



Andy Beshear
Governor

Jaime Link
Education and Labor Cabinet Secretary

Provider Capacity Committee **Minutes**

September 6th, 2023
10:00am – 11:00am
Zoom
Meeting ID: 829 8135 8979

Members Present: Chair, Jeff White, Staci Cain, Todd Coffey, Annette Jett, Katie Wolf Whaley, Cora McNabb

Members Absent: Leslie Hoffman and Lori Norton

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

Guest(s) Present: Dr. Rachel Baker, Cori Di Biase (was unable to be seen in the video due to bandwidth issues, however, was able to be heard in audio), Cathy Anderson, Johnathan Carr, Heather Wood, Sierra Miller, Jessica Barnett, Jaye Forsythe-Seward

Welcome, Introductions and Agenda Review:

Administrator, Nanci Howard welcomed everyone to the meeting and thanked all participants for joining. A quorum was established, and brief introductions were given by all attendees. Chair, Jeff White called for a motion to be brought forth to approve the June 21st, 2023, minutes. **Member, Todd Coffey, made the motion to approve the June 21st, 2023, minutes and a second was provided by member, Cora McNabb. A vote was taken, and all were in favor of approving the June 21st, 2023, minutes. There was no opposition and therefore the motion passed unanimously.**

Chair Report:

Chair, Jeff White defined the purpose of the Provider Capacity Committee and turned the meeting over to Project NEON Subject Matter Expert (SME), Cori Di Biase. Cori explained that his purpose was to assist the committee in creating goals that could be accomplished by December 15th, 2023. Cori screen shared the Provider Capacity Committee planning tool document and there was group discussion throughout the remainder of the meeting regarding what actions the committee wanted to add to the document.

Committee Discussion:

Update existing provider capacity maps through OVR

Member, Todd Coffey asked if there was a way to identify capacity, need or jobs by region. He

clarified the question by asking whether we know if the provider's clients know what types of jobs there are or what jobs they are seeking. SME, Cori Di Biase stated there was previous conversation about doing an environmental scan and he asked whether the committee would like to develop that idea now. KYOVR Manager, Ron O'Hair stated that there is an existing detailed, statewide provider list. Cori asked Jeff, how much overlap existed between KYOVR's provider list and his own and Jeff explained that for providers to be successful they would need to be KYOVR providers. Jeff stated that he would like to work with KYOVR to launch a survey to providers to determine demand of employment services versus supply of employment services available. Member, Annette Jett stated that there were "maps" created through the "training specialists", prior to Employment First being codified into law. Member, Katie Wolf Whaley stated that the "capacity maps" were created in 2021 and they may need to be refreshed. Annette stated that in Fayette County there are services needed even though it is a populated, urban area. She stated that there is a good chance that this challenge is shared statewide and recommended updating the provider capacity maps as a starting point. Cori added this as an action to the planning tool document and there was further discussion amongst the committee regarding this matter. It was decided that the committee would take the following steps; 1) share existing maps with the group, 2) Form working group to review and gather new data for existing maps, 3) Survey statewide case management providers to determine demand (including waiting lists) and capacity (CRPs, MH Centers, Waiver Providers, Schools), 3.a) Does Department of Education collect statewide data on waiting lists/child count (Special Education and 504)?, 3.b) How do different waivers/funding structures affect/restrict/bolster capacity/availability?, 4) Identify all possible data sources and POCs to gather availability data. A working group was created to carry out this task and the following individuals were identified as the lead, Annette Jett and supporters, Katie Wolf Whaley, Sierra Miller, Jaye Forsythe-Seward and Dr. Rachel Baker.

Provider Needs Assessment

Member, Cora McNabb asked what the providers needs are as far as building capacity, and she stated that she would like to launch a needs assessment to determine provider's needs. Member, Katie Wolf Whaley stated that she seconds this idea and stated that there are many trainings offered through the State Training Project that she oversees. She stated that in her opinion, there is not a lack of training but rather a lack of cohesive focus of what people need and targeting that audience. There was further discussion amongst the group regarding this matter. It was decided that the committee would determine; what providers want/need to build capacity and what barriers do providers identify to capacity building. This was broken down into the following steps; 1) Identify existing "needs sensing" activities currently underway, 2) Identify key issues, possibly including: 2.a) Guardianship, 2.b) Working with Schools ("handoff" from school/Pre-ETS to further employment services, using Pre-ETS as a "foundation" for future services, Identifying "gaps" where students potentially/frequently disengage; serving younger student/earlier in education process), 2.c) Administrative capacity (for new and existing providers?), 3) Use EF Comm to send out survey. A working group was created to carry out this task and the following individuals were identified as the leads, Jeff White, Cora McNabb and Ron O'Hair and supporters, Dr. Rachel Baker and Katie Wolf Whaley. Jeff stated that moving forward he would be hosing a zoom-room to discuss provider capacity issues, and all are welcome to attend. He would follow up this meeting with an invite to all in attendance and all are welcome to share the invite with others who may be interested in attending the weekly zoom-room meetings.

Future areas of focus:

- **Update existing provider capacity maps through OVR**

It was decided that the committee would take the following steps; 1) share existing maps with the group, 2) Form working group to review and gather new data for existing maps, 3) Survey statewide case management providers to determine demand (including waiting lists) and

capacity (CRPs, MH Centers, Waiver Providers, Schools), 3.a) Does Department of Education collect statewide data on waiting lists/child count (Special Education and 504)?, 3.b) How do different waivers/funding structures affect/restrict/bolster capacity/availability?, 4) Identify all possible data sources and POCs to gather availability data. A working group was created to carry out this task and the following individuals were identified as the lead, Annette Jett and supporters, Katie Wolf Whaley, Sierra Miller, Jaye Forsythe-Seward and Dr. Rachel Baker.

- **Provider Needs Assessment**

It was decided that the committee would determine; what providers want/need to build capacity and what barriers do providers identify to capacity building. This was broken down into the following steps; 1) Identify existing “needs sensing” activities currently underway, 2) Identify key issues, possibly including: 2.a) Guardianship, 2.b) Working with Schools (“handoff” from school/Pre-ETS to further employment services, using Pre-ETS as a “foundation” for future services, Identifying “gaps” where students potentially/frequently disengage; serving younger student/earlier in education process), 2.c) Administrative capacity (for new and existing providers?), 3) Use EF Comm to send out survey. A working group was created to carry out this task and the following individuals were identified as the leads, Jeff White, Cora McNabb and Ron O’Hair and supporters, Dr. Rachel Baker and Katie Wolf Whaley.

- **Identify/Collect Capacity Building Opportunities**
- **Jeff’s “Office Hours”**

Action Items: None

Public Comment: None

Adjournment:

Chair, Jeff White called for a motion to adjourn the meeting. Member, Todd Coffey made the motion to adjourn the meeting. Member, Annette Jett provided a second to the motion. A vote was taken, and all were in favor therefore, the motion passed unanimously, and the meeting was adjourned.

Next Meeting Date:

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

500 Mero Street • 4th Floor NE • Frankfort, KY • 40601
Toll Free: (800) 372 - 7172 • Direct: (502) 782-3421 • Email: Nanci.Howard@ky.gov