

**PAC MEMBERS PRESENT**

Rob Duncan, Proxy for Attorney General Russell Coleman  
Rob Sanders, Commonwealth's Attorney, 16<sup>th</sup> Judicial Circuit  
Brian Wright, Commonwealth's Attorney, 29<sup>th</sup> Judicial Circuit  
Courtney Baxter, Commonwealth's Attorney, 12<sup>th</sup> Judicial Circuit  
Jackie Steele, Commonwealth's Attorney, 27<sup>th</sup> Judicial Circuit  
Carrie Ovey-Wiggins, Commonwealth's Attorney, 56<sup>th</sup> Judicial Circuit  
Jennie Haymond, Madison County Attorney  
Jenny Oldham, Hardin County Attorney  
John Estill, Mason County Attorney  
Joe Ross, Logan County Attorney  
Margaret Daniel, Citizen Member

**PAC/OAG STAFF PRESENT**

Bobby Stokes  
Patricia Wise  
Gina Carey  
Susan Blake  
Alyssa Logan  
Julie Cox  
Penny Quatman  
Jenny True-Reed  
Tom Lockridge  
Harry Rothgerber  
Kathy Phillips  
Samantha Bracco

**GUESTS PRESENT**

Maureen Leamy, Commonwealth's Attorney, 3<sup>rd</sup> Judicial Circuit  
Mike Van Meter, Commonwealth's Attorney, 6<sup>th</sup> Judicial Circuit  
Kimberly Baird, Commonwealth's Attorney, 22<sup>nd</sup> Judicial Circuit  
Gerina Whethers, Commonwealth's Attorney, 30<sup>th</sup> Judicial Circuit  
Joe White, Clay County Attorney  
Keith Craycraft, Montgomery County Attorney  
Crystal Heinz, Trimble County Attorney  
Mary Tobin, 14<sup>th</sup> Judicial Circuit  
Karen Young, 30<sup>th</sup> Judicial Circuit  
Jeff Derouen, Jefferson County Attorney's Office  
Ashely Royce, Auditor of Public Accounts

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 March 21<sup>st</sup> 2025, PAC meeting and reminded everyone to be sure to sign-in.

Bobby Stokes directed the Council to review the meeting minutes from February 14<sup>th</sup>, 2025 PAC meeting for approval. Rob Duncan made a motion to approve February 14<sup>th</sup>, 2025 minutes, the motion was seconded by Rob Sanders and passed by voice vote.

### **ADMINISTRATIVE**

Bobby Stokes directed the Council to a letter from Grant Axon, Gallatin County Attorney, located in the folders provided. He mentioned that Grant Axon is currently facing health issues, and his assistant has been supporting the office during this period. Louis Kelley added that he and Jordan will contact the Gallatin County office to offer any necessary assistance.

### **TRAINING UPDATE**

Susan Blake reported that the amendment to the qualification statute for victim advocates was not filed per the County Attorney's Association but will be revisited at the next legislative session. She also mentioned that several states are developing a "Best Practice for Victim Support" after an incident of mass violence. She has contacted Rewa Zakharia and Robyn Diez D'Aux to gauge interest in collaborating in developing a protocol for Kentucky. Aaron Ash in the Victim's Advocacy Division of the OAG was involved with the Marshall County shooting and service to victims in that case, so she proposed meeting with Aaron and Robyn to discuss the possibility of drafting a protocol as well as review what other states have done.

The Kentucky Prosecutors Institute (KPI)- was held March 10-13 and was very well received. Students were committed and worked hard on their presentations and the faculty and speakers spent hours working with assigned small groups to provide an excellent trial advocacy training for new prosecutors. A summary of the evaluations is included in materials for the Council to review.

Registration is open for the KPI - Jury Selection course in May with a charge of \$100 per person. The annual Kentucky Prosecutors Conference (KPC) scheduled for August is still in the planning phases but most scheduled sessions are currently filled.

### **RESOURCE PROSECUTOR UPDATE**

Jenny True-Reed, the Traffic Safety Resource Prosecutor, reported that the Train the Trainer course is scheduled for next week at the Origin Hotel in Lexington, Kentucky.

