

MINUTES

Thursday April 17th, 2025

10:00 AM EDT

Office of the Attorney General
Conference Room A
1024 Capital Center Drive
Frankfort, KY 40601

PAC MEMBERS PRESENT

Wil Shroder, Proxy for Attorney General Russell Coleman
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
Joe Ross, Logan County Attorney
Jennie Haymond, Madison County Attorney
Joe Ross, Logan County Attorney
Lisa Foley, Citizen Member
Margaret Daniel, Citizen Member

PAC/OAG STAFF PRESENT

Bobby Stokes
Tom Lockridge
Tricia Wise
Julie Cox
Penny Quatman
Jenny True-Reed
Gina Carey
Alyssa Logan
Tammy Eversole
Tish Baker
Samantha Bracco
Chris Adams

GUESTS PRESENT

Kori Bumgarner, Commonwealth's Attorney, 8th Judicial Circuit
Shane Young, Commonwealth's Attorney, 9th Judicial Circuit
Kelli Kearney, Commonwealth's Attorney, 14th Judicial Circuit
Mike Zimmerman, Commonwealth's Attorney, 17th Judicial Circuit
Keith Craycraft, Montgomery County Attorney
Amanda Montgomery, Fayette County Attorney's Office
Dudley Cotton, Jefferson County Attorney's Office
Jeff Derouen, Jefferson County Attorney's Office

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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. He welcomed everyone to the April 17th, 2025, special PAC meeting. He announced PAC had new staff and welcomed Tish Baker, Administrative Coordinator, Tammy Eversole, Fiscal Advisor, and Chris Adams, IT Director.

Bobby Stokes directed the Council to review the meeting minutes of March 21st, 2025, PAC meeting and the March 31st, 2025, special PAC meeting for approval. Will Shroder made a motion to approve March 21st, 2025, minutes, the motion was seconded by Brian Wright and passed by voice vote. Courney Baxter made a motion to approve March 31st, 2025, special PAC minutes, the motion was seconded by Wil Shroder, and passed by voice vote.

ADMINISTRATIVE

TRAINING UPDATE

Tom Lockridge reported on behalf of Susan Blake that the Jury Selection course scheduled for May 6–9 in Lexington, Kentucky, has reached full capacity. A draft agenda for the 2025 Kentucky Prosecutors Conference (KPC) is available in the folders provided. Attendees are encouraged to review the draft and direct any comments or questions regarding the agenda to Susan Blake. She is also collaborating with the Office of the Attorney General's Victim Advocacy Division to plan the Victim Advocates track, which will run concurrently with the 2025 KPC.

Gina Carey announced that registration for the 2025 Kentucky Prosecutors Conference (KPC) will open in June. She noted that registration rates will remain consistent with those from the previous year.

RESOURCE PROSECUTOR UPDATE

Tom Lockridge, Violent Crime Resource Prosecutor, reported that he is currently developing two presentations for the upcoming Jury Selection course. Additionally, he is collaborating with Jennie Haymond to create a new presentation for the 2025 Kentucky Prosecutors Conference (KPC). He also continues to work on the ongoing trial in Boyd County and provide assistance to various Prosecutor's Offices as needed.

Jenny True-Reed reported on behalf of Kathy Phillips, the Domestic Violence Resource Prosecutor, that Kathy Phillips will present with Jenny True-Reed at the Lethal Weapon Conference held in Pigeon Forge, Tennessee, during the last week of April. She will

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serve as Jury Selection faculty. She's working with the Office of Victim's Assistant (OVA) and they're planning a training which will take place in June.

Jenny True-Reed, Traffic Safety Resource Prosecutor, reported that the Train the Trainer course was successfully completed a few weeks ago. She announced that the Lethal Weapon Training is scheduled to take place in two weeks in Pigeon Forge, Tennessee. Additionally, she has scheduled a one-day Breath Test Operators Course for prosecutors on June 26 at the Department of Criminal Justice Training, which will include Continuing Legal Education (CLE) credit. Details will be distributed once available. She also noted that lab technicians will provide a training session on providing testimony, also on June 26, where she will be presenting. Furthermore, ARIDE training for prosecutors is planned for August in Northern Kentucky.

