



Andy Beshear
Governor

Jaime Link
Education and Labor Cabinet Secretary

Employer Education and Engagement Committee **Minutes**

July 31st, 2023
11:30am – 12:30pm
Zoom
Meeting ID: 829 5015 3235

Members Present: Chair, Merry Reid Sheffer, Jessica Beaven, Zach Morgan

Members Absent: Cora McNabb, Rebecca Wilson, Todd Coffey, Dawn Gardner

Staff Present: KYOVR Administrative Specialist, Pepper Caudill, KYOVR Manager, Deana Wilson-Kimble, KYOVR Assistant Director, Kristen Beach

Staff Absent: Kentucky Office of Vocational Rehabilitation (KYOVR) Administrator, Nanci Howard

Guest(s) Present: Andrea Roy, Kentucky Adult Education (KYAE)

Welcome, Introductions and Agenda Review:

A quorum was unable to be established. Chair, Merry Reid Sheffer began the meeting. She explained that due to lack of quorum we would table the approval of the June 2nd, 2023, meeting minutes until the next meeting date which has yet to be determined. Merry welcomed everyone to the meeting and explained the purpose of the meeting was to go over the committee's Project Charter in preparation for the Best Practice Day Event scheduled for Monday, August 21st, 2023.

Project Charter Discussion:

Chair, Merry Reid Sheffer began by screen sharing the Committee's Project Charter document. The group went through the document line by line. The frequency of the Lunch & Learn Series was discussed and it was decided that a monthly series would be most beneficial. It was also decided that the day of the week in which the lunch and learn series would air, would be chosen later. Member, Zach Morgan brought forward the idea of a pre and/or post survey regarded competitive integrated employment, as a way to measure specific achievable data related to the Lunch & Learn Series. There was further discussion between Zach and Merry regarding the data that could be measured resulting from the Lunch & Learn Series to show the success of the series and where changes could be implemented to help the series to be more successful if future series development. Staff Support, Kristen Beach talked about the networking potential between employers, and this sparked additional discussion amongst the group regarding this matter and what data could be polled for to be able to measure the series' success. Kristen also mentioned that KYOVR Staff had recently worked with the

Human Development Institute on a video and she mentioned that the committee should reach out to Katie Wolf Whaley to inquire if we could work with them on an introductory video for the Lunch & Learn Series. Merry stated that she would check with Katie regarding this matter. There was discussion amongst the group regarding the annual reporting due to the Governor and how the timeline of the series will play into this report. Kristen posed the question of whether Continuing Education Units (CEU's) could be offered to participants of the Lunch & Learn Series and there was discussion regarding this matter. Zach stated that the Executive Director for Kentucky Human Resource Management (KYSHRM) works in the same building as he does so he would be happy to reach out to them to see what needs to be done to make the Lunch & Learn Series a CEU approved program. Staff support, Pepper Caudill mentioned that the Advocacy & Education Committee had also discussed previously, the idea of CEU's being offered as incentive to employers, educators, and other professionals regarding a training project their group was working on and offered to help facilitate a collaboration between the two committees, Employer Education & Engagement and Advocacy & Education. Kristen mentioned that THE CEU's was a great idea and would translate well in the annual report to the Governor. Staff Support, Deana Wilson-Kimbler made mention of the SHRM credits being called Professional Development Credits (PDC's) instead of CEU's however she was not sure and suggested that the group check into that. Merry stated that she and Zach were going to email Amanda Owen, Chair of the Advocacy & Education Committee, and inquire as to where they were with their work on CEU's. She stated that if the group had not yet established contact with SHRM, then Zach could reach out to his contact at the Kentucky Chamber and report back to the group with an update. It was discussed that Michael Rimer and Ramone Blaire are no longer representing Amazon on this committee. It was also discussed that KYAE representative, Andrea Roy would be replacing Dr. Luv'Tesha Robertson on this committee. Merry verbally recapped for Andrea, Dr. Robertson's plan to present a session around "Adult Education and Apprenticeships" for employers and Andrea showed interest in continuing to build on that framework. Deana stated that she has information for her session regarding "Myths in hiring people with disabilities" and she would be happy to share that with the committee at everyone's convenience. Merry asked that Deana share her outline in the email thread that Merry had sent out prior to the meeting so that the rest of the committee could review and Deana agreed to do so. Kristen stated that Kentucky Community and Technical College System (KCTCS) has a registered apprenticeship program and that this information may be helpful to Andrea for her portion of the series regarding KYAE. Andrea said that she would reach out to KCTCS regarding their program and report back to the group. There was discussion regarding all the series segments having proper accommodations. Merry mentioned that due to lack of internal budget/funding through the Employment First Council, the committee could ask for sponsorship or in-kind donations for the cost of the accommodations service and provide a "shout-out" to the donor. Merry stated that the former Amazon representative had planned a session on the accommodations process and offered for other members to take the lead on this since that representative was no longer a part of the committee. She also suggested that the committee could forego this topic if there was no interest at this time. Zach said he believes there is merit held amongst the employers within that community and there is value in having an employer present this portion of the series to other employers as the information is relatable and more easily accepted testimony. He expressed his disappointment that Amazon is no longer represented on the committee or in the series and mentioned that it would be a good idea to solicit another employer to present this portion of the series, if it could be managed. He also shared that a small company's testimony would hold strong value in this aspect as well. Zach and Merry offered to keep searching for a replacement employer to present the "Accommodations Process" as part of the Lunch & Learn Series. Merry stated that she would email the Project Charter to the committee after the meeting concluded to get any additional feedback from members that could not attend. She provided a recap of her notes taken from the meeting. It was discussed that the next meeting would be polled for after the Project NEON – Best Practice Day on August 21st, 2023.

Future areas of focus:

- The frequency of the Lunch & Learn Series was discussed and it was decided that a monthly series would be most beneficial. It was also decided that the day of the week in which the lunch and learn series would air would be chosen later.
- Kristen also mentioned that KYOVR Staff had recently worked with the Human Development Institute on a video and she mentioned that the committee should reach out to Katie Wolf Whaley to inquire if we could work with them on an introductory video for the Lunch & Learn Series. Merry stated that she would check with Katie regarding this matter.
- Zach stated that the Executive Director for Kentucky Human Resource Management (KYSHRM) works in the same building as he does so he would be happy to reach out to them to see what needs to be done to make the Lunch & Learn Series a CEU approved program.
- Deana stated that she has information for her session regarding myths in hiring people with disabilities and she would be happy to share that with the committee at everyone's convenience. Merry asked that Deana share her outline to the email thread that Merry had sent out prior to the meeting so that the rest of the committee could review and Deana agreed to do so.
- Andrea said that she would reach out to KCTCS regarding their program and report back to the group.
- Zach and Merry offered to keep searching for a replacement employer to present the "Accommodations Process" as part of the Lunch & Learn Series.

Action Items: None**Public Comment: None****Adjournment:**

The meeting was ended informally as a quorum could not be established at the beginning or throughout meeting.

Next Meeting Date:

TBD

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