

**MEMORANDUM**

TO: Board  
Kentucky Arts Council

FROM: Chris Cathers  
Executive Director

DATE: September 2025

SUBJECT: Monitoring Report for Policy 1.1

I hereby present my monitoring report on End 1.1 *Kentuckians Value the Role of Arts in Society*. I certify that the data in this report is true.



09/05/2025

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Chris Cathers, Executive Director

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Date

**Kentuckians Value the Role of Arts in Society**

- A. People understand and value the role of the arts in economic development.
  - i. The business community recognizes the role of the arts.
    - a. The role of the arts in enhancing workplace skills
    - b. Economic development/impact of the arts
- B. People understand and value the role of the arts in community building.
- C. Individuals participate in the arts.
- D. People understand a broad definition of the arts.

**INTERPRETATION:** Kentuckians appreciate and are aware of the value of the arts, both for the personally meaningful individual experiences the arts provide as well as the public benefits the arts provide such as enhancement of workplace skills, economic development and community building. There are opportunities available for the people of Kentucky to participate in the arts in a variety of ways and in a variety of venues, taking advantage of activities that take place in their own communities, as well as those across the state. People understand that the arts encompass a broad range that includes the symphony, opera, ballet, visual arts, literature and filmmaking, as well as informal arts such as storytelling, community theater and musical programs, and cultural traditions.

**REPORT:**

The monitoring reports for Ends statements 1.2 *Lifelong Education in the Arts is Encouraged*; 1.3 *Statewide Delivery of Arts Programs and Services is Provided*; 1.4 *Artists Live and Work in a Supportive Environment*; and 1.5 *Public Policy Supports the Arts in Kentucky* address specific programs and activities which enable us to work in partnership with individuals, organizations, educators and communities throughout the Commonwealth to ensure that the people of Kentucky value the role of arts

in society. The Kentucky Arts Council (KAC) continues to demonstrate the value the arts can provide in economic, tourism and community building. There is a growing interest in communities to have opportunities to participate in the arts on an ongoing basis and the knowledge of and interest in what that includes is broadening.

### **People understand and value the role of the arts in economic development and community building**

To reach underserved populations, staff have been offering informational workshops virtually for those stakeholders interested in learning how to apply for grants, get involved with programs and otherwise work in partnership with the state arts agency.

For folk programming, we have been touring a traveling exhibit, Celebrating the Black Experience in partnership with the Kentucky Center for African American Heritage. Additionally, we received renewed funding from South Arts and the Margaret A. Cargill Philanthropies for *In These Mountains!* Over the next year, this program will support traditional arts and culture in Central Appalachian counties in Kentucky, North Carolina, and Tennessee. We will be developing fellowships for master artists, funding master/apprentice artist relationships, expanding traditional arts education opportunities, and working with community scholars and university students to document the activities.

### **Individuals participate in the arts**

Though the arts council works mostly with our partners to create opportunities to participate in the arts, we do present several events and activities that both create recognition and visibility and are available to the public. Activities over the past year have included:

- Developed program workshops and virtual office hours for nonprofit arts organizations/Kentucky Arts Partnership grantees. Presented as a learning opportunity for operating support grantees.
- Follow up work supported by arts council funding included staff presentation of application and jury process workshop.

### **People understand a broad definition of the arts**

One of the most effective ways for the KAC to demonstrate the broad definition of the arts is through the presentation of folk and traditional arts. With the Folk and Traditional Arts Program Director, the KAC has been able to continue the Folk and Traditional Arts Apprenticeship grant program, as well as take on complete management of the folk and traditional art exhibits available for travel to communities across the state.

The KAC continuously assesses its ability to illustrate the value of the arts and to provide opportunities for people to participate in the arts. In order for Kentuckians to value the role of arts in society we have to continue to promote that value to the public. All of the activities described in this report lead to that effort. Through these means the KAC has worked to make the arts available and help ensure that Kentuckians have the opportunity to value the role of art in society. I am therefore reporting compliance with Ends Statement 1.1.

