

PAC MEMBERS PRESENT

Russel Coleman, Attorney General
Rob Sanders, Commonwealth's Attorney, 16th Judicial Circuit
Jackie Steele, Commonwealth's Attorney, 27th Judicial Circuit
Courtney Baxter, Commonwealth's Attorney, 12th Judicial Circuit
Carrie Ovey-Wiggins, Commonwealth's Attorney, 56th Judicial Circuit
Brian Wright, Commonwealth's Attorney, 29th Judicial Circuit
Martin Hatfield, Pulaski County Attorney
John Estill, Mason County Attorney
Jenny Oldham, Hardin County Attorney
Joe Ross, Logan County Attorney
Stacy Tapke, Kenton County Attorney
Margaret Daniel, Citizen Member
Lisa Foley, Citizen member

PAC/OAG STAFF PRESENT

Bobby Stokes
Gina Carey
Susan Blake
Julie Cox
Penny Quatman
Jenny True Reed
Harry Rothgerber
Sheila Kratzer
Alyssa Logan
Samantha Bracco

GUESTS PRESENT

Mike Van Meter, Commonwealth's Attorney, 6th Judicial Circuit
Kori Bumgarner, Commonwealth's Attorney, 8th Judicial Circuit
Shelly Miller, Commonwealth's Attorney, 11th Judicial Circuit
Clinton Sims, Commonwealth's Attorney, 13TH Judicial Circuit
Kimberly Baird, Commonwealth's Attorney, 22nd Judicial Circuit
Louis Kelly, Commonwealth's Attorney, 54th Judicial Circuit
Jennifer Hutchison-Corbin, Adair County Attorney
Chris Douglas, Bell County Attorney
Angela Evans, Fayette County Attorney

Grant Axon, Gallatin County Attorney
Gilbert Holland, Knox County Attorney
Travis Joseph, Magoffin County Attorney
Cecil Watkins, Rowan County Attorney
Kelli Kearney, Scott County
Karen Young, 30th Judicial Circuit
Amanda Hernandez Troutman, 30th Judicial Circuit
Tim Cocanougher, Attorney General's Office
Wil Shroder

Russell Coleman, Attorney General, welcomed everyone to the meeting and apologized for the temperature of the room. The office is undergoing renovations the HVAC is in need of repair.

Pursuant to KRS 15.100(2), Executive Director, Bobby Stokes called the roll. After the roll was called, a quorum was announced, and the meeting was called to order. Bobby Stokes welcomed everyone to the PAC meeting and reminded visitors to be sure to sign in.

ADMINISTRATIVE

Russell Coleman, Attorney General, announced a lot of administration matters are on the schedule and appreciates everyone being efficient with our time.

Bobby Stokes, Executive Director, thanked Gina Carey for all of her hard work on this project.

Russell Coleman directed the Council to review the meeting minutes from the June 21st, 2024, PAC meeting for approval with the exception of amending the minutes to reflect Susan Blake wasn't present at the June 21st PAC meeting, Margaret Daniels made a motion to approve the June 21st, 2024, meeting minutes and amend the meeting minutes to remove Susan Blake's name from 'PAC staff present', the motion was seconded by Rob Sanders, and passed by voice vote.

TRAINING UPDATE

Susan Blake reported that the registration for 2024 KPC has gone out and currently 285 are registered. Susan Blake and Matthew Moyer met with the hotel yesterday to review the space and continue planning the conference layout and breaks. Gathering speaker handouts and making travel arrangements are in process. The 2026 Kentucky

Prosecutors Conference (KPC) RFP will go out next week with plans to report to the Council at the July meeting so that PAC can book the meeting place for 2026. The training branch recorded another session for the Elder Abuse prosecution training required by statute. Matt Kleinert from Medicaid Fraud recorded a training session that will be made available on demand. She requested the Council's approval for one (1) night lodging for Victim's Advocates employed by UPS to attend the OAG Victim Advocate tract which will take place on August 22nd, 2024, during KPC. Stacy Tapke made a motion to approve one (1) lodging for Victim Advocates attending the Victim Advocate tract, the motion was seconded by Jackie Steele, and passed by voice vote.

