

PAC MEMBERS PRESENT

Amy Burke, present as General Daniel Cameron's Proxy
Chris Cohron, Commonwealth's Attorney, 8th Judicial Circuit
Shane Young, Commonwealth's Attorney, 9th Judicial Circuit
Courtney Baxter, Commonwealth's Attorney, 12th Judicial Circuit
John Soyars, Christian County Attorney
Martin Hatfield, Pulaski County Attorney
Joe Ross, Logan County Attorney
Margaret Daniel, Citizen Member

PAG/OAG STAFF PRESENT

Bobby Stokes
Amy Burke
Susan Blake
Gina Carey
Madeline Wise
Mike Carr
Samantha Bracco

GUESTS PRESENT

John Cunningham, Graves County Attorney
Harry Rothgerber, Office of the Commonwealth's Attorney, 8th Judicial Circuit
John Bertram, Taylor County Attorney
Thomas B. Wine, Commonwealth's Attorney, 30th Judicial Circuit
Lisa Nally-Martin, Marion County Attorney
Kassidy Dees, Henry County Attorney
Laura Witt, Commonwealth's Attorney, 53rd Judicial Circuit

Pursuant to KRS 15.100(2), Executive Director, Bobby Stokes asked Madeline Wise to call 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 and reminded everyone the meeting was also live streamed so the camera would move based on who moves or speaks.

Bobby welcomed Angela Evans, the new Fayette County Attorney that started October 1, 2022 and Kimberly Baird, Commonwealth's Attorney, 22nd Judicial Circuit and Kassidy Dee, Henry County Attorney.

A motion to approve the minutes from the August 23rd meeting and the special meeting on September 23rd was made by Shane Young, seconded by Martin Hatfield, and passed by voice vote.

ADMINISTRATIVE

TRAINING UPDATES

Susan announced the results of the KPC conference are complete, they were very positive and provided good feedback.

Susan informed every one of the cross-examination training that will take place at the end of the month.

Susan reported the basic training conference will take place December 5th-8th and registration will be available soon.

Bobby announced that the Child Sexual Abuse data for 2020-2021 will be available soon. Gina explained some errors have occurred, but the targeted deadline is still February.

Jenny announced November 16th-18th there would be an ARIDE training for prosecutors attached to a court room success training in Newport, Kentucky. Six (6) spaces are still available for the training. A national speaker will be there to teach the drug recognition experts about testifying as experts, what to expect, cross-examination, and teaching prosecutors what officers learn through advanced roadside impairment classes and drug recognition expert courses.

Jenny reported she and Susan are currently scheduling a Prosecuting the Drugged Driver course which will take place at the Origin, in Lexington on February 28th through March 1st.

RESOURCE PROSECUTOR UPDATE

Tom Lockridge reported he has been working with Susan Blake to complete the cross-examination course. They're optimistic the course is going to be informative. The course is currently full.

Tom announced he's currently working on a case with Laura Witt and the case is making its way through the mental health world. Several prosecutors across the state of Kentucky have assisted them as well.

Tom announced Corey Morgan did an excellent job on a recent rape case, in which the person was found guilty and sentenced to 50 years in prison.

2023 KENTUCKY PROSECUTORS CONFERENCE

Madeline Wise reported she's received proposals from Lexington, Louisville, and Northern Kentucky for the 2023 KPC Conference. Several problems have come up, specifically the unavailability of preferred dates, increased cost and limited lodging rooms.

Madeline suggested looking at different room configurations in order to consider other avenues to host the conference with hopes of reduced cost and additional venue choices.

Chris Cohron made a motion for PAC staff to investigate further options regarding the venue and date for the 2023 Kentucky Prosecutors conference and contract as needed between now and the December PAC meeting, seconded by Courtney Baxter, and passed by voice vote.

Bobby announced that Madeline has already began gathering details for the 2024 Kentucky Prosecutors Conference.

2022 COUNTY ATTORNEY TRAFFIC SAFETY PROGRAM REPORT

Jenny announced they've received all the data and forms from 120 counties. Bobby has all the of data if anyone would like to review it.

