

**From:** [Hilary Angelucci](#)  
**To:** [Dave Sevigny](#)  
**Cc:** [Sally Hamilton](#)  
**Subject:** Access & Engagement Officer  
**Date:** Thursday, October 23, 2025 3:20:45 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Hi CM Sevigny,

Back when I presented the proposal for the Access & Engagement Officer, you asked about the job requirements. I failed to follow up immediately, which I am sorry for. It's on the docket for second reading tonight and we are preparing to advertise the position next week. Below I have outlined the requirements that will be listed, where you will see we kept it broad. We suspect we will receive a lot of applicants. Please let me know if you have any questions.

#### Minimum Qualifications

- Bachelor's degree in business, public administration, liberal arts, or any field other than engineering or the hard sciences
- Four to Eight (4 - 8) years of related experience
- Additional years of related education may substitute for years of experience
- Additional years of related experience may substitute for years of education

Thank you,

Hilary Angelucci  
*Senior Special Projects Administrator/ARPA Project Manager*  
Office of the CAO

859.258.3115  
Lexingtonky.gov



1775-2025

## JOB DESCRIPTION

### Access & Engagement Officer

**Department:** Office of the Chief Administrative Officer (CAO)

**Reports To:** Chief Administrative Officer

Grade 526

### Position Summary

The Access & Engagement Officer provides independent leadership on lawful workplace practices, accessibility compliance (including ADA), and consistent employee experience across LFUCG. This is a **compliance-forward, behavior-based role** designed to foster a professional environment where all employees—and the public—can access services and thrive.

The role supports both **internal workforce culture** and **external service delivery**, ensuring that LFUCG responds to accessibility concerns with transparency, fairness, and legal integrity. Located in the CAO's Office, this position reinforces strategic oversight, neutrality, and organization-wide influence.

### Essential Functions

- **Coordinate and facilitate organization-wide training** (e.g., workshops, toolkits, leader briefings) on accessibility, civility, emotional intelligence, and lawful workplace behavior.
- **Serve as a neutral advisor and collaborate with Legal, HR, Facilities, and departmental leaders** to align practices and compliance with organizational values and accessibility standards.
- **Coordinate LFUCG's response to ADA-related complaints from residents**, including access concerns related to facilities or services. Ensure consistent, timely, and legally compliant resolutions across departments.
- **Assess workplace and service climate**, recommending improvements that support a culture where employees thrive and residents experience fair access.
- **Support strategic workforce initiatives**, including employee retention, change readiness, and improved communication.
- **Monitor workplace trends, legal updates, and employee/public feedback** to propose proactive policy and culture enhancements.

- **Ensure confidentiality and trust**, navigating sensitive issues with discretion and professionalism.
- **Related duties as assigned.**

### **Minimum Qualifications**

- Bachelor's degree in business, public administration, liberal arts, or any field other than engineering or the hard sciences
- Four to Eight (4 - 8) years of related experience
- Additional years of related education may substitute for years of experience
- Additional years of related experience may substitute for years of education

### **Required Skills and Competencies**

- Excellent verbal and written communication abilities.
- Ability to develop and lead training programs.
- Strong conflict resolution and problem-solving skills.
- Analytical mindset with data interpretation capabilities.
- Discretion handling confidential matters.
- Strong organizational skills and ability to manage multiple projects.
- Collaborative, independent, and proactive approach.

### **Working Conditions**

- Standard office environment with frequent meetings, trainings, and cross-department collaboration.
- Handling of sensitive and confidential information.

**From:** [Jennifer Sutton](#)  
**To:** [Charlie Lanter](#); [Chris Ford](#); [David Barberie](#); [Erin Hensley](#); [Glenn Brown](#); [Kacy Allen-Bryant](#); [Keith Horn](#); [Kenneth Armstrong](#); [Kevin Atkins](#); [Liz Rodgers](#); [Nancy Albright](#); [Tyler Scott](#); [Mayor's Staff \(email\)](#); [Glenda George](#); [Eric Howard](#); [Stacey Dimon](#); [Kendra Carter](#); [Abigail Allan](#); [Hailey Salvers](#); [Chris Ensslin](#)  
**Cc:** [Glenn Brown](#); [Hilary Angelucci](#); [Jennifer Sutton](#); [Sally Hamilton](#); [Hannah LeGris](#)  
**Subject:** Access and Engagement Officer  
**Date:** Monday, December 29, 2025 1:37:43 PM  
**Attachments:** [Outlook-zw1c1cav.png](#)  
[Outlook-fdo2imwx.png](#)

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Good afternoon everyone,

I hope everyone is having a wonderful holiday season. We are pleased to share that Hannah LeGris will be joining us as LFUCG's Access and Engagement Officer on Monday, January 12th. Please join us in welcoming her!

