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Office of the Attorney General
Conference Room A
1024 Capital Center Dr.
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PAC MEMBERS PRESENT

Wil Schroder, Proxy for Attorney General Russell Coleman
Rob Sanders, Commonwealth's Attorney, 16th Judicial Circuit
Brian Wright, Commonwealth's Attorney, 29th Judicial Circuit
Courtney Baxter, Commonwealth's Attorney, 12th Judicial Circuit
Jennie Haymond, Madison County Attorney
John Estill, Mason County Attorney
Joe Ross, Logan County Attorney
Martin Hatfield, Pulaski County Attorney
Margaret Daniels, Citizen Member

PAC/OAG STAFF PRESENT

Bobby Stokes
Gina Carey
Penny Quatman
Julie Cox
Alyssa Logan
Samantha Bracco
Amanda Mullins
Patricia Wise
Kathy Phillips
Harry Rothgerber

GUEST PRESENT

Mike Zimmerman, Commonwealth's Attorney, 17th Judicial Circuit
Gerina Whethers, Commonwealth's Attorney, 30th Judicial Circuit
Amanda Hernandez Troutman, Commonwealth's Attorney, 55th Judicial Circuit
Kelli Kearney, Commonwealth's Attorney, 14th Judicial Circuit
Mike Lindsey, Commonwealth's Attorney, 49th Judicial Circuit
John Hansen, Commonwealth's Attorney, 33rd Judicial Circuit
Sarah Martin, Jefferson County Attorney's Office
Ronald Craycraft, Montgomery County Attorney

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John Hayne, Fayette County Attorney's Office

Jeff Derouen, Jefferson County Attorney's Office

Marc Robbins, Executive Director, Kentucky County Attorneys Association

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 meeting. Bobby welcomed Jennie Haymond, Madison County Attorney, to the PAC council. Bobby reminded everyone since this is a special meeting, conversations would be limited to only topics on the agenda.

Bobby Stokes welcomed the new PAC employee, Patricia Wise. She is the new Administrative Specialist Senior.

Bobby Stokes directed the Council to review the meeting minutes from December 3rd, 2024, PAC meeting for approval. Courtney Baxter made a motion to approve the December 3rd, 2024 minutes, the motion was seconded by Martin Hatfield and passed by voice vote.

ADMINISTRATIVE

TRAINING UPDATE

Gina Carey reported on behalf of Susan Blake that the Kentucky Prosecutor's Institute (KPI) training will take place in March. The deadline is February 7th, 2025 and there are still three (3) spots available for the County Attorney offices. Susan Blake will expand the KPI training after seeing how much interest there is from the Commonwealth's Attorneys offices. Everyone at the March KPI training will be able to purchase the NDAA Trial Advocacy book for \$65. Gina Carey reported that there has been discussion about charging a fee for future KPI training, due to the cost increase for food and training materials. Gina Carey reported that with a fee associated, people are less likely to drop out at the last minute for the training. Gina Carey asked if the council wants to consider a fee for the May Jury Selection course to pay for materials. Bobby Stokes clarified that the fee can be processed through asset forfeiture funds. Gina Carey asked the council to allow a nominal registration fee of \$100 for the May Jury Selection course and

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allowing PAC to charge up to \$250 for KPI trainings after the May 2025 course. Joe Ross made a motion to approve the request to charge a \$100 registration fee for the May 2025 training and also allowing PAC to charge up to \$250 for future KPI trainings, the motion was seconded by John Estill and passed by voice vote.

Susan Blake reported Derrick Wright provided feedback regarding restrictions on asking candidates about arrests and convictions during the interview process. Derrick Wright noted that there isn't a federal or state law prohibiting asking this information and reported that Louisville has a ban the box local ordinance prohibiting from asking applicants of any arrests and convictions, that should be considered by PAC for interview processes. Criminal backgrounds can be completed with the applicant's consent through the employer. Derrick Wright recommended including a policy that would make job offers contingent on a criminal background check rather than running a background check on every applicant. Derrick Wright also provided EEOC language about the potential problems of asking general questions about criminal backgrounds and PAC proposed to make Derrick's recommendations available on the PAC intranet (<https://prosecutors.ky.gov/>) along with other FAQ's of employment law matters. He also advised against relying on information solely on the basis of arrest instead of conviction.