PAC STAFF PAYROLL CERTIFICATIONS

Bobby Stokes directed the Council to review the March 15th, 2025, March 30th, 2025, and April 15th, 2025 PAC/UPS payroll certifications in the folders provided for approval. Jackie Steele made a motion to March 15th, 2025, March 31st, 2025, and April 15th, 2025, PAC/UPS payroll certifications, the motion was seconded by Rob Sanders, and passed by voice vote.

UPS/PAC EMPLOYEE HANDBOOK REVIEW

Gina Carey reported that she, Susan and Julie had been working on a PAC Staff Employee Handbook adapted from the same template used for all Commonwealth's and County Attorney offices for consideration by the Council. The draft Employee Handbook was provided in their materials for reference only at this meeting. She said that the draft Handbook had been submitted to Derrick Wright for comments and was still pending his notes as of the meeting date. She stated that when they receive his comments the final draft would be submitted to the Council at the next meeting for consideration and approval.

CASE MANAGEMENT SYSTEM UPDATE

Alyssa Logan reported AOC began work on the Application Programming Interface (API) for the link between the ColumnCase (Commonwealth Case Management) system and CourtNet. ColumnCase and AOC are now working together to get the connection up and running. There has been a slight delay on the discovery portal development on the ColumnCase side due to a 3rd party issue, but they are hopeful that the pilot sites will get to be in the live testing environment after our next meeting with

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ColumnCase. The Commonwealth's Attorneys will continue their regular meetings next week, and she believes the County Attorneys will be meeting the week after at the regularly scheduled meeting date due to scheduling conflicts. She noted that we are still hopeful to be able to give a recommendation at our next PAC meeting.

FY2026 PAC ROCKET DOCKET GRANT APPLICATION PROCESS

Gina Carey directed the Council members to the handout in their packet that outlined the proposed 2026 PAC Rocket Docket Application Process. She noted the grant notification period would begin soon and the deadline for submission would be June 2nd.

Margaret Daniel made a motion to approve the FY2026 PAC Rocket Docket Grant Application Process as outlined on the handout, the motion was seconded by Joe Ross and passed by voice vote.

Gina noted that as part of the grant process the Council usually nominates as four person subcommittee to make recommendations for grant awards. The following members were appointed by the Council via nomination and consensus of the Council. :

Jennie Haymond and Martin Hatfield for the County Attorney members
Jackie Steele and Courtney Baxter for the Commonwealth's Attorney members

BUDGET

A. FY2025 UPDATE

Gina Carey reported vacancies continue to decline and that is a good thing. She noted that Tammy Eversole stepped in and had all the replacement computers ordered for the Commonwealth's Attorneys within the first week of taking on her new position with PAC staff. She went on to state that they were still hoping the County Attorney offices would spend their operating budgets.

A. WESTLAW COUNTY ATTORNEYS

Gina Carey reported that she looked at the number of attorneys on the County payroll and asked for a quote to increase the number of WestLaw licenses for the County Attorneys from 160 to 225 at a cost of an additional approximately \$80,000. John Estill asked if all the current licenses were being used and she replied that not all were in use.

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It was determined that additional licenses were not needed if the current amount was not being fully used.

B. FY2026 BUDGET

Gina Carey directed the Council members to the budget handouts in their packets.

A. COMMONWEALTHS ATTORNEY

. With regards to the Commonwealth's Attorney budget, she noted that this handout should be almost exactly what it looked like in the packets for the March meeting, she just waited to verify the retirement rate with her liaison at the Office of the State Budget Director. She stated that it was confirmed the rate would be the same as FY26 and the 3% increases were also included in the budget for both elected and staff. She stated that she reduced the allowance for vacancies now that the SCCP appeared to be working and attrition was slowing. She stated that she reserved additional funds for potential lease increases and approved moves in FY26 and that there was a slight increase in the individual operating accounts to absorb increases in utilities and subscriptions. She also noted that no funds were budgeted for IT upgrades as always with the hope that funds would remain in the last quarter for any potential replacement requirements.