Best wishes,  
Jennifer

**Jennifer Sutton, MPA**  
*Administrative Officer Sr.*  
859.280.8266  
Office of the Chief Administrative Officer  
[lexingtonky.gov](http://lexingtonky.gov)





1775-2025

**From:** [Yvonne D Brown](#)  
**To:** [Hannah LeGris](#)  
**Subject:** Follow up: Access & Engagement Officer (CAO)  
**Date:** Thursday, December 11, 2025 4:42:50 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Hello Hannah,

Please complete and return the attached record check request form via the provided link   
 I will be calling shortly to Schule your drug screen.

Thank you in advance for your time and prompt assistance.

Kind Regards,

**Yvonne Brown**  
*Administrative Specialist*  
Human Resources

859.258.3031 Office  
[lexingtonky.gov](http://lexingtonky.gov)



1775 - 2025

**From:** [Sally Hamilton](#)  
**To:** [Shayla Lynch](#)  
**Subject:** FW: Access & Engagement Officer  
**Date:** Tuesday, October 21, 2025 12:44:44 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Access and Engagement Officer - Job posting.docx](#)

---

FYI

**Sally Hamilton**  
*Chief Administrative Officer*  
Office of the CAO

Lexingtonky.gov



1775-2025

---

**From:** Hilary Angelucci <hangelucci@lexingtonky.gov>  
**Sent:** Tuesday, October 21, 2025 12:08 PM  
**To:** Glenda George <glendah@lexingtonky.gov>; Eric Howard <ehoward@lexingtonky.gov>; Arthur Lucas <alucas@lexingtonky.gov>; Nicole Rodriguez <nrodriguez@lexingtonky.gov>; Sally Hamilton <shamilton2@lexingtonky.gov>; Glenn Brown <gbrown3@lexingtonky.gov>; Jennifer Sutton <jsutton@lexingtonky.gov>; Chris Ford <cford2@lexingtonky.gov>  
**Cc:** Danny James <djames@lexingtonky.gov>  
**Subject:** Access & Engagement Officer

All,

The Access and Engagement Officer is scheduled to get second reading this Thursday, Oct. 23. I spoke with Dan and they will be able to post this position quickly. As you recall, this position doesn't technically have to be advertised but we are, and also told the council we would. I have attached the job description, with the qualifications, skills, and competencies, to make sure we are all on the same page. Please let me know if you have any changes.

The plan is to

- advertise next week (by or before 10/29)
- leave it out for about 3 weeks
- close either 11/17 (preferred) or 11/27 (Thanksgiving week)
- interviews in December

The position will be advertised on indeed, newspaper, ZipRecruiter, Linked In. If there are ideas for special outreach, please let me know.

**Minimum Qualifications**

- Bachelor's degree in business, public administration, liberal arts, or any field other than engineering or the hard sciences
- Four to Eight (4 - 8) years of related experience
- Additional years of related education may substitute for years of experience
- Additional years of related experience may substitute for years of education

Thank you,

Hilary Angelucci

*Senior Special Projects Administrator/ARPA Project Manager*  
Office of the CAO

859.258.3115  
Lexingtonky.gov



1775-2025

**From:** [Yvonne D Brown](#)  
**To:** [Hannah LeGris](#)  
**Subject:** FW: Follow up: Access & Engagement Officer (CAO)  
**Date:** Thursday, December 11, 2025 5:21:25 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[Request for Record Check Form Hannah L.pdf](#)

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Thank you, Hannah.

**Yvonne Brown**  
*Administrative Specialist*  
Human Resources

859.258.3031 Office  
[lexingtonky.gov](http://lexingtonky.gov)





1775 - 2025

---

**From:** Yvonne D Brown  
**Sent:** Thursday, December 11, 2025 4:43 PM  
**To:** Hannah LeGris <[hlegris@lexingtonky.gov](mailto:hlegris@lexingtonky.gov)>  
**Subject:** Follow up: Access & Engagement Officer (CAO)

Hello Hannah,

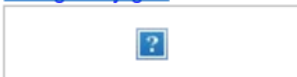
Please complete and return the attached record check request form via the provided link   
 I will be calling shortly to Schule your drug screen.