RESOURCE PROSECUTOR UPDATE

Kathy Phillips reported on behalf of Tom Lockridge, Violent Crime Resource Prosecutor. Tom Lockridge continues preparations for the Boyd County Capitol case that was set for January 27th, 2025. He obtained a superseding indictment in December and the case has been rescheduled for August 4th, 2025. He participated in the Basic Training Course for New Commonwealth's Attorney in December. He has worked to familiarize himself with the Sheanshang case in Scott County in preparation for any potential involvement. Tom Lockridge will help with preparations for the case and prepare to handle witness testimonies. Tom Lockridge, Jenny True-Reed, and Kathy Phillips continue to assist prosecutors throughout the state.

Kathy Phillips reported on behalf of Jenny True-Reed, the Traffic Safety Resource Prosecutor. She explained The Train the Trainer registration is almost full and if anyone is interested, contact Jenny True-Reed or Gail Whitt. The Lethal Weapon training is

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scheduled for late April 2025 and registration will be sent out towards the end of February. Jenny True-Reed recently completed the Cops in Court training in Harrison County. Cops in Court for Graves County is scheduled for February 12th, 2025. She is speaking at the KCAA (Kentucky County Attorneys Association) Winter Conference. Jenny will serve as faculty and present at KPI in March.

Kathy Phillips, the Domestic Violence Resource Prosecutor, reported that the Strangulation Manual was released last week and can be accessed online on the PAC intranet. Kathy Phillips will be doing a presentation at the County Winter Conference in February 2025 on protection orders and related criminal law. Kathy reported she is working with the Department of Criminal Justice Training (DOCJT) on the renewed 40-hour Domestic Violence in service week. She will be training in both practices for the investigation and prosecution of Domestic Violence and Strangulation cases. This training will begin the second week of February. Kathy Phillips reported she will also be in a training group for the Kentucky Prosecutor's Institute (KPI) March training.

PAC STAFF PAYROLL CERTIFICATION

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

CASE MANAGEMENT SYSTEM UPDATE

Alyssa Logan reported things are going well with the case management software configuration. The Case Management Team is just waiting for the memorandum of understanding (MOU) from the Administrative Office of the Courts (AOC). After the next meeting, the new system will be opened into a test secure environment so the pilot sites can go in and enter information into cases to see how it is going to work and correct any issues that may arise. The plan is to move forward with the pilots even without the integration with AOC. The integration with AOC will come as soon as the MOU is signed. There will be two (2) options for training; a Train the Trainer or a website-based

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option. A decision hasn't been made yet on which option will be used. Gina Carey reported that the case management software training will take place in March or April. The MOU will be phased in. Gina Carey reported that she spoke with the vendor about integrating a timesheet feature into the case management system. The cost for the program would be \$82,610 which would be split between the County Attorney and Commonwealth's Attorney's budgets. If paid under the case management funding, there is sufficient money available. This system would be voluntary. The Council directed Ginato conduct a poll to get an idea if this would be something the prosecutors offices would be interested in .

BUDGET**A. FY2025 UPDATE**

Gina Carey reported that the budget is going well. As expected there have been several vacancies in the Commonwealth's Attorney offices. The County Attorney's offices have less vacancies as they are now seeing the benefits of the SCCP plan and the expectation is that we should see the same from the Commonwealth's Attorney vacancies after all of the office transitions from the recent election.

Gina Carey reported that she contacted County Attorneys and Commonwealth's Attorney that still have vacant newly allocated positions. Three (3) Commonwealth's Attorney offices have vacant positions. David Dalton, 28th Judicial Circuit, has someone to hire and plans to ask the Council at the February 14th PAC meeting for approval to hire someone as an Administrative Specialist while she gets the required experience to transition to a Victim Advocate. Brian Wright, 29th Judicial Circuit, has someone lined up for the position and will ask the Council at the February 2025 PAC meeting for additional funds. John Gardner, 43rd Judicial Circuit reported he is having trouble finding someone to fill the position due to the minimum salary for the position but is still actively trying to recruit.