B. COUNTY ATTORNEY

With regards to the County Attorneys budget, the budget is similar with the only changes that there was no increase in operating or travel. She did state both budgets now have a bit more allocated for Courtnet licenses as the new positions have necessitated additional licenses. She noted that the Commonwealth's Attorney have historically budgeted funds for NDAA memberships for all elected Commonwealth's Attorneys and that if the County Attorneys also wanted to do that, funding was available.

C. BIENNIAL BUDGET 26-28

A. SURVEY SUBMISSION STATUS

Gina Carey reported that the Biennial Budget Surveys were due on April 15th. As of the date of the PAC meeting, eight county attorneys and one Commonwealth's Attorney were still not submitted. She listed the counties off to the members as:

Cumberland
Harrison
Knox

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Morgan
Owsley
*Pendleton
Perry
Rockcastle

She noted that the Pendleton office had been displaced by the floods earlier in the month so she would work with them to get their information. The one remaining Commonwealth's Attorney who had not submitted data as of the PAC meeting date was Mike Taylor, 44th Judicial Circuit (Bell). She also noted that John Hansen, 33rd Judicial Circuit (Perry) only sent in a PDF of his answers and did not submit them. Martin Hatfield asked Gina to send the list to all of them so they could reach out personally. Rob Sanders asked Gina to also notify the delinquent offices that their budgets would be under review if they haven't submitted their surveys but the May PAC meeting.

B. UPS CAPITAL PLAN 2026-2032 REVIEW

Gina Carey reported that the Capital Plan for 2026-2032 was provided in the members' folders to review for approval. The Capital Plan provides an overview of upcoming leased space needs. Rob Sanders made a motion to approve the UPS Capital Plan as prepared by Madeline Wise, the motion was seconded by Jackie Steele, and passed by voice vote.

D. SALARY CLASSIFICATION AND COMPENSATION REVIEW

Gina reported that Rob and Joe met as discussed at the last Council meeting and talked about potential policy change recommendations for Council consideration. She noted that draft changes to the policy based on their discussions were included in their materials.

A. POLICY AND CLASSIFICATION REVIEW

Joe Ross proposed adopting the following changes from the Draft County Attorney's SCCP policy and classifications handout in their materials:

- Victims Advocates – Revise the current plant to allow PAC staff to verify relevant experience from DCBS, DPA, and prior PAC employment. Additionally, the proposal includes a provision for discretionary review by the PAC Council for candidates with experience outside of these agencies, provided the experience is related to the social work field as outlined in the statute.

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- First Assistants and Supervising Attorneys who have been career Kentucky prosecutors would be eligible receive an additional salary increase of \$4,000 upon reaching ten (10) years of service as a prosecutor within the Unified Prosecutorial System. This would apply to both part-time and full-time classifications with this title.

Rob Sanders noted that in addition to the proposed changes to the plan, he and Joe considered other changes such as adding an Assistant V level, the addition of another level of Administrative Specialist, and higher levels of Victims Advocate but that while all of these potential changes would be a great benefit to the System, the cost was well outside of the budget but that it is a vision for the future. Rob proposed adopting the following changes from the Draft Commonwealth's Attorney's SCCP policy and classifications handout in their materials effective immediately:

- First Assistants and Supervising Attorneys who have been career Kentucky prosecutors would be eligible to receive an additional salary increase of \$4,000 and upon reaching ten (10) years of service as a prosecutor within the Unified Prosecutorial System. This would apply to both part-time and full-time classifications with this title.
- The experience for a Victim Advocate will be a combination of PAC, DPA, Jefferson Metro, or DCFS as a social worker. The Council may approve years of service at their sole discretion for experience working in a human services field or outside those listed above.