The Lethal Weapon Training has one available spot and will be held in Pigeon Forge, Tennessee, during the last week of April. She noted that any offices with a prosecutor or reconstructionist interested in attending can contact her directly. Additionally, she will be a speaker at the Kentucky Office of Highway Safety Summit in Louisville in May.

Kathy Phillips, the Domestic Violence Resource Prosecutor, reported that she will be collaborating with Jenny True-Reed next week on the Train the Trainer course, where she will serve both as faculty and presenter. She noted that next month marks the first official month for the new DOCJT in-service domestic violence training, with which she is closely involved. Additionally, she is working with the prosecutor training group and continues to assist prosecutors with their cases.

Tom Lockridge, Violent Crime Resource Prosecutor, explained that he has been assisting Susan Blake in preparation for KPI, noting that the course was very successful. Additionally, he has begun interviewing witnesses for his case, which is set for trial in October. Last week, he helped Gerina Whether, Commonwealth's Attorney for the 30th Judicial Circuit, shoot a video. He continues to assist prosecutors with their cases.

### **PAC STAFF PAYROLL CERTIFICATIONS**

Bobby Stokes directed the Council to review the February 15<sup>th</sup>, 2025, and February 28<sup>th</sup>, 2025, PAC/UPS payroll certifications in the folders provided for approval. Rob Sanders made a motion to approve February 15<sup>th</sup>, 2025, and February 28<sup>th</sup>, 2025, PAC/UPS payroll certifications, the motion was seconded by Joe Ross and passed by voice vote.

### **CASE MANAGEMENT SYSTEM UPDATE**

Alyssa Logan reported that the Case Management team is still awaiting the API from AOC. She explained that Column Case mentioned they are rolling out an update, which should be completed in the next couple of weeks and will include the discovery portion as well. She hopes to have a live secure environment to test the features and provide a recommendation at the next PAC meeting.

### **SPECIAL AUDIT OF THE UNIFIED PROSECUTORIAL SYSTEM & PROSECUTORS ADVISORY COUNCIL**

Bobby Stokes directed the Council to review the engagement letter from the Auditor of Public Accounts Office located in the folders provided. The Auditor's office requested a meeting with some PAC staff to discuss the scope of the audit, the initial documentation they would like to review, and the due date. The meeting took place several weeks ago, and all requested documentation has been submitted. Once the Auditor's office has reviewed the documentation, they will contact PAC regarding any questions or

additional information they may need. Rob Sanders requested clarification on the audit conclusion date. Ashley Royce, a representative from the auditor's office, was in attendance and clarified that once the initial report is released, PAC will have 60 days to respond, and the final report and completion of the audit should be by the end of June. Bobby noted that members of the Auditor's Office were in attendance at the meeting and that PAC staff was looking forward to working with them.

Bobby Stokes announced that a computer recycling event was held in Somerset and Elizabethtown last month to reclaim surplus electronics, and it was very successful. He explained that due to restrictions at the Galt House, where the 2024 Kentucky Prosecutors Conference was held, PAC was unable to provide a pod for surplus electronics. However, for the 2025 Kentucky Prosecutors Conference in Lexington, PAC plans to offer this service again to collect any remaining electronic surplus from the offices.

Gina Carey reported that the data collection period for the Child Sexual Abuse report would normally have begun by now. However, due to the requirement for a new MOU with AOC it was delayed and then when the data was received it was not formatted correctly. She anticipates that the data collection period will begin in the next few weeks.

Bobby Stokes noted that some requests had been received by PAC Staff to attend the virtual National Organization of Victim Advocacy (NOVA) conference and inquiries related to whether the operating budgets would be allowed to be used to pay the registration fee. Bobby asked the Council if this is something, particularly for County Attorneys, they would be willing to allow from operating budget. John Estill made a motion to approve the registration fee for the virtual NOVA conference to be paid from the operating budget if requested, the motion was seconded by Joe Ross, and passed by voice vote.

