



Andy Beshear
Governor

Jaime Link
Education and Labor Cabinet Secretary

Advocacy and Education Committee **Minutes**

November 8th, 2023
09:00am – 10:00am
Zoom
Meeting ID: 840 8286 2972

Council Members Present: Chair, Amanda Owen, Jeff Edwards, Morgan Turner, Amanda Friend, Bill Bates, David Allgood (was unable to be seen on camera)

Council Members Absent: Diana Merzweiler

Staff Present: Kentucky Office of Vocational Rehabilitation (KYOVR) Administrator, Nanci Howard, KYOVR Administrative Specialist, Pepper Caudill

Staff Absent: KYVOR Manager, Michelle Cobb

Guest(s) Present: Interpreter, Tara Eversole, Interpreter, Lisa Amstutz, Carrie Wedding, Amy Hatzel

Welcome, Introductions and Agenda Review:

Administrator, Nanci Howard began the meeting by screen sharing the agenda and explaining the purpose of the meeting would be to set standing meeting dates for the 2024 year, categorize resource documentation that had been previously submitted by the committee, discuss goal two of the Strategic Plan, discuss Annual Report recommendations and establish action items.

Standing Meeting Dates Discussion:

Chair, Amanda Owen began by explaining the purpose of the standing meetings and expressed that anytime on Wednesdays are a good fit for her to meet with the committee. There was brief discussion amongst the group regarding this matter and it was decided that the standing meetings would be scheduled once a quarter, on the first Wednesday of the month, at 9:00am EST, beginning on February 7th, 2024, and continuing through December 31st, 2024.

Categorize Resource Documents:

Chair, Amanda Owen, and the committee categorized the nine pdfs', which had previously been submitted by the committee on September 20th, 2023, into the five categories (Self advocates, Guardians/Parents, Professional/Educational, Providers, Employers) and requested that the documents be uploaded to the Dropbox for convenient access by all council members. Brief discussion was held for each document as it was screen shared by Administrative Staff and the

documents were uploaded to Dropbox after the meeting concluded.

Goal 2 of the Strategic Plan Discussion:

Chair, Amanda Owen explained that Padlet is not universally designed, and the committee needed to determine an alternative platform that the committee could use to house the resource information that is currently stored in Dropbox. Amanda Owen requested that the current Dropbox link be reshared with the council members to help identify any gaps and disseminate all information that has been collected to date. Member, Amanda Friend recommended having an interpreter imbedded in the chosen platform, which will help with universal design. Member, Bill Bates stated that in his research he found a platform called “hootsuite” and there was discussion amongst the group regarding this platform. Amanda Owen explained that Hootsuite is not free and because the council does not have a budget, the committee would need to find a free platform to utilize. Bill Bates recommended that the committee members research this matter more, prior to the next meeting, and discuss their options at that time or through email over the coming weeks. There was agreement amongst the group regarding this recommendation.

Amanda Owen began discussions of the committee’s previous commitment to create a QR code that could be disseminated through resource flyers. She requested that the prototype document, which was created and shared at the recent full council meeting, be shared with, and reviewed by the committee. Upon committee review, the document would then be mass emailed through a distribution list using an email template that targets each of the five audiences. There was much discussion amongst the committee regarding this matter and what is the best way to share the resources with the five targeted audiences. Amanda Owen stressed the importance of team participation and active involvement in this process. It was decided that the team would use google docs and email through February 2024, to communicate and provide feedback of the process. The team would also research free universal design platforms. Amanda Owen would create email templates for the five audiences and share those with the team for additional feedback. The team would also create a google slide of a PowerPoint targeting three or four slides tailoring to the targeted audiences.

Amanda Friend recommended that the committee reach out to Christina Espinoza for information of universal design and Amanda Owen stated that she would follow up with this lead and she would invite Christina to the February 2024 meeting as well.

Annual Report Recommendations:

There was discussion amongst the group regarding this matter and it was decided that the committee would approach the annual report from a planning standpoint. There were no formal recommendations offered.

Future areas of focus:

- Amanda Owen requested that the current Dropbox link be reshared with the council members to help identify any gaps and disseminate all information that has been collected to date.
- It was decided that the team would use google docs and email through February 2024, to communicate and provide feedback of the process.
- The team would also research free universal design platforms.
- Amanda Owen would create email templates for the five audiences and share those with the team for additional feedback.
- The team would also create a google slide of a PowerPoint targeting three or four slides tailoring to the targeted audiences.
- Amanda Friend recommended that the committee reach out to Christina Espinoza for information of universal design and Amanda Owen stated that she would follow up with this lead and she would invite Christina to the February 2024 meeting as well.

Next Meeting Date:

Friday, January 12th, 2024

1:00pm – 3:00pm

Hybrid Format

Location: Kentucky Transportation Cabinet
Conference Room # C107
200 Mero Street
Frankfort, KY. 40601

500 Mero Street • 4th Floor NE • Frankfort, KY • 40601

Toll Free: (800) 372 - 7172 • Direct: (502) 782-3421 • Email: Nanci.Howard@ky.gov