Thank you in advance for your time and prompt assistance.

Kind Regards,

**Yvonne Brown**  
*Administrative Specialist*  
Human Resources

859.258.3031 Office  
[lexingtonky.gov](http://lexingtonky.gov)







1775 - 2025

**From:** [Jennifer Sutton](#)  
**To:** [Hannah LeGris](#)  
**Subject:** Fw: Orientation - Access & Engagement Officer  
**Date:** Thursday, December 18, 2025 8:13:08 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[Outlook-hw50rfha.png](#)  
[Outlook-ykfaotvr.png](#)

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Chris and I have scheduled a chunk of time for you to meet with our ADA consultants. They were gracious enough to set up a whole agenda! They will be here January 20th, I have already sent you a calendar invite for it.

Best wishes,  
Jennifer

**Jennifer Sutton, MPA**  
*Administrative Officer Sr.*  
859.280.8266  
Office of the Chief Administrative Officer  
[lexingtonky.gov](http://lexingtonky.gov)



1775-2025

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**From:** John McGovern <JMcGovern@wtgroup.com>  
**Sent:** Wednesday, December 17, 2025 2:45 PM  
**To:** Jennifer Sutton <jsutton@lexingtonky.gov>; Chris Ford <cford2@lexingtonky.gov>  
**Cc:** Tatum Storey <TStorey@wtgroup.com>  
**Subject:** RE: Orientation - Access & Engagement Officer

[EXTERNAL] Use caution before clicking links and/or opening attachments.

Jennifer, your excitement is contagious. Here are some thoughts.

Tatum and I arrive at LFUCG offices by 9 a.m. If we can have three hours, we can discuss the content below. Tatum and I do need to leave Lexington by 1 pm for an interview about three hours away the evening of the 20<sup>th</sup>.

9 to 910                      Introductions

910 to 920	Access and Engagement Officer (AEO) aspirational goals
920 to 930	AEO ADA knowledge, understanding, known gaps, disability demographics in LFUCG...
930 to 935	ADA Enforcement Methods and Trends
935 to 10	ADA Foundational Elements <ul style="list-style-type: none"> <li>• The statute</li> <li>• The 2008 ADAAA</li> <li>• The Title II regulation</li> <li>• The 2010 Standards for Accessible Design</li> <li>• Kentucky Building Code</li> <li>• Lexington requirements</li> </ul>
10 to 11	Title II Key Requirements <ul style="list-style-type: none"> <li>• 35.105 access audits</li> <li>• 35.106 notice</li> <li>• 35.107 ADA Coordinator</li> <li>• 35.107 solutions process</li> <li>• 35.108 disability defined</li> <li>• 35.130 miscellaneous mandates <ul style="list-style-type: none"> <li>◦ Most integrated setting mandate</li> <li>◦ Reasonable Modification mandate</li> <li>◦ Contractors' obligations</li> <li>◦ Community organizations that receive LFUCG funds</li> <li>◦ Other</li> </ul> </li> <li>• 35.150 Program Access and Existing Facilities</li> <li>• 35.150 transition plan <ul style="list-style-type: none"> <li>◦ Parks, facilities, trails</li> <li>◦ Sidewalks, crossings, pedestrian signals</li> </ul> </li> </ul>

- 35.160 Communications
  - Websites
  - Council meetings
  - Print materials
  - Website content
- 35.177 the absence of technical assistance

11 to 1145      Design and Construction Standards

1145 to 1150      This Presidential Administration and its Approach to the ADA

1150 to noon      Resources

Might this work? Too much? Too little? We can scale this up or down as needed...I **might** have gotten a little carried away with the content.

Let me know. We are likely making travel reservations the next three or four working days.

