



Andy Beshear
Governor

Jaime Link
Education and Labor Cabinet Secretary

Employment First Full Council Quarterly Meeting **Minutes**

July 14th, 2023
01:00pm – 03:00pm
Zoom
Meeting ID: 838 052 3471

Members Present: Vice Chair, Morgan Turner, Legislative Liaison, Diana Merzweiler, Jeff White, Tal Curry, Amy Luttrell, Jeff Edwards, Merry Reid Sheffer, Rebecca Wilson, Amanda Friend, David Allgood, Cora McNabb, Gretta Hylton, Johnny Callebs, Annette Jett, Bill Bates

Members Absent: Chair, Katie Wolf Whaley, Frank Huffman, Lori Norton, Staci Cain, Todd Coffey, Amanda Owen, Zach Morgan, Leslie Hoffman, Dawn Gardner, Thomas Hamilton, Larry Taylor, Jessica Beaven

Staff Present: Kentucky Office of Vocational Rehabilitation (KYOVR) Administrator, Nanci Howard, KYOVR Administrative Specialist, Pepper Caudill, KYOVR Assistant Director, Kristen Beach, KYOVR Manager, Michelle Cobb, KYOVR Manager, Ron O’Hair, KYOVR Staff Assistant, Betty Whittaker, KYOVR Division Director, Holly Hendricks, KYOVR Manager, Veronica Dale, KYOVR Administrative Specialist, Brooke McDaniel, KYOVR Deputy Executive Director, Susie Edwards (was unable to be seen on video but could be heard through audio), Education and Labor Cabinet, Deputy General Counsel, Dondra Meredith

Staff Absent: KYOVR Manager, Deana Wilson-Kimble and KYOVR Assistant Director, Jonathan White

Guest(s) Present: Kentucky Office of Adult Education, Tonika East and Aaron Poynter, and the University of Kentucky’s Human Development Institute (UKHDI) Deputy Director, Johnny Collett

Welcome, Introductions and Agenda Review:

Administrator, Nanci Howard welcomed all attendees to the meeting. She explained the Chair of the council, Katie Wolf Whaley, was unable to attend and that Vice Chair, Morgan Turner, would lead the meeting. The Vice Chair then called the meeting to order. A short list of meeting ground rules was given to attendees and a roll call was taken to establish quorum. During the roll call, brief introductions were held for members, staff, and guests in attendance of the meeting. Vice Chair, Morgan Turner called to entertain a motion to approve the April 14th, 2023, Quarterly Meeting Minutes. **Member, David Allgood made the motion to approve the April 14th, 2023, Quarterly Meeting Minutes and a second was provided by Legislative Liaison, Diana Merzweiler. A vote**

was taken, and all were in favor and the motion passed. Vice Chair, Morgan Turner called to entertain a motion to approve the May 31st, 2023, Special Meeting Minutes. **Member, David Allgood made the motion to approve the May 31st, 2023, Special Meeting Minutes. Member, Johnny Callebs provided a second to this motion. A vote was taken, and all were in favor and the motion passed.**

Vice Chair Report:

Vice Chair, Morgan Turner presented the Vice Chair report utilizing a Power Point Presentation that was presented to members, staff, and guests in attendance of the meeting both in person and virtually. In the presentation, Morgan shared his personal experiences as a person with disabilities and explained the mission of the Employment First Council and its charge as defined in five parts. Morgan provided an overview of the Best Practice Day that is scheduled to take place on Monday, August 21st, 2023, in Frankfort, KY and the Kentucky Chamber sponsored, Inclusive Workforce Summit that is scheduled to take place on Wednesday, September 13th, 2023, in Lexington, KY.

Staff Report:

Administrator, Nanci Howard presented the KYOVR Staff Report to the council. This report included details such as utilizing the Dropbox that was created for the council and the Strategic Planning Process/Event that took place earlier in the morning, prior to the quarterly meeting. Nanci provided a brief overview of her work in affiliated committees and professional development trainings. She reiterated details of the Best Practice Day Event that is scheduled to take place on Monday, August 21st, 2021, in Frankfort, KY and encouraged in-person participation. She spoke about the Project Charters that are due from all committees before the Best Practice Day Event and mentioned that the Employer Education & Engagement and Transition committees were still outstanding.

Committee Presentation(s)/Discussion(s):

Advocacy & Education Committee: Administrator, Nanci Howard presented the committee's report on behalf of Chair, Amanda Owen who was unable to attend the meeting. The report included details of the committee's Project Charter and the introduction of a platform called Padlet, which the committee is hopeful could be used to disseminate information on behalf of the Employment First Council. A model Padlet was shared via screenshare with members, staff, and guests in attendance of the meeting both in person and virtually. Nanci explained that this model is presently under review for accessibility testing. It was explained that the committee has been in touch with a website developer and there is discussion underway regarding that matter. Vice Chair, Morgan Turner called to entertain a motion to accept the Advocacy & Education Committee's report. **Member, Cora McNabb made the motion to accept the Advocacy & Education Committee's report. Member, Rebecca Wilson provided a second to the motion. A vote was taken, and all were in favor and the motion passed.**

Employer Education & Engagement Committee: Chair, Merry Reid Sheffer gave a verbal update of the Lunch & Learn Series that the committee is working to schedule. Presently, there are eight points of interest to be shared in the series. She explained that the committee discussed kicking off the series with an introduction to Employment First or incorporating a short video clip of this introduction, into each point of the series. The committee would like Katie Wolf Whaley to assist in creating this introduction video clip. It was also mentioned that the committee is working through the replacement of the Adult Education representative and who will spearhead the series point that the previous representative had committed to. Merry stated that hopefully the committee will meet again before the Best Practice Day Event on August 21st, 2023. Vice Chair, Morgan Turner called to entertain a motion to accept the Employer Education & Engagement Committee's report. **Member, Annette Jett made the motion to accept the Employer Education & Engagement Committee's**

report. Member, David Allgood provided a second to the motion. A vote was taken, and all were in favor and the motion passed.