## **BUDGET**

### **FY2025 UPDATE**

Gina Carey reported there was a surplus in personnel for the Commonwealth's Attorneys and she was going to make a request to the Office of the State Budget Director to move some personnel allotment to operating to allow for the replacement of computers and servers going out of warranty. She noted that it was also the time of year where an email will go out reminding the offices to use their operating and supply budgets and deadlines for doing so. She noted that the vacancies had dropped off for both the Commonwealth's and County Attorney budget and she felt like that was an indication that the Salary Classification and Compensation Plan (SCCP) was working to retain employees as intended. Even with the lower vacancy numbers, she noted that there would still be a lapse of some SCCP funding at the end of FY25.

**FY2026 UPDATE**

Gina Carey directed the Council to the FY26 budget handouts in their materials. In discussing the County Attorneys budget, she noted that the appropriation for FY26 from HB 6 of the 2024 session, included a 3% annual increment for both the elected official (the CPI statute was not withstood yet again) and staff salary budgets. She noted that she left the Rocket Docket allocation at the same rate as FY25 but the Council could decide to allocate additional funding from the surplus if they received applications from new programs they would like to fund. She noted the funding for AALC (HB8 subsidies) was included yet again and the funding for the SCCP program included enough funding for a 3% increase to the scale as well. The budget had a Zero line for the \$3.5M in additional positions and that is because those funds were allocated in the first year of the biennium (FY25) and were now included in the staff salary budgets. Lastly, she stated there was an additional \$125,000 for additional PAC staff included in FY26 over the \$125,000 that was included in FY25. When added with the same appropriation for the Commonwealth's Attorneys, the total funding for additional PAC staff position under the UPS was now \$500,000 for the biennium. She also stated that the vacancy credit amount had been reduced as the vacancies appeared to be slowing which would leave a balance of roughly \$1.9M.

Gina went on to discuss the Commonwealth's Attorney budget and noted that the budget is very similar with regards to assumptions for personnel. She stated that the cost of leases continued to climb at an alarming rate and the second largest office in the state was up for lease renewal this year with the possibility of having to relocate. She stated that she added funding for leases for contingency but if that office had to relocate, there would need to be further budget adjustments. She stated that the tentative budget had a projected balance of approximately \$1.3M. No action was taken on the FY26 budget as the retirement rate had not been confirmed as of the date of the meeting.

**SALARY CLASSIFICATION AND COMPENSATION****1. POLICY REVIEW**

Gina Carey commented that both the Commonwealth's and County Attorney SCCPs may need some adjustments now that the plan had been implemented for most of the fiscal year. She stated that she thought the Council may want to take some time before the next meeting to consider any revisions and possibly form a subcommittee or two. Joe Ross stated that it may be good to have two subcommittees, one for each side, and have them

meet together later. He also noted that they didn't want to set up a situation where the two plans were competing against each other. The Council determined Rob Sanders and Joe Ross would meet to discuss any potential changes to recommend to the Council at the next meeting.

Gina Carey directed the Council to the Draft SCCP Post Implementation Policy handouts in the materials. She noted that they were basically the same policies used for the implementation but updated the language to apply to post implementation. She noted that she did add one additional policy that was approved on its own at the December meeting regarding allowing the PAC staff to downgrade a position without PAC approval if the candidate did not meet the requirements of the current classification. Joe Ross made a motion to approve the SCCP Post Implementation Policy for both the County and Commonwealth's Attorneys. Rob Sanders seconded the motion and the motion passed by voice vote.

## **2. SCCP PERSONNEL REQUESTS**

1. Michael Van Meter, Commonwealth's Attorney 6th Judicial Circuit, requested approval to reclassify a full-time Assistant Commonwealths Attorney I position to a full-time Assistant Commonwealth's Attorney IV position with \$41,000 in SCCP funds to supplement minimum salary requirements effective April 16, 2025.

