

**KENTUCKY PERSONNEL BOARD
MINUTES OF JUNE 13, 2025**

1. The regular monthly meeting of the Kentucky Personnel Board was called to order by Board Member Larry Gillis on June 13, 2025, at approximately 9:30 a.m., ET, at 1025 Capital Center Drive, Suite 105, Frankfort, Kentucky.

Board Personnel Present:

Morgan Ward, Member
Larry Gillis, Member
Rick Reeves, Member
Lisa Haydon, Member*
Michelle Snodgrass, Member**

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

Board Members Not Present: Michael Eaves, Chair
Mitchel Denham, Vice Chair

2. **READING OF THE MINUTES OF THE REGULAR MEETING HELD MAY 9, 2024.**

The minutes of the last Board meeting were previously circulated among the members. Mr. Gillis asked for any additions or corrections. Ms. Snodgrass moved to approve the minutes as submitted. Mr. Reeves seconded, and the motion carried 4-0.

*Board Member Lisa Haydon arrived just prior to the Executive Director and Secretary's Report.

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

Mr. Rowe reported that this past month, as previously, staff's focus has been on assessing cases and directing resources to administer and decide cases as efficiently as possible. We have especially directed our attention to older and problem cases. Mr. Rowe and Mr. Griggs continue to periodically review the cases to check for hindrances and issues that may be keeping the case from progressing, particularly older cases, and working on ways to move those toward decisions.

A new Hearing Officer will be coming on board soon and, by the July Board meeting, he should be assigned some cases. Board staff are moving into an area where we will have not only

Hearing Officers conducting evidentiary hearings but also reviewing cases and ruling on dispositive motions, which will help to further reduce our backlog.

Mr. Rowe noted the net reductions on the monthly appeal report since the May Board meeting. Staff are staying on track with their objective to decide twenty (20) cases per month. In May, twenty-three (23) cases with Final Orders sent out and eleven (11) new appeals filed, which made a net reduction of twelve (12) cases. As more contract Hearing Officers come onboard, more cases that have gone to evidentiary hearing will be decided and dispositive motions ruled upon. The addition of hearing officers should provide a greater net reduction of active cases in the future. Staff are also scheduling more evidentiary hearings each month. More evidentiary hearings were scheduled for June, however, one of them settled and another was rescheduled. By using these strategies, Mr. Rowe expects the case reduction to continue and the backlog of older cases to dissipate.

Mr. Rowe asked for questions from the Board regarding this strategy. Mr. Griggs pointed out that Mr. Rowe has spent a lot of time and effort this last month in deciding motions. Staff has been busy getting decisions drafted and finalized and coordinating with the Hearing Officers to try to ensure the cases are proceeding timely. Mr. Rowe and Mr. Griggs are also consistently conducting pre-hearing conferences to monitor progress towards resolution and make certain the cases are moving forward.

Ms. Haydon noted that a lot of pre-hearing conferences had been conducted during May. Mr. Gillis noted that Mr. Rowe and Mr. Griggs had conducted seventy-two (72) pre-hearing conferences during May. He questioned whether explanations regarding the appeal process were being discussed with the Appellants during the pre-hearing conferences, and the status of the standard operating procedures. Mr. Gillis asked if the Appellants understood that not all of the appeals would be decided by the Board after evidentiary hearing. Mr. Griggs stated that he and Mr. Rowe take every opportunity during the pre-hearing conferences to discuss the steps in the appeal process and the standards that will be applied to decide the appeal. Appellants are informed about how the , appeal process works from the appeal filing through the evidentiary hearing. Mr. Rowe and Mr. Griggs believe that explaining the process from the beginning and continuing to regularly conference with the parties leads to more agreed resolutions, which are often preferred by the parties over conducting an evidentiary hearing. Mr. Rowe added that they also consistently explain the options of informal settlement and mediation and urge the parties to engage in informal settlement discussions outside of the pre-hearing conferences.

4. REPORT OF THE PERSONNEL CABINET

The Hon. Rosemary Holbrook, Assistant General Counsel of the Personnel Cabinet, presented the Personnel Cabinet's report.

Ms. Holbrook reported that Governor Beshear has launched a pre-K program for Kentucky's four (4) year old children. The Administration hopes that all four (4) year olds will be able to attend the program and that the General Assembly will fully fund the program. Governor Beshear signed an Executive Order that established a committee who will work on the program, including Personnel Cabinet Secretary Mary Elizabeth Bailey, together with several educators, prior General Assembly members, and various individuals from Kentucky businesses. The Cabinet is excited about the initiative. A number of town hall meetings will be held throughout the Commonwealth to promote the program. The first town hall meeting will be held at the Kentucky Transportation Building on June 25.