Gina Carey reported there are nine (9) positions in the County Attorney's offices that are vacant. Nicholas Marsh, Carroll County Attorney, reported that the funding isn't enough to fill the shared position within Carroll and Owen County. John Lewis, Elliott

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County Attorney, reported he will request reallocation to a part-time position and then will fill immediately. Jeremy Logsdon, Grayson County Attorney advised he has a plan in place for a future candidate. William Elkins, Clark County Attorney; Matthew Warnock, Greenup County Attorney; Allen Wilson, Livingston County Attorney; Jennie Haymond, Madison County Attorney; Lisa Nally-Martin, Marion County Attorney; Ronald Craycraft, Montgomery County Attorney, all report they are having difficulties filling positions due to a need for more funding. Rob Sanders asked the Council to revisit the Victim Advocate salary at the February PAC meeting.

B. HOUSE BILL 6 SEMI-ANNUAL REPORT

Gina Carey reported that the Legislative Research Commission (LRC) has provided the template to report on the additional appropriations that were made last year. Gina Carey provided a draft copy of the report to the Council for review and approval detailing the expenditures on the special appropriations through December 31, 2024 and any anticipated lapse. She stated that there were projected lapses for many of the special appropriations due to the start dates and getting everything in place. She anticipates a lapse on the Case Management due to the new pilot program. One of the two Application Specialist positions will be filled in the next month. The lapse is calculated on the vacant positions through February 1, 2025 with the anticipation the pilots will be successful. Gina Carey must submit this report to LRC by February 1, 2025. John Estill made a motion to approve the FY2024-2025 semi-annual budget report, the motion was seconded by Rob Sanders and passed by voice vote.

C. SALARY CLASSIFICATION AND COMPENSATION REQUESTS

1. Policies

Gina Carey reported that the policy plan packets that were distributed at the December 2024 PAC meeting will be moved to the February 2025 PAC meeting, ensuring the Council has more time to review. Gina Carey also reported that the classification scale needs to be revisited for the FY26 for the required experience and minimum salary scale, where any modifications need to be made.

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2. Requests

1. Donna Dixon, Commonwealth's Attorney 2nd Judicial Circuit, requested an exception to the Salary Classification and Compensation Plan for an Executive Assistant position.

Rob Sanders made a motion to deny Donna Dixon's request for an exception for an Executive Assistant position, the motion was seconded by John Estill and passed by voice vote.

2. Michael Zimmerman, Commonwealth's Attorney 17th Judicial Circuit, requested approval to reclassify a full-time Assistant Commonwealth's Attorney IV position to a full-time First Assistant Commonwealth's Attorney IV, with SCCP funds to supplement minimum salary requirements retroactive to January 1, 2025.

Rob Sanders made a motion to approve Michael Zimmerman's request to reclassify a full-time Assistant Commonwealth's Attorney IV position to a full-time First Assistant Commonwealth's Attorney IV, the motion was seconded by Courtney Baxter and passed by voice vote.

3. Matt Runyon, Commonwealth's Attorney 24th Judicial Circuit, 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 January 1, 2025.

Rob Sanders made a motion to approve Matt Runyon's request to reclassify a full-time Victim Advocate II position to a full-time Victim Advocate III position, the motion was seconded by Brian Wright and passed by voice vote.

4. David Smith, Commonwealth's Attorney 25th Judicial Circuit, requested an exception to the Salary Classification and Compensation Plan for an Assistant Commonwealth's Attorney IV position.

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Rob Sanders made a motion to pass David Smith's request to the February 2025 PAC meeting and move to additional funds, the motion was seconded by Margaret Daniel and passed by voice vote.

5. Michael Lindsey, Commonwealth's Attorney 49th Judicial Circuit, requested an exception to the Salary Classification and Compensation Plan and approval to reallocate the following retroactive January 6, 2025.

- a. To reclassify a part-time Administrative Specialist I position to a full-time Executive Assistant Specialist position.
- b. To reclassify a full-time Victim Advocate I position to a full-time Victim Advocate III position.

Rob Sanders made a motion to deny Michael Lindsey's request to reclass an Executive Assistant but approve the request from a part-time to full time Administrative Specialist, the motion was seconded by Courtney Baxter and passed by voice vote.

Rob Sanders made a motion to table the request to reclassify a full-time Victim Advocate to a Victim Advocate III position to the February 2025 PAC meeting, the motion was seconded by Courtney Baxter and passed by voice vote.

6. Hart Megibben, Commonwealth's Attorney 53rd Judicial Circuit requested approval to reclassify a part-time Assistant Commonwealth's Attorney IV position to a full-time Assistant Commonwealth's Attorney IV position effective January 16, 2025.

