



Andy Beshear
Governor

Jaime Link
Education and Labor Cabinet Secretary

Bylaws (Adhoc) Committee
Minutes

June 19th, 2023
10:00am – 11:00am
Zoom
Meeting ID: 890 0372 0279

Members Present: Chair, Katie Wolf Whaley, Tal Curry, Amanda Owen

Members Absent: Dina Klimkina, Vice Chair Morgan Turner, Diana Merzweiler, Jeff Edwards

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

Staff Absent: None

Guest(s) Present: None

Welcome, Introductions and Agenda Review:

Administrator, Nanci Howard welcomed everyone to the meeting and explained that because a quorum could not be established, the May 3rd, 2023, meeting minutes could not be accepted and would have to be tabled to the next meeting of the committee. Nanci then offered for the attendees to work on the Bylaws draft and Chair, Katie Wolf Whaley would screen share that document. Katie confirmed the May 3rd, 2023, minutes stated that this committee would not meet again until after the Bylaws draft was approved by legal and asked if the draft had been reviewed by legal. Nanci stated that the draft had not yet been reviewed by legal and asked Katie how she would like to proceed. Katie stated that since the draft had not yet been reviewed by legal, she would like to make additional changes to the draft before it is submitted to legal for review.

Bylaws draft:

Chair, Katie Wolf Whaley screen shared the Bylaws draft with the group. She began by explaining that the KRS reference numbers needed to be updated. She stated that the date stamp could be

removed if everyone agreed to that. She asked if any other committees had submitted their charters to give more in depth descriptions of their committee. Administrator, Nanci Howard stated that although the committees are aware of the charters, none had yet submitted a completed charter document. Katie began discussions of how to properly cite reference Kentucky Revised Statutes (KRS) within the Bylaws draft and it was decided that this should be something that the legal team advises the committee on so that it is consistent with Cabinet policies. Katie added section G. Policy Committee to Article VII – Committees section of the Bylaws. Member, Amanda Owen asked if there was language stating how the committees report and how often they are to meet and it was determined that the language exists in Article VII – Committees, Section A, number 1, of the Bylaws draft. There was discussion between Katie and Amanda that the Bylaws adequately represent the purpose of each committee. Because Amanda is the chair of the Advocacy & Education Committee, she confirmed that the language listed in the Bylaws draft adequately represents the Advocacy & Education Committee. Katie corrected acronyms within the document to be spelled out in full. It was discussed that members can serve for three years and may serve executive terms however because this is a Governor appointed committee, the member would also need to meet those criteria. Katie asked if there were other questions that the committee needs to address, other than the special called meetings and the highlighted items within the Bylaws draft and Amanda stated that this was her understanding as well. Katie asked if there were any other thoughts or questions and there were none. Katie asked how the draft would be submitted to the legal team and Nanci stated that the draft could be submitted via email to Dondra Meredith, the KYOVR Legal Cabinet Representation and Katie could be copied on the email in the chance there were any questions that arose. Katie stated that because there was a quorum at the last meeting and it was decided that the draft was to be submitted to legal team for review, it could be forwarded to legal team for review at the conclusion of this meeting. Nanci agreed and stated that hopefully we would have a response from the legal team soon and Katie stated that once a response was received the Bylaws (Adhoc) Committee would need to meet again to go over any questions. KYOVR Staff Assistant, Betty Whittaker stated that while the meeting had continued, she had been researching proper cite referencing for KRS and because there was not a clear result, it was best to have legal decide the proper formatting. Katie requested Nanci to send any questions to her, before sending the draft to Dondra for review. Katie went on to say that she would email the draft to Nanci and Administrative Specialist, Pepper Caudill. She also stated that Dondra should give input on anything else that may be missing from the Bylaws draft as no one on the committee is an attorney. It was discussed that due to time constraints, the Bylaws would not be presented during the July 14th, 2023, meeting. It was decided that the Bylaws draft would be presented at the Fall meeting. Nanci thanked everyone for their hard work and time spent on the draft and the meeting was ended.

Future areas of focus:

- Chair, Katie Wolf Whaley to email Bylaws draft to Administrator, Nanci Howard and Administrative Specialist, Pepper Caudill.
- Administrator, Nanci Howard to email Bylaws draft to Dondra Meredith for legal review.
- Bylaws committee to meet again to respond to any necessary changes to the Bylaws draft once legal review has been completed.
- Bylaws final draft to be presented during the October 2023 Employment First Council quarterly meeting.
- May 3rd, 2023, minutes to be approved at next committee meeting.

Action Items: None

Public Comment: None

Adjournment: None

Next Meeting Date:

Friday, July 14th, 2023

1:00pm – 3:00pm

Hybrid Format

Location: 500 Mero Street

1st Floor (Hearing Room)

Frankfort, KY. 40601

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