



Andy Beshear
Governor

Jaime Link
Education and Labor Cabinet Secretary

Executive Committee **Minutes**

May 18, 2023
11:00am – 12:00am
Zoom
Meeting ID: 856 8396 6278

Chairs Present: Amanda Owen, Jeff White, Katie Wolf Whaley

Chairs Absent: Merry Reid Sheffer, Jessica Beaven, Frank Huffman

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

Staff Absent: None

Guest(s) Present: Subject Matter Expert, Karen Lee

Subject Matter Expert Report:

Chair, Katie Wolf Whaley called meeting to order and explained the purpose of the meeting is to discuss what is going on in the committees and for each committee to create a charter document to aid in clearer focus and goals moving forward. Katie explained that there had been prior discussion between Administrator, Nanci Howard, Subject Matter Expert, Karen Lee, and herself regarding a plan for a “Day of Service” to be scheduled during the week of August 21, 2023 – August 25, 2023, from 9:00 am till 1:30 pm, in Frankfort, KY. The purpose of this Day of Service would be to bring all the Council and Committee members together in-person to observe NEON funded Subject Matter Experts give a 30-minute presentation of each specific committee topic (Advocacy & Education, Employer Education & Engagement, Provider Capacity, Public Policy and Transition). After the presentations, each committee would then have time to meet personally with their specific Subject Matter Expert to discuss their charters and make any necessary additions or changes to help ensure the committee’s goals can be met. Katie gave further details of her vision for how the in-person Day of Service would be planned. Amanda Owen expressed her support for the idea. Subject Matter Expert, Karen Lee explained her point of view of the council’s current work and where focus should be shifted, to be successful in its initiatives. Karen shared historical experiences related to successes and failures of other Employment First initiatives that she had been involved in, to explain the importance of the charters and how they can help to focus this Council’s efforts, towards a successful outcome. Amanda expressed her enthusiasm for the plan. Administrative Specialist, Pepper Caudill

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expressed her support for the plan. Karen went on to explain the fiscal year time constraints she is under and reiterated the importance of having the Day of Service in August 2023 otherwise the next available date would be January-February 2024. There was discussion regarding school and vacation schedules, and it was decided that the week of August 21-25, 2023 would be the best week to plan for the Day of Service. Karen stated that the Executive Committee would need to vote on this matter, and if passed, then they could move discussions towards the PR details of the plan. Katie called for a motion to begin planning the Day of Service event for an available day the week of August 21-25, 2023. **Amanda Owen made a motion to approve Karen Lee and her team to come through for a week or a day, August 21st, 2023 week, in a collaborative effort into looking at this project charter and coaching us in reference towards our goals. Katie called for a second and Jeff White provided a second to the motion. A vote was taken and the motioned carried unanimously.** Katie stated that the council would “shoot” for that week in August, however if majority members could not attend on that date, then the goal would be to get this scheduled before August 31st, 2023. Amanda asked questions related to the project charter which prompted Karen into the remainder of her discussion where she went step by step, explaining how to create a project charter. Karen led the group in creating a mock project charter to help facilitate their understanding of how this document is utilized. She gave explanation of how this tool can help breakdown projects and aid in annual reporting to the Governor. Karen offered to give a virtual presentation of the Boston Consulting Group’s DICE Method, at the next Employment First Council meeting on July 14, 2023. She shared a power point slide with the group which explained what the DICE method is.

“The DICE framework is a tool originally developed by Perry Kennan, Kathleen Conlon, and Alan Jackson (all current or former Partners at The Boston Consulting Group). It was originally published in the Harvard Business Review (HBR) article The Hard Side of Change in 2005 and has been republished in the HBR’s ‘Lead change—Successfully’, HBR’s OnPoint Magazine and recognized in HBR’s ‘10 Must Reads on Change Management’ publication.”

Karen explained that this method is a way to measure the duration, integrity, buy-in, and energy of the project. This method is used to score the project to predict the likelihood of successful completion. Katie confirmed that the goal for completion of committee project charters is prior to the July 14th meeting. Karen explained the purpose of the council meetings is for the committees to report and not process and discuss ideas. She stated this is what she witnessed at the last council meeting on April 14, 2023. She reiterated that the project charters will help to mitigate this issue and keep committees on a clear path towards goals. After completing the mock project charter, Karen stated that she would send the file to Nanci so that she could share it with the rest of the attendees. Karen recommended using the mock draft as a reference for each of the committees to create project charters for the upcoming meeting. Katie stated that the project charter vision statements for each committee should tie back to the priority statement of Employment First and the legislation and the need to increase the employment rate of people with disabilities.

Committee Discussion:

Administrator, Nanci Howard reminded committee that the minutes from last meeting needed to be approved. Chair, Katie Wolf Whaley called for a motion to approve the minutes from the last meeting held on April 12th, 2023. **Amanda Owen made the motion to accept the minutes from the April 12, 2023 meeting. A second was provided by Jeff White. An informal vote was taken, and the motion was approved.** Discussions began surrounding the Vice Chair and Legislative Liaison position’s recent vacancies. Katie explained that in the very near future a special meeting would be called to elect additional officers prior to the July 14, 2023, meeting. There were discussions of whether any interest in either of these vacancies was held among any attendees of this meeting or if there were any recommendations of other members, that may be a good fit.

Future areas of focus:

- Project Charters for each Committee
- Scheduling and planning Day of Service in August 2023

Action Items:

Amanda Owen made a motion to approve Karen Lee and her team to come through for a week or a day, August 21st, 2023 week, in a collaborative effort into looking at this project charter and coaching us in reference towards our goals. Katie called for a second and Jeff White provided a second to the motion. A vote was taken and the motioned carried unanimously. Public Comment: None

Adjournment:

Amanda Owen made a motion to adjourn the meeting and a second was given by Jeff White. A vote was not taken, and the meeting was informally adjourned.

Next Meeting Date:

TBD

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

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