Brian Wright made a motion to approve Hart Megibben's request to reclassify a part-time Assistant Commonwealth's Attorney IV position to a full-time Assistant Commonwealth's Attorney IV position, the motion was seconded by Courtney Baxter and passed by voice vote.

7. Amanda Hernandez Troutman, Commonwealth's Attorney 55th Judicial Circuit requested approval to reclassify a part-time Assistant Commonwealth's Attorney I

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position to a part-time Assistant Commonwealth's Attorney IV position with SCCP funds to supplement minimum salary requirements effective February 1, 2025.

John Estill made a motion to approve Amanda Hernandez Troutman's request limited to allowing for the reallocation of the position from a part-time Assistant Commonwealth's Attorney I position to a part-time Assistant Commonwealth's Attorney IV position but with no additional funds provided, the motion was seconded by Brian Wright and passed by voice vote.

8. Carrie Ovey-Wiggins, Commonwealth's Attorney 56th Judicial Circuit, requested approval to reclassify a full-time Assistant Commonwealth's Attorney III position to a full-time Assistant Commonwealth's Attorney IV position with SCCP funds to supplement minimum salary requirements retroactive to January 1, 2025.

Brian Wright made a motion to approve Carry Ovey-Wiggin's request to reclassify a full-time Assistant Commonwealth's Attorney III position to a full-time Assistant Commonwealth's Attorney IV position, the motion was seconded by Margaret Daniel and passed by voice vote.

9. Steve Gold, Henderson County Attorney, requested approval to reallocate a full-time shared Assistant County Attorney IV to a full-time Assistant County Attorney IV with additional SCCP funds to bring the salary to a minimum per the SCCP scale.

Joe Ross made a motion to approve Steve Gold's request to reallocate a full-time shared Assistant County Attorney IV to a full-time Assistant County Attorney IV, the motion was seconded by John Estill and passed by voice vote.

10. Paul Howard, Pike County Attorney, requested approval to reclassify a part-time Paralegal I position to a full-time Paralegal I position with SCCP funds to supplement minimum salary requirements effective January 16, 2025.

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Joe Ross made a motion to table Paul Howard's request to reclassify a part-time Paralegal I position to a full-time Paralegal I position, the motion was seconded by Wil Schroder and passed by voice vote.

D. LEASES

Gina Carey provided an overview for new leases from the recent office transitions.

1. 20th Judicial Circuit

Gina Carey reported a cost of \$20,406 annually to lease the first floor of the building (1,376 sq ft). Once the second floor is completed from construction, the rate will be adjusted and increased. There are no utilities included. The current budget impact is \$10,400.

2. 41st Judicial Circuit

Gina Carey reported that Madeline Wise had worked with Real Properties to get the office moved and the new lease cost is \$36,000 annually with no utilities included. The budget impact is \$21,380.

3. 44th Judicial Circuit

Gina Carey reported that Michael Taylor, Commonwealth's Attorney 44th Judicial Circuit, has requested to start the process to find a new office space due to the flood risk to the current building which has flooded several times in the past.

4. 52nd Judicial Circuit

Gina Carey reported a cost of \$23,704 annually for 2,107 sq ft of temporary office space with a budget savings of \$5,000 until the permanent space is completed,

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then the additional square footage and cost increase will be added in. There are no utilities included.

Rob Sanders made a motion to approve new leases for the 20th JC, 41st JC, 44th JC, and 52nd JC with additional funding needed, the motion was seconded by Brian Wright and passed by voice vote.

E. PAC/UPS STAFF POSITIONS

Gina Carey noted that during the reclassifications at the beginning of the fiscal year, Jenny True Reed, the Traffic Safety Resource Prosecutor had been overlooked. She requested to reclassify Jenny True-Reed to an Assistant Commonwealth's Attorney IV with SCCP funds to supplement minimum salary.

Martin Hatfield made a motion to approve the request to reclassify Jenny True-Reed to an Commonwealth's Attorney IV, the motion was seconded by Rob Sanders and passed by voice vote.

Gina Carey reported that in February the budget will be reviewed for additional staffing within Case Management and for one (1) new position for PAC.