**MEMORANDUM**

TO: Board  
Kentucky Arts Council

FROM: Chris Cathers

DATE: September 2025

SUBJECT: Monitoring Report for Policy 1.2

I hereby present my monitoring report on End 1.2 *Lifelong Education in the Arts is Encouraged*.  
I certify that the data in this report is true.



09/05/2025

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Chris Cathers, Executive Director

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Date

**Lifelong Education in the Arts is Encouraged**

- A. Arts are basic to education for children and youth in grades pre-K through 12.
- B. Opportunities to increase understanding of and skills in the arts are available to youth.
- C. Lifelong opportunities to learn through the arts are available.

**INTERPRETATION:**

The arts are basic to the education of youth and are necessary to the development of 21st century skills: creative thinking, problem solving and innovation. The Kentucky Arts Council (KAC) must be an advocate for the value of arts in education and be proactive in helping create opportunities for youth to have hands-on arts experiences and for people of all ages to learn through the arts.

**REPORT:**

Programs and services of the KAC are directed to people of all ages, and we work in partnership with many groups, individuals, organizations and communities to provide opportunities for lifelong education in the arts.

**Arts are basic to education for children and youth in grades pre-K through 12;**  
**Opportunities to increase understanding of and skills in the arts are available to youth**

The KAC remains committed to working to ensure that the arts are available in education, and that there are multiple ways for children and youth to actively participate in the arts.

We work to stay abreast of both the changes in arts education in Kentucky as well as nationally. Our arts education director, Cynthia Warner will continue to meet with the Department of Education arts specialists. The KAC will also continue to be represented at local and regional meetings regarding the arts in education to be a part of the continued discussions and receive valuable input.

Using this input and other information the KAC assessed our arts education programs and determined changes needed to make them more relevant and accessible by teachers in the current landscape. We continue to market our initiatives to help strengthen the offering of art programs within schools:

- Reactivate our Fall applications of Teaching Art Together artist residency grants.

Other activities in which the KAC has been involved to either receive or disseminate information regarding arts education include:

- Monthly video conference calls with arts education directors from all state arts agencies convened by the National Assembly of State Arts Agencies (NASAA).
- Professional development training offered by NASAA specific to arts education directors

The KAC provides direct arts education programs including:

- For the twentieth year, the KAC coordinated the Poetry Out Loud statewide poetry recitation competition for high school students. KAC storytelling, theatre and literary teaching artists provided instruction in recitation to students in 9 schools selected to participate.
- Teaching Art Together offers one week school residencies conducted by adjudicated teaching artists.

### **Lifelong opportunities to learn through the arts are available**

In addition to opportunities for arts education in formalized educational settings, the Kentucky Arts Council works in partnership with organizations and communities to ensure that opportunities for lifelong education in the arts are available. Grantees that receive operating support funding through the Kentucky Arts Partnership program generally provide opportunities for lifelong education in the arts. Goals focused on creating a lifelong understanding of and appreciation for the arts are integral to the agency's current strategic plan.

Through the arts education programs and activities that are presented by the KAC, our partnerships and the support and encouragement given to arts organizations to provide

educational programming, the KAC actively provides opportunities to encourage lifelong education in the arts. I am therefore reporting compliance with Ends Statement 1.2.

**MEMORANDUM**

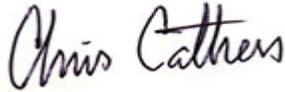
TO: Board  
Kentucky Arts Council

FROM: Chris Cathers  
Executive Director

DATE: September 2025

SUBJECT: Monitoring Report for Policy 1.3

I hereby present my monitoring report on End 1.3 *Statewide Delivery of Arts Programs and Services is Provided*. I certify that the data in this report is true.



