



Pennsylvania Rehabilitation Council (PaRC)

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Governance Committee Minutes for August 8, 2024

Members Present (P)

Not Present (NP)

Julia Grant Barol (P)
William Paz De Melo (P)

Susan Tomasic (P)
Michelle Mitchell (P)

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 1:00 PM.

ADDITIONS TO THE AGENDA

Members requested an addition to the agenda for discussion of the creation of an Action Committee that would be assigned employment related issues that are not OVR related issues.

APPROVAL OF AGENDA AND PAST MEETING MINUTES

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

AGENDA ITEMS:

Continued Review of 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 agreed with the suggestions for revisions provided by Ms. Mitchell prior to the meeting. Members requested that the term PaRC Support Personnel be used

in the Handbook to replace the term PaRC Project Support Staff. Members agreed that Governance Committee will approve and track member participation of conferences and travel. This will be stated in the Member Handbook on page 16.

MOTION was made by Ms. Julia Barol to accept Ms. Mitchell's revisions to the Member Handbook. Ms. Passle Helminski seconded the motion. All were in favor.

- Members agreed to reword the sentence regarding "Amending" within the Robert's Rules page. Members requested that the new "Robert's Rules of Order – Simplified" document be shared with Governance Committee for review.
- New Committees will request volunteers for membership. The Committee members will determine Committee leadership.

Development of Council Mentoring Programs

New Member Support

Transitioning for Committee Leadership Support

- Members agreed that the Mentoring Program should be voluntary. Members discussed providing a mentor training, the mentee choosing the format of preferred communication, the Committee developing parameters of communication, and that the information on the mentoring program should be included in member orientation. Ms. Tomasic explained that she will begin developing a draft description / language and a draft agreement form for the mentoring program. These documents will then be reviewed by the Committee.

Attendance / Committees / Membership Update

- Members reviewed Full Council and Committee meeting attendance. Members must inform support personnel, Chair, or Committee Chair if not available to attend a meeting. Any member including those under USQ must attend meetings in accordance with the Bylaws. A reminder regarding attendance will be provided during the August 13th Full Council meeting. Member attendance of Committee meetings must follow the Bylaws requirements no matter how many Committees members joined. Governance Committee will continue to monitor attendance and issue warning letters to members that are not in compliance with Bylaws regarding attendance for the current Fiscal Year.
- Members discussed creation of an Action Committee which would be assigned employment related issues that are not OVR related issues. This may include topics that involve Office of Long-Term Living, Employment First Oversight Commission, Council stakeholders, the Direct Care Workers Crisis, and Service Dog topics.

MOTION was made by Ms. Passle Helminski to create an Action Committee. The motion was seconded by Ms. Michelle Mitchell. All were in favor.

- Members discussed targeted asks and promoting or providing outreach for new members to join the Social Media Committee. Members discussed merging the duties of the Social Media Committee with the Action Committee.

MOTION was made by Ms. Passle Helminski to merge the Action Committee with the Social Media Committee. Ms. Julia Barol seconded the motion. All were in favor.

Continued Discussion of PaRC Member Term Limits

- Members continued discussion on lack of certainty regarding Council member term limits for members that are not given a full 3-years during their first term. All members are provided an opportunity to apply for reappointment for a second term which is 3-years in length. Committee will continue to discuss with OVR and monitor terms provided by the Governor's Office as questions arise.

Schedule next meeting

- Members requested that the next meeting be held on October 24, 2024, from 1:00 PM to 2:00 PM.

Public Comment

- Ms. Helminski inquired on how to reserve a flight with her service dog at the last minute. Ms. Barol explained that she was able to reserve a flight within 24 hours prior to a flight using her service dog's license number.

Adjourn

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