RESOURCE PROSECUTOR UPDATE

Susan Blake reported for Tom Lockridge that he and Kathy Phillips are planning to record videos with highlights of HB 5 to be available close to the effective date. He is also working on a presentation on preparing and supporting the child witness, that he will present at KPC with Rewa Zakharia. He registered to attend the Association of Government Attorneys in Capital Litigation in August and will be bringing back valuable information for those with Capital cases. He also attended the NDAA Homicide course and will be working with Rewa Zakharia to provide the course in KY. He continues to provide technical assistance and responds as needed to prosecutors.

Jenny True Reed reported for Kathy Phillips, the Domestic Violence Resource Prosecutor. Kathy Phillips is working with Tom Lockridge on recording videos on HB 5. She is also planning a domestic violence conference in Western Kentucky. She also continues to prepare for a presentation at the 2024 Kentucky Prosecutors Conference.

Jenny True Reed, the Traffic Safety Resource Prosecutor, reported the Lethal Weapon training that took place last month was very successful and had a great turnout. A lot of new technology that can assist in vehicular homicide cases was presented. She encouraged anyone with vehicular homicide cases to contact Hunter Martin for his expertise. The next Lethal Weapon training will take place in Bristol, Tennessee in June 2025. The Law Enforcement Phlebotomy class is still pending final financial approval and she is hopeful to find out this week. The class is scheduled to begin July 29th, 2024, and as soon as approval is received from finance applications will be sent out. She explained there are only eight (8) to a class. Several offices have invited her visit to present on hot topics on legalizing medical cannabis which takes affect January 2025. Rob Sanders is hosting on July 9th in Kenton County from 9-12. She will present in Madisonville on July 23rd from 9-12, Prestonsburg on July 25th from 1-4, Maysville on

August 13th from 10-1, and in Adair County on September 25th from 9-12. If anyone would like information on attending, they can contact herself or Gail Whitt.

Susan Blake announced another session was filmed on Elder Abuse for the training library, the additional video will total four (4) hours for the mandatory training library. She will send out notice once the video's are available.

CASE MANAGEMENT UPDATE RFP

Alyssa Logan reported after evaluating the HighQ software, it was determined it doesn't meet our needs, therefore the SPR1 was submitted to the Finance Cabinet. The SPR1 was rejected and she's now working with OPS on how to move forward to receive approval. Once approved she can go forward and submit the RFP for case management.

2024 SONEGO AWARD

Bobby Stokes directed the Council to the handout located in the folders provided. The handout is the nomination form for the 2024 Ian Sonego Award which will be awarded at the August PAC meeting during KPC. Nominees that are eligible for the award are Assistant Commonwealth's or County Attorneys, Commonwealth's or County Attorney staff members, criminal appellate attorneys, and Victim Advocates. All nominations are due no later than July 12th. Bobby Stokes requested a motion to approve the 2024 Ian Sonego Award nomination form to be submitted no later than July 12th. Joe Ross made a motion to approve the 2024 Ian Sonego nomination form to be submitted no later than July 12th, the motion was seconded by Jackie Steele, and passed by voice vote.

PAC STAFF PAYROLL CERTIFICATIONS

Bobby Stokes directed the Council to review the May 31st, 2024, and June 15th, 2024, PAC/UPS payroll certifications in the folders provided for approval. Stacy Tapke made a motion to approve the May 31st, 2024, and June 15th, 2024, PAC/UPS staff payroll certifications, the motion was seconded by Rob Sanders, and passed by voice vote.

BUDGET

FY2025 COMMONWEALTH'S AND COUNTY ATTORNEY BUDGET

Gina Carey provided a brief overview explaining the additional funds for additional positions. County Attorneys have used approximately 2.9 million dollars, however this number will fluctuate. The Commonwealth's Attorneys have used approximately 2.47 million dollars, which will also fluctuate. Once FY24 closes more information will be available.