09/05/2025

\_\_\_\_\_  
Chris Cathers, Executive Director

\_\_\_\_\_  
Date

**Statewide Delivery of Arts Programs and Services is Provided**

- A. There are strong and healthy arts organizations and facilities throughout Kentucky.
  - i. Arts organizations are financially stable.
  - ii. Arts organizations’ personnel have administrative/managerial skills necessary for organizational success.
    - a. Technical proficiency
    - b. Board development/governance proficiency
- B. Artistic/programmatic excellence is present in arts organizations throughout Kentucky.
- C. Arts organizations have access to information and resources necessary for artistic and operational success.

**INTERPRETATION:** The Kentucky Arts Council (KAC) provides leadership, funding, resources and opportunities to ensure that access to the arts is available to all Kentuckians through the delivery of programs and services. As the state arts agency, the KAC works to help organizations increase their operational capacity through building and maintaining fiscal stability, enhancing staff and board skills, increasing artistic and programmatic excellence and using resources.

**REPORT:**

**Strong and Healthy Arts Organizations**

Organizations and facilities throughout the state, and indeed throughout the nation, continue to work to maintain programming and operating capacity. The KAC identifies resources and opportunities, in addition to funding, to help ensure Kentucky’s arts and cultural organizations are strong and viable.

### **Financial Stability**

The KAC works consistently with the core group of approximately 107 organizations that receive Kentucky Arts Partnership (KAP) operating support funding. KAC funds are available for KAP groups whose proposed projects meet the regular funding guidelines of the KAC (cannot be used for food or drink, fundraising activities, to make up a deficit, for capital expenditures, etc.)

The KAP organizations have reporting requirements intended to make them accountable for the public funds they receive and to make the use of those funds transparent. Submission of a quantitative final report includes the necessary information the KAC must provide to the National Endowment for the Arts and supplies data for the Public Value Reports. Review by KAC staff of required eligible revenue statements has resulted in more consistency in what organizations include as eligible revenue.

### **Administrative and Management Skills**

Ongoing technical assistance to enhance administrative and management skills is offered to organizations and communities through many different programs and opportunities including:

- Kentucky Peer Advisory Network consultancy services in a variety of administrative areas such as board and staff development, governance, long-range planning, financial management, etc. Organizations may apply directly to the KAC for assistance or grant panels may recommend KPAN assistance.
- Conference calls and emails for KAP groups to provide information on webinars and technical assistance resources.
- Technical assistance to grantees through review of draft applications prior to submission; open conference call panel review for most organizational grant programs, which grantees and prospective grantees are encouraged to call in and listen to the panel review; written panel comments upon request; information on scoring breakdown for each performance expectation of grant applications; and meetings with all grantees requesting such, following grant announcements.
- Virtual meetings with communities and organizations that are interested in developing arts programming and activities.
- The KAC encourages Kentucky entities to access federal and regional funds from organizations such as the National Endowment for the Arts (NEA) and South Arts and makes information about these possibilities available to constituents. Both organizations have reported a significant increase in the number of applicants from Kentucky due to stronger promotion and education about these programs.
- The KAC conducts an internal assessment for each grant and adjudicated application program to determine areas which may be misinterpreted by grantees. We review which areas of the application score lowest overall and design technical assistance offerings targeted for those areas.

### **Artistic and Programmatic Excellence**

The KAC works to help organizations develop their own standards for artistic and programmatic

excellence. Operating support grantees are required to discuss the *means* by which the organization ensures quality. The KAC offers access to adjudicated artists through the Kentucky Crafted, Performing Arts and Teaching Artist Directories as well as award programs such as the Governor's Awards in the Arts, Fellowships, and Poet Laureate.

Access to ready-made programs developed and made available by the KAC enables organizations to present artistically excellent arts activities at a low cost. This includes exhibits, presentations, displays, readings and other special programming such as the apprenticeship and luthier exhibits, and access to the Kentucky Poet Laureate.