Rob Sanders made a motion to approve Michael Van Meter's request to reclassify a full-time Assistant Commonwealths Attorney I position to a full-time Assistant Commonwealth's Attorney IV position with \$41,000 in SCCP funds to supplement minimum salary requirements effective April 16, 2025, the motion was seconded by Brian Wright and passed by voice vote.

2. Brent Turner, Commonwealth's Attorney 31st Judicial Circuit, requested approval to reclassify a full-time Assistant Commonwealths Attorney III position to a full-time First Assistant Commonwealth's Attorney IV position with SCCP funds to supplement minimum salary requirements effective May 16, 2025.

Rob Sanders made a motion to approve Brent Turner's request reclassify a full-time Assistant Commonwealths Attorney III position to a full-time First Assistant Commonwealth's Attorney IV position with SCCP funds to supplement minimum salary

requirements effective May 16, 2025, the motion was seconded by Brian Wright and passed by voice vote.

3. Jordan Turner, Boone County Attorney, requested approval to reclassify a full-time Assistant County Attorney IV position to a full-time Prosecuting Staff Attorney Manager/Supervisor position and to reclassify a part-time Administrative Specialist II position to a full-time Administrative Specialist II, both effective April 1, 2025.

Joe Ross made a motion to approve Jordan Turner's request to reclassify a full-time Assistant County Attorney IV position to a full-time Prosecuting Staff Attorney Manager/Supervisor position and to reclassify a part-time Administrative Specialist II position to a full-time Administrative Specialist II, both effective April 1, 2025, the motion was seconded by Jenny Oldham, and passed by voice vote.

4. Monica Hill, Fleming County Attorney, requested approval to reclassify a part-time Executive Administrative Assistant position to a part-time Office Manager position effective April 1, 2025.

Joe Ross made a motion to deny Monica Hill's request to reclassify a part-time Executive Administrative Assistant position to a part-time Office Manager position effective April 1, 2025, the motion was seconded by Jenny Oldham and passed by voice vote.

5. Joe Ross, Logan County Attorney, requested approval to reclassify a part-time Assistant County Attorney III position to a part-time Assistant County Attorney III Supervisor position effective April 1, 2025.

John Estill made a motion to approve Joe Ross's request to reclassify a part-time Assistant County Attorney III position to a part-time Assistant County Attorney III Supervisor position effective April 1, 2025, the motion was seconded by Rob Sanders and passed by voice vote.

6. Justin Keown, Ohio County Attorney, requested approval to reclassify a part-time Assistant County Attorney III position to a part-time Assistant County Attorney IV position effective April 1, 2025.

Martin Hatfield made a motion to approve Justin Keown's request to to reclassify a part-time Assistant County Attorney III position to a part-time Assistant County Attorney IV position effective April 1, 2025, the motion was seconded by Jennie Haymond and passed by voice vote.

7. Stephen Johnson, Wolfe County Attorney, requested approval to reclassify a part-time Executive Administrative Assistant position to a full-time Executive Administrative Assistant position effective April 1, 2025.

Joe Ross made a motion to deny Stephen Johnson's request to reclassify a part-time Executive Administrative Assistant position to a full-time Executive Administrative Assistant position effective April 1, 2025, the motion was seconded by Jenny Oldham and passed by voice vote.

### **3. TABLED SCCP PERSONNEL REQUESTS**

1. Crystal Heinz, Trimble County Attorney, requests approval to reclassify a quarter-time Paralegal I position to a part-time Administrative Specialist II position with SCCP funds to supplement minimum salary requirements.

Joe Ross requested Crystal's Heinz request to reclassify a quarter-time Paralegal I position to a part-time Administrative Specialist II position be moved to additional funds requests.

Gina Carey stated that there had been a survey, at the direction of the Council in February, to determine if any County Attorney offices would want an updated copy of the Domestic Violence "Red Book" books. She noted that 42 of 120 offices responded in the affirmative. Martin Hatfield made a motion to approve the purchase of the Red Books for those offices who responded to the survey, the motion was seconded by Jenny Oldham and passed by voice vote.