Ms. Holbrook discussed the General Assembly's Administrative Regulation Review Subcommittee's review of the proposed changes to the Classification and Compensation Regulations previously approved by the Board.. She reported that everything went well during the Subcommittee meeting and the regulation updates are expected to pass. Comments were submitted. One employee benefit of the proposed regulations is the provision of six weeks of paid leave for the birth or adoption of a child or an employee's own serious health condition. The Cabinet is hopeful that the regulation will become permanent on September 30, 2025.

Ms. Holbrook also stated that the Office of Employee Relations is submitting another set of regulations regarding the Kentucky Employees Mediation Program and those proposed regulations would be provided to the Board for review at the July Board meeting.

The Cabinet will be launching the Interim Employee Performance Evaluations for Executive Branch employees on July 3.

The Kentucky Employees Charitable Campaign is also beginning. The payroll deduction for that program begins on August 15 through December 31. The Chair for this year's campaign is the Honorable Order of Kentucky Colonels.

The deadline for employees to complete their LivingWell Promise is July 1. By completing the LivingWell Promise, participating employees will lower their healthcare premiums. The 2026 Kentucky Employees Health Insurance program is also scheduling open enrollment dates, with employee enrollment beginning on October 6 and continuing through October 24. The Cabinet plans to conduct multiple benefit fairs across the state prior to the start of open enrollment for employees to learn about the healthcare options being provided.

A Wellness Fair was held at the Personnel Cabinet on June 11, 2025, and another fair will be held in Louisville on July 16.

The Cabinet has kicked off the Team Kentucky Internship Program. One thousand thirty (1,030) individuals applied for the fifty-one (51) internships available. The Cabinet noted the very impressive qualifications of the interns who applied for the program. Orientation was held in the Capitol Rotunda with Lt. Governor Coleman followed by a Capitol tour. The interns also

participated in their first professional development day on June 6, 2025, followed by a meet-and-greet session with Senior Advisor Rocky Adkins. The interns also attended a presentation by the Kentucky Deferred Compensation Program on financial literacy and building credit. This inaugural group of interns will be eligible for the Intern Interview Preference if they successfully complete the internship program and meet the minimum qualifications of the position for which they have applied.

Lastly, Cabinet staff is working hard to make certain that all employees receive the three percent (3%) raise on July 1.

Ms. Haydon stated she was excited about Pre-K Program and hoped the General Assembly will fund the program.

5. CLOSED SESSION/RETURN TO OPEN SESSION

Ms. Snodgrass moved that the Board go into Executive Session for the purposes of discussions and deliberations regarding individual adjudications. Mr. Ward seconded. Mr. Gillis stated that a motion had been made and seconded for the Personnel Board to retire into closed Executive Session, and the motion 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 June 13, 2025 meeting.](10:02 a.m.)

Ms. Snodgrass moved to return to open session. Mr. Reeves seconded, and the motion carried 5-0. (10:57 a.m.)

6. CASES TO BE DECIDED

A. Allen, Patricia v. Justice and Public Safety Cabinet, Department of Corrections (2023-007)

Ms. Snodgrass, having considered the record, including the Hearing Officer's Findings of Fact, Conclusions of Law and Recommended Order, Appellant's exceptions, Appellee's exceptions, Appellee's response to Appellant's exceptions, and Appellant's response to Appellee's exceptions, moved to accept the Final Order as Altered and as attached to the minutes, dismiss the appeal. Mr. Reeves seconded, and the motion carried 5-0.

B. Davis, Dawn v. Justice and Public Safety Cabinet, Department of Juvenile Justice (2024-055)

Ms. Snodgrass, 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. Gillis seconded, and the motion carried 5-0.

C. Dotson, Jeffrey v. Transportation Cabinet (2024-097)

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. Ms. Snodgrass seconded, and the motion carried 3-2, with Mr. Gillis and Mr. Reeves opposing.

Mr. Gillis requested his dissent be noted on the record.

Mr. Gillis agreed with the final recommendation of the Hearing Officer but noted that this dissent was based solely upon Conclusion of Law paragraph 12 contained within the Hearing Officer's Findings of Fact, Conclusions of Law and Recommended Order, which he felt should be stricken from the record and that the Conclusions of Law should end with paragraph 11. Mr. Gillis stated that, since the Board did not have jurisdiction to decide the appeal, then paragraph 12 is unwarranted and unnecessary in this case. Further, since an evidentiary hearing was not conducted, the Board should not assume that the factors in 101 KAR 2:034, Section 1 had been met when this has not been proven. Further still, Mr. Gillis felt that the Personnel Cabinet should not be included in this recommended order. Mr. Reeves concurred.

D. Henson, CaSey v. Justice and Public Safety Cabinet, Department of Criminal Justice Training (2024-119)

Ms. Haydon, 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. Ward seconded, and the motion carried 5-0.

