



# Pennsylvania Rehabilitation Council (PaRC)

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## Governance Committee Minutes for March 14, 2024

### Members Present (P)

### Not Present (NP)

Julia Grant Barol (P)

Paul Fogle (NP)

Susan Tomasic (P)

William Del Toro Vargas (P)

Michelle Mitchell (NP)

Passle Helminski (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, Committee Chair, 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. Passle Helminski to approve today's agenda and past meeting minutes. Ms. Julia Barol seconded the motion. All were in favor.***

### AGENDA ITEMS:

#### Discussion Nominations / Election of Officers FY 24-25

- Continuing the discussion from the previous committee meeting about voting methods, Ms. Susan Tomasic explained that according to Robert's Rules, as long as the results of the election are announced during the meeting, individual votes do not have to be announced.
- Following up to the request from members to inquire with meeting moderator about using zoom polling option to vote for new officers in May, staff shared concerns with members about accessibility and giving all meeting participants the ability to vote since there is no option to make the poll private.

- Members requested that staff follow up again with meeting moderator to inquire about setting up a breakout room for virtual members and other accessible options to cast their votes anonymously.
- Ms. Tomasic reported to date, that she has received two nominations for Chair, two for Member at Large and two for Vice Chair and will follow up to confirm acceptance.
- Members requested that staff send an email reminding Full Council that the nomination process is open.
- The committee agreed that members attending the May Full Council meeting in-person will cast their votes using paper ballots and give to Ms. Tomasic before voting is closed.

### **Attendance / Committees / Membership Update**

- There were no new concerns regarding attendance, Committees, or membership to report at this time.

### **Continued Review of Bylaws, Member Handbook, Policies, and Procedures**

- Ms. Susan Tomasic reminded members that substantial changes to the Bylaws cannot be put into practice without the approval of Full Council and noted that a recommendation to the bylaws that allows the Chair of the Council to choose Committee Chairs would be considered a substantial change.
- Ms. Julia Barol stated that the Committees should choose their own Chair and if the Chair or others have an issue with a specific choice, they may provide their concerns
- Ms. Tomasic shared that while other organizations allow their Chair to choose Committee Chairs, it is usually included in the foundational documents and is rare to afford that responsibility later in the history
- Members all agreed this may be an unusual practice for a State Rehabilitation Council and expressed the importance of maintaining the democratic process.

***MOTION was made by Ms. Passle Helminski to dissent a revision to the Bylaws that allows the Council Chair to appoint Committee Chairs. Mr. William Del Toro Vargas seconded the motion. All were in favor.***

- Members reviewed a recommendation to the Bylaws under Article IX, Section V "Recommendation to Remove a Member from the Council", that adds a process for notifying the member in question and determined that no further language is needed since the notification process is already included in the current bylaws.

***MOTION was made by Ms. Passle Helminski to dissent a revision in the Bylaws under Article IX, Section V "Recommendation to Remove a Member from the Council", that adds a process of notifying the member in question since that language already exists. Mr. William Del Toro Vargas seconded the motion. All were in favor.***

- Members reviewed a recommendation to the Bylaws under Article X, Section II “Special Meetings” to remove the State Board of Vocational Rehabilitation from (A).

***MOTION was made by Ms. Julia Barol to remove “the State Board of Vocational Rehabilitation” from Article X, Section II (A) from the Bylaws. Mr. William Del Toro Vargas seconded the motion. All were in favor.***

- Regarding volunteers to represent the PaRC on OVR Policy Workgroups, Ms. Tomasic explained that a procedure for selecting volunteers does not need to be added to the Bylaws if it is included within the Member Handbook and requested that this topic be covered during the next meeting to review the language.
- Regarding Ad Hoc Committees, Ms. Tomasic provided the following information:
  - Ad Hoc Committees are temporary working groups established to resolve a specific issue and should disband upon the completion of assigned tasks.
  - Ad Hoc Committees should set an end date, however, if it is determined that the work needs to continue, the leader may provide a recommendation to add another Standing Committee which requires a vote of approval from Full Council.
- In response to Mr. Del Toro Vargas’ inquiry regarding clarification on oversight related to the work of the HGAC Ad Hoc Committee, members confirmed that a request to obtain documents from HGAC such as safety plans, incident reports, basic data, numbers, etc., does align with the Council’s oversight responsibilities.
- Members requested staff assist with dividing up the Member Handbook and assigning pages to Committee members for review prior to the next Governance Committee meeting.
- Members reviewed drafted Bylaws and confirmed revisions discussed during previous committee meeting were documented correctly.
- Ms. Tomasic confirmed, based on question presented by Mr. Del Toro Vargas, that committees may hold meetings if OVR staff is not available to attend.
- In response to Ms. Helminski’s inquiry about increasing the maximum number of voting Committee members to nine, members explained that this is included in the draft of the Bylaw revisions and must be ratified by Full Council.
  - Ms. Helminski requested to be added as a voting member of the Legislative Committee

***MOTION was made by Ms. Passle Helminski to forward the revisions of the Bylaws to Executive Committee. Ms. Julia Barol seconded the motion. All were in favor.***

- In response to Mr. Del Toro Vargas’ recommendation of limiting PaRC Officers’ terms to two consecutive terms, Ms. Tomasic recommended adding to Article V, Section IV, part (C) “Additionally, no member may serve more than 2 consecutive times in any one office”.

***MOTION was made by Ms. Passle Helminski to add to the Bylaws under Article V, Section IV, part (C) "Additionally, no member may serve more than two consecutive times in any one office." Mr. William Del Toro Vargas seconded the motion. All were in favor.***

### **Schedule next meeting**

- The next Committee meeting is scheduled for Thursday, June 20, 2024, from 2:30 PM to 3:30 PM.

### **Public Comment (3 minutes per attendee)**

- There was no Public Comment.

### **Adjourn**

***MOTION was made by Ms. Julia Barol to adjourn. Mr. Del Toro Vargas seconded the motion. The meeting was adjourned at 3:30 PM.***