She stated the draft letter to the speaker of the house and the president of the senate along with an excel spreadsheet detailing all the information required by the statute regarding the program is located in everyone's folder for today's meeting. Jenny thanked all County Attorney's for their assistance in collecting the required information.

Joe Ross made a motion to approve the 2022 County Attorney Traffic Safety Program report, seconded by John Soyers, and passed by voice vote.

2023 PAC MEETING CALENDAR

Bobby asked everyone to refer to the new calendar located in their folder and notice PAC meetings normally take place on the 3rd Friday of the month, however in February the meeting will take place on the 8th due to the County and Commonwealth Attorney Association Winter Conference. They've determined that would be a good date for the PAC meeting in Lexington, Kentucky at the Hilton downtown at 11 AM.

Bobby reported The PAC meeting date for August 2023 hasn't been scheduled yet due to the pending dates for the 2023 Kentucky Prosecutors Conference.

Martin Hatfield made a motion to approve the calendar, seconded by Joe Ross, and passed by voice vote.

REVISED UPS EMPLOYMENT MANUAL TEMPLATE

Susan reminded everyone of the contract entered into Derrick Wright of Sturgill Turner & Barker PLLC to assist with employment law matters and create an office manual. She explained a template was distributed to all the offices a few years back and Mr. Wright had reviewed this template to assure compliance with Federal and State law and his suggested changes are located in the folders provided today.

Susan recommended PAC staff continue to work with Mr. Wright to finalize any changes and assure compliance in order to distribute the new templates at Basic Training in December.

Susan announced and introduced Derrick Wright who attended today's meeting and offered his assistance to anyone who had questions.

Chris Cohron made a motion to adopt the new manual template, seconded by John, and passed by voice vote.

21st JC STATUS UPDATE

Bobby announced the need to address some of the unique issues related to the 21st Judicial Circuit regarding Ronnie Goldy. Previously it was decided administrative issues related the 21st Judicial Circuit would be presented before the council. After re-evaluating the situation, they would like to recommend some issues such as signing off on use of asset forfeiture funds, office supply orders, and travel vouchers be handled by PAC and larger issues such as, personnel changes and significant budget decisions be presented before the Council.

Chris Cohron made a motion to approve regular day to day expenses be handled by PAC staff, with the exception of personnel changes and budget decisions to be presented before the council, seconded by Courtney Baxter, and passed by voice vote.

Bobby announced, Kelly Clarke, who has temporarily taken over Ronnie Goldy's position had requested a temporary part-time assistant.

Chris Cohron made a motion to approve a temporary part-time assistant, seconded by Margaret Daniel, and passed by voice vote.

Chris Cohron made a motion that the Attorney General's office pursue action against Mr. Goldy pursuant to KRS 621.120, and if not completed by the December 9th PAC meeting, a motion will be made to suspend Mr. Goldy's salary, seconded by Courtney Baxter, and passed by voice vote.

BUDGET

Gina reminded everyone of the UPS staff that supports PAC who fall under the UPS payroll should be submitting payroll certifications. Due to the current turnover, she suggested centralizing the location of PAC staff in the organization within personnel and assigning them to the unit code 0360 and the PAC Director would be responsible for approving UPS staff payroll certifications and provide those to the Council.

A motion was made by Chris Cohron to approve the PAC director's authorization of payroll certifications for UPS staff and present those to the PAC council, seconded by Martin Hatfield, and passed by voice vote.

FY2023 UPDATE

Gina announced there are a larger number of vacant positions. Due to the amount of vacant positions, it's projected there will be a surplus of funds at the end of the year. She proposed up to a five percent (5%) staff salary increase for all County and Commonwealth Attorney's, effective December 1st. However, she reminded everyone the funds may not still be available in 2024.

Joe Ross made a motion to approve a five percent (5%) staff salary budget increase effective December 1st and ending June 30th with the understanding funds may not be available in 2024, seconded by Courtney Baxter, and passed by voice vote.

