

**KENTUCKY PERSONNEL BOARD
MINUTES OF SEPTEMBER 12, 2025**

1. The regular monthly meeting of the Kentucky Personnel Board was called to order by Chair Michael Eaves on September 12, 2025, at approximately 9:30 a.m., ET, at 1025 Capital Center Drive, Suite 105, Frankfort, Kentucky.

Board Personnel Present:

Michael Eaves, Chair
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: Mitchel Denham, Vice Chair
Morgan Ward, Member

2. **READING OF THE MINUTES OF THE REGULAR MEETING HELD AUGUST 8, 2025.**

The minutes of the last Board meeting were previously circulated among the members. Chair Eaves asked for any additions or corrections. Ms. Haydon 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 began his remarks with discussion of the search for a new case management software. Staff is looking for software that would help with its internal processes and improve reporting capabilities. Staff participated in demonstrations from three (3) vendors, one of which appears to be promising for at least short term application. In the long term, the Commonwealth Office of Technology (COT) developed their own software system, a version of which is being used by the Energy and Environment Cabinet's Office of Administrative Hearings (OAH). The software developed by COT for OAH is a cloud-based software program that could be adapted to our needs with some changes. Staff are working with COT to obtain a cost estimate of that software modification and implementation. However, the version of the program that is currently being used by OAH is still being tested, which means it could be some time before the software is ready to be modified for the Board's use. Mr. Rowe hopes to have a final cost estimate for the Board at the next meeting.

After receiving questions from the Board regarding the ProLaw software that is currently being used by Board staff, Mr. Rowe stated that it was an older system that was not being supported to keep abreast of current technology trends; its reporting capabilities are inadequate, it impedes offsite use, and does not improve overall productivity as previously hoped.

One vendor demonstrated a case management system that may meet the Board's short-term needs. It was cloud-based, a subscription model, and has the capability to track trends and report upon the status of cases.

Mr. Rowe announced that a Personnel Board Practice and Procedures guide was in the final stages of review before being presented to the Board. These Rules and Guidelines for practice before the Personnel Board will provide guidance to attorneys and litigants on how to practice appeals before the Board. In answer to questions from the Board, Mr. Rowe stated it would provide instructions and explanations regarding such topics as discovery, taking depositions, jurisdiction, witness and exhibit lists, and other matters. This guide would also assist newly hired agency attorneys.

Some agencies have recently experienced substantial turnover of staff attorneys. Because of the turnover, hearing officers are seeing those agencies request longer periods for discovery and motion practice, etc. This turnover affects the Board's ability to timely move those cases forward.

Chair Eaves questioned whether this would increase the Board's backlog. Mr. Rowe noted that, during the past few months, fewer appeals have been filed, yet more cases have been added to the Board's Agendas for decisions. Board staff previously scheduled three to four (3-4) evidentiary hearings per month but as its capacity to hear and dispose of cases has increased, they are now scheduling more. Also, some cases requiring more complex rulings on motions for summary dispositions have now been assigned to contract hearing officers.

Mr. Griggs stated that staff are still focused on the older cases, making certain to keep them moving forward. Staff actively focuses on moving its docketed cases that are two or more years old towards resolution. The majority of these older cases are now scheduled for evidentiary hearing or pending settlement and other resolutions.

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 reported on the Governor's Leadership Program. There are two (2) groups: the Executive Leaders training group and the Emerging Leaders training group. The Executive Leaders group had their kickoff during August and the Emerging Leaders were expected to conduct their kickoff within the next week. The purpose of leadership trainings is that to have a productive workforce, there must be a good management team. Positive outcomes have been

reported regarding these training groups. While the program has been around for some time, it has recently been redesigned.

Next, Mr. Long stated that the Kentucky Employees Charitable Campaign (KECC) held its kickoff. This year's theme is "The Heart of Team Kentucky." Lindy Casebier, Secretary of the Tourism, Arts and Heritage Cabinet is the chair for this year's campaign. Kentucky employees have multiple ways to give and support other Kentuckians or their favorite charity. Cabinets come together to host fundraisers, which help to build camaraderie.