SALARY CLASSIFICATION AND COMPENSATION PLAN

Joe Ross reported on the classification and compensation plan the County Attorneys recommend. This proposal was based on receiving requests timely by the May deadline, those within PAC or alternatively years of identifiable service and DPA. Many requests for exceptions will be denied or passed. Currently changes aren't being considered for:

- part-time to full-time employment
- requests based upon a change in position to something that wasn't comparable
- requests for multiple administrative assistants
- Some managerial positions, which were intended for larger counties
- Supervisory positions were denied if there weren't an adequate number of staff to supervise

Joe Ross explained that based on this criterion he made a motion to approve the classification request recommendations presented before the council. Several requests will be passed until the July PAC meeting. The County Attorneys and County Attorney members may consider amending the requirements to consider other years of service.

Julie Cox reported that a correction needed to be made to the County Attorneys classification and compensation plan before a motion to approve is made. The position in Pulaski County listed as *Administrative Specialist* should be amended to *Executive Administrator*. Joe Ross made a motion to incorporate the title change into the document and move forward with the motion to approve the County Attorneys Classification and Compensations plan, the motion was seconded by Martin Hatfield, and passed by voice vote.

Gina Carey reported that the following revisions were made to the Commonwealth's Attorneys classification and compensation plan:

- The Victim Advocate position couldn't use the Victim Advocates Supervisor position if there isn't staff to supervise. However, years of service was considered therefore a Victims Advocate III position was added for Victims Advocates that have at minimum eight (8) years of experience working in the human services field with the same minimum full-time and minimum part-time salary as a Victim Advocate.
- The Commonwealth's Detective Supervisor Certified position the minimum experience requirement was ten (10) years of experience **or** POP certified. The suggested change is ten years of experience **and** POP certified.
- Commonwealth's Attorneys offices will be limited to one (1) Executive Administrative Assistant unless there are five (5) or more Attorneys and the Commonwealth's Attorneys will consider other specific factors upon request to the Council.
- The office manager position should have a minimum of ten (10) years of experience and PAC approval is required.
- The following positions were added for PAC staff IT Director, Executive Budget and Policy Director, and Human Resource Director.

Rob Sanders made a motion to amend the Commonwealth's Attorneys salary classification and compensation plan with the discussed changes, the motion was seconded by Courtney Baxter, and passed by voice vote.

Rob Sanders explained the classification and compensation plan provides the opportunity to ensure the Unified Prosecutorial System (UPS) is funded at the true cost that it requires to run all the collective offices, retain employees, and provide an adequate salary. Rob Sanders made motion to approve the Commonwealth's Attorney's classification and compensation plan as well as the exceptions that have been granted, to table the exceptions requests that are marked for review until the July PAC meeting, and no additional requests will be reviewed for Commonwealth's Attorneys offices until the August PAC meeting, the motion was seconded by Jackie Steele, and passed by voice vote.

Gina Carey directed the Council to review the PAC Staff salary compensation plan located in the folders provided. Brain Wright made a motion to approve the PAC Staff salary compensation plan, the motion was seconded by Rob Sanders, and passed by voice vote.

Gina reported that there are approximately 50 employees that are currently shared employees. Those employees job titles didn't change during the initial classification and compensation plan, those changes will take place during the July PAC meeting.

Rob Sanders made a motion to approve Gina Carey as the PAC Executive Budget and Policy Director and to increase the salary to the minimum required for the position, effective July 2nd, 2024, the motion was seconded by Brian Wright, and passed by voice vote.

Rob Sanders made a motion to approve Chad Coleman to fill the PAC IT Director position and increase the salary to the minimum salary for that position, effective July 2nd, 2024, the motion was seconded by Joe Ross, and passed by voice vote.

TABLED POSITION REQUESTS

Joe Ross directed the Council to the handout located in the folders provided. He reviewed the County Attorneys additional positions requests that were previously tabled at the May 24th, 2024, PAC meeting. Joe Ross made a motion to approve the following additional position requests, the motion was seconded by Jenny Oldham, and passed by voice vote:

Date of Request	County	CA	Position Requested	Status	Annual Salary Requested (or Change in Salary)	Total Requested Cost FY25	Recommendation
5/2/2024	Boyle	Chris Herron	Detective	PT	\$ 30,000.00	\$ 60,920.00	Approved at 6/21/24 PAC Meeting
5/6/2024	Clark	William Elkins	Detective	QT	\$ 20,000.00	\$ 21,530.00	Approved at 6/21/24 PAC Meeting
5/6/2024	Daviess	John Burlew	Asst.	PT	\$ 45,000.00	\$ 84,380.00	Approved at 6/21/24 PAC Meeting
5/6/2024	Greenup	Matthew Warnock	Detective	PT	\$ 30,000.00	\$ 60,920.00	Approved at 6/21/24 PAC Meeting
5/6/2024	Jefferson	Mike O'Connell	Asst.	FT	\$ 71,000.00	\$ 125,044.00	Approved at 6/21/24 PAC Meeting
5/6/2024	Logan	Joe Ross	Detective	QT	\$ 20,000.00	\$ 21,530.00	Approved at 6/21/24 PAC Meeting
4/19/2024	McCracken	Cade Foster	Legal Sec	FT	\$ 40,000.00	\$ 76,560.00	Approved at 6/21/24 PAC Meeting
5/6/2024	Muhlenberg	Ryan Rice	Detective	FT	\$ 35,000.00	\$ 68,740.00	Approved at 6/21/24 PAC Meeting
4/23/2024	Ohio	Justin Keown	Legal Sec	PT	\$ 18,750.00	\$ 43,325.00	Approved at 6/21/24 PAC Meeting

Jackie Steele made a motion to push all tabled Commonwealth’s Attorneys additional position request to the August PAC meeting, the motion was seconded by Brian Wright, and passed by voice vote.

LEASES

14th and 41st JUDICIAL CIRCUIT REQUESTS

Bobby Stokes requested approval from the Council for PAC staff to work with Real Properties to view available offices. Brian Wright made a motion to approve PAC staff to work with Real Properties for potential office space for the 14th and 41st Judicial Circuits, the motion was seconded by Courtney Baxter, and passed by voice vote.

53RD JUDICIAL CIRCUIT REQUESTS

Bobby Stokes reported that Hart Megibben requests the Council’s approval to work with Real Properties to view potential office spaces. His office is too small given the number of staff and there are safety concerns given the building’s location. Jackie Steele made a motion to approve PAC staff work with Real Properties to view possible office space for the 53rd Judicial Circuit, the motion was seconded by Carrie Ovey-Wiggins, and passed by voice vote.

PERSONNEL REQUESTS

Russell Coleman recused himself from participating in, personnel request, no additional funds, A-2.

A. NO ADDITIONAL FUNDS

1. Kori Beck Bumgarner, Commonwealth's Attorney 8th Circuit, requested approval to reallocate a full-time Assistant Commonwealth's Attorney position to a full-time Law Clerk position and revert back to a full-time Assist Commonwealth's Attorney position passing of the bar exam effective August 16, 2024.

2. Courtney Baxter, Commonwealth's Attorney 12th Judicial Circuit, requested approval to establish a temporary quarter-time Law Clerk position at a salary of \$10,400 annually with no additional funds, to be paid with asset forfeiture funds retroactive to June 16, 2024 through August 15, 2024.

3. Sharon Muse, Commonwealth's Attorney 14th Judicial Circuit, requested approval to establish an unfunded Assistant Commonwealth's Attorney position with no additional funds effective July 16, 2024.

Rob Sanders made a motion to table no additional funds request A-3 until the July PAC meeting, the motion was seconded by John Estill, and passed by voice vote.

4. Michelle Snodgrass, Commonwealth's Attorney 17th Circuit, requested approval to reallocate a full-time Assistant Commonwealth's Attorney position to a full-time Law Clerk position and revert back to a full-time Assist Commonwealth's Attorney position upon receipt of KBA approval to practice retroactive to May 16, 2024. Additionally, requested to reallocate a part-time Assistant Commonwealth's Attorney position to a part-time law Clerk position effective July 1, 2024.

Rob Sanders made a motion to approve no additional funds requests A 1,2, & 4, the motion was seconded by Carrie Ovey-Wiggins, and passed by voice vote.

5. Jenny Oldham, Hardin County Attorney, requested approval to reallocate a full-time Assistant County Attorney position awarded at the May 17, 2024 meeting to a part-time Assistant County Attorney position and reduce the funding amount to \$47,040 annually, effective July 2, 2024.

6. Derek Campbell, Perry County Attorney, requested approval to reallocate a full-time Assistant County Attorney position to a part-time Assistant County Attorney position and establish a quarter-time Assistant County Attorney position with no additional funds effective July 2, 2024.

