

**KENTUCKY PERSONNEL BOARD
MINUTES OF OCTOBER 10, 2025**

1. The regular monthly meeting of the Kentucky Personnel Board was called to order by Chair Michael Eaves on October 10, 2025, at approximately 9:30 a.m., ET, at 1025 Capital Center Drive, Suite 105, Frankfort, Kentucky.

Board Personnel Present:

Michael Eaves, Chair
Mitchel Denham, Vice Chair
Morgan Ward, Member
Rick Reeves, Member
Michelle Snodgrass-Deimlin, Member

Gordon A. Rowe, Jr., Executive Director and Secretary
Erritt H. Griggs, General Counsel
Connie Lashbrook, Administrative Specialist
Kathy Hayes, Administrative Specialist

Board Members Not Present: Larry Gillis, Member
Lisa Haydon, Member

2. **READING OF THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 12, 2025.**

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

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

Mr. Rowe discussed Board staff's ongoing search for case management software. Several vendors' products have been reviewed. The Commonwealth Office of Technology (COT) is also working on an estimate of adapting the Energy and Environment Cabinet's HERO program to meet the Board's needs, however, that solution may take longer to modify. In the short term, two private vendors offer software that would meet the office's immediate needs (COT may still offer a longer-term solution). In addition to initial set-up costs, staff are being mindful of ongoing support options and the vendor's obligation to provide updates to the system to keep up with current technology. Our current system does not receive regular updates and is more expensive to maintain. In the next few weeks, staff will have a follow-up meeting with at least

one vendor to review their system and hopes to be closer to a final solution at the November Board meeting.

The Board's proposed budget request for Fiscal Years 2026 to 2028 is being finalized. The proposed budget request includes a request for additional staff: a staff attorney and a paralegal. These positions would assist with legal research and provide a technological focus. The staff attorney position would help with case analysis, handle investigations for the Board and assist with the Board's backlog, in particular, by ruling on dispositive motions, drafting legal appeals to appellate courts, and drafting or updating administrative regulations.

4. REPORT OF THE PERSONNEL CABINET

The Hon. Rosemary Holbrook, Assistant General Counsel of the Personnel Cabinet, presented for the Cabinet.

Ms. Holbrook informed the Board that the Hon. Robert Long, Deputy Secretary and General Counsel for the Cabinet, was unable to attend the meeting because he was meeting with potential vendors of the proposed state childcare program to hear their oral presentations.

October is a busy month for the Personnel Cabinet. First, the Kentucky Employees Charitable Campaign has kicked off. Many agencies will be hosting fundraising and other activities to raise money. Employees can support KECC privately by signing up through Employee Self Service in KHRIS to donate. The Campaign supports many different charities throughout the Commonwealth.

The Governor's Leadership, Equality, Accessibility, and Diversity (LEAD) Conference is November 19 and 20, 2025. Ticket sales will close October 25. Speakers will present on a wide variety of topics over the two days.

Ms. Holbrook announced that several proposed amendments to Personnel Cabinet's regulations became effective on September 30, 2025, one of which included the employer paid leave program. Employees are very excited for this program and several have already signed up to take leave.

Open Enrollment started October 6 and ends October 24. This enrollment is passive unless an employee enrolls in a waiver/general purpose plan or wishes to have a Health Reimbursement Account (HRA) or Flexible Spending Account (FSA), then the employee must actively enroll through KHRIS.

Benefits fairs are being conducted across the Commonwealth this month. Attendees can discuss benefits and ask questions to the many different vendors who attend. Employees are given one (1) hour to attend with their supervisor's approval.

The Team Kentucky Internship Program will start accepting applications on October 17. This program provides students with meaningful experience in state government. Interns who successfully complete the program will receive an interview preference on positions with state agencies.

Lastly, Ms. Holbrook reminded the Board that the five-year petitioned positions were up for review and reapproval in November. Cabinet staff will submit a package of all positions with justifications for those positions to Board staff for the Board's review prior to the November Board meeting.

5. CLOSED SESSION/RETURN TO OPEN SESSION

Ms. Snodgrass-Deimlin moved that the Board go into Executive Session for the purposes of discussions and deliberations regarding individual adjudications. Mr. Denham 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 October 10, 2025 meeting.](10:05 a.m.)

Mr. Denham moved to return to open session. Mr. Reeves seconded, and the motion carried 5-0. (10:43 a.m.)

6. CASES TO BE DECIDED

A. *Brown, Brian v. Justice and Public Safety Cabinet, Kentucky State Police (2024-059 and 2024-116)*

Ms. Snodgrass-Deimlin, 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 appeals. Chair Eaves seconded, and the motion carried 5-0.