**John N. McGovern, JD**

He/Him/His

Principal-in-Charge

WT Group AEC, LLC Accessibility Practice

*My workday may look different than yours. Please reply to my email when it is convenient to do so for you.*

**P:** 224.293.6333

**D:** 224.293.6451

[jmcgovern@wtgroup.com](mailto:jmcgovern@wtgroup.com)

[wtgroup.com](http://wtgroup.com)

***Past-President of the American Academy for Parks and Recreation  
Administration***



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**From:** Jennifer Sutton <[jsutton@lexingtonky.gov](mailto:jsutton@lexingtonky.gov)>  
**Sent:** Wednesday, December 17, 2025 12:49 PM  
**To:** John McGovern <[JMcGovern@wtgroup.com](mailto:JMcGovern@wtgroup.com)>; Chris Ford <[cford2@lexingtonky.gov](mailto:cford2@lexingtonky.gov)>  
**Cc:** Tatum Storey <[TStorey@wtgroup.com](mailto:TStorey@wtgroup.com)>  
**Subject:** Re: Orientation - Access & Engagement Officer

**Warning: Unusual sender** <[jsutton@lexingtonky.gov](mailto:jsutton@lexingtonky.gov)>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

I think an in-person meeting would be perfect! I will likely extend an invitation to Hannah so she can have a chance to meet you both. My office is available the morning of the 20th and has flexibility on the 21st. Is there a time that would be better for you all?

Best wishes,  
Jennifer

**Jennifer Sutton, MPA**  
Administrative Officer Sr.  
859.280.8266  
Office of the Chief Administrative Officer  
[lexingtonky.gov](http://lexingtonky.gov)



1775-2025

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**From:** John McGovern <[JMcGovern@wtgroup.com](mailto:JMcGovern@wtgroup.com)>  
**Sent:** Wednesday, December 17, 2025 12:29 PM  
**To:** Chris Ford <[cford2@lexingtonky.gov](mailto:cford2@lexingtonky.gov)>  
**Cc:** Tatum Storey <[TStorey@wtgroup.com](mailto:TStorey@wtgroup.com)>; Jennifer Sutton <[jsutton@lexingtonky.gov](mailto:jsutton@lexingtonky.gov)>  
**Subject:** RE: Orientation - Access & Engagement Officer

[EXTERNAL] Use caution before clicking links and/or opening attachments.

Chris, that's great news. Of course both Tatum and I can make ourselves available. We also are "near" Lexington January 20 or 21. Might an in person meeting work?

**John N. McGovern, JD**  
He/Him/His  
Principal-in-Charge  
WT Group AEC, LLC Accessibility Practice

*My workday may look different than yours. Please reply to my email when it is convenient to do so for you.*

**P:** 224.293.6333

**D:** 224.293.6451

[jmcgovern@wtgroup.com](mailto:jmcgovern@wtgroup.com)  
[wtgroup.com](http://wtgroup.com)

***Past-President of the American Academy for Parks and Recreation  
Administration***



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**From:** Chris Ford <[cford2@lexingtonky.gov](mailto:cford2@lexingtonky.gov)>

**Sent:** Tuesday, December 16, 2025 12:35 PM

**To:** John McGovern <[JMcGovern@wtgroup.com](mailto:JMcGovern@wtgroup.com)>

**Cc:** Tatum Storey <[TStorey@wtgroup.com](mailto:TStorey@wtgroup.com)>; Jennifer Sutton <[jsutton@lexingtonky.gov](mailto:jsutton@lexingtonky.gov)>

**Subject:** Orientation - Access & Engagement Officer

**Warning: Unusual sender** <[cford2@lexingtonky.gov](mailto:cford2@lexingtonky.gov)>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good afternoon John,

I hope all is well. As a follow-up to our recent meeting on Nov 12<sup>th</sup> with CAO Hamilton and team, LFUCG has appointed a candidate for the newly – created *Access & Engagement Officer* position. Hannah LeGris, who currently serves as councilmember for District 3, will begin her new role on Jan 12, 2026. We're eager to get started.

Jennifer Sutton in the CAO office is facilitating an onboarding process for Hannah. As such, we request assistance and guidance from WT Group, as related to opportunities to impact ADA through the leadership and service of the *Access & Engagement Officer*. Potential areas of focus for orientation may include an overview of ADA in general; status and next steps for the ADA Transition Plan; and training resources available to Hannah and our team.

Please advise of your availability to meet with Jennifer and me to further discuss an approach. Thanks again.