### **Access to Information and Resources**

The KAC serves as a resource for organizations, providing access to general information and services as well as providing information on specific issues. Current informational resources include:

- Arts E-News, monthly electronic newsletter
- Call for Artists
- Periodic email blasts to constituents for special communications
- Press releases and special communications
- Informational meetings and convenings (virtual or in person)
- Specific print marketing materials for KAC and programs and events
- Enhanced website
- Social media—Facebook, Instagram, X, Blog posts
- Podcasts-KyArtsCast
- Kentucky Arts Partners (KAP) newsletter, monthly

The KAC continues to work to ensure that efficient statewide delivery of arts programs and services is provided. I am therefore reporting compliance with Ends Statement 1.3.

## MEMORANDUM

TO: Board  
Kentucky Arts Council

FROM: Chris Cathers  
Executive Director

DATE: September 2025

SUBJECT: Monitoring Report for Policy 1.4

I hereby present my monitoring report on End 1.4 *Artists live and work in a supportive environment*. I certify that the data in this report is true.



09/05/2025

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Chris Cathers, Executive Director

Date

### **Artists Live and Work in a Supportive Environment**

- A. Artistic achievement is encouraged and recognized.
  - i. Public recognition
  - ii. Economic recognition
  - iii. Career opportunities
- B. Artists have knowledge and information necessary for success.
  - i. Business skills
  - ii. Artistic skills
  - iii. Access to resources
- C. There is a sense of community among artists.
  - i. Networking
  - ii. Access to information and resources
  - iii. Emerging artists have support

**INTERPRETATION:** Through programs, services, technical assistance, resources, funding and access to opportunities, the Kentucky Arts Council (KAC) works to create and advocate for an environment in which artists are able to create and market their work while making a living wage.

### **REPORT:**

The KAC has extremely strong programs for individual artists, largely focusing on marketing and technical assistance. The agency strategic plan includes objectives under this end with the following intended outcome: “The environment in Kentucky is such that artists are able to create and market their work while making a living wage,” and activities and programs are structured to make progress toward this outcome.

Much of our regular programming has changed, but it encourages and enhances the careers of artists and there will be additional opportunities presented every year.

### **Artistic achievement is encouraged and recognized**

- Through the featured artist program, a different artist is promoted on the KAC website bi-monthly. The site includes samples of their work, an artist statement and images of them working.
- Adjudicated programs: Performing Arts Directory, Kentucky Crafted and Teaching Artists Directory.
- Fellowships recognize artistic excellence in established artists.
- Emerging Artist awards recognize and encourage artists new to the field.
- KAC conducts selection process for Kentucky Poet Laureate program.
- KAC conducts selection process for Governor's Awards in the Arts program.
- Annual commission of a Kentucky artist to create awards for the Governor's Awards in the Arts. Images of the artwork are used for promoting the event and on the printed materials and the website.
- Recognition of Kentucky writers and the literary arts during Kentucky Writers' Day activities.
- Our Celebrating the Black Experience exhibit. A traveling exhibit of the work is available through December 2025.
- Folk arts apprenticeships recognize excellence by masters of traditions and the ability to carry on the tradition by apprentices.

### **KAC marketing and promotional assistance to artists included the following activities:**

- The Kentucky Crafted Market promotes visual and craft artists, performers and literary artists.
- Online directories for adjudicated artist programs including teaching artists, performing artists, visual and craft artists.
- Representation of artists' products at Kentucky Derby celebration.
- Representation of Performing Arts Directory artists at Kentucky on Stage during the Market.
- Opportunity for Kentucky Crafted artists to participate in Ohio's two Winterfair shows and the Indiana Artisan Marketplace through a reciprocal arrangement with out-of-state artist guilds that attend the Market.

### **Artists have knowledge and information necessary for success**

- Mandatory orientation and professional development training for all artists in adjudicated programs. Artists newly adjudicated into the Kentucky Crafted and Performing Arts Directory programs are required to attend initial orientation and may attend professional development every year. New teaching artists are required to attend mandatory virtual training to keep up to date on new education requirements.
- Technical assistance and professional development workshops focusing on KAC programs and activities for artists were conducted virtually throughout the state.
- Opportunity for artists in adjudicated programs to use consultants through Peer Advisory Network.
- Regularly updated online call to artists in all disciplines.

