

## Special Meeting Minutes

March 31, 2025

10:00 AM EDT

TEAMS Video-Teleconference Special Public Meeting Link:

[https://teams.microsoft.com/l/meetupjoin/](https://teams.microsoft.com/l/meetupjoin/19%3ameeting_OGUwZGU4NzEtZTIINy00ZGYyLTlmNmEtZWRIYmNIMjM0YmM2%40thead.v2/0?context=%7b%22Tid%22%3a%22a3156d57-2973-4c03-81a9-9da732113531%22%2c%22Oid%22%3a%228a964b5b-1819-4b67-ae4a-5abdf2f91450%22%7d)

[19%3ameeting\\_OGUwZGU4NzEtZTIINy00ZGYyLTlmNmEtZWRIYmNIMjM0YmM2%40thead.v2/0?context=%7b%22Tid%22%3a%22a3156d57-2973-4c03-81a9-9da732113531%22%2c%22Oid%22%3a%228a964b5b-1819-4b67-ae4a-5abdf2f91450%22%7d](https://teams.microsoft.com/l/meetupjoin/19%3ameeting_OGUwZGU4NzEtZTIINy00ZGYyLTlmNmEtZWRIYmNIMjM0YmM2%40thead.v2/0?context=%7b%22Tid%22%3a%22a3156d57-2973-4c03-81a9-9da732113531%22%2c%22Oid%22%3a%228a964b5b-1819-4b67-ae4a-5abdf2f91450%22%7d)

### PAC MEMBERS PRESENT

Will Schroder, proxy for Attorney General

Rob Sanders, Commonwealth's Attorney, 16<sup>th</sup> Judicial Circuit

Courtney Baxter, Commonwealth's Attorney, 12<sup>th</sup> Judicial Circuit

Carrie Ovey-Wiggins, Commonwealth's Attorney, 56<sup>th</sup> Judicial Circuit

Brian Wright, Commonwealth's Attorney, 29<sup>th</sup> Judicial Circuit

Martin Hatfield, Pulaski County Attorney

Jennie Haymond, Madison County Attorney

Jenny Oldham, Hardin County Attorney

Lisa Foley, Citizen member

### PAC/OAG STAFF PRESENT

Bobby Stokes

Susan Blake

Gina Carey

Julie Cox

Madeline Wise

Alyssa Logan

Chad Coleman

### GUESTS PRESENT

Zach Greenwell, Commonwealth's Attorney, 5<sup>th</sup> Judicial Circuit

Shane Young, Commonwealth's Attorney, 9<sup>th</sup> Judicial Circuit

Ronald Judy, Office of the Commonwealth's Attorney, 18<sup>th</sup> Judicial Circuit

Mike Taylor, Commonwealth's Attorney, 44<sup>th</sup> Judicial Circuit

Melissa Phelps, Martin County Attorney

Megan Williams, Menifee County Attorney

Lisa Nally-Martin, Marion County Attorney

Lee Riddle, Office of the Hopkins County Attorney

Kelli Kearney, Commonwealth's Attorney, 14<sup>th</sup> Judicial Circuit

Karen Davenport, Commonwealth's Attorney, 26<sup>th</sup> Judicial Circuit

Jennie Haymond, Madison County Attorney

Herb McKee, Commonwealth's Attorney, 51<sup>st</sup> Judicial Circuit

Carrie McIntyre, Shelby County Attorney

Brandon Ison, Commonwealth's Attorney, 37<sup>th</sup> Judicial Circuit

Blake Chambers, Commonwealth's Attorney, 38<sup>th</sup> Judicial Circuit

Pursuant to KRS 15.100(2), Bobby Stokes, Executive Director called roll. After the roll was called, a quorum was announced, and the meeting was called to order.

Bobby Stokes welcomed everyone to the meeting and reiterated this is a special meeting according to KRS 61.823 requested by the presiding officer Attorney General Coleman and advised that discussions would be limited to only topics on the agenda.

## ADMINISTRATIVE

Bobby Stokes advised that the purpose of the meeting is to discuss PAC staff positions in consideration. We have been working to fill previously vacant positions and to address the administrative responsibilities of Unified Prosecutorial System. While the positions remain unfilled, PAC staff Mike Carr submitted his notice of resignation after 20 years of service. Mike's duties included computer purchases, electronic equipment purchasing and inventory. Mike will transfer to the Office of the Attorney General to work within the Child Enforcement Division. With this departure compiled with the other unfilled positions, it is necessary to hire someone to assist with the unassigned duties and fiscal year close out procedures.