Gina Carey reported that Diane Marcus, the PAC quarter-time Grants Administrator has resigned effective January 31, 2025. She also reported that Chad Coleman, IT Director will be resigning. Gina and Chad actively looking for his replacement. Gina advised that Chad Coleman doesn't have a effective resignation date and will stay on to get the new IT Director up to speed on everything. John Estill expressed his gratitude for all that Chad Coleman has done over the years.

PERSONNEL REQUESTS

A. NO ADDITIONAL FUNDS

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1. Donna Dixon, Commonwealth's Attorney 2nd Judicial Circuit requested approval to reallocate the following retroactive to January 1, 2025:
 - a. A full-time First Assistant Commonwealth's Attorney I to a full-time First Assistant Commonwealth's Attorney III and
 - b. A full-time Assistant Commonwealth's Attorney I to a full-time Assistant Commonwealth's Attorney II.
 - c. A quarter-time Assistant Commonwealth's Attorney II to a quarter-time Assistant Commonwealth's Attorney IV.

Additionally, she requested approval to establish a temporary full-time Office Manager Position for the period of January 1, 2025 to February 28, 2025 to be paid from asset forfeiture funds.

Rob Sanders made a motion to approve no additional funds request A1a, b, c, and the request to establish a temporary Office Manager position, the motion was seconded by Brian Wright and passed by voice vote.

2. Kori Bumgarner, Commonwealth's Attorney 8th Judicial Circuit, requested approval to reallocate a quarter-time Commonwealth's Detective I to a quarter-time Administrative Specialist II retroactive January 5, 2025.

Rob Sanders made a motion to approve no additional funds request A2, the motion was seconded by Courtney Baxter and passed by voice vote.

3. Kyle Williamson, Commonwealth's Attorney 10th Judicial Circuit, requested approval to:
 - a. Temporarily allocate a full-time Assistant Commonwealth's Attorney I position to a part-time Assistant Commonwealth's Attorney I position and revert back to a full-time retroactive from January 1, 2025 through February 1, 2025 and
 - b. Reallocate a full-time Administrative Specialist II to a full-time Executive Administrative Assistant retroactive to January 1, 2025.

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Brian Wright made a motion to approve no additional funds request A3 a and b, the motion was seconded by Rob Sanders and passed by voice vote.

4. Kelli Kearney, Commonwealth's Attorney 14th Judicial Circuit, requested approval to reallocate the following retroactive to January 1, 2025:
 - a. A full-time Assistant Commonwealth's Attorney I position to a full-time Assistant Commonwealth's Attorney IV position.
 - b. A full-time Assistant Commonwealth's Attorney I position to a full-time Assistant Commonwealth's Attorney II position.
 - c. Additionally she requested approval to establish two (2) unfunded Assistant Commonwealth Attorneys positions retroactive to January 6, 2025.

Rob Sanders made a motion to approve no additional funds request A4 a and b, the motion was seconded by Brian Wright and passed by voice vote.

5. Michael Laws, Commonwealth's Attorney 18th Judicial Circuit requested approval for the following retroactive to January 6, 2025:
 - a. Temporarily reallocate a full-time First Assistant Commonwealth's Attorney IV position to a full-time Law Clerk position revert back to a full-time Assistant Commonwealth's Attorney I position upon successful completion of the Bar exam; and
 - b. To reallocate a full-time Commonwealth's Detective I position to a full-time Commonwealth's Detective II position.

Rob Sanders made a motion to approve no additional request A5 a and b, the motion was seconded by Brian Wright and passed by voice vote.

6. Rhese McKenzie, Commonwealth's Attorney 20th Judicial Circuit, requested approval to reallocate the following retroactive to January 6, 2025:

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- a. A full-time Assistant Commonwealth's Attorney I position to a full-time
- b. Assistant Commonwealth's Attorney IV position and
- c. A full-time Commonwealth's Detective I position to a full-time Victim Advocate III position and
- d. A part-time Assistant Commonwealth's Attorney I position to a part-time shared Assistant Commonwealth's Attorney II position.

Rob Sanders made a motion to approve no additional funds request A6 a, b, and c, the motion was seconded by Margaret Daniel and passed by voice vote.

- 7. Beverly Brewer, Commonwealth's Attorney 23rd Judicial Circuit, requested approval to reallocate a full-time Administrative Specialist II position to a full-time Paralegal II position effective January 16, 2025.