Provider Capacity Committee: Chair, Jeff White began his report by bringing to light the fact that the committee only has a single provider representative as part of the committee. He stated it is difficult to discuss the issues at hand due to this lack of representation. He explained that the committee has spent a great deal of time recruiting provider representation for the committee discussions and gave examples of the successful recruits. He also shared examples of the recruits that are still needed and stated that once the necessary provider recruits can be fulfilled the committee can begin having better discussions of provider capacity. He stated that the goal of the committee is to impact provider capacity within the existing regulatory structure. Jeff explained that the committee's list of things to be completed is too great to accomplish by December 1st, 2023, and therefore the committee would need to whittle down the list and determine what could be completed effectively by the deadline. Lastly, Jeff mentioned that he is looking forward to the Best Practice Day. Vice Chair, Morgan Turner called to entertain a motion to accept the Provider Capacity Committee's report. **Member, Amy Luttrell made the motion to accept the Provider Capacity Committee's report. Member, Cora McNabb provided a second to the motion. A vote was taken, and all were in favor and the motion passed.**

Public Policy Committee:

Administrator, Nanci Howard stated the Public Policy committee is currently reviewing their policies to include competitive integrated employment using a policy checklist. She gave a brief overview of the policies that the committee has already reviewed and explained that the committee has finalized the cooperative agreement, developed their project charter, and continue to review policies every two weeks. She invited anyone belonging to the committee to feel free to add any additional commentary and none was provided. Administrative Specialist, Pepper Caudill politely interrupted the meeting to remind attendees of proper etiquette when making motions and requested that First and Last names be spoken so that the Minutes could reflect the motions accurately. Vice Chair, Morgan Turner called to entertain a motion to accept the Public Policy Committee's report. **Member, David Allgood made the motion to accept the Public Policy Committee's report. Member, Merry Reid Sheffer provided a second to the motion. A vote was taken, and all were in favor and the motion passed.**

Transition Committee: Vice Chair, Morgan Turner called for Chair, Jessica Beaven and Co-Chair, Frank Huffman to provide the Transition Committee's report however neither member was present so Administrator, Nanci Howard stated that if there were no other committee member(s) that could give the committee's report, it would need to be skipped for now. Morgan stated that this report would be skipped for now.

Bylaws (Ad hoc) Committee: Vice Chair, Morgan Turner stated that in Chair, Katie Wolf Whaley's absence, Administrator, Nanci Howard would give a brief update on the construction of the bylaws draft and expected future date in which the bylaws would be finalized and brought to the Council for review and vote. Nanci explained that the bylaws have been drafted and sent to Cabinet Legal Team for review. She gave specific dates of the migration of the bylaws through the legal review process and mentioned that the final draft is expected to be submitted to Council members for review with intent to approve at the next quarterly meeting scheduled for Friday, October 13th, 2023.

Public Comment: Vice Chair, Morgan Turner opened the floor for public comment and no comments were made.

Action Items:

- **Member, David Allgood made the motion to approve the April 14th, 2023, Quarterly Meeting Minutes and a second was provided by Legislative Liaison, Diana Merzweiler. A vote was taken, and all were in favor and the motion passed.**
- **Member, David Allgood made the motion to approve the May 31st, 2023, Special Meeting Minutes. Member, Johnny Callebs provided a second to this motion. A vote was taken, and all were in favor and the motion passed.**
- **Member, Cora McNabb made the motion to accept the Advocacy & Education Committee's report. Member, Rebecca Wilson provided a second to the motion. A vote was taken, and all were in favor and the motion passed.**
- **Member, Annette Jett made the motion to accept the Employer Education & Engagement Committee's report. Member, David Allgood provided a second to the motion. A vote was taken, and all were in favor and the motion passed.**
- **Member, Amy Luttrell made the motion to accept the Provider Capacity Committee's report. Member, Cora McNabb provided a second to the motion. A vote was taken, and all were in favor and the motion passed.**
- **Member, David Allgood made the motion to accept the Public Policy Committee's report. Member, Merry Reid Sheffer provided a second to the motion. A vote was taken, and all were in favor and the motion passed.**

Adjournment:

Vice Chair, Morgan Turner called to entertain a motion to adjourn the meeting. **Member, Johnny Callebs made the motion to adjourn. Member, David Allgood provided a second to the motion. A vote was not taken however it was implied that all were in favor and the meeting was informally closed.**

Next Meeting Date:

Friday, October 13th, 2023
1:00pm – 3:00pm
Hybrid Format
Location: TBD