



Andy Beshear
Governor

Jaime Link
Education and Labor Cabinet Secretary

Provider Capacity Committee **Minutes**

February 13, 2024
2:00pm – 3:00pm
Zoom
Meeting ID: 857 3674 3195

Members Present: Chair, Jeff White, Todd Coffey, Katie Wolf Whaley,

Members Absent: Staci Cain, Annette Jett, Cora McNabb, Leslie Hoffman and Lori Norton

Staff Present: Kentucky Office of Vocational Rehabilitation (KYOVR) Administrator, Nanci Howard, KYOVR Administrative Specialist, Pepper Caudill and KYOVR Manager, Ron O’Hair

Guest(s) Present: Kentucky Office of Adult Education Director, Aaron Poynter, Cathy Anderson, Johnathan Carr, Shelly Durbin

Welcome, Introductions and Agenda Review:

The meeting began and introductions were held for attendees. Chair, Jeff White screen-shared the [agenda](#) and turned the meeting over to Administrator, Nanci Howard and KYOVR Manager, Ron O’Hair for an update of Project NEON for the 2024 year. Nanci explained that she will have more information to share regarding this matter, after a meeting that is scheduled for this upcoming Friday, February 16, 2024.

Data Collection - Draft 2024 Provider Capacity Subcommittee Goals:

Chair, Jeff White screen-shared the Draft 2024 Provider Capacity Subcommittee Goals and led discussions of the topics contained therein. Jeff explained that he would edit the document as the committee added information and then send the revised [draft](#) to KYOVR Staff for dissemination after the meeting concluded. There was discussion held regarding partnering with the Department of Education to assist providers. It was recommended that the committee could reach out to Jonathan White, KYOVR Assistant Director who oversees Transition Services and his email [address](#) was provided in the chat. There was discussion regarding employment services for waiver participants. There was discussion of data that may or may not be currently tracked through KYOVR and what could be done to determine provider capacity through KYOVR data tracking. There was discussion of whether data could be collected through or as part of Project NEON. Administrator, Nanci Howard stated that she would bring this question to Subject Matter Expert (SME), Karen Lee in the Project NEON meeting that is scheduled for this upcoming Friday, February 16, 2024. There was discussion regarding how Individual Placement and Support (IPS) services fit into this process. There was

discussion regarding developing sample resource documents or a “how to” video which could be disseminated to providers, to assist in simplifying the process and aid in the quality of services that are provided. It was discussed that a Memorandum of Understanding (MOU) could be put in place to clarify the expectation and process. Jeff asked that KYOVR Staff request a model MOU from Karen Lee during the meeting, this upcoming Friday. There was discussion of how current providers could be used to vet the success of their models to other potential providers.

Strategic Plan Review:

Chair, Jeff White screen shared the Goals, Objectives, Strategies & Measures of the [Employment First Strategic Plan](#). There was discussion of how the Committee’s Draft 2024 Goals supports the Employment First Strategic Plan. There was discussion of the importance of having quality providers in place to engage employees and how these steps need to align in order for the goal to be successful. It was discussed that the Committee would like to make a recommendation to the Council after obtaining additional information from the Project NEON Meeting which will take place this upcoming Friday. The Committee will discuss this further at their next meeting scheduled in March and will decide how to move forward with the recommendations, at that time. Administrator, Nanci Howard recommended that the Committee should invite a Quality Assistance Individual. She also recommended inviting Jason Wheatley so that he could be a part of the discussions. Jeff requested that persons in attendance of the meeting continue to send him any information that could be added to the Draft 2024 Provider Capacity Subcommittee Goals document, as it is being treated as a working document, at this time. The meeting ended.

Future areas of focus:

- Chair, Jeff White stated he would send the revised [draft](#) to KYOVR Staff for dissemination after the meeting concluded.
- It was recommended that the committee could reach out to Jonathan White, KYOVR Assistant Director who oversees Transition Services and his email [address](#) was provided in the chat.
- There was discussion of whether data could be collected through or as part of Project NEON. Administrator, Nanci Howard stated that she would bring this question to Subject Matter Expert (SME), Karen Lee in the Project NEON meeting that is scheduled for this upcoming Friday, February 16, 2024.
- Jeff asked that KYOVR Staff request a model MOU from Karen Lee during the meeting, this upcoming Friday.
- It was discussed that the Committee would like to make a recommendation to the Council after obtaining additional information from the Project NEON Meeting which will take place this upcoming Friday. The Committee will discuss this further at their next meeting scheduled in March and will decide how to move forward with the recommendations, at that time.
- Administrator, Nanci Howard recommended that the Committee should invite a Quality Assistance Individual, to the next meeting. She also recommended inviting Jason Wheatley so that he could be a part of the discussions.
- Jeff requested that persons in attendance of the meeting continue to send him any information that could be added to the Draft 2024 Provider Capacity Subcommittee Goals document, as it is being treated as a working document, at this time.

Next Meeting Date(s):

Provider Capacity Committee:

Tuesday, March 12th, 2024

2:00 – 3:00pm EST

Join Zoom Meeting [Link](#)

Meeting ID: 857 3674 3195

Passcode: 694459

Employment First Council:

Friday, April 12th, 2024

1:00pm – 3:00pm

Hybrid Format

Location: TBD

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