John Estill made a motion to approve no additional funds request A 5-6, the motion was seconded by Stacy Tapke, and passed by voice vote.

B. ADDITIONAL FUNDS REQUIRED

1. Terry Geoghegan, Commonwealth's Attorney 10th Judicial Circuit, requested to reallocate a part-time Assistant Commonwealth's Attorney position to a full-time Assistant Commonwealth's Attorney position with additional funding for salary effective July 2, 2024.

Rob Sanders made a motion to table additional funds request B-1 until the July PAC meeting, the motion was seconded by Russell Coleman, and passed by voice vote.

2. Shelly Miller, Commonwealth's Attorney 11th Judicial Circuit, requested to reallocate a part-time Assistant Commonwealth's Attorney position to a part-time Assistant Commonwealth's Attorney 2 position with additional funding for a salary of \$52,864, effective July 2, 2024.

Brian Wright made a motion to approve additional funds request B-2 using general funds to fund the position, the motion was seconded by Rob Sanders, and passed by voice vote.

3. Richie Kemp, Commonwealth's Attorney 52nd Judicial Circuit, requested to reallocate a part-time Commonwealth's Detective position to a full-time Commonwealth's Detective position with an additional \$6,557.98 in funding, effective July 2, 2024.

Jackie Steele made a motion to table additional funds request B-3 until the August PAC meeting, the motion was seconded by Brian Wright, and passed by voice vote.

4. Chris Douglas, Bell County Attorney, requested approval to establish a part-time Assistant County Attorney position with \$45,000 in additional funding for salary, effective July 2, 2024.

Martin Hatfield made a motion to table additional funds request B-4 until the July PAC meeting, the motion was seconded by John Estill, and passed by voice vote.

5. Michele Duvall, Butler County Attorney, requested approval to reallocate a quarter-time Legal Secretary position to a part-time Legal Secretary position and to reallocate a part-time Victim Advocate position to a full-time Victim Advocate 2 position effective July 2, 2024.

Joe Ross made a motion to table additional funds request B-5 until the July PAC meeting, the motion was seconded by Martin Hatfield, and passed by voice vote.

6. Grant Axon, Gallatin County Attorney, requested approval to reallocate a part-time Victim Advocate position to a part-time Victim Advocate Supervisor position with additional funding with a salary of \$39,648 effective July 2, 2024.

John Estill made a motion to table additional funds request B-6 until the July PAC meeting for Grant Axon to resubmit a letter explaining what position is needed from the three (3) tabled requests, the motion was seconded by Joe Ross, and passed by voice vote.

7. J.L. Albright, Laurel County Attorney, requested approval to reallocate a part-time Assistant County Attorney position to a full-time Assistant County Attorney; reallocate a part-time Paralegal position to a full-time Paralegal 2 position; and reallocate a part-time Legal Secretary position to a full-time Administrative Specialists 2 effective July 2, 2024.

Joe Ross made a motion to table additional funds request B-7 until the July PAC meeting, the motion was seconded by, Martin Hatfield, and passed by voice vote.

8. Cade Foster, McCracken County Attorney, requested approval to establish a full-time Legal Secretary position with additional funding for salary effective July 2, 2024.

Cade foster Withdrew previous request for a full-time Detective position and funding to establish a full-time Legal Secretary position was approved on the tabled County Attorney additional positions requests.

9. Myles Holbrook, Morgan County Attorney, requested to reallocate a part-time Legal Secretary position to a full-time Legal Secretary position with additional funds of \$17,500 for salary, effective July 2, 2024.

10. Paul Howard, Pike County Attorney, requested to reallocate a part-time Assistant County Attorney position to a full-time Assistant County Attorney and to reallocate a part-time Legal Secretary position to a full-time Executive Administrative Assistant position with additional funds for salary effective July 2, 2024.

John Estill made a motion to deny additional funds request B 9-10 which were included in the reclassification and compensation plan, the motion was seconded by Jenny Oldham, and passed by voice vote.

ADJOURN

Rob Sanders made a motion to adjourn at 11:18 PM EST, the motion was seconded by Margaret Daniels, and passed by voice vote.