

**Kentucky Board of Education
Outside Employment
Public Servant Request and Agency Response Form**

ToAnn Griffey Adams
Public Servant Name (printed)

KBE Member
Title

[Redacted]
Personnel
Number

Section I: Public Service Information

Department: Education

The requesting public servant is a member of the Kentucky Board of Education (KBE). The Executive Branch Code of Ethics defines KBE Members as "Officers" and prohibits a public servant from accepting outside employment from any person or business that does business with or is regulated by the KBE, unless approved by the appointing authority. Pursuant to KRS 156.060, the KBE shall meet not less than every three months but may meet more frequent based on regular meeting dates approved by the KBE, and special meetings called by the chair. By submitting this request, the requesting public servant represents that the requested outside employment will not substantially interfere with the time commitment required of KBE Members to prepare for and attend KBE meetings.

I am requesting approval for the following:

- ☒ Outside Employment (Including self-employment and work as independent contractor)

Section II: Outside Employment Information

Sweet Home Spun LLC
Name of Employer

craft and agritourism
Type of Business

[Redacted] Hwy
Business Address

Pleasureville KY 40057
City State Zip Code

self employed
Supervisor Name

self employed
Supervisor Title

[Redacted]
Phone

owner
Job Title

1999
Hire Date

—
Planned Termination Date (if applicable)

Description of Job Duties

Owner and operator — craft lessons, craft sales
farm tours

Work Schedule

2-8
Hours per Day

variable
Workday Begins

variable
Workday ends

variable
Days of the Week

20-30
Hours per Week

Section III: It is recommended that public servant seeks assistance from an agency representative with knowledge of contractual information when answering the questions below.

Description of contracts between the outside employer and the public servant's state agency:

none

Description of regulatory relationship between the outside employer and public servant's state agency:

none

Public Servant's Initials

ga

Specific factors which separate the public servant's state role from the agency's decisions concerning the outside employer:

Sweet Home Spun has no contracts or
business dealings with the Kentucky
Department of Education

Jo Ann Adams

KBE Member

Title

Personnel
Number

Section IV: Public Servant Statement

I formally request approval of off-duty employment with the aforementioned employer. As a public servant with the aforementioned job title, I am not involved in the Cabinet's or Department's decisions concerning the aforementioned employer. If this request is approved, I agree that if, in the future, I realize that I will be involved in such decisions, I will immediately notify my appointing authority (or his/her designee) and take steps to avoid any conflict of interest. Additionally, I understand that my outside employment cannot conflict with my duties as a public servant of the Commonwealth.

Further, I certify that my off-duty employment will not present an actual or perceived conflict of interest with my official duty for the state. If the appointing authority determines that there is an actual or perceived conflict, I will be advised in writing by the ethics officer within 10 days from the date that I submit this request to the KBE and it is acted upon.

Jo Ann Adams

Requesting Public Servant's Signature

KBE Member

Title

10-13-2021

Date

Subscribed, sworn, and acknowledged before me by Jo Ann Adams

13th

day of

September

2021

Notary Public

Morgan W. Jones

My Commission Expires

4/21/25



Section V: Ethics Officer Recommendation (if required by agency)

I have reviewed the information provided by the employee and based upon the factors contained in 9 KAR 1:050, Section 2, I:

☒ Recommend Approval of Request

☐ Recommend Denial of Request

Yvonne M. Allen

Ethics Officer Signature

General Counsel

Title

9/28/21

Date

Section VI: Appointing Authority Determination

As appointing authority for the agency, I have reviewed the request and considered, as applicable, the degree of separation between the public servant's state duties and decisions concerning the outside employer; the public servant's level of supervisory or administrative authority, if any; and whether the outside employment will interfere or conflict with the public servant's state duties; the duration of the outside employment; whether the outside employment would create an appearance of conflict of interest with state duties; and whether the public servant is an auditor, inspector or other regulatory personnel of a division which is currently auditing, inspecting or reviewing or has scheduled an audit, inspection or review of the outside entity for which the public servant requests approval to work.

Outside Employment
Public Servant Request and Agency Response Form
Page 3

As appointing authority for the aforementioned agency, I certify that as a public servant in the aforementioned job title, the aforementioned individual is not involved in this agency's decisions concerning the aforementioned outside employer. His/her off-duty employment by the aforementioned outside employer, in my opinion, will not create a real or perceived conflict of interest which would damage public confidence in government; and that I approve such off-duty employment.

KBE Chair

Appointing Authority (or Designee)

Title

Date