VOCA GRANT SUPPLEMENT REQUESTED

Gina announced the 2023 VOCA Grant was funded for October 1st and all of the existing programs were cut. In order to keep the current VOCA programs in place, \$40,000 is needed to supplement for the Commonwealth's Attorney's and \$97,000 for the County Attorney's. That consists of five (5) Commonwealth Attorney's offices and eight (8) County Attorney's offices.

Shane Young made a motion to approve reappropriation of funds to supplement the current VOCA Grants through the end of FY23, seconded by John Soyars, and passed by voice vote.

COUNTY ATTORNEY OPERATING

Gina announced the County Attorney budget was increased as a result of the FY23-FY24 funding in the Executive Budget. She explained a policy is now needed. Gina provided a draft policy that addresses matters related to copiers, phone systems, rent, utilities, and travel. She suggested forming a committee consisting of County Attorneys of different offices and configurations to assist with the best way to make this policy work for different parties.

Martin Hatfield made a motion to appoint a committee regarding the County Attorney operating budget policy, seconded by Joe Ross, and passed by voice vote.

Gina reported the Victims tracking software demo will be performed October 27th, anyone that would like to view the demo virtually can contact Gina.

Bobby explained requested have been made by several offices regarding cleaning contracts. Previously, local bidding has taken place for these contracts and often a member of the office staff will place a bid and typically this is the lowest bid. Bobby asked the PAC council to address the best way to handle bidding on cleaning contracts moving forward.

Gina suggested using the open portal which would be a blind bidding process. However, the County or Commonwealth's Attorney office would have final say to prevent any conflicts of interest.

Madeline explained the downside of this system is that it would take time, as the businesses that place a bid would have to be registered as a vendor with the state of Kentucky and all information would be submitted electronically through eMars and rural areas are not equipped to utilize an electronic process. Madeline suggested that offices submit local advertisements for a two-week period when janitorial services are needed, and competitive sealed bids should be submitted to PAC staff for processing.

Margaret Daniel made a motion to allow PAC staff to receive sealed bids for competitive purposes, seconded by Courtney, and passed by voice vote.

LEASES

34TH JC LEASE REVIEW

Madeline reported in 2019 the 34th Judicial Circuit requested the search for office space. Whitley County Health Department currently has space available that meets the needs of this office. There is a cost increase, the annual amount would be \$35,000. The current annual amount is \$23,000.

Chris Cohron made a motion to approve the new office space and cost increase for the 34th Judicial Circuit, seconded by Shane Young, and passed by voice vote.

Bobby announced the 10th Judicial Circuit will become a full-time operating office as of November 1st.

Expert Witness

Bobby announced Brent Turner, Commonwealth's Attorney 31st Judicial Circuit, requested approval for expert witness expenses in the amount of \$6,200.

Chris Cohron made a motion to approve expert witness expenses in the amount of \$6,200, seconded by Courtney Baxter, and passed by voice vote.

Personnel Requests

No Additional Funds

1. Kathy Senter, Commonwealth's Attorney 4th Judicial Circuit, requested approval to establish a quarter-time Assistant Commonwealth's Attorney position effective November 16, 2022. Chris made a motion to approve the request, seconded by Shane, and passed by voice vote.
2. Shelly Miller, Commonwealth's Attorney 11th Judicial Circuit, requested approval to increase salary over \$5,000.00 and to reallocate a part-time District Secretary position to a part-time Commonwealth Detective position retroactive to October 1, 2022. Chris made a motion

to approve the request, seconded by Margaret, and passed by voice vote.

