



Pennsylvania Rehabilitation Council (PaRC)

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Governance Committee Minutes for January 4, 2024

Members Present (P) Not Present (NP)

Julia Grant Barol (P)

Paul Fogle (P)

Susan Tomasic (P)

William Del Toro Vargas (P)

Michelle Mitchell (P)

Office of Vocational Rehabilitation (OVR) Staff Present: Chris Harbert

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 2:30 PM.

ADDITIONS TO THE AGENDA

There were no additions.

APPROVAL OF AGENDA AND PAST MEETING MINUTES

MOTION was made by Ms. Julia Barol for approval of today's agenda and past meeting minutes. Ms. Michelle Mitchell seconded the motion. All were in favor.

AGENDA ITEMS:

Welcome New Committee Member

- Ms. Tomasic thanked Ms. Michelle Mitchell for joining the Committee.

Review Applications for Membership

- Members reviewed the applications for membership and provided recommendations that both applications be moved forward to Executive Committee.
- Members requested a question be added to the questionnaire for applicants to provide information on how they heard about the Council.

MOTION was made by Ms. Tomasic to forward the application for membership of Ms. Christie Cyktor for the category of Former/Current Customer to Executive Committee. Ms. Michelle Mitchell seconded the motion. All were in favor.

MOTION was made by Ms. Tomasic to forward the application for membership of Ms. Julianna Rodrigues for the category of Community Rehabilitation Provider to Executive Committee. Ms. Michelle Mitchell seconded the motion. All were in favor.

Attendance / Committees / Membership Update

- Members requested a letter be sent out to any members that still needs to join a second committee to be in compliance with the Bylaws.
- Members discussed holding a new member orientation each July or as needed when new members are appointed. Members also discussed creating a mentorship program for new members to receive guidance from more experienced members. This would be on a volunteer basis. The mentor program will be discussed by Executive Committee.

Continued Member Handbook, Bylaws, Policies, Procedures Review Bylaws - Process for appointing members to represent PaRC in OVR Policy Workgroups and screening / trainings of OVR IHO/Mediators

- Members agreed to begin review of the Bylaws and Member Handbook during the next Committee meeting.
- PaRC Staff was asked to provide pages for each member to review the Bylaws in preparation for the next Governance Committee meeting. Members requested that the sections be divided up by what each member would be working on in their Committees. Members agreed to provide any recommendations for updates to the Bylaws and Handbook during the upcoming Committee meetings.
- Ms. Tomasic requested that the topic of recruitment be added to next meeting's agenda.
- Mr. William Del Toro Vargas explained the importance of a Member's Only webpage to house Committees' documents and reduce the number of emails. This would also provide members quick access to any documents they need.
- Mr. Fogle explained this webpage is currently being built by the Council's web maintenance team and will be reviewed by Executive Committee and implemented for all members to use.

Schedule next meeting

- Members determined the next meeting will be scheduled for February 22, 2024, at 2:30 PM

Adjourn

MOTION was made by Ms. Julia Barol to adjourn. Ms. Michelle Mitchell seconded the motion. The meeting was adjourned.