Mr. Long acknowledged that Open Enrollment begins on October 6 and ends on October 24. Eight (8) benefit fairs will be hosted around the state October 1 through October 16. This will be a passive enrollment for most employees, however if employees choose to have a HRA, FSA, or a dependent FSA, they must log into employee self-service and make those selections. Mr. Long announced that there would not be an increase to employee premiums, however, some plan changes will be implemented in order to save on healthcare costs.

Lastly, applications for the Summer 2026 Team Kentucky Internship Program will open in October and close in December.

5. CLOSED SESSION/RETURN TO OPEN SESSION

Ms. Haydon 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 September 12, 2025 meeting.](10:33 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. Charney, Lana (2024-172) and Natalie Fulk (2024-181) v. Cabinet for Health and Family Services)

Mr. Gillis, 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.

B. Endicott, Erin v. Cabinet for Health and Family Services (2024-032)

Mr. Gillis, 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.

C. Mayfield, Rebecca (2023-091) and Lori Holderman (2023-094) v. Justice and Public Safety Cabinet, Department of Corrections

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.

D. Parks, Kendelynn v. Finance and Administration Cabinet (2024-088)

Chair Eaves, 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.

E. Shepler, Catherine v. Cabinet for Health and Family Services (2024-033)

Ms. Hayden, 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.

F. Thurman, Phillip v. Public Protection Cabinet (2025-009)

Chair Eaves, 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.

Show Cause Order – No Response Filed – Appeal Dismissed

F. Alverio, Caleb v. Justice and Public Safety Cabinet, Department of Corrections (2024-038)

In the case listed above, Mr. Reeves moved to find that the Appellant had not responded to the show cause order and that the recommended order be accepted dismissing the appeal for failure to timely prosecute the appeal. Ms. Snodgrass-Deimlin seconded, and the motion carried 5-0.

Show Cause Orders – No Response Filed – Dismissed as Withdrawn

- G. Bond, Brent v. Justice and Public Safety Cabinet, Department of Corrections (2023-162)
- H. Combs, Christopher v. Office of the Commonwealth Attorney (2025-028)
- I. Shields, Logan v. Transportation Cabinet (2024-089)
- J. Sullivan, Leigh v. Cabinet for Health and Family Services (2020-230)

In the cases listed above, Mr. Reeves moved to accept the recommended orders and to dismiss the appeals as withdrawn. Ms. Snodgrass-Deimlin seconded, and the motion carried 5-0.

7. WITHDRAWALS*

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

- A. Campbell, Anthony v. Justice and Public Safety Cabinet, Department of Corrections (2024-167)
- B. Faith, John v. Justice and Public Safety Cabinet, Department of Corrections (2024-166)
- C. Gwishiri, Natalie v. Kentucky Department of Education (2024-065 and 2024-154)
- D. Rafferty, John v. Justice and Public Safety Cabinet, Department of Juvenile Justice (2025-038)
- E. Reid-McIntosh, Tamara v. Kentucky Department of Veterans Affairs (2025-076)
- F. Waddell, Tony v. Justice and Public Safety Cabinet, Department of Corrections (2023-058)

8. SETTLEMENTS

Ms. Haydon 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. Cooper, Gregory v. Justice and Public Safety Cabinet, Department of Corrections (2023-163)
- B. Kincheloe, Paul v. Energy and Environment Cabinet (2025-030)(Mediation)
- C. Stamper, Christopher v. Justice and Public Safety Cabinet, Department of Corrections (2022-018)

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: **October 10, 2025**

Ms. Haydon made a motion for the Board to adjourn. Ms. Snodgrass-Deimlin seconded, and the motion carried 5-0. (10:45 a.m.)




Michael Eaves, Chair

Larry Gillis, Member



Rick Reeves, Member

Lisa Haydon, Member

Michelle Snodgrass-Deimlin, Member

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9. OTHER

A. Case Load Reduction

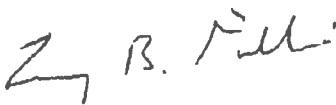
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