**Chris Ford**

*Commissioner*

Department of General Services

859.258.3900 office

[lexingtonky.gov](http://lexingtonky.gov)



1775 - 2025

**From:** [Hilary Angelucci](#)  
**To:** [Hannah LeGris](#)  
**Cc:** [Sally Hamilton](#)  
**Subject:** presentation and related materials  
**Date:** Monday, November 10, 2025 4:55:44 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Access & Engagement Officer Position Presentation FINAL - notes.pptx](#)  
[Access and Engagement Officer - Job posting.docx](#)

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Hi Hannah,  
Please see attached.

Hilary Angelucci  
*Senior Special Projects Administrator/ARPA Project Manager*  
Office of the CAO

859.258.3115  
[Lexingtonky.gov](http://Lexingtonky.gov)



1775-2025



**From:** [Hilary Angelucci](#)  
**To:** [James Brown](#)  
**Cc:** [Sharon Murphy](#)  
**Subject:** RE: Access and Engagement Officer presentation  
**Date:** Thursday, August 28, 2025 1:47:35 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Access & Engagement Officer Position Presentation \(DRAFT\).pptx](#)

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I made some changes after working through my draft talking points. Here is the updated version.

Hilary Angelucci  
*Senior Special Projects Administrator/ARPA Project Manager*  
Office of the CAO

859.258.3115  
[Lexingtonky.gov](http://Lexingtonky.gov)



1775-2025

---

**From:** James Brown <[jbrown2@lexingtonky.gov](mailto:jbrown2@lexingtonky.gov)>  
**Sent:** Wednesday, August 27, 2025 6:12 PM  
**To:** Hilary Angelucci <[hangelucci@lexingtonky.gov](mailto:hangelucci@lexingtonky.gov)>  
**Cc:** Sharon Murphy <[smurphy@lexingtonky.gov](mailto:smurphy@lexingtonky.gov)>  
**Subject:** Re: Access and Engagement Officer presentation

Ok...I'll review it...

---

**From:** Hilary Angelucci <[hangelucci@lexingtonky.gov](mailto:hangelucci@lexingtonky.gov)>  
**Sent:** Wednesday, August 27, 2025 3:42:20 PM  
**To:** James Brown <[jbrown2@lexingtonky.gov](mailto:jbrown2@lexingtonky.gov)>  
**Cc:** Sharon Murphy <[smurphy@lexingtonky.gov](mailto:smurphy@lexingtonky.gov)>  
**Subject:** Access and Engagement Officer presentation

Hi CM Brown,

I gave you a hard copy of the draft presentation that I plan to submit to Shauntae on Friday for the Sept. 9<sup>th</sup> WS. Sally asked me to share it with you, as well as CM Lynch, which we did a week or so ago. I am just fine-tuning it at this point. Let me know if you have any feedback.

Thank you,

Hilary Angelucci

*Senior Special Projects Administrator/ARPA Project Manager*  
Office of the CAO

859.258.3115

Lexingtonky.gov



1775-2025

**From:** [Jennifer Sutton](#)  
**To:** [Hannah LeGris](#)  
**Subject:** Re: Employee Orientation  
**Date:** Monday, January 12, 2026 9:37:15 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Outlook-jq4mrpga.png](#)  
[image.png](#)  
[Outlook-lqvrlidnp.png](#)

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He will definitely be able to help with position questions as it relates to HR!

**Jennifer Sutton, MPA**  
*Administrative Officer Sr.*  
859.280.8266  
Office of the Chief Administrative Officer  
[lexingtonky.gov](http://lexingtonky.gov)



---

**From:** Hannah LeGris <hlegris@lexingtonky.gov>  
**Sent:** Monday, January 12, 2026 8:39 AM  
**To:** Jennifer Sutton <jsutton@lexingtonky.gov>  
**Subject:** Re: Employee Orientation

Great, thank you so much, Jennifer. I did not receive a welcome letter or anything like that regarding the specifics of my position — like whether it is classified or unclassified, for example. Will Dan be able to explain all of that to me? I'll set something up with Kashene as well.

Hannah

--

**Hannah LeGris**  
*Access & Engagement Officer*  
859.258.3382  
Office of the Chief Administrative Officer  
[lexingtonky.gov](http://lexingtonky.gov)



---

**From:** Jennifer Sutton <jsutton@lexingtonky.gov>  
**Sent:** Monday, January 12, 2026 8:30 AM  
**To:** Hannah LeGris <hlegris@lexingtonky.gov>  
**Subject:** Fw: Employee Orientation

FYI, Dan added you to the Jan 26<sup>th</sup> orientation! Also, for benefits (like retirement), you can schedule a meeting directly with Kashene Horton!