E. Mathison, Devin v. Department of Veterans Affairs (2024-037)

Mr. Reeves, having considered the record, including the Hearing Officer's Findings of Fact, Conclusions of Law and Recommended Order, Appellant's exceptions, and letter to Appellant regarding untimely request for oral argument, moved to deny the request for oral argument and accept the recommended order dismissing the appeal. Mr. Gillis seconded, and the motion carried 5-0.

F. Steward, Abilene v. Justice and Public Safety Cabinet, Kentucky State Police (2024-100)

Ms. Haydon, 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. Ms. Snodgrass seconded, and the motion carried 5-0.

G. Ward, Brandon v. Finance and Administration Cabinet (2024-010)

Mr. Reeves, 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. Ms. Haydon seconded, and the motion carried 5-0.

H. Ward, Michael v. Finance and Administration Cabinet (2024-009)

Ms. Haydon, 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. Ward seconded, and the motion carried 5-0.

I. Young, Alexander v. Justice and Public Safety Cabinet, Department of Corrections (2024-074)

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. Ms. Snodgrass seconded, and the motion carried 5-0.

Show Cause Orders – No Response Filed – Appeals Dismissed

J. Lee, Christopher v. Justice and Public Safety Cabinet, Department of Corrections (2024-168)

K. Ellington, John v. Justice and Public Safety Cabinet, Department of Juvenile Justice (2023-093)

In the cases listed above, Mr. Gillis moved to find that the Appellants had not responded to the show cause orders and that the recommended orders be accepted dismissing the appeals for failure to timely prosecute the appeals. Mr. Reeves seconded, and the motion carried 5-0.

Show Cause Order – No Response Filed – Dismissed as Withdrawn

- L. Thacker, Hailee v. Cabinet for Health and Family Services and Personnel Cabinet (2024-091)

In the case listed above, Mr. Ward moved to accept the recommended order and to dismiss the appeal as withdrawn. Mr. Gillis seconded, and the motion carried 5-0.

7. WITHDRAWALS

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

- A. Cobb, Beatrice v. Justice and Public Safety Cabinet, Kentucky State Police (2025-062)
- B. Mellick, Joshua v. Justice and Public Safety Cabinet, Department of Corrections (2025-022)
- C. Rose, Jonathan v. Transportation Cabinet, (2024-106)
- D. Sutton, Lauren v. Cabinet for Health and Family Services (2025-059)

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. Ms. Snodgrass seconded, and the motion carried 5-0.

- A. Culler, Vanessa v. Cabinet for Health and Family Services (2024-022)(Mediation)
- B. Osnoe, Valerie v. Cabinet for Health and Family Services (2024-063 and 2024-150)(2 appeals)

****Ms. Snodgrass left the Board meeting.**

9. OTHER

- A. Case Load Reduction

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

Mr. Rowe stated staff would continue to employ the docket management strategies previously discussed to reduce the backlog of cases. The backlog should continue to decrease

with contract Hearing Officers providing more rulings on dispositive motions. With increased capacity to conduct evidentiary hearings, staff also expect to consistently schedule more evidentiary hearings per month., While we know from experience that some of the scheduled evidentiary hearings will be continued or rescheduled, the increased urgency to examine admissible evidence and attend to cases scheduled for evidentiary hearing also leads to settlements and withdrawals. Parties are also consistently being encouraged to engage in mediation and negotiate informal settlements prior to scheduling an evidentiary hearing.

Mr. Gillis questioned the capacity of the Board to conduct multiple hearings. Mr. Rowe confirmed the Board had two (2) additional hearing rooms that are available for conducting evidentiary hearings.


Ms. Haydon inquired about the Hearing Officer most recently signed to contract. Mr. Rowe explained that the Hearing Officer was experienced and knowledgeable and should be an asset to the Board. The goal of having contract Hearing Officers is so that Mr. Rowe and Mr. Griggs do not have to conduct evidentiary hearings and will be able to advise the Board about Exceptions and Final Orders and avoid any potential conflict of interest. He also explained that staff try to divide the cases equally among the contract Hearing Officers so that no one is over-extended and the Board stays within its budget.

C. Next Board Meeting: **July 11, 2025**

1. Board photograph to be taken prior to meeting; Members should **please arrive at 9:00 a.m. ET**

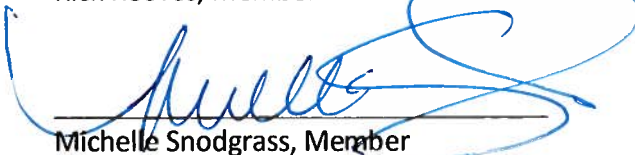
Mr. Reeves made a motion for the Board to adjourn. Mr. Ward seconded, and the motion carried 4-0. (11:04 a.m.)


Morgan Ward, Member


Larry Gillis, Member


Rick Reeves, Member


Lisa Haydon, Member


Michelle Snodgrass, Member