



**Andy Beshear**  
Governor

**Jaime Link**  
Education and Labor Cabinet Secretary

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## **Employer Education and Engagement Committee** **Minutes**

September 11<sup>th</sup>, 2023  
01:00pm – 02:00pm  
Zoom  
Meeting ID: 895 7133 6793

**Members Present:** Chair, Merry Reid Sheffer, Rebecca Wilson

**Members Absent:** Jessica Beaven, Todd Coffey, Zach Morgan, Dawn Gardner

**Staff Present:** Kentucky Office of Vocational Rehabilitation (KYOVR) Administrator, Nanci Howard, KYOVR Administrative Specialist, Pepper Caudill, KYOVR Manager, Deana Wilson-Kimble (was not on video but could be heard in audio), KYOVR Assistant Director, Kristen Beach

**Staff Absent:** None

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

### **Welcome, Introductions and Agenda Review:**

Administrator, Nanci Howard welcomed everyone to the meeting and explained that there was a lack of quorum for the July 31<sup>st</sup>, 2023, meeting. She went on to explain that there was also a lack of quorum for this meeting and therefore the committee would be unable to conduct any formal business, such as approving the minutes from the June 2<sup>nd</sup>, 2023, and July 31<sup>st</sup>, 2023, meetings. Nanci stated that the quorum struggle could be related to council members movement and suggested that the committee should consider recruiting other council members to join this committee to resolve the quorum issues. There was further discussion amongst the group regarding council members that have resigned their positions or are no longer representing this committee and what could be done to remedy the situation.

### **Subcommittee Discussion:**

Chair, Merry Reid Sheffer stated that she would be sending an email explaining the Employer Education & Engagement Committee's Lunch & Learn series, to solicit Council Members for help and ask that they join the committee or host a topic of the series that has been left open by other council member's movement. She also stated that in her report to the full council at the October 13<sup>th</sup>, 2023, meeting she would reiterate the committee's need of additional members to recruit more help. Merry asked other committee members to join her efforts in recruiting additional help for the committee. KYOVR Assistant Director, Kristen Beach asked Nanci if she could provide Merry with a list of council

members that represent “Employers” on the council. There was discussion amongst the group regarding this and it was discovered that Thomas Hamilton, whom is a newly appointed member to the council, is an employer representative so Merry stated that she would consider reaching out to him for recruitment although Nanci did mention that he recently joined the Transition Committee. Chair, Merry Reid Sheffer stated that there was discussion of the Lunch & Learn Series launching in October 2023, however due to the movement of council members it did not seem that this launch date was going to be attainable. She did explain that the series was basically ready to launch aside from tacking down a few details. Member, Rebecca Wilson stated that it might be helpful to poll committee members to establish a standing meeting for the committee as possibly this would mitigate the lack of quorum issue. Administrator, Nanci Howard stated that she had considered polling the full council for feedback regarding this matter and other matters to ensure that she is sufficiently supporting the council. She agreed that a standing meeting may be a good solution to the quorum issue. Nanci explained that the committee was welcome to recruit employers from outside of the council that could serve as collaborators however the committee would still need to recruit additional council members to resolve the quorum issue. There was discussion amongst the group regarding making a recommendation to the full Council to add a section to the bylaws that would allow committees to recommend removal of unparticipating members after a certain amount of committee meeting absences. (Presently, the bylaws provide direction on this matter as it relates to missed quarterly meetings however it does not address committee meetings that take place in between the quarterly meetings.)

Chair, Merry Reid Sheffer screenshared the committee’s current Lunch & Learn Series plan and using the group’s help, made updates to the project charter. Guest, Andrea Roy was working on replacing the accommodations process and was reaching out to a contact at KCTCS.

Member, Rebecca Wilson was working on presenting WIPA for employers alongside her contact, Emily James. However, Emily James is no longer with Goodwill so Rebecca stated that she would be replaced by Linda Wilson. Rebecca stated that she would send an email to Linda Wilson. It was also discussed that Donna Mundy would collaborate with Linda Wilson on this topic. Merry stated that she would email committee member, Todd Coffey; council member, Amanda Owen and her colleague Kitty Zachary and inquire if he will still be collaborating on the topic “Coalition Creation & Replication”, as he has recently announced his retirement. She stated that she will confirm Amanda and Kitty are still actively planning the topic as well. Merry stated that she will be presenting her topic solo as her mentor, Milton Tyree is busy with international trainings at this time. Staff, Deana Wilson-Kimble, who was unable to be seen on video but could be heard in audio, stated that she has an outline prepared for topic “Intro to Etiquette, Myths and Range of Disability Experience” that she is working to share via email with council member, Cora McNabb. Merry requested that she be included in the email thread.

#### **Future areas of focus:**

- Chair, Merry Reid Sheffer stated that she would be sending an email explaining the Employer Education & Engagement Committee’s Lunch & Learn series, to solicit Council Members for help and ask that they join the committee or host a topic of the series that has been left open by other council member’s movement. She also stated that in her report to the full council at the October 13<sup>th</sup>, 2023, meeting she would reiterate the committee’s need of additional members to recruit more help. Merry asked other committee members to join her efforts in recruiting additional help for the committee.
- Administrator, Nanci Howard stated that she had considered polling the full council for feedback regarding this matter and other matters to ensure that she is sufficiently supporting the council.
- There was discussion amongst the group regarding making a recommendation to the full Council to add a section to the bylaws that would allow committees to recommend removal of

unparticipating members after a certain amount of committee meeting absences. (Presently, the bylaws provide direction on this matter as it relates to missed quarterly meetings however it does not address committee meetings that take place in between the quarterly meetings.)

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- Merry stated that she would email committee member, Todd Coffey; council member, Amanda Owen and her colleague Kitty Zachary and inquire if he will still be collaborating on the topic “Coalition Creation & Replication”, as he has recently announced his retirement. She stated that she will confirm Amanda and Kitty are still actively planning the topic as well.
- Staff, Deana Wilson-Kimble, who was unable to be seen on video but could be heard in audio, stated that she has an outline prepared for topic “Intro to Etiquette, Myths and Range of Disability Experience” that she is working to share via email with council member, Cora McNabb. Merry requested that she be included in the email thread.
- Nanci stated that she would reach out to the council chair and inquire as to what route the committee could take to make recommendations to remove unparticipating committee members and recruit additional members.
- Merry stated that she would send an email explaining the request(s) for recommending removal and soliciting recruits, to both Nanci and council chair, Katie Wolf Whaley so that they could discuss the matter further.

**Action Items: None**

**Public Comment: None**

**Adjournment:**

Administrator, Nanci Howard thanked everyone that was in attendance and explained that there would not be a formal adjournment as the committee was lacking a quorum. Nanci stated that she would reach out to the council chair and inquire as to what route the committee could take to make recommendations to remove unparticipating committee members and recruit additional members. Merry stated that she would send an email explaining the request(s) for recommending removal and soliciting recruits, to both Nanci and council chair, Katie Wolf Whaley so that they could discuss the matter further. The meeting was informally adjourned.

**Next Meeting Date:**

Friday, October 13th, 2023  
1:00pm – 3:00pm  
Hybrid Format  
Location: 500 Mero Street  
1st Floor (Hearing Room)  
Frankfort, KY. 40601

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