

**KENTUCKY PERSONNEL BOARD  
MINUTES OF AUGUST 8, 2025**

1. The regular monthly meeting of the Kentucky Personnel Board was called to order by Chair Michael Eaves on August 8, 2025, at approximately 9:30 a.m., ET, at 1025 Capital Center Drive, Suite 105, Frankfort, Kentucky.

Board Personnel Present:

Michael Eaves, Chair  
Morgan Ward, Member  
Larry Gillis, Member  
Rick Reeves, Member  
Lisa Haydon, Member

Gordon A. Rowe, Jr., Executive Director and Secretary  
Erritt H. Griggs, General Counsel  
Gwen McDonald, Administrative Section Supervisor

Board Members Not Present: Mitchel Denham, Vice Chair  
Michelle Snodgrass, Member

2. **READING OF THE MINUTES OF THE REGULAR MEETING HELD JULY 11, 2025.**

The minutes of the last Board meeting were previously circulated among the members. Chair Eaves asked for any additions or corrections. Mr. Reeves moved to approve the minutes as submitted. Mr. Gillis seconded, and the motion carried 5-0.

3. **EXECUTIVE DIRECTOR AND SECRETARY'S REPORT**

Mr. Rowe stated his report would be shorter; he wished to reserve some time in closed session to discuss some specific cases that are pending before the Board. He noted that Mr. Griggs had prepared a report of the cases that are pending in Circuit Court and the Court of Appeals to also share with the Board during closed session.

Mr. Rowe reported that staff continues to search for case management software. The updated estimate provided by the Commonwealth Office of Technology (COT) for a copy of the Energy and Environment Cabinet's Office of Administrative Hearings case management software (HERO) was lower than the original estimate. In order to receive the best estimate and tailor the system to the Board staff's needs, COT will need more information and input from Board staff.

Staff will continue to explore additional options for case management system software from other vendors for comparison. Mr. Rowe received an estimate from one vendor that works

with law firms and government entities; that estimate was significantly lower than the COT quote. Mr. Rowe stated he had held an initial interview with the vendor company and that a demonstration of the product was scheduled in the near future for Mr. Rowe, Mr. Griggs, and Ms. McDonald. Mr. Rowe said he hoped the software would meet the needs of our staff because the product was very cost effective.

Mr. Rowe stated he would discuss and answer questions regarding Chair Eaves' report on Hearing Officers at the end of the meeting during discussion of other matters. Mr. Griggs stated he had nothing further to add.

#### **4. REPORT OF THE PERSONNEL CABINET**

The Hon. Robert Long, Deputy Secretary and General Counsel of the Personnel Cabinet, presented for the Cabinet.

Mr. Long stated that the Team Kentucky Internship Program has wrapped up. This program requires that students chosen for state internships complete a three hundred (300) hour program, with exposure across state government, and they accomplish real tasks. The close of the program was celebrated at the Capitol Rotunda. This was an incredible class of young people, and the Personnel Cabinet believes the first year of this program has been a resounding success. Applications for the 2026 Team Kentucky Internship Program will become available in October and the acceptance period will end in late December 2025.

Chair Eaves asked whether the applicants for the internship program were students. Mr. Long acknowledged that these interns were all students, mostly college or law students, with two (2) students having just graduated high school. Approximately fifty-five (55) interns participated in the program and over one thousand five hundred (1,500) applications were received. Mr. Long was able to meet a few of the interns during the awards ceremony and found the class to be very impressive. Several of the interns presented during the ceremony about the program and the work they had accomplished. Mr. Long stated that the Personnel Cabinet received value from the interns as they completed tasks, and assisted substantively, and gained valuable experience and insight into how state government works and the career opportunities that may be available to them. The Cabinet is hopeful the program will build bridges in the future to have more talent come aboard. This was the first year for this program and the Cabinet is excited and pleased about the successful results.

The Governor's Ambassador Awards ceremony was held at the Capitol Rotunda. Eleven (11) individuals were honored for their service to the Commonwealth. Mr. Long noted that this ceremony was the last to be held at the Capitol Rotunda before it closes for renovation. Renovations on the Capitol building are expected to take approximately three (3) years. Offices located in the Capitol building have been moved to various temporary locations throughout Frankfort.

The last LivingWell Wellness Fair is scheduled for August 13, 2025 at the May-Underwood Building on Mero Street. This year the Cabinet has seen a lot of participation at the events. After the final Wellness Fair has completed, Cabinet staff will compile and review the statistics to see what employees liked and did not like, and what could be better for the coming year. The Department of Parks was one of the vendors, and they provided information regarding the state park system and hiking. Another vendor conducted food demonstrations. Biometric screenings were also available if the employee chose to participate, with real time results being given.