## **LEASES**

### **43<sup>RD</sup> JUDICIAL CIRCUIT LEASE**

The prior approval for the annual lease rate for the Office of the Commonwealth's Attorney, 43<sup>rd</sup> JC was inaccurate as submitted by Real Properties. Approval is requested to amend the rate to \$12/sq ft for an annual cost of \$54,288. A motion to approve the increase was made by Jackie Steele, seconded by Rob Sanders and passed by voice vote.

At this point it was determined an April meeting would be necessary to address this and other topics too numerous to deal with at the May meeting. Joe Ross made a motion to set a Special Meeting for Thursday, April 17<sup>th</sup> at 10:00am EDT, the motion was seconded by Rob Sanders and passed by voice vote.



**PAC/UPS STAFF POSITIONS****1. ADMINISTRATIVE STAFF**

Gina Carey directed the Council to their meeting materials for a handout detailing the UPS/PAC Staff salaries by employee. She noted that the search for a new IT Director had once again commenced as Bobby Ripy resigned after assuming the position for three days. She stated that a new potentially good candidate had been found after advertising on Indeed again and second interviews were underway. She asked the Council if they had any questions about the handout regarding salaries, but no one replied.

**PERSONNEL REQUESTS****A. NO ADDITIONAL FUNDS**

1. Donna Dixon, Commonwealth's Attorney 2<sup>nd</sup> Judicial Circuit, requested approval to establish a temporary volunteer non-funded Assistant Commonwealth's Attorney I position retroactive to March 1, 2025 through December 31, 2025.
2. Maureen Leamy, Commonwealth's Attorney 3<sup>rd</sup> 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, 2024, through August 8, 2024.
3. Kathryn Senter, Commonwealth's Attorney 4<sup>th</sup> Judicial Circuit, requested approval to:
  - a. Reallocate a full-time Assistant Commonwealth's Attorney IV position to a full-time First Assistant Commonwealth's Attorney IV position.
  - b. Reallocate a full-time Share Assistant Commonwealth's Attorney I position to a full-time Share Assistant Commonwealth's Attorney II position, both with no additional funds retroactive to March 16, 2025.
  - c. Reallocate a full-time Victim Advocate II to a full-time Victim Advocate III.
  - d. Reallocate a quarter-time Administrative Specialist I to a quarter-time Administrative Specialist II.
  - e. Increase the salary of a part-time Assistant Commonwealth's Attorney II.

4. Shane Young, Commonwealth's Attorney 9<sup>th</sup> 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 May 1, 2025, through August 15, 2025.
5. Shelly Miller, Commonwealth's Attorney 11<sup>th</sup> Judicial Circuit, requested approval to reallocate a part-time Administrative Specialist II position to a full-time Administrative Specialist I position with no additional funds effective April 16, 2025.
6. Kimberly Baird, Commonwealth's Attorney 22<sup>nd</sup> Judicial Circuit, requested approval to reallocate a full-time Victim Advocate I position to a full-time Victim Advocate Supervisor position with no additional funds effective April 1, 2025.
7. David Dalton, Commonwealth's Attorney 28<sup>th</sup> Judicial Circuit, requested approval to reallocate a full-time Victim Advocate I position to a full-time Administrative Specialist position retroactive to February 16, 2024.
8. Gerina Whethers, Commonwealth's Attorney 30<sup>th</sup> Judicial Circuit, requested approval to:
  - a. Reallocate a part-time Assistant Commonwealth's Attorney II position to a full-time Commonwealth's Detective I position effective April 1, 2025.
  - b. Reallocate a full-time Assistant Commonwealth's Attorney I position to a full-time Commonwealth's Attorney III position effective April 16, 2025.
9. Miranda King, Commonwealth's Attorney 39<sup>th</sup> Judicial Circuit, requested approval to reallocate a part-time Assistant Commonwealth's Attorney I position to a part-time Law Clerk position and revert back to Assistant Commonwealth's Attorney I position upon successful competition of Bar exam effective May 1, 2025.
10. Jordon Turner, Boone County Attorney, requested approval to establish a temporary quarter-time Intern position with no additional funds, to be paid with asset forfeiture funds effective May 1, 2025 through July 15, 2025.

