



# Pennsylvania Rehabilitation Council (PaRC)

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## Governance Committee Meeting Minutes July 24, 2025 from 11:00 AM to 12:00 PM

### Members Present (P)

### Not Present (NP)

Susan Tomasic (P)  
Julianna Rodrigues (P)

Julia Grant Barol (P)  
Rob Wallington (NP)

Passle Helminski (P)  
Michelle Mitchell (P)

**Office of Vocational Rehabilitation (OVR) Staff Present:** NP

**Project Staff Present:** Michelle Gerrick

### CALL TO ORDER

- Ms. Susan Tomasic, Committee Chair, called the zoom meeting to order at 11:00 AM.

### ADDITIONS TO THE AGENDA

- There were no additions to the agenda.

### APPROVAL OF AGENDA AND PAST MEETING MINUTES

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

- Committee members discussed concerns regarding pending reappointments emphasizing the impact this has on the Council and Committee quorum, since those awaiting reappointment cannot vote.
- The PaRC has received one application for membership, however, since the applicant has not yet submitted their two reference letters as requested, the committee will hold off on their review until those requirements are met.
- Ms. Susan Tomasic provided an update on her efforts to connect with a member who had previously sent an email expressing concerns about their ability to participate in Council activities due to their job.
  - Since Ms. Tomasic reported that she had attempted to contact the member via phone/voice mail, text messaging, and email to discuss these concerns further,

but had been unable to establish contact since receiving the email almost two months ago, the committee has recommended sending the member a formal letter from the PaRC email address as one final attempt to connect. Due to varying circumstances discussed, the committee will accept the member's email dated June 04, 2025, as their formal resignation from the Council if the member does not respond to the letter by August 22, 2025. The committee would welcome this individual to re-apply to the council should their availability change in the future.

- After reviewing attendance records, Ms. Tomasic reported that all other members are meeting their requirements.
- The committee has agreed to hold their next meeting on Thursday, September 18, 2025 at 11:00 am and will perform their annual review of the PaRC By-Laws and Member Handbook.

## **PUBLIC COMMENT**

- There were no public comments at this time.

## **ADJOURN**

***MOTION was made by Ms. Julia Barol to adjourn. Ms. Julianna Rodrigues seconded the motion. The meeting was adjourned at 12:00 pm.***