



# Pennsylvania Rehabilitation Council (PaRC)

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## **Governance Committee Meeting Minutes for April 3, 2025, from 1:30 PM to 2:30 PM**

### **Members Present (P)**

### **Not Present (NP)**

Susan Tomasic (P)  
Michelle Mitchell (P)

Julia Grant Barol (P)  
William Paz De Melo (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 1:30 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:**

#### **Nominations / Election of Officers FY 2025-2026**

- Members reviewed and approved of draft documents including the nomination form, inquiry letter, and elections procedures. Members requested that Full Council be informed that nominations will be accepted until April 22, 2025, one day prior to the next Executive Committee meeting. A slate of nominees will be reviewed by the Executive Committee on April 23, 2025, and additional nominations will be accepted during the May 7, 2025, Full Council (FC) meeting just prior to the election of officers planned for the FC meeting.

## **Committee Chair / Vice Chair FY 2025-2026**

- Ms. Julia Barol nominated Ms. Susan Tomasic for Committee Chair for Fiscal Year 2025-2026. Ms. Passle Helminski nominated Ms. Julia Barol for Committee Vice Chair for Fiscal Year 2025-2026. Both members accepted their nominations. There were no additional nominations.

***MOTION was made by Ms. Julia Barol to approve Ms. Susan Tomasic as Committee Chair for Fiscal Year 2025-2026. Ms. Michelle Mitchell seconded the motion. All were in favor.***

***MOTION was made by Ms. Passle Helminski to approve Ms. Julia Barol as Committee Vice Chair for Fiscal Year 2025-2026. All were in favor.***

## **Committee Goals FY 2025-2026**

- Members reviewed the Committee goals for Fiscal Year 2025-2026 and requested the additions of goals for the new PaRC Mentor Program and the new member orientation.

## **Applications for Membership**

- Members reviewed information included in the application from Ms. Elizabeth Bish for category of representation for Young Adult. OVR was informed that a second representative for Young Adult will not be pursued at this time. Information was provided within the applicant's questionnaire that they may not be available to participate in some Council duties/meetings due to school and work obligations. Members agreed to reach out to inform Ms. Bish that their application will be kept on file and that they may be reconsidered when their schedule allows for full participation.
- Members reviewed an application received from Mr. Tim Krushinski for the category of representation of State Department of Education. Mr. Krushinski's application and resume include a residential status as being out of state. Members agreed to inform the applicant that their place of residence disqualifies them from serving on the PaRC due to Federal requirements included within the Rehabilitation Act that Council members must reside within the state they serve.

## **Bylaws Revisions / Removal Letter Template**

- Members agreed to revise sections for the Bylaws that state a vote will be held by secret ballot in Executive Session. The revision should state that a vote will be conducted by roll call vote during a Full Council meeting and/or Special Meeting.

- Members agreed to revise Section VI (C) stating that the Governance Committee will request nominations for a vacancy.
- Members agreed to revise Article IX Section II (B) (2) stating that members that are given a warning letter regarding a violation of the Bylaws will also be provided with a phone call or other preferred method of communication by Committee leadership or Council Officers within 2 business days of receiving the warning letter.
- Members agreed to revise Article IX Section V adding that members must notify Council Chair and/or PaRC Personnel when unavailable to attend a meeting and that exigent circumstances will be taken into consideration, members will be provided with a phone call from Governance Committee leadership or Council officers within 2 days of receiving a warning letter.

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

- This topic was previously discussed.

### **Schedule next meeting**

- Members requested that PaRC Support Personnel poll for a meeting via email for May 2025.

### **Adjourn**

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