



Pennsylvania Rehabilitation Council (PaRC)

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Governance Committee Minutes for November 21, 2024

Members Present (P)

Not Present (NP)

Julia Grant Barol (P)

Susan Tomasic (P)

Passle Helminski (P)

William Paz De Melo (NP)

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, Committee Chair, called the meeting to order at 1:30 PM.

ADDITIONS TO THE AGENDA

Members requested an addition to the agenda for discussion of member attendance of State Board meetings and travel reimbursement.

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:

Council Mentoring Program Draft Agreement/Language

New Member Support

Transitioning for Committee Leadership Support

- Members agreed that an outline for the mentorship program language should include the following:
 - Participation should be voluntary.
 - The mentor and mentee should agree upon the amount of time spent participating.

- The type of work completed by Committees. The best fit would include participation by the Chair of the Committee involved.
 - Parliamentary procedure including how to make a motion.
 - PaRC Bylaws, reimbursement paperwork, and Member Handbook.
 - Provide details on quarterly meetings such as how and why meetings are held, pre-meeting material review, preparation for meetings, providing an opportunity to ask questions prior to a meeting, and reviewing the meeting agenda prior to meetings.
 - Mentor program should be tailored to each individual.
 - A mentee feedback form should be implemented and should include a checklist of topics with additional space to add input. This form would be used to create a road map for the mentor.
 - A form should be implemented that sets parameters regarding frequency of contact, method of contact, form of communication and should be signed by mentor and mentee.
- Mr. Chris Harbert suggested the mentor program may include a quick assessment for mentor and mentee needs, 4 planned scheduled meetings, overview of the structure and relationship to the agency, and information about OVR / Board approval process.
 - Members suggested a structured meeting for new members and a refresher course for all members would be beneficial to review PaRC Bylaws and Member Handbook.
 - Mr. Harbert suggested implementation of a new member questionnaire to help align a mentor with mentee.
 - Members agreed the Governance Committee would oversee the mentor program process and assign a mentee to a mentor based upon the completed questionnaire form.
 - Training for mentors would be provided by the Governance Committee and include information about the forms.
 - Members requested that PaRC personnel create language based upon today's meeting to be shared and reviewed prior to the next Committee meeting.
 - Members agreed that outgoing Committee Chairs can assist incoming Chairs and that a formal process may not be needed. Ms. Susan Tomasic explained that Committee Chairs may request that she attend Committee meetings and provide any parliamentary training needed.

Attendance / Committees / Membership Update

- Members reviewed attendance tracking sheet and were updated regarding membership appointments.
- Members agreed that requests to attend and be reimbursed for travel expenses for the State Board of VR meetings should be allowed.

Schedule next meeting

- Members agreed to meeting again on January 16, 2025, from 1:30 PM to 2:30 PM.

Adjourn

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