Jackie Steele made a motion to approve the Commonwealth's Attorney's FY2026 budget, incorporating the SCCP policy and classification modifications as outlined in the handout located in the folders provided. The motion further authorized a five percent salary increase for staff salary budgets, to take effect in FY2026, the motion was seconded by Courtney Baxter and passed by voice vote.

Joe Ross proposed that, following the expenditure of funds designated as SCCP and the implementation of changes outlined in the County Attorney's policy and classification review, approximately one million dollars would remain available for allocation to staff salaries. He recommended that these remaining funds be distributed proportionally based on population, equating to approximately \$1 of general funds for every 4.5 individuals. Joe Ross then made a motion to approve the FY2026 budget, including the

SCCP funds and the proposed policy adjustments, the motion was seconded by John Estill and passed by voice vote.

B. PAC/UPS STAFF POSITIONS

Gina Carey stated that at the last Special PAC meeting on March 31, the Council asked for some information on PAC/UPS employees and PAC/OAG employees. She directed the Council to the handouts provided in their materials which illustrated the increasing level of UPS fund investment in the PAC staff as opposed to the reduced investment by the OAG in the past 6 years. She also provided a copy of all UPS PAC Staff position descriptions and job duties for the Council's reference. She noted that since 2019 the amount of positions funded by the UPS budget has increased nearly three times while the OAG positions has declined by one. Lastly she stated that due to a number of vacancies on the OAG PAC staffing, more than \$250,000 had been saved on the OAG budget during the past approximately two years.

C. SCCP PERSONNEL REQUESTS

1. Michael Stacy, Commonwealth's Attorney 1st Judicial Circuit, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III effective May 1, 2025 with SCCP funds to supplement minimum salary requirements.
2. Donna Dixon, Commonwealth's Attorney 2nd Judicial Circuit, requested approval to reclassify a full-time Assistant Commonwealth's Attorney II position to a full-time Assistant Commonwealth's Attorney III position with SCCP funds to supplement minimum salary requirements retroactive to April 1, 2025.
3. Shane Young, Commonwealth's Attorney 9th Judicial Circuit, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III and further requests to reclassify a full-time Assistant Commonwealth's Attorney II position to a full-time Assistant Commonwealth's Attorney III position effective May 1, 2025 with SCCP funds to supplement minimum salary requirements.
4. Karen Davenport, Commonwealth's Attorney 26th Judicial Circuit, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III effective May 1, 2025 with SCCP funds to supplement minimum salary requirements.

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5. Jesse Stockton, Commonwealth's Attorney 40th Judicial Circuit, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III effective May 1, 2025 with SCCP funds to supplement minimum salary requirements.
6. Michael Lindsey, Commonwealth's Attorney 49th Judicial Circuit, requested approval to reclassify a full-time Victim Advocate I position to a full-time Victim Advocate III position effective May 1, 2025 with SCCP funds to supplement minimum salary requirements.

Rob Sanders made a motion to approve SCCP personnel request D-C 1-6, the motion was seconded by Brian Wright, and passed by voice vote.

Rob Sanders made a motion that discretionary requests including 5. D. c. 6 must be accompanied by an affidavit from the employee that the resume submitted is true and accurate, the motion was seconded by John Estill, and passed by voice vote.

7. Jennifer Hutchinson-Corbin, Adair County Attorney, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III effective May 1, 2025 with SCCP funds to supplement minimum salary requirements.
8. Bryan Ernstberger, Calloway County Attorney, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III position with SCCP funds to supplement minimum salary requirements retroactive to April 1, 2025.
9. Steven Franzen, Campbell County Attorney, requested approval to reclassify a full-time Victim Advocate I position to a full-time Victim Advocate III position and further request to reclassify a part-time Assistant County Attorney IV position to a full-time Assistant County Attorney IV position effective May 1, 2025.
10. Max Comley, Franklin County Attorney, requested approval to reclassify a part-time Assistant County Attorney IV position to a full-time Assistant County Attorney IV position and further requests to reclassify a part-time Assistant County Attorney II position to a full-time Assistant County Attorney II position effective May 1, 2025 with SCCP funds to supplement minimum salary requirements.
11. Justin Baird, Hart County Attorney, requested approval to reclassify a part-time Victim Advocate I position to a part-time Victim Advocate III position with SCCP funds to supplement minimum salary requirements effective May 1, 2025.