**Jennifer Sutton, MPA**  
*Administrative Officer Sr.*  
859.280.8266  
Office of the Chief Administrative Officer

[lexingtonky.gov](http://lexingtonky.gov)



---

**From:** Danny James <djames@lexingtonky.gov>  
**Sent:** Monday, January 12, 2026 7:45 AM  
**To:** Jennifer Sutton <jsutton@lexingtonky.gov>  
**Subject:** RE: Employee Orientation

Jennifer,

I meant to say that I added her to the roster for Monday, January 26, 2026. I will copy you and Hilary on the email when I send Hannah the reminder.

Sincerely,

**Dan James**  
*Human Resources Manager*  
Human Resources

859.258.3954 office

[lexingtonky.gov](http://lexingtonky.gov)



---

**From:** Danny James  
**Sent:** Friday, January 9, 2026 4:55 PM  
**To:** Eric Howard <ehoward@lexingtonky.gov>; Jennifer Sutton <jsutton@lexingtonky.gov>; Glenda George <glendah@lexingtonky.gov>  
**Cc:** Kashene Horton <khorton@lexingtonky.gov>; Alecia Smith <aroby@lexingtonky.gov>  
**Subject:** RE: Employee Orientation

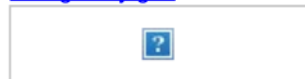
I have added Hannah to the roster. I will send a reminder email out to her before the date.

Thanks,

**Dan James**  
*Human Resources Manager*  
Human Resources

859.258.3954 office

[lexingtonky.gov](http://lexingtonky.gov)



---

**From:** Eric Howard <[ehoward@lexingtonky.gov](mailto:ehoward@lexingtonky.gov)>

**Sent:** Friday, January 9, 2026 4:47 PM

**To:** Jennifer Sutton <[jsutton@lexingtonky.gov](mailto:jsutton@lexingtonky.gov)>; Glenda George <[glendah@lexingtonky.gov](mailto:glendah@lexingtonky.gov)>

**Cc:** Danny James <[djames@lexingtonky.gov](mailto:djames@lexingtonky.gov)>; Kashene Horton <[khorton@lexingtonky.gov](mailto:khorton@lexingtonky.gov)>; Alecia Smith <[aroby@lexingtonky.gov](mailto:aroby@lexingtonky.gov)>

**Subject:** RE: Employee Orientation

Jennifer,

I talked with Dan and Kashene about going to New Employee Orientation and Dan will add her to the list for the January session. Even though she has probably attended the Council orientation meetings, it will probably be good for her, in the new position, to be included in this version.

Kashene said that Hannah will not need to attend the Benefits portion of orientation because she is already in the benefit pool.

Thank you,

***Eric Howard***  
***Deputy Director***  
***Human Resources***

***859.258.3055 office***  
***[lexingtonky.gov](http://lexingtonky.gov)***



---

**From:** Jennifer Sutton <[jsutton@lexingtonky.gov](mailto:jsutton@lexingtonky.gov)>

**Sent:** Friday, January 9, 2026 3:55 PM

**To:** Glenda George <[glendah@lexingtonky.gov](mailto:glendah@lexingtonky.gov)>; Eric Howard <[ehoward@lexingtonky.gov](mailto:ehoward@lexingtonky.gov)>

**Subject:** Employee Orientation

Hannah and I were talking and realized she probably needs to go through employee orientation, but I wasn't sure the steps we needed to do for it! Can you advise?

Thank you!

**Jennifer Sutton, MPA**  
*Administrative Officer Sr.*  
859.280.8266  
Office of the Chief Administrative Officer  
[lexingtonky.gov](http://lexingtonky.gov)





**From:** [Yvonne D Brown](#)  
**To:** [Hannah LeGris](#)  
**Subject:** RE: Follow up: Access & Engagement Officer (CAO)  
**Date:** Monday, December 15, 2025 8:41:13 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Good Morning Hannah,

I was out on Friday. I have received your completed AOC request form. I will get it processed today, and Dan will follow up with you as soon as he has all that he needs. Thank you for your promptness and have a great day! Stay warm!!

