



# Pennsylvania Rehabilitation Council (PaRC)

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## Governance Committee Minutes for June 28, 2024

### Members Present (P)

### Not Present (NP)

Julia Grant Barol (P)

Paul Fogle (NP)

Susan Tomasic (P)

William Del Toro Vargas (NP)

Michelle Mitchell (P)

Passle Helminski (P)

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

**Project Staff Present:** Chris Todd

### CALL TO ORDER

This meeting was conducted through Zoom. Ms. Susan Tomasic, Committee Chair, called the meeting to order at 1:00 PM.

### ADDITIONS TO THE AGENDA

Members agreed to add discussion of the HGAC Ad Hoc Committee becoming a Standing Committee to the agenda.

### APPROVAL OF AGENDA AND PAST MEETING MINUTES

***MOTION was made by Ms. Passle Helminski to approve today's agenda with additions and past meeting minutes. Ms. Julia Barol seconded the motion. All were in favor.***

### AGENDA ITEMS:

#### **Committee Chair / Vice Chair for Fiscal Year 2024-2025**

- Members agreed that Ms. Susan Tomasic will continue as Committee Chair and Ms. Julia Barol will continue as Committee Vice Chair for Fiscal Year 2024-2025.

#### **Annual Review of Committee Goals for Fiscal Year 2024-2025**

- Members reviewed current Committee goals.
- Ms. Passle Helminski inquired how to fix term limits for Council members so that all members may serve 2 consecutive 3-year terms. The Governor's Office

provides term dates which in some cases limit member's first term to less than 3 years. Ms. Tomasic requested that this be an agenda item for the next Committee meeting to allow time for research on providing internal controls on how member terms work. The Statewide Independent Living Council (SILC) allows for members to complete the remainder of a shortened first term followed by 2 additional 3-year terms.

***MOTION was made by Ms. Julia Barol to approve Committee goals for Fiscal Year 2024-2025. Ms. Helminski seconded the motion. All were in favor.***

### **PaRC New Member Orientation**

- Member orientation is scheduled for July 11, 2024, from 2:30 PM to 3:30 PM. Ms. Tomasic requested that all Committee members attend to answer questions and provide different perspectives. Committee requested that staff send with the reminder of the orientation PaRC Bylaws, Member Handbook, Policies and Procedures, and orientation PowerPoint presentation.

### **Applications for Membership**

- Committee members previously reviewed the 4 applications for membership and their associated documents.

***MOTION was made by Ms. Barol to approve forwarding to Executive Committee for Full Council consideration the application for Ms. Mallory Irwin for the Young Adult Category of Representation. Ms. Helminski seconded the motion. All were in favor.***

***MOTION was made by Ms. Barol to approve forwarding to Executive Committee for Full Council consideration the application for Ms. Kait Gillis for the Workforce Development Board Category of Representation. Ms. Helminski seconded the motion. All were in favor.***

***MOTION was made by Ms. Barol to approve forwarding to Executive Committee for Full Council consideration the application for Mr. Rob Wallington for the Business/Labor/Industry Category of Representation. Ms. Helminski seconded the motion. All were in favor.***

***MOTION was made by Ms. Barol to approve forwarding to Executive Committee for Full Council consideration the application for Ms. Cindy Duch for the Parent Training and Information Center (PEAL Center) Category of Representation. Ms. Helminski seconded the motion. All were in favor.***

### **Development of Council Mentoring Programs New Member Support**

## **Transitioning for Committee Leadership Support**

- Members agreed participation in a Council mentorship program would be voluntary. It was previously discussed by Full Council that it would be beneficial for experienced members to provide advice to newer members on how to be a good Council member. Ms. Tomasic explained that this will require Executive Committee approval prior to putting together the language for the mentoring program.

***MOTION was made by Ms. Helminski to forward the mentoring programs to Executive Committee. Ms. Barol seconded the motion. All were in favor.***

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

- Members agreed that no warning letters regarding attendance were required and requested that a new attendance tracker begin July 1, 2024, for the new Fiscal Year.

## **Review Member Handbook, Policies, and Procedures**

### **Review each section as assigned**

### **Meeting cancellation procedure as mentioned in Bylaws Article X, Section 1 (A) Process for appointing members to represent PaRC in OVR Policy Workgroups and screening / trainings of OVR IHO/Mediators**

- Members did not have any changes or corrections for the sections that they reviewed within the Member Handbook. Members requested that continued review of the Handbook be added to the next meeting's agenda for any sections that were not covered today.
- Members reviewed the cancellation procedure as mentioned in the Bylaws Article X, Section 1 (a). Members agreed the decision to change an in-person meeting to virtual only should be made with more advance notice than 24 hours. This item was requested to be included in the next meeting's agenda to research and develop language.
- Ms. Tomasic explained according to Robert's Rules the Chair can appoint members to fill positions such as OVR Policy Workgroups. If the Council prefers to handle the appointments a different way a process will need to be developed to have the Governance Committee, make that selection. Members agreed it would be better to have the Governance Committee make those selections.

***MOTION was made by Ms. Helminski to have Council members submit their names to the Governance Committee and Governance Committee will select the appointees to represent PaRC in OVR Policy Workgroups and screening / training of OVR IHO/Mediators. Ms. Michelle Mitchell seconded the motion. All were in favor.***

- Members agreed that it would be a good idea to change the HGAC Ad Hoc Committee into a Standing Committee because the Committee continues to meet and receive updates rather than just meeting to complete a specific goal.

***MOTION was made by Ms. Helminski to turn the HGAC Ad Hoc Committee into a Standing Committee. Ms. Barol seconded the motion. All were in favor.***

### **Schedule next meeting**

- Members scheduled the next meeting for August 8, 2024, from 1:00 PM to 2:00 PM.

### **Adjourn**

***MOTION was made by Ms. Helminski to adjourn. Ms. Barol seconded the motion. The meeting was adjourned.***