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12. Mike O'Connell, Jefferson County Attorney, requested approval to reclassify the following positions and to use SCCP funds to supplement minimum salary requirements effective May 1, 2025:

- A. Full-time Assistant County Attorney I to a full-time Assistant County Attorney II.
- B. Full-time Assistant County Attorney I to a full-time Assistant County Attorney II.
- C. Full-time Assistant County Attorney II to a full-time Assistant County Attorney III.

Joe Ross made a motion to approve SCCP personnel request D-C 7-12abc, the motion was seconded by Jennie Haymond, and passed by voice vote.

13. Jamie Hatton, Letcher County Attorney, requested approval to reclassify a part-time Victim Advocate II position to a full-time Victim Advocate III position with SCCP funds to supplement minimum salary requirements effective May 1, 2025.

Joe Ross made a motion to approve SCCP personnel request D-C 13, the motion was seconded by Martin Hatfield, and passed by voice vote.

14. Benjamin Harrison, Lewis County Attorney, requested approval to reclassify a full-time Victim Advocate I position to a full-time Victim Advocate II effective May 1, 2025, with SCCP funds to supplement minimum salary requirements.

15. Jennie Haymond, Madison County Attorney, requested approval to reclassify the following positions and to use SCCP funds to supplement minimum salary requirements effective May 1, 2025:

- A. Part-time Assistant County Attorney II to a full-time Assistant County Attorney II.
- B. Part-time Paralegal II to a full-time Paralegal II.

Jennie Haymond abstained from participating in the vote for SCCP personnel request D-C 15ab.

16. Ted Dean, Mercer County Attorney, requested approval to reclassify a part-time Victim Advocate II position to a part-time Victim Advocate III position with SCCP funds to supplement minimum salary requirements effective May 1, 2025.

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17. Paul Howard, Pike County Attorney, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate Supervisor position retroactive to April 16, 2025.

18. Martin Hatfield, Pulaski County Attorney, requested approval to reclassify the following positions and to use SCCP funds to supplement minimum salary requirements effective May 1, 2025.

- A. Part-time Assistant County Attorney III to part-time First Assistant County Attorney IV.
- B. Full-time Victim Advocate II to full-time Victim Advocate Supervisor.

Martin Hatfield abstained from participating in the vote for SCCP personnel request D-C 18ab.

Joe Ross made a motion to approve SCCP personnel request D-C 14–18ab, the motion was seconded by John Estill, and passed by voice vote.

19. Amy Chandler, Warren County Attorney, requested approval to reclassify the following part-time positions to full-time and to use SCCP funds to supplement minimum salary requirements effective May 1, 2025.

- A. Part-time Assistant County Attorney I to full-time Assistant County Attorney II.
- B. Part-time Assistant County Attorney II to Full-time Assistant County Attorney II.
- C. Three Part-time Administrative Specialist II to Full-time Executive Assistants

Joe Ross made a motion to approve SCCP personnel request D-C 19abc with the exception that item 19c receive the requested funds for two of the three positions to the position title to Executive Assistant the motion was seconded by John Estill, and passed by voice vote.

LEASES

21st JUDICIAL CIRCUIT LEASE

Bobby Stokes reported that the expansion project for the 21st JC was completed, adding an additional 706 square feet to the office. Brian Wright made a motion to approve the

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increased annual lease rate by \$9,000, seconded by Jackie Steele and passed by voice vote.