### **There is a sense of community among artists**

Networking opportunities largely occur in conjunction with other events such as group training and professional development opportunities, participation in marketing events such as The Kentucky Crafted Market and the Creative Industry Summit. The KAC builds in time for networking and discussion at all workshops and events so artists can get to know each other and share information.

Through the means presented in this report, the KAC helps ensure the artists of Kentucky are able to live and work in a supportive environment. I am therefore reporting compliance with Ends Statement 1.4.

**MEMORANDUM**

TO: Board  
Kentucky Arts Council

FROM: Chris Cathers  
Executive Director

DATE: September 2025

SUBJECT: Monitoring Report for Policy 1.5

I hereby present my monitoring report on End 1.5 *Public policy supports the arts in Kentucky*. I certify that the data in this report is true.



09/05/2025

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Chris Cathers, Executive Director

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Date

**Public policy supports the arts in Kentucky**

- A. Legislation is supportive of the arts.
- B. The members of the Kentucky General Assembly are knowledgeable about the work of the Kentucky Arts Council.
- C. Public policy is supportive of arts education.
- D. Art in public places is actively supported.
- E. Legislation is supportive of the Kentucky Arts Council, arts organizations and artists.

**INTERPRETATION:**

For the purpose of this monitoring report, public policy largely refers to legislation enacted by the Kentucky General Assembly, though policy put into place for individual communities by local government may also be reflected. Favorable policy or legislation is that which is supportive not only of the arts in general, but also of the work of the Kentucky Arts Council (KAC), the state agency charged with "developing and promoting a broadly-conceived state policy of support for the arts in Kentucky" per the enabling legislation. In addition to legislation, public policy may also refer to public perception and how it can affect legislation.

**REPORT:**

**Legislation is supportive of the arts.**

Our focus continues to be on raising the visibility of the arts and demonstrating how the arts can play a significant role in community, economic, education and tourism development. This is a continuing educational process with legislators, local officials, entities within state government, other industries and the general public.

## **Legislation is supportive of the Kentucky Arts Council, arts organizations, and artists.**

The KAC actively supports and advocates for federal funding for the arts through the National Endowment for the Arts (NEA). We communicate with Kentucky's congressional delegation to make sure they are aware of the value of public funding for the arts and how those dollars support activities, schools, organizations and communities in Kentucky. We also insist that our grantees submit a letter to their respective legislative representatives when an award has been made to them.

The KAC publicly promotes NEA funding that comes into the state to organizations and communities by issuing press releases announcing the funding. It is not always clearly understood that in addition to the state arts partnership funding that comes directly to the KAC as the state arts agency, there are additional funds that come into the state to communities and organizations, or to recipients of arts fellowships through the NEA's sole remaining individual artist funding program.

We also continue to find ways to connect with local elected officials, generally mayors and judge executives. Making presentations or attending meetings in local communities provides the opportunity to meet local officials and make the connection for them between the KAC and initiatives, funding or programs that are happening in their community because of our involvement.

The KAC continues to work with constituents to ensure they publicly acknowledge the KAC for funding and technical support. Each grant recipient is required to write a letter to their legislators letting them know about the receipt of funds from the KAC and to credit the KAC on all written, electronic materials and publications including social media.

## **The members of the Kentucky General Assembly are knowledgeable about the work of the Kentucky Arts Council.**

The KAC continues to be proactive in increasing the knowledge and understanding of the General Assembly regarding the KAC and the arts in general.