Rob Sanders made a motion to approve no additional funds request A7, the motion was seconded by Brian Wright and passed by voice vote.

- 8. Karen Davenport, Commonwealth's Attorney 26th Judicial Circuit, requested approval to reallocate a full-time Assistant Commonwealth's Attorney II position to a part-time Assistant Commonwealth's Attorney position retroactive to January 6, 2025 and to hire a family member into the position.

Rob Sanders made a motion to approve no additional funds request A8, the motion was seconded by Margaret Daniel and passed by voice vote.

- 9. Jackie Steele, Commonwealth's Attorney 27th Judicial Circuit, per PAC policy, requested approval to increase salary of two Assistant Commonwealth's Attorney positions in excess of \$10,000 within single FY retroactive to December 16, 2024.

Rob Sanders made a motion to approve no additional funds request A9, the motion was seconded by Margaret Daniel and passed by voice vote.

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10. John Hansen, Commonwealth's Attorney 33rd Judicial Circuit, requested approval to reallocate a part-time Assistant Commonwealth's Attorney I position to a part-time Administrative Specialist I position retroactive to January 6, 2025.

Rob Sanders made a motion to approve no additional funds request A10, the motion was seconded by Margaret Daniel and passed by voice vote.

11. Haley Jo Fields, Commonwealth's Attorney 41st Judicial Circuit requested approval to reallocate the following retroactive to January 1, 2025:

- a. A full-time Paralegal I position to a part-time Paralegal II position;
- b. A part-time Detective I position to a full-time Detective I position; and
- c. A part-time Administrative Specialist I position to a part-time Assistant Commonwealth's Attorney I position.

Rob Sanders made a motion to approve no additional funds request A11 a, b, and c, the motion was seconded by Margaret Daniel and passed by voice vote.

12. Michael Taylor, Commonwealth's Attorney 44th Judicial Circuit, requested approval to reallocate the following retroactive to January 6, 2025:

- a. A full-time Assistant Commonwealth's Attorney I position to a part-time Assistant Commonwealth's Attorney I position;
- b. A full-time Paralegal I position to a part-time Administrative Specialist I position and;
- c. A part-time Assistant Commonwealth's Attorney I to a part-time Assistant Commonwealth's Attorney II position.

Rob Sanders made a motion to approve no additional funds requests A12 a, b, and c, the motion was seconded by Margaret Daniel and passed by voice vote.

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13. Matt Butler, Commonwealth's Attorney 47th Judicial Circuit, requested approval to reallocate a full-time Commonwealth's Detective I position to a part-time Commonwealth's Detective I position effective January 16, 2025.

Rob Sanders made a motion to approve no additional funds request A13, the motion was seconded by Margaret Daniel and passed by voice vote.

14. Mike Lindsey, Commonwealth's Attorney 49th Judicial Circuit, requested approval to reallocate the following retroactive to January 6, 2025:

- a. A full-time Administrative Specialist II position to a part-time Administrative Specialist II position; and
- b. A part-time Administrative Specialist I position to a part-time Commonwealth's Detective I position.

Rob Sanders made a motion to approve no additional funds request A14 a and b, the motion was seconded by Margaret Daniel and passed by voice vote.

15. Shannon Powers, Commonwealth's Attorney 52nd Judicial Circuit, requested approval to reallocate the following retroactive to January 6, 2025:

- a. A full-time First Assistant Commonwealth's Attorney I position to a full-time First Assistant Commonwealth's Attorney II position.
- b. A full-time Administrative Specialist I position to a part-time Administrative Specialist I position; and
- c. A full-time Assistant Commonwealth's Attorney II position.

Rob Sanders made a motion to approve no additional funds request A15 a, b, and c, the motion was seconded by Margaret Daniel and passed by voice vote.

16. Nikki Anthony-Armes, Breckinridge County Attorney, requested approval to reallocate a part-time Assistant County Attorney IV to a quarter-time Assistant County Attorney IV and move the benefits to a part-time shared Assistant County Attorney I position.

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Joe Ross made a motion to approve no additional funds request A16, the motion was seconded by Martin Hatfield and passed by voice vote.

17. William Elkins, Clark County Attorney, requested approval to establish a quarter-time Assistant County Attorney position with no additional funds retroactive to January 1, 2025.

Martin Hatfield made a motion to approve no additional funds request A17, the motion was seconded by Jenny Haymond and was passed by voice vote.