PERSONNEL REQUESTS

A. NO ADDITIONAL FUNDS

1. Donna Dixon, Commonwealth's Attorney 2nd Judicial Circuit, requested approval to establish two (2) temporary quarter-time Intern positions with no additional funds, to be paid with asset forfeiture funds effective June 1, 2025, through July 31, 2025.
2. Kori Beck Bumgarner, Commonwealth's Attorney 8th Judicial Circuit, requested approval to establish two (2) temporary quarter-time Law Clerk positions with no additional funds, to be paid with asset forfeiture funds effective May 16, 2025, through August 15, 2025.
3. Kyle Williamson, Commonwealth's Attorney 10th Judicial Circuit, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III position with no additional funds effective May 1, 2025.
4. Shelly Miller, Commonwealth's Attorney 11th Judicial Circuit, requested approval to reclassify a full-time Administrative Specialist I position to a part-time Administrative Specialist II position with no additional funds retroactive to April 16, 2025.
5. Andy Sims, Commonwealth's Attorney 13th Judicial Circuit, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III position with no additional funds effective May 1, 2025.
6. Rob Sanders, Commonwealth's Attorney 16th Judicial Circuit, requested approval to establish five (5) temporary quarter-time Intern positions with no additional funds, to be paid with asset forfeiture funds effective May 16, 2025, through August 31, 2025.
7. Michael Zimmerman, Commonwealth's Attorney 17th Judicial Circuit, requested approval to establish a quarter-time Assistant

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Commonwealth's Attorney IV position with no additional funds effective May 1, 2025.

8. Beverly Brewer, Commonwealth's Attorney 23rd Judicial Circuit, requested approval to reallocate a full-time Victim Advocate II to a full-time Victim Advocate III position with no additional funds effective May 1, 2025.
9. Brent Turner, Commonwealth's Attorney 31st Judicial Circuit, requested approval to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III position with no additional funds effective May 1, 2025.
10. Mike Lindsey, Commonwealth's Attorney 49th Judicial Circuit, requested approval to establish a temporary quarter-time Intern position with no additional funds, to be paid with asset forfeiture funds effective June 1, 2025, through July 31, 2025.
11. Louis Kelly, Commonwealth's Attorney 54th Judicial Circuit, requested approval to:
 - a. Establish three (3) temporary quarter-time Intern positions with no additional funds, to be paid with asset forfeiture funds effective May 16, 2025, through August 15, 2025.
 - b. Establish a temporary quarter-time Commonwealth's Detective position with no additional funds, to be paid with asset forfeiture funds effective May 1, 2025, through July 31, 2025.

Jackie Steele made a motion to approve no additional funds requests A 1-11ab, the motion was seconded by Rob Sanders, and passed by voice vote.

12. Lee Riddle, Hopkins County Attorney, requested approval to reclassify a part-time Assistant County Attorney I position to a part-time shared Assistant County Attorney II position with no additional funds.
13. Jennie Haymond, Madison County Attorney, requested approval to reclassify the following positions effective date May 1, 2025:
 - a. Three (3) part-time Paralegal I positions to full-time Paralegal I positions.

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- b. Part-time Victim Advocate I position to Full-time Victim Advocate I position.

Jennie Haymond abstained from participating in the vote for no additional funds request A 13ab.

John Estill made a motion to approve no additional funds request A 12-13ab, the motion was seconded by Martin Hatfield, and passed by voice vote.

B. ADDITIONAL FUNDS REQUIRED

1. Kori Beck Bumgarner, Commonwealth's Attorney 8th Judicial Circuit, requested approval to reclassify a quarter-time Assistant Commonwealth's Attorney IV position to a full-time Administrative Specialist I position with additional funds for fringe effective May 1, 2025.

Courtney Baxter made a motion to approve additional funds request B1, the motion was seconded by Jackie Steele, and passed by voice vote.

ADJOURN

Bobby Stokes reminded the Council that the next scheduled meeting was May 16, 2025.

Jackie Steele made a motion to adjourn at 11:03 AM EST, the motion was seconded by Margaret Daniel, and passed by voice vote.