



Pennsylvania Rehabilitation Council (PaRC)

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Governance Committee Meeting Minutes September 18, 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 (P)

Passle Helminski (P)
Michelle Mitchell (NP)

Office of Vocational Rehabilitation (OVR) Staff Present: Chris Harbert

Project Staff Present: Michelle Gerrick, Christopher Todd

CALL TO ORDER

- Ms. Susan Tomasic, Committee Chair, called the meeting to order after quorum was established.

ADDITIONS TO THE AGENDA

- Ms. Tomasic requested to add to the agenda a discussion regarding interviewing applicants for PaRC membership.

APPROVAL OF AGENDA AND PAST MEETING MINUTES

MOTION was made by Ms. Julia Barol to approve today's agenda with additions. Ms. Passle Helminski seconded the motion. All were in favor.

MOTION was made by Ms. Julia Barol to approve the past meeting minutes. Ms. Passle Helminski seconded the motion. Mr. Rob Wallington abstained. The motion passed.

Membership Update Interviews for Applicants

- Members discussed conducting interviews with all applicants for PaRC membership and holding an interview with an applicant during the next Committee meeting scheduled for November 2025.

MOTION was made by Mr. Rob Wallington to hold interviews for all applicants for membership of the PaRC. Ms. Julia Barol seconded the motion. All were in favor.

- Members were informed of a resignation being accepted for the Young Adult category of representation. Mr. Chris Harbert informed the Committee that the paperwork for the resignation has been forwarded to the PA Department of Labor & Industry, and they had inquired about a replacement. The PaRC application process and website information has been forwarded to the Commonwealth Technical Institute at Hiram G Andrews Center (CTI at HGAC) staff to be shared with students that may be interested in filling the category of Young Adult.

Annual Review of PaRC Bylaws

- Members provided an annual review of assigned sections of the PaRC Bylaws.
- Ms. Julia Barol recommended a change for Article VIII: Standing Committees, Section I Formation (C), located on page 6 removing the phrase "and maximum."
- Mr. Rob Wallington recommended a change for Article IX: Membership, Section V Recommendation to Remove a Member from the Council located on page 12, adding the phrase "Outside of personal and employment emergencies."

MOTION was made by Mr. Rob Wallington for approval of moving forward the changes discussed for the PaRC Bylaws to Executive Committee. Ms. Passle Helminski seconded the motion. All were in favor.

Annual Review of PaRC Member Handbook, Policies, and Procedures

- Members reviewed the PaRC Member Handbook, Policies, and Procedures and agreed to add language regarding PaRC personnel processing upfront costs using the UCP/PaRC credit card in advance for purchases related to approved member travel including air travel.

MOTION was made by Mr. Rob Wallington to move forward to the Executive Committee additional language for the PaRC Member Handbook regarding PaRC personnel processing upfront costs using the UCP/PaRC credit card in advance for purchases related to approved member travel including air travel. Ms. Julianna Rodrigues seconded the motion. All were in favor.

Committees / Attendance

- Members requested that PaRC personnel share a friendly reminder with Full Council regarding the requirement for all members to attend at least one meeting with a Legislator and/or their staff each Fiscal Year.

Schedule next meeting

- Committee agreed to meet again on November 6, 2025, from 11:00 AM to 12:00 PM.

ADJOURN

MOTION was made by Mr. Rob Wallington to adjourn. Ms. Julianna Rodrigues seconded the motion. The meeting was adjourned at 11:40 AM.