B. *Clark, Alisha v. Cabinet for Health and Family Services (2023-138)*

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. Chair Eaves seconded, and the motion carried 5-0.

C. *Giles, Phillip David v. Cabinet for Health and Family Services (2024-169)*

Ms. Snodgrass-Deimlin, 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.

D. *Goodrich, Shannon v. Tourism, Arts and Heritage Cabinet, Department of Parks (2024-090)*

Ms. Snodgrass-Deimlin, 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 3-0, with Mr. Denham and Mr. Reeves abstaining.

E. *Humbert, Lori v. Kentucky Department of Veterans Affairs (2025-069)*

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-Deimlin seconded, and the motion carried 5-0.

F. *Reid, DeWayne v. Justice and Public Safety Cabinet, Department of Corrections (2023-044)*

Mr. Denham, 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.

G. *Rogers, Christopher v. Cabinet for Health and Family Services (2024-159)*

Ms. Snodgrass-Deimlin, having considered the record, including the Hearing Officer's Findings of Fact, Conclusions of Law and Recommended Order, Appellant's Motion to Request Oral Argument, Motion for Immediate Relief, and Motion to Compel; Responses to Appellant's Motion to Compel, Motion to Request Oral Argument, and Motion for Immediate Relief, and Appellant's Exception to Recommended Order and Appeal:

1. Moved to deny the Appellant's Motion for Oral Argument. Chair Eaves seconded, and the motion carried 5-0;

2. Moved to deny the Appellant's Motion to Compel. Chair Eaves seconded, and the motion carried 5-0;

3. Moved to deny the Appellant's Motion for Immediate Relief. Mr. Reeves seconded, and the motion carried 5-0; and

4. Moved to accept the recommended order dismissing the appeal. Mr. Ward seconded, and the motion carried 5-0.

H. Whittenburg, Ashlee v. Administrative Office of the Courts (2024-132)

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 4-0, with Mr. Denham abstaining.

I. Wilson, Sylena v. Cabinet for Health and Family Services (2023-130)

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

7. WITHDRAWALS

Mr. Reeves moved to accept the following withdrawal and to dismiss the appeal. Chair Eaves seconded, and the motion carried 5-0.

A. *Moore, Teresa v. Justice and Public Safety Cabinet, Department of Corrections and Christopher Cary* (2024-162)

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-Deimlin seconded, and the motion carried 5-0 on Items "A" and "B," and the motion carried 4-0 on Item "C," with Mr. Denham abstaining.

A. *Branham, Mason v. Justice and Public Safety Cabinet, Department of Corrections* (2024-082)

B. *Kimbro, Samantha v. Cabinet for Health and Family Services* (2025-071)(Mediation)

C. *Ratzlaff, Scot v. Tourism, Arts and Heritage Cabinet, Department of Parks* (2025-047)(Mediation)

9. **OTHER**

A. Case Load Reduction

1. Backlog, status of appeals, plan of action

Mr. Rowe apologized for not presenting to the Board a written monthly report showing the net change in the Board's active cases due to staff illness. However, he assured the Board that the overall number of cases has decreased. Mr. Rowe stated that most of the active cases filed prior to 2023 have been decided, settled, or are on the Board's calendar for evidentiary hearing within the next few months. During the past month, Mr. Rowe and Mr. Griggs have been focusing on ruling on dispositive motions and scheduling more evidentiary hearings. They will continue to prioritize dismissal cases and older cases while working to reduce the overall number of cases.

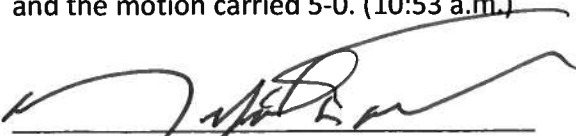
B. Personnel Board's Fiscal Year 2026-2028 Budget Request
(moved to November Board)

C. Personnel Board's Annual Report for Fiscal Year 2025
(moved to November Board)

D. Next Board Meeting: **November 14, 2025**

1. Board Chair and Vice Chair Elections
2. Schedule 2026 Personnel Board Meeting Dates
(Bring your calendar please)


Ms. Snodgrass-Deimlin made a motion for the Board to adjourn. Mr. Reeves seconded, and the motion carried 5-0. (10:53 a.m.)


Michael Eaves, Chair


Mitchel Denham, Vice Chair


Morgan Ward, Member


Rick Reeves, Member


Michelle Snodgrass-Deimlin, Member

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Personnel Board

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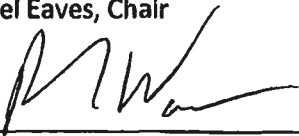
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