The KAC provides semiannual reports to legislators regarding the funding made to their county through all agency programs, and all legislators are sent a copy of the agency's annual report and other special publications. Letters are sent to legislators for major public events, such as The Kentucky Crafted Market, informing them of the event and letting them know about participants from their region. We also send letters to legislators letting them know about KAC workshops happening in their area, and events such as the Poetry Out Loud state competition if students from their district are participating. Members of the Kentucky General Assembly who have Governor's Awards recipients in their districts have been invited to attend the ceremony. We've significantly increased our visibility among the members of the Kentucky General Assembly during the past several years and are frequently called upon to offer assistance and provide information. We have advised the Governor's Office on the Team Kentucky Gallery of artwork, the Kentucky Women's Commission and the Covid-19 Memorial. We have worked hard to be seen as a resource and an agency that can provide solutions. We know that some legislators feel they can call on us to help them deal with challenges or opportunities they may

be facing in their communities.

**Art in public places is actively supported.**

The KAC is seen as a resource for communities and public entities interested in commissioning public art. Many public art commissions are created and installed with no plan for future cleaning or repair and we instruct entities commissioning new works to consider this from the start of a project like the Covid-19 Memorial.

We continue to focus on educating and informing as well as laying the groundwork for the future. Working to ensure that we are seen as valuable partners and that we can provide data and resources demonstrating the importance of the arts in economic, community, tourism and education development will assist us in being able to make a case for important issues in the future. I am therefore reporting compliance with Ends Statement 1.5.

## MEMORANDUM

TO: Board  
Kentucky Arts Council

FROM: Chris Cathers  
Executive Director

DATE: September 2025

SUBJECT: Monitoring Report for Policy 2.0

I hereby present my monitoring report on Executive Limitations Policy 2.0 *General Executive Constraint* in accordance with the monitoring schedule as set forth in board policy. I certify that the data in this report is true.



09/05/2025

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Chris Cathers, Executive Director

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Date

### **Monitoring Report for Policy 2.0**

*The Executive Director shall not cause nor allow any practice, activity, decision or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics and practices, or regulations of the Commonwealth of Kentucky.*

### **INTERPRETATION:**

The executive director must not cause or knowingly participate in any practice, activity, decision or circumstance that is unlawful or detrimental to the agency, the Commonwealth of Kentucky or constituents. In the event of any circumstance or issue found to be unlawful, imprudent, or in violation of commonly accepted business and professional ethics and practices or regulations of the Commonwealth of Kentucky, the executive director must assume responsibility and take the necessary measures to remedy the situation. If necessary, the matter must be brought to the attention of all necessary parties. The executive director is obligated to ensure that all staff and volunteers are made aware of agency and Commonwealth of Kentucky expectations, policies and regulations.

### **REPORT:**

The Kentucky Arts Council stresses professionalism and ethical operating practices at all times. Assessment of agency business practices is continuous, and agency policies and procedures are developed and updated as needed. In the event that an issue or circumstance arises which could potentially be detrimental or in violation of regulations, the situation is evaluated and, if necessary, the appropriate external entities (Executive Branch Ethics Commission; Tourism, Arts and Heritage Cabinet legal counsel; Governor's Office) are contacted and a ruling is requested. The agency then takes the necessary steps to make corrections. The Kentucky Arts Council works to develop and maintain a culture of safe, professional, equitable business practices.

There have been no violations of Policy 2.0. I am therefore reporting compliance.

**MEMORANDUM**

TO: Board  
Kentucky Arts Council

FROM: Chris Cathers  
Executive Director

DATE: September 2025

SUBJECT: Monitoring Report for Policy 2.1

I hereby present my monitoring report on Executive Limitations Policy 2.1 *Treatment of Constituents* in accordance with the monitoring schedule as set forth in board policy. I certify that the data in this report is true.



09/05/2025

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Chris Cathers, Executive Director

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Date

*With respect to interactions with constituents, the executive director shall not cause or allow conditions, procedures or decisions which are unfair, unsafe, undignified, untimely, unnecessarily intrusive or which fail to provide appropriate confidentiality or privacy.*

Accordingly, he/she shall not:

1. Use application forms that elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing constituent information that fail to protect against improper access to the material elicited.
3. Fail to clearly communicate to constituents a clear understanding of what may be expected from the service(s) offered.