18. John Lewis, Estill County Attorney, requested approval to reallocate a full-time Victim Advocate I to a part-time Victim Advocate I. Additionally, he requested approval to establish a quarter-time Administrative Specialist II position.

Joe Ross made a motion to approve no additional funds request A18, the motion was seconded by John Estill and passed by voice vote.

19. Russ Goff, Green County Attorney, requested approval to reallocate a quarter-time Law Clerk position to a quarter-time County Detective position.

Joe Ross made a motion to approve no additional funds request A19 with the caveat that proof of POP certification is provided, the motion was seconded by Wil Schroder and passed by voice vote.

20. John Nicholas, LaRue County Attorney, requested approval to reallocate a part-time Administrative Specialist I position to a full-time Paralegal I position retroactive to January 1, 2025.

Joe Ross made a motion to approve no additional funds request A20, the motion was seconded by Jenny Haymond and passed by voice vote.

B. ADDITIONAL FUNDS REQUIRED

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1. Donna Dixon, Commonwealth's Attorney 2nd Judicial Circuit, requested approval to:
 - a. Establish a full-time Commonwealth's Detective II position with additional funding to pay the minimum salary for the classification and
 - b. Reallocate a quarter-time Assistant Commonwealth's Attorney I to a full-time Assistant Commonwealth's Attorney I or II and
 - c. Funding to fill the vacant quarter-time Administrative Specialist I in the amount of \$22,027.

Rob Sanders made a motion to deny additional funds required request B1a, and approve B1b as an Assistant Commonwealth's Attorney I, the motion was seconded by Brian Wright and passed by voice vote. Donna Dixon withdrew her request for B1c.

2. Kelli Kearney, Commonwealth's Attorney 14th Judicial Circuit, requested to reallocate a full-time Administrative Specialist I position to a full-time Victim Advocate II position and additional funding to support salary effective February 1, 2025.

Rob Sanders made a motion to approve additional funds required request B2, the motion was seconded by Courtney Baxter and passed by voice vote.

3. Beverly Brewer, Commonwealth's Attorney 23rd Judicial Circuit, requested approval to establish a full-time Assistant Commonwealth's Attorney I position with additional funds to support salary.

Rob Sanders made a motion to approve additional funds request B3, the motion was seconded by Courtney Baxter and passed by voice vote.

4. Haley Jo Fields, Commonwealth's Attorney 41st Judicial Circuit, requested approval to establish a full-time Victim Advocate I position with additional funds to support salary effective January 16, 2025.

Rob Sanders made a motion to approve additional funds required request B4, the motion was seconded by Brian Wright and passed by voice vote.

5. John Estill, Mason County Attorney, requested additional funding for a full-time shared Victim Advocate position effective January 16, 2025.

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Joe Ross made a motion to approve additional funds required request B5, the motion was seconded by Rob Sanders and passed by voice vote. John Estill abstained from voting.

C. TABLED REQUESTED ADDITIONAL FUNDS REQUIRED

1. Maureen Leamy, Commonwealth's Attorney 3rd Judicial Circuit, requested a revised amount of additional funding for staff salary increases effective December 16, 2025

Rob Sanders made a motion to deny the tabled request C1, the motion was seconded by Brian Wright and passed by voice vote.

2. Zac Greenwell, Commonwealth's Attorney 5th Judicial Circuit, requested reallocation of a part-time Administrative Specialist I position to a part-time Assistant Commonwealth's Attorney I position with additional fundings for salary.

Rob Sanders made a motion to table request C2 until the February 14th PAC meeting, the motion was seconded by Wil Schroder and passed by voice vote.

3. Dennis Foust, Commonwealth's Attorney 42nd Judicial Circuit requested a full-time Assistant Commonwealth's Attorney IV position with additional funding to bring the salary to the minimum for the classification. This is a revised request.

Rob Sanders made a motion to approve the request C3, the motion was seconded by Brian Wright and passed by voice vote.

ADJOURN

Bobby Stokes announced that the next PAC meeting will be held on February 14th at 10:00AM EST at the Attorney General's East Office, Conference Room A, 1024 Capital Center Drive, Frankfort, KY 40601.

MINUTES

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John Estill made a motion to adjourn at 12:03 PM EST, the motion was seconded by Margaret Daniel and passed by voice vote.