Kind Regards,

**Yvonne Brown**  
*Administrative Specialist*  
Human Resources

859.258.3031 Office  
[lexingtonky.gov](http://lexingtonky.gov)



1775 - 2025

---

**From:** Hannah LeGris <[hlegris@lexingtonky.gov](mailto:hlegris@lexingtonky.gov)>  
**Sent:** Thursday, December 11, 2025 5:44 PM  
**To:** Yvonne D Brown <[ybrown@lexingtonky.gov](mailto:ybrown@lexingtonky.gov)>  
**Subject:** Re: Follow up: Access & Engagement Officer (CAO)

Ms. Brown,

I just uploaded the completed document into the folder you provided — thank you! I have lived at my residence for about a decade, so I did not add additional addresses. If you'd like me to add anything on, please let me know and I am glad to do so.

Kind regards,  
Hannah

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**Hannah LeGris**  
LFUCG 3rd District Councilmember  
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p - 859.280.8240

*Sign up for the 3rd District Newsletter - [here!](#)*

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**From:** Yvonne D Brown <[ybrown@lexingtonky.gov](mailto:ybrown@lexingtonky.gov)>  
**Sent:** Thursday, December 11, 2025 5:21 PM  
**To:** Hannah LeGris <[hlegris@lexingtonky.gov](mailto:hlegris@lexingtonky.gov)>  
**Subject:** FW: Follow up: Access & Engagement Officer (CAO)

Thank you, Hannah.

**Yvonne Brown**  
*Administrative Specialist*  
Human Resources

859.258.3031 Office  
[lexingtonky.gov](http://lexingtonky.gov)





1775 - 2025

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**From:** Yvonne D Brown  
**Sent:** Thursday, December 11, 2025 4:43 PM  
**To:** Hannah LeGris <[hlegris@lexingtonky.gov](mailto:hlegris@lexingtonky.gov)>  
**Subject:** Follow up: Access & Engagement Officer (CAO)

Hello Hannah,

Please complete and return the attached record check request form via the provided link 

 I will be calling shortly to Schule your drug screen.

Thank you in advance for your time and prompt assistance.

Kind Regards,

**Yvonne Brown**  
*Administrative Specialist*  
Human Resources

859.258.3031 Office  
[lexingtonky.gov](http://lexingtonky.gov)







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# Access & Engagement Officer Position

*September 9, 2025*

*Urban County Council Work Session*





## Purpose

- Bridge Culture
- Coordinate ADA and Accessibility Compliance
- Strengthen Connections across LFUCG





## **Role at a Glance**

Reports directly to the CAO

Coordinates training and compliance across departments

Responds to internal (employee) and external (resident) access concerns

Aligns policy, behavior, and service delivery





## Essential Functions

- Coordinate trainings on civility, emotional intelligence, and compliance
- Serve as a neutral advisor and collaborate with departments on organizational values and accessibility standards
- Address ADA complaints from residents
- Support strategic workforce initiatives
- Monitor trends and recommend improvements





## Expanded Responsibilities

### Training:

Understands the needs of the organization and aligns facilitated, LFUCG-wide training

### ADA:

Establishes central, forward-facing coordination to enhance compliance and resolve complaints throughout LFUCG

### Data-driven:

Assesses and monitors workplace climate, trends and employee/public feedback

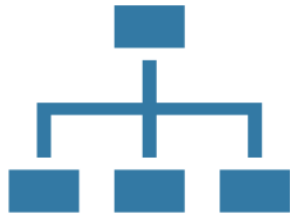




## Opportunities and Benefits



Reinforce the  
Value of Culture  
Work



Organizational  
Strategy



Training &  
Engagement  
Delivery



Proactive  
Compliance



Data-informed &  
Outcome Driven





## Why This Is Important

- Culture & Connection
  - Strengthens respectful communications and emotional intelligence across teams.
  - Helps ensure employees experience a fair, supportive, and consistent workplace culture.
- ADA Compliance & Risk Reduction
  - Provides training and guidance on ADA, accessibility, fair treatment practices, and workplace civility.
  - Coordinates access-related concerns and supports policy alignment across departments.
- Employee Experience
  - Works across departments to improve clarity, consistency, and engagement.
  - Builds trust through a value-based, behavior-focused approach.







# Questions?



## Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
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