**INTERPRETATION:**

The executive director will not allow dealings with constituents to be conducted in less than a professional, safe, dignified manner and will ensure that policies are in place to provide necessary confidentiality. All program applicants must be treated equitably, and care must be taken to ensure that biases are not allowed to influence panel decisions. The executive director is responsible for communicating expectations regarding constituent treatment to staff and ensuring that any violation of expectations is immediately addressed.

**REPORT:**

All interactions with constituents are conducted in a safe and professional manner. Processing and review of applications for programs and grants are conducted in an equitable manner in accordance with agency policies and procedures. Application forms elicit only information required by the agency, the Commonwealth of Kentucky and the National

Endowment for the Arts for review and reporting purposes. Collection, review, transmittal and storing of constituent information is conducted in a manner to protect against improper access to the material elicited, and internal processes are constantly reviewed for ways in which they may be improved.

All efforts are made to ensure that communication with constituents is clearly stated and consistent. New or revised requirements are communicated to constituents through multiple means, and every attempt is made to address individual questions, issues or concerns. Unexpected circumstances or opportunities which might affect constituents are relayed as quickly as possible.

The method by which applications are processed and reviewed is transparent and has built-in mechanisms to ensure equitable treatment. Should a situation arise in which equitable treatment of constituents is questioned, it is dealt with immediately. At times the agency is contacted by legislators or others expressing concern regarding panel results. If this occurs, the application, panel and scoring process are carefully outlined and summarized to ensure complete understanding of our process. We have found that this generally alleviates any concerns of inequity.

There have been no violations of Policy 2.1. I am therefore reporting compliance.

## MEMORANDUM

TO: Board  
Kentucky Arts Council

FROM: Chris Cathers  
Executive Director

DATE: September 2025

SUBJECT: Monitoring Report for Policy 2.2

I hereby present my monitoring report on Executive Limitations Policy 2.2 *Treatment of Staff* in accordance with the monitoring schedule as set forth in board policy. I certify that the data in this report is true.



09/05/2025

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Chris Cathers, Executive Director

Date

*With respect to the treatment of paid staff and volunteers, the Executive Director may not cause or allow conditions which are unsafe, unfair or undignified.*

Accordingly:

1. Fail to adhere to written personnel policies of the Commonwealth of Kentucky.
2. Retaliate against an employee for non-disruptive, internal expression of dissent.
3. Fail to inform staff of their rights under this policy and the Commonwealth of Kentucky.

### **INTERPRETATION:**

The executive director must ensure that all staff has knowledge of personnel policies of the Commonwealth of Kentucky, and that adherence to these policies is mandated. The executive director must set the standard for acceptable behavior in the workplace and take immediate action if unacceptable behavior occurs.

### **REPORT:**

The Kentucky Arts Council discusses and reviews personnel policies in full staff meetings as well as management meetings, and new staff members are provided with both written and verbal information regarding those policies. Any instance of unsafe, unfair or undignified workplace conditions would immediately be assessed, and action would be taken to remedy the situation as quickly as possible. Staff and volunteers are always treated as professionals and are expected to conduct themselves as such.

The management of personnel records and the facilitation of personnel issues for the agency are handled by the cabinet human resources which handles personnel for most of the smaller agencies in the Tourism, Arts and Heritage Cabinet. New personnel guidelines and regulations are covered in the cabinet's meetings for all agency executive directors and any changes are reviewed with management staff and then covered with all staff.

Staff evaluations are conducted using the online khri personnel evaluation program per state requirements and all personnel performance plans are discussed and acknowledged by staff and supervisors. If personnel concerns arise which are outside of the responsibility of the individual supervisors, the executive director seeks counsel from the Tourism, Arts and Heritage Cabinet human resources director.

There have been no violations of Policy 2.2. I am therefore reporting compliance.