The Governor's Leadership Program is scheduled to begin soon. There are two different tracks available: one track is for executive leaders, and one for emerging leaders. The executive leadership group will have their first meeting on August 19, and the emerging leadership group will begin on September 16. Emerging leadership will focus on giving the participants the tools to be supervisors, managers and leaders within state government and providing the skills they need to seek advancement and the Cabinet is hopeful the participants will want to grow within state government. The executive leadership training is for people who have great skillsets and education but who may not know as much about how state government functions, and to give those participants the tools to manage a large workforce and learn how to obtain the best and most efficient services for Kentucky citizens.

Chair Eaves asked how participants for the programs were chosen. Mr. Long replied that state employees submit applications and leadership within each Cabinet is asked to select an applicant for the executive leadership program and submit two (2) applicants for the emerging leadership program.

Other items the Cabinet is working on and that will be discussed during the September meeting are: a) the employee paid leave regulation, which is set to become final and effective on September 30; and b) health insurance open enroll will begin in October.

Ms. Hayden asked about progress on the Cabinet's request for proposal for the state daycare program. Mr. Long said the Cabinet had cancelled the request and resubmitted it. Interested vendors have had the opportunity to tour the facility, and the date of the Board meeting was the deadline for the vendors to submit their bid. The Cabinet is hoping for multiple vendors, which can then be evaluated for the next step in the process.

## **5. CLOSED SESSION/RETURN TO OPEN SESSION**

Mr. Gillis moved that the Board go into Executive Session for the purposes of discussions and deliberations regarding individual adjudications. Mr. Reeves seconded. Chair Eaves stated that a motion had been made and seconded for the Personnel Board to retire into closed Executive Session, passed by a majority vote of the members present, with enough members present to form a quorum.

[Pursuant to KRS 61.810(1)(j), the Kentucky Open Meetings Act, the Board retired into closed Executive Session and the attendees were required to leave the video conference, pursuant to KRS 61.826. Specific justification under the Kentucky Open Meetings Act for this action were as follows, because there were deliberations regarding individual adjudications as listed on the Board's Agenda for the August 8, 2025 meeting.](9:58 a.m.)

Mr. Gillis moved to return to open session. Mr. Reeves seconded, and the motion carried 5-0. (10:56 a.m.)

**6. CASES TO BE DECIDED**

**A. Peabody, William v. Transportation (2024-073)**

Mr. Ward, having considered the record, including the Hearing Officer's Findings of Fact, Conclusions of Law and Recommended Order, moved to accept the recommended order dismissing the appeal. Mr. Reeves seconded, and the motion carried 5-0.

**B. Pollett, Christopher v. Transportation (2024-072)**

Mr. Ward, having considered the record, including the Hearing Officer's Findings of Fact, Conclusions of Law and Recommended Order, moved to accept the recommended order dismissing the appeal. Mr. Reeves seconded, and the motion carried 5-0.

**7. WITHDRAWALS\***

Mr. Gillis moved to accept the following withdrawals *en bloc* and to dismiss the appeals. Mr. Reeves seconded, and the motion carried 5-0.

- A. Butcher, Danny v. Education and Labor Cabinet (2024-158)
- B. Lee, Danielle v. Auditor of Public Accounts (2025-010)
- C. Reid-McIntosh, Tamara v. Kentucky Dept. of Veterans Affairs (2025-015)

## 8. SETTLEMENTS

Mr. Ward moved to issue settlement orders and to sustain the following appeals to the extent set forth in the settlements as submitted by the parties. Chair Eaves seconded, and the motion carried 5-0.

- A. Garrison, Emily v. Justice and Public Safety Cabinet, Department of Public Advocacy (2024-178)
- B. Guadern, Loretta v. Justice and Public Safety Cabinet, Department of Juvenile Justice (2024-067)
- C. Godsey, Ronald (Estate) v. Justice and Public Safety Cabinet, Department of Criminal Justice Training (2019-088 and 2019-090)
- D. Harris, Glen v. Justice and Public Safety Cabinet, Department of Corrections (2024-156)
- E. Springfield, Brianna v. Justice and Public Safety Cabinet, Department of Juvenile Justice (2024-125)
- F. Winton, Richard v. Cabinet for Health and Family Services (2023-043)

## 9. OTHER

- A. Case Load Reduction

- 1. Backlog, status of appeals, plan of action

Mr. Rowe noted there had been discussion regarding older cases that are on the Board's docket; staff will continue to focus on resolving those cases and reducing the backlog.

- B. Next Board Meeting: **September 12, 2025**

Mr. Ward made a motion for the Board to adjourn. Mr. Gillis seconded, and the motion carried 5-0. (10:45 a.m.)



Michael Eaves, Chair

Morgan Ward, Member



Larry Gillis, Member



Rick Reeves, Member



Lisa Haydon, Member