



Pennsylvania Rehabilitation Council (PaRC)

55 Utley Drive, Camp Hill, PA 17011

Voice: (717) 975-2004 or (888) 250-5175 TTY: (717) 737-0158 Fax: (888) 524-9282

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

Executive Committee Meeting Minutes for July 30, 2024, 2:00 PM to 3:00 PM

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

William Paz De Melo (P)	Susan Tomasic (P)	Michelle Mitchell (NP)
Lynn Heitz (P)	Joan Goodman (P)	Passle Helminski (P)
Julia Grant Barol (P)	Andrew Pennington (P)	

Office of Vocational Rehabilitation (OVR) Present: Chris Harbert

Staff Present: Michelle Gerrick

ADDITIONS TO THE AGENDA

There were no additions.

MOTION was made by Ms. Passle Helminski to approve today's agenda and past meeting minutes. Ms. Joan Goodman seconded the motion. All were in favor.

AGENDA ITEMS

- Draft Agenda for Full Council Hybrid Meeting on August 13, 2024
 - Mr. William Paz De Melo made the recommendation to have a presentation by the New Castle District Office.
 - PaRC staff will compile specific questions members would like addressed and send to Mr. Chris Harbert approximately a week in advance to help field staff prepare reports.
 - Members provided questions for District Office reports which include information on staffing levels, Fiscal Year goals in terms of successful case closures, understanding overtime and vacant caseloads, status/active plan to reengage a New Castle District Office Citizen Advisory Committee (CAC).
 - Members requested a list of active CACs, inactive or dissolved CACs, and upcoming CAC meetings for the remainder of 2024. Mr. Chris Harbert, OVR agreed to provide this information.

MOTION was made by Ms. Julia Barol to approve the following Full Council meeting dates in calendar year 2025:

- **Wednesday, February 12, 2025 (VIRTUAL)**
- **Wednesday, May 07, 2025 (HYBRID) **Determine on site location**
- **Wednesday, August 13, 2025 (HYBRID) **Determine on site location**
- **Wednesday, November 12, 2025 (VIRTUAL)**

Ms. Lynn Heitz seconded the motion. All were in favor. The motion passed.

- Committee Updates
 - **CareerLink** – Mr. Andrew Pennington, Chair

MOTION was made by Ms. Joan Myers Goodman to approve the FY 2024-2025 CareerLink Committee goals. Ms. Julia Barol seconded the motion. All were in favor. The motion passed.

- Next CareerLink Committee meeting is scheduled for Tuesday, August 20, 2024 at 1 PM.
- **Governance** – Ms. Susan Tomasic, Chair
 - Recommendation: Committee goals for FY 2024-2025

MOTION was made by Ms. Passle Helminski to approve Committee goals for FY 2024-2025. Ms. Joan Goodman seconded the motion. All were in favor.

- Recommendation: Four applications for membership -
 - Cindy Duch - Parent Training and Information (PEAL Center)
 - Rob Wallington - Business/Labor/Industry
 - Kait Gillis - Workforce Development Board
 - Mallory Irwin - Young Adult

MOTION was made by Ms. Passle Helminski to accept the application from Ms. Cindy Duch for the category of Parent Training and Information (PEAL Center). Ms. Joan Goodman seconded the motion. All were in favor

MOTION was made by Ms. Passle Helminski to accept the application from Mr. Rob Wallington for the category of Business/Labor/Industry. Ms. Joan Goodman seconded the motion. All were in favor

MOTION was made by Ms. Passle Helminski to accept the application from Ms. Kait Gillis for the category of Workforce Development Board. Mr. Andrew Pennington seconded the motion. All were in favor

MOTION was made by Ms. Passle Helminski to accept the application from Ms. Mallory Irwin for the category of Young Adult. Ms. Joan Goodman seconded the motion. All were in favor.

- Recommendation: Add Commonwealth Technical Institute at Hiram G. Andrews Center Ad Hoc Committee to list of PaRC's 7 Standing Committees. Members explained that Ad hoc Committees require a specific goal. This Committee's goals have been determined to provide ongoing oversight which is appropriate for a Standing Committee.

MOTION was made by Mr. Andrew Pennington to add Commonwealth Technical Institute at Hiram G. Andrews Center Ad Hoc Committee to list of PaRC's 7 Standing Committees. Ms. Julia Barol seconded the motion. All were in favor.

- Recommendation: Mentoring Program for new members. Members explained that this program would be to help newer members with guidance from more experienced members and would include training for the mentors.