The previously approved Salary Classification and Compensation (SCCP) has been updated to accommodate the positions to fill the voids in PAC staffing. Gina advised that the draft plan is in the PAC member's folders for review. Gina explained that while seeking qualified individuals for the IT Director position, it was determined that candidates do not meet the state government experience and background requirement as outlined. Gina suggested a revision from state government experience be changed to a minimum of 10 years of employment in the IT field in high level administration or criminal justice field.

The SCCP, page 4 addresses procurement issues that have become prevalent due to Mike Carr's transfer. Gina reminded the Council that funding is in place to hire an extra position for FY26 to assist in procurement and fiscal duties.

Within the SCCP, the Case Management positions are included for Application Specialist I, II, III; Chad Coleman has been moved into the Application Specialist III position from the IT Director position. Gina indicated that funding is available for the Fiscal Advisor position from remaining FY25 and an additional \$250,000 for FY26.

Martin Hatfield made a motion to adopt the amended SCCP outline of positions within UPS, seconded by Rob Sanders and passed by voice vote.

Bobby advised that the previously hired IT Director resigned within a few days of accepting the position. Additional interviews were conducted, and Chris Adams is the most qualified candidate that will best fit the roll, and his resume is for review within the PAC folders. Gina advised that position descriptions are available in the folders for the

Fiscal Advisor and IT Director for review.

The IT Director starting salary is requested at \$90,000 with a year probationary period. There will be two salary increases: the first at the six-month milestone and again at the annual review with successful completion of server and workstation replacements and managing the PAC helpdesk ticket system.

The motion to approve Chris Adams effective 4/16/25 at a starting salary of \$90,000 for the IT Director position was made by Jenny Oldham, seconded by Courtney Baxter and passed by voice vote.

Bobby advised that the Fiscal Advisor position was advertised as soon as we were notified of the upcoming vacancy of Mike Carr. An individual has been located that can assist in procurement, fiscal duties, procurement card, eMars training of new staff and has a broad range of knowledge and skills. Tammy Eversole interviewed and meets all the experience needed and her resume is in the PAC folders. She previously worked for the Office of the Attorney General and is currently with the Finance and Administration Cabinet. Tammy has assisted PAC staff in previous years and is familiar with the duties and responsibilities. Due to her vast experience and level of responsibility that will be required by her, a salary of \$88,436 is requested which is similar to the Human Resource Director. A motion to approve the hiring of Tammy Eversole effective 4/16/25 was made by Jenny Oldham, seconded by Brian Wright and passed by voice vote.

Bobby advised that the Budget Analyst position is held by Alyssa Logan, and she has been working on the UPS side assisting Gina with budget issues. To be more in line with the merit system positions and due to her increased duties because of the vacancy made by Lindsay, a salary adjustment is requested from \$63,000 to \$73,000 effective 4/16/25.

Martin Hatfield made a motion to approve the salary increase of the Budget Analyst position, seconded by Rob Sanders, and passed by voice vote.

Bobby announced that a new OAG employee will start 4/16/25. The Executive Advisor position previously held by Madeline Wise was reclassified as a non-merit Administrative Coordinator. Tish Baker will be working closely with Penny Quatman processing payments.

Bobby updated the Council on the vacant OAG PAC staff positions and advised that the Budget Specialist II position is currently being advertised, and interviews will be forthcoming. The process to reclassify the Administrative Specialist Senior position to a Human Resource Specialist Senior has been submitted to the front office as well as the reclassification of the Network Technician III position to a Purchasing Agent II position.

Rob Sanders advised that filling Madeline Wise's vacant position is substantial and asked Wil to express his gratitude to General Coleman in helping move that position

forward after being vacant for over a year. Rob referenced the distribution of staff positions funded by UPS and requested a list of AG funded PAC positions showing which are filled and vacant. This list will be beneficial to the Auditor's showing how understaffed PAC staff is and has been for years.

Bobby offered to provide the Council with a list of all positions, current salaries and vacant positions and duration of each vacancy at the next meeting.

Bobby expressed his gratitude for Tricia Wise and the hard work she's been doing as PAC's newest employee.

Bobby reminded members and guests that the next meeting of the Prosecutors Advisory Council would be a Special Meeting on Thursday, April 17, 2025.

A motion to adjourn was made by Rob Sanders, seconded by Courtney Baxter, and passed by voice vote. The meeting was adjourned at 10:23 AM.