3. Sharon Muse, Commonwealth's Attorney 14th Judicial Circuit, requested approval to reallocate a full-time Assistant Commonwealth's Attorney position to a full-time Law Clerk position retroactive to September 16, 2022. Chris made a motion to approve the request, seconded by Shane, and passed by voice vote.
4. Michelle Snodgrass, Commonwealth's Attorney 17th Judicial Circuit, requested approval to reallocate a full-time Assistant Commonwealth's Attorney position to a part-time Assistant Commonwealth's Attorney position effective November 1, 2022 and to reallocate a full-time District Secretary position to a part-time District Secretary position effective November 16, 2022. Chris made a motion to approve the request, seconded by Shane, and passed by voice vote.
5. Melvin Leonhart, Commonwealth's Attorney 20th Judicial Circuit, requested approval to increase salary of two (2) full-time Commonwealth Detective positions retroactive to September 16, 2022. Chris made a motion to approve the request, seconded by Shane, and passed by voice vote.
6. Brian Wright, Commonwealth's Attorney 29th Judicial Circuit, requested approval to establish a quarter-time Assistant Commonwealth's Attorney position retroactive to October 1, 2022. Chris made a motion to approve the request, seconded by Shane, and passed by voice vote.
7. Tom Wine, Commonwealth's Attorney 30th Judicial Circuit, requested approval to establish a temporary full-time Paralegal position funded with asset forfeiture effective November 16, 2022 through October 15, 2023 and further requested approval to increase salary over \$5,000.00 for Assistant Commonwealth's Attorney position retroactive to October 16, 2022. Chris made a motion to approve the request, seconded by Shane, and passed by voice vote.
8. Brandon Ison, Commonwealth's Attorney 37th Judicial Circuit, requested approval to increase salary over \$5,000.00 retroactive to September 16, 2022. Chris made a motion to approve the request, seconded by Shane, and passed by voice vote.

9. Laura Witt, Commonwealth's Attorney 53rd Judicial Circuit, requested approval to increase salary over \$5,000.00 of a full-time Assistant Commonwealth's Attorney position effective November 1, 2022. Chris made a motion to approve the request, seconded by Shane, and passed by voice vote.
10. Joseph White, Clay County Attorney, requested approval to reallocate a part-time Victim Advocate position to a full-time Victim Advocate position. Martin made a motion to approve the request, Seconded by John, and passed by voice vote.
11. Russell Goff, Green County Attorney, requested approval to reallocate a part-time Victim Advocate position to a full-time Victim Advocate position and to establish a quarter-time Victim Advocate position effective November 1, 2022. Martin made a motion to approve the request, Seconded by John, and passed by voice vote.
12. Robert Hammons, Whitley County Attorney, requested approval to establish a quarter-time County Detective position retroactive to August 1, 2022. Martin made a motion to approve the request, Seconded by John, and passed by voice vote.

Additional Funds Required

1. Shelly Miller, Commonwealth's Attorney 11th Judicial Circuit, requested additional funds to support a full-time Victim Advocate position and a quarter-time Victim Advocate position. Chris made a motion to approve the full-time position and deny the quarter time position at this time, seconded by Courtney, and passed by voice vote.
2. Herb McKee, Commonwealth's Attorney 51st Judicial Circuit, requested additional funds to support a full-time Victim Advocate position and a part-time Assistant Commonwealth's Attorney position. Chris made a motion to approve the full-time position and deny the part-time position until June 30th, seconded by Courtney, and passed by voice vote.

3. Laura Witt, Commonwealth's Attorney 53rd Judicial Circuit, requested additional funds to support a full-time Victim Advocate position. Chris made a motion to approve the request, seconded by Courtney, and passed by voice vote.
4. Kassidy Dees, Henry County Attorney, requested additional funds to fund a part-time Assistant County Attorney position. Joe made a motion to table the request until the January PAC meeting, seconded by Martin, and passed by voice vote.
5. John Bertram, Taylor County Attorney, requested additional funds to support a full-time Victim Advocate position. Joe made a motion to table request for additional funds until December PAC meeting, seconded by Martin, and passed by voice vote.

Chris explained his office is looking to convert a storage room into two (2) offices or utilize space downstairs to accommodate new staff. Madeline advised that a Space Request will be required for submission to Real Properties.

Margaret Daniel made a motion to approve the process with Real Properties, seconded by Shane Young, and passed by voice vote.

Bobby announced the next PAC meeting will take place on December 9, 2022.

A motion to adjourn the meeting at 11:25 a.m. was made by Margaret Daniel, seconded by John Soyars, and passed by voice vote.