Julia Barol seconded the motion. All were in favor.

Revised Citizen Advisory Committees' (CAC) Training Manual

ACTION: Approval of the revisions to the Citizen Advisory Committees' Training Manual.

MOTION was made by Ms. Susan Tomasic to approve the Revised Citizen Advisory Committees' (CAC) Training Manual. Ms. Julia Barol seconded the motion. All were in favor.

Revisions made to PowerPoint for guiding PaRC outreach & informative presentations

ACTION: Approval of PaRC PowerPoint for guiding PaRC outreach & informative presentations

MOTION was made by Ms. Susan Tomasic to approve the Revised PowerPoint for guiding PaRC outreach & informative presentations. Ms. Julia Barol seconded the motion. All were in favor.

Drafted letter to the new Governor informing him of the PaRC

ACTION: Approval of letter to Governor Shapiro informing him about the PaRC

MOTION was made by Ms. Susan Tomasic to approve the Drafted letter to the new Governor informing him of the PaRC. Ms. Julia Barol seconded the motion. All were in favor.

DRAFT MAY FULL COUNCIL MEETING AGENDA

Potential Presentations/Reports

Hiram G. Andrews Center

Report from OVR to provide statistics re: closures

Due to changes at the Federal level, focus has shifted to measurable skill gains, credential attainment, and quality of work

Election of PaRC Officers for FY 2023-2024

Placement of PaRC Action Items on the meeting agenda

- Mr. Fogle informed members that action items will be included in the beginning of

the May agenda to ensure items requiring a vote are completed before the meeting ends.

- Ms. Cheryl Novak informed members that OVR is hoping to be able to present the Employment Supports and Driving and Vehicle Services policies to the Full Council for approval in May and would tentatively need time for those presentations.

PaRC COMMITTEE UPDATES

GOVERNANCE COMMITTEE - Review & Recommendation of:

Ms. Passle Helminski for PaRC membership

Re-Appointments for 2nd term (Jeanette Alexander, Paul Fogle, Lynn Heitz, Susan Tomasic)

Opening nomination process for election of PaRC Officers FY 2023-2024

- Ms. Tomasic informed attendees that Ms. Passle Helminski's application for membership was recommended by Governance Committee to be moved forward to Executive Committee. Ms. Helminski termed off from the Council in July 2022 and it is recommended because there is a new administration to submit paperwork early for approval. FC approval would not be given until the May 17, 2023, meeting which may push Governor appointment past July 2023. Governance Committee has already made the determination that members only have to be off of the Council for one year before they can re-join. Governance Committee is currently working on revisions to Bylaws, Officer Nominations and Elections, and New Member Orientation. Re-appointments past practice included review and approval by Executive Committee, inquiring if members would be interested in re-appointment, and forwarding those recommendations to Full Council for the May meeting.
- Ms. Tomasic, Mr. Fogle, and Ms. Heitz informed members they are interested in serving a second term.
- Ms. Alexander informed members that she is transitioning to a new position with the PA Department of Education (PDE). Inquired if she can accept re-appointment and then resign from the Council as the representative for the PDE at a later date or until another qualified candidate is appointed to represent that category.

MOTION was made by Ms. Lynn Heitz to forward Ms. Passle Helminski's application for membership to Full Council. Ms. Julia Barol seconded the motion. All were in favor.

MOTION was made by Ms. Julia Barol to accept nominations for re-appointment for Ms. Jeanette Alexander, Mr. Paul Fogle, Ms. Lynn Heitz, and Ms. Susan Tomasic. Ms. Jeanette Alexander seconded the motion. All were in favor.

LEGISLATIVE COMMITTEE UPDATE - Review & Recommendation of:

Letter to Legislators Highlighting PaRC Annual Report (Email and Printed)

- Mr. William Del Toro Vargas informed attendees that the Legislative Committee will be holding meetings with State Legislators and their staff on March 30 and 31,

2023. Committee has recommended a draft letter to be sent to all State Legislators highlighting the PaRC and its most recent Annual Report. Committee recommended that the letter be mailed in both printed and electronic format.

- Mr. Fogle requested that both versions are forwarded to FC and voted on during the May FC meeting for approval.

POLICY COMMITTEE

Update re: progress of drafting Description (a) and (l) of 2024-2028 Combined State Plan

- Ms. Heitz informed members that Policy Committee continues to work on Description A of the 2024-2028 State Plan. A revised draft has been shared with the committee. The next Policy Committee meeting is scheduled for April 11, 2023. Policy Committee held a collaborative meeting with OVR Leadership to discuss Description L, State Goals and Priorities, of the 2024-2028 State Plan and will be scheduling an additional meeting to continue that discussion.

Adjourn

MOTION to adjourn was made by Ms. Lynn Heitz. Ms. Jeanette Alexander seconded the motion. The meeting was adjourned.