Rob Sanders made a motion to approve no additional funds requests A 1-10, The motion was seconded by Courtney Baxter and passed by voice vote.

**B. ADDITIONAL FUNDS REQUIRED**

1. Maureen Leamy, Commonwealth's Attorney 3<sup>rd</sup> Judicial Circuit, requested approval to establish a full-time Assistant Commonwealth's Attorney IV position with additional funds to support salary.

Carrie Ovey-Wiggins made a motion to approve additional funds request B-1, the motion was seconded by Jackie Steele and passed by voice vote.

2. Leigh Ann Roberts, Commonwealth's Attorney 15<sup>th</sup> Judicial Circuit, requested approval to establish a full-time Assistant Commonwealth's Attorney I position with additional funds to support salary.

Courtney Baxter made a motion to approve additional funds request B-2, the motion was seconded by Rob Sanders and passed by voice vote.

3. Dennis Foust, Commonwealth's Attorney 42<sup>nd</sup> Judicial Circuit, requested approval to reallocate a full-time Assistant Commonwealth's Attorney III to a full-time Assistant Commonwealth's Attorney IV.

Rob Sanders made a motion to approve additional funds request B-3, the motion was seconded by Brain Wright and passed by voice vote.

4. Joseph White, Clay County Attorney, requested additional funding for salary increases of a Victim Advocate position.

Rob Duncan made a motion to table additional funds request B-4 until the May PAC meeting, the motion was seconded by Rob Sanders and passed by voice vote.

5. Crystal Heinz, Trimble County Attorney, requests approval to reclassify a quarter-time Paralegal I position to a part-time Administrative Specialist II position with SCCP funds to supplement minimum salary requirements.

Joe Ross made a motion to approve Crystal Heinz request to reclassify a quarter-time Paralegal I position to a part-time Administrative Specialist II position, using general funds rather than the original request to supplement the salary with SCCP funds, the motion was seconded by Martin Hatfield, and passed by voice vote.

**C. TABLED REQUESTS ADDITIONAL FUNDS REQUIRED**

1. Zac Greenwell, Commonwealth's Attorney 5<sup>th</sup> Judicial Circuit, requested reallocation of a part-time Administrative Specialist I position to a part-time Assistant Commonwealth's Attorney I position with additional funding for salary.

Carrie Ovey Wiggins made a motion to approve tabled additional funds request C-1, the motion was seconded by Rob Sanders and passed by voice vote.

2. Steven Franzen, Campbell County Attorney, requested to reallocate a part-time Assistant County Attorney I position to a part-time Assistant County Attorney IV position with additional funding for salary.

Joe Ross made a motion to approve tabled additional funds request C-2 using general funds to bring the salary up to the minimum, the motion was seconded by Martin Hatfield and passed by voice vote.

3. Jeremy Logsdon, Grayson County Attorney, requested additional funding to supplement the salary of a full-time Assistant County Attorney I position.

Joe Ross made a motion to table the tabled additional funds request C-3 until the June PAC meeting, the motion was seconded by Rob Duncan and passed by voice vote.

4. Keith Craycraft, Montgomery County Attorney, requested reallocation of a part-time Assistant County Attorney I position to a part-time Assistant County Attorney II position with additional funding for salary.

John Estill made a motion to approve tabled additional funds request C-4, the motion was seconded by Jenny Oldham and passed by voice vote.

5. Derek Jorge Campbell, Perry County Attorney, requested the reallocation of a quarter-time Assistant County Attorney I position to a part-time Assistant County Attorney I position with additional funding for salary.

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

**ADJOURN**

MINUTES

Friday, March 21<sup>st</sup>, 2025

10:00 AM EDT

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

Bobby Stokes reminded the Council that the next scheduled meeting was May 16<sup>th</sup>, 2025, with a special PAC meeting scheduled for April 17<sup>th</sup>, 2025.

Rob Sanders made a motion to adjourn at 11:08 AM EST, the motion was seconded by Margaret Daniel and passed by voice vote.