MOTION was made by Mr. Andrew Pennington to create a mentoring program for new members. Ms. Passle Helminski seconded the motion. All were in favor.

- **LEGISLATIVE** – Ms. Passle Helminski, Chair
 - Recommendation: Revised State Position Paper
 - Recommendation: Support State and Federal Legislation listed on the attached documents

MOTION was made by Ms. Susan Tomasic to accept the new State Position Paper language and State and Federal Legislation listed on attached documents. Mr. Andrew Pennington seconded the motion. All were in favor.

- Recommendation: Purchase MYPLS Communication Connection Service for FY 2024-2025

MOTION was made by Ms. Susan Tomasic for the Council purchase the MYPLS Communication Connection Service for FY 2024-2025. Ms. Joan Goodman seconded the motion. All were in favor.

- Recommendation: Letter of support regarding Service Dog legislation

MOTION was made by Ms. Susan Tomasic for a letter of support regarding Service Dog legislation. Mr. Andrew Pennington seconded the motion. All were in favor.

- **POLICY** – Ms. Lynn Heitz, Chair
 - Recommendation of Committee goals for FY 2024-2025

MOTION was made by Mr. Andrew Pennington to approve Policy Committee goals for FY 2024-2025. Ms. Susan Tomasic seconded the motion. All were in favor.

- **TRANSITION** – Ms. Julia Barol, Chair
 - Ms. Barol reported the next Committee meeting is scheduled for September 3, 2024, at 2:30 PM.
- **SOCIAL MEDIA** – Ms. Joan Goodman, Chair
 - Ms. Goodman reported that the Committee meets the first Wednesday of each month at 9:30 AM. They currently have 3 Committee members and are seeking more members to join.
 - Recommendation: Veterans Brochure

MOTION was made by Mr. Andrew Pennington to approve the Veterans Brochure. Ms. Julia Barol seconded the motion. All were in favor.

- Recommendation: Committee goals for FY 2024-2025

MOTION was made by Ms. Passle Helminski to approve Committee goals for FY 2024-2025. Ms. Lynn Heitz seconded the motion. All were in favor.

- **AD HOC COMMITTEE HGAC** – Mr. William Paz De Melo, Chair
 - Mr. Paz De Melo reported that he would like to officially thank Ms. Jill Moriconi for her support in the Council’s work providing oversight.
- **AD HOC COMMITTEE OVR HEARING OFFICERS & MEDIATORS** – Mr. Andrew Pennington, Chair
 - Mr. Pennington reported the Ad Hoc Committee OVR Hearing Officers and Mediators is meeting on August 1, 2024, at 2:00 PM.

OVR UPDATES

- Mr. Chris Harbert is assisting Governor’s Office in planning for the Employment First Oversight Commission (EFOC) August meeting and Annual Report. He will be reviewing potential social media posts/content with Mr. Ryan Hyde as follow up to PaRC Social Media

Committee meeting. He will provide members' questions and requests for data to District Office for the next Full Council meeting report.

- Mr. William Paz De Melo informed attendees that they will be creating a legislative Ad Hoc Committee to study differences between the State Rehabilitation Council (SRC) and State Board, to identify Legislative action to merge the State Rehabilitation Council with the State Board to give the same abilities and actions to the SRC as the Board since the SRC is Federally mandated. This Ad Hoc Committee will be working quickly to provide letters of recommendation and education to the Governor and State Legislators.
- Mr. William Paz De Melo is recommending that Committee meetings no longer need to reach quorum, be publicized, and will act as work groups to alleviate requirements. Ms. Susan Tomasic explained that this will not impact the work members are doing and not voting will eliminate requirement of advertising meetings and holding Public Comment. This may also shorten Committee meetings and make them more work focused. Ms. Lynn Heitz inquired about voting on minutes and agendas. Mr. Paz De Melo explained voting will no longer be required. The Committee Chair may set the rules on how the meetings will be run. The Executive Committee will still hold public meetings as they are holding votes. Executive Committee agendas will list out each Committee's recommendations and the Executive Committee will hold votes on each recommendation to be moved on to Full Council. Committees will still have agendas and minutes, but they will not need to be approved. Quorum will no longer be required but the Chair or Vice Chair will need to be present.

MOTION was made by Ms. Susan Tomasic to recommend that Committee meetings be held as work sessions without the requirements of Public Meetings. Ms. Julia Barol seconded the motion. All were in favor.

- Mr. William Paz De Melo explained that Committee meetings will remain the same until Full Council approves this recommendation.

Adjourn

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