

PAC MEMBERS PRESENT

Wil Schroder, Proxy for Attorney General Russell Coleman
Rob Duncan, 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
Brian Wright, Commonwealth's Attorney 29th Judicial Circuit
Carrie Ovey-Wiggins, Commonwealth's Attorney 56th Judicial Circuit
Joe Ross, Logan County Attorney
Martin Hatfield, Pulaski County Attorney
John Estill, Mason County Attorney
Jennie Haymond, Madison County Attorney
Jenny Oldham, Hardin County Attorney
Margaret Daniel, Citizen Member

PAC/OAG STAFF PRESENT

Bobby Stokes
Gina Carey
Jenny True-Reed
Tom Lockridge
Harry Rothgerber
Rewa Zakharia
Patricia Wise
Alyssa Logan
Julie Cox
Samantha Bracco
Destiny Bray
Penny Quatman
Tammy Eversole
Amanda Ciejko
Letitia Baker
Donna Conway

GUESTS PRESENT

Shane Young, Commonwealth's Attorney 9th Judicial Circuit
Gilbert Holland, Knox County Attorney
Arch Chip McKay, Nelson County Attorney
Angela Evans, Fayette County Attorney

Gerina Whethers, 30th Judicial Circuit Commonwealth's Attorney
Cecil Watkins, Rowan County Attorney
Karen Young, 30th Judicial Circuit
Anna Roberts Smith, Jessamine County
Dudley Cotton, Jefferson County
Jeff Fogg, Attorney General's Office
Brian Harrell, Attorney General's Office
Michael Laws, Commonwealth's Attorney 18th Judicial Circuit
Kelli Kearney, Commonwealth's Attorney 14th Judicial Circuit
Amanda Troutman Hernandez, Commonwealth's Attorney 55th Judicial Circuit
Catherine Mains, 55th Judicial Circuit
Brian Goettl, Jessamine County Attorney
Marc Robbins, KCAA
Kimberly Baird, Commonwealth's Attorney 22nd Judicial Circuit
Michele Duvall, Butler County Attorney

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 welcomed everyone to the January 16th, 2026 PAC meeting and reminded everyone to be sure to sign-in.

Bobby Stokes directed the Council to review the special meeting minutes from Friday, December 19th, 2025 PAC meeting for approval. Rob Sanders made a motion to approve the special meeting minutes; the motion was seconded by Wil Schroder and passed by voice vote.

ADMINISTRATIVE

TRAINING UPDATE

Tom Lockridge, Violent Crime Resource Prosecutor, reported for Susan Blake that the Leadership Challenge Course will take place January 27-29th, 2026 in Lexington, Kentucky. Registration for the Evidence Bootcamp Course Scheduled in Lexington, KY for April 16, 2026, has been sent out by email. It has had a great response with over 50 people registered within the first few days. The course will accept 30 participants; an additional course will be proposed to the Council for later this year. Susan Blake and Matthew Moyer will attend the Indiana Evidence Course in March to assist in preparation of the KY course.

Tom Lockridge reported that he and Susan Blake recorded a training session with Denise Durbin for advocates to be able to watch on demand through the Intranet, regarding how to avoid the unauthorized practice of law. Susan Blake anticipates adding more training videos to meet the requirements to ensure advocate training mentioned in the statutes. Tom Lockridge stated that he has been assisting Susan Blake in the planning of upcoming events. Basic training planning for County Attorneys is underway with the training staff working to secure a location for the December training.

Bobby Stokes reminded everyone of the upcoming Commonwealth's and County Attorneys winter conference in February, with the Commonwealth's Attorney's winter conference starting on February 16th, 2026, and the County Attorney's winter conference starting on February 18th, 2026.

Bobby Stokes updated everyone on the turnover coming due to elections; 15 offices will transition, and an additional 10 offices may be turning over as the incumbent is running opposed. Gina Carey informed the Council that Susan is working on the contract for Basic training that will be held this December, most likely in Louisville. She informed them that there will be space for 100 participants that would allow for some existing County Attorneys to attend as a refresher. Bobby mentioned that we will be running a PAC Council training in conjunction with the Basic training.

Bobby Stokes stated at the last meeting a template for the victim advocate job description was provided. There is a copy in the packet of materials. If there are no suggestions, Susan Blake will send them out to the prosecutors to implement. Written job descriptions for advocates are a requirement under the statutes. PAC staff will not be collecting or monitoring them just making the template available as needed. John Estill made a motion to approve the Victims Advocate job description; the motion was seconded by Rob Sanders and passed by voice vote.

RESOURCE PROSECUTOR UPDATE

Tom Lockridge, Violent Crime Resource Prosecutor, stated that he has been very occupied with calls handling serious questions over the past month. Tom had a meeting with an Assistant Commonwealth's Attorney from Jefferson County, over the handling of a complicated murder trial taking place in February. Tom updated that there have been a few new developments in his Boyd County case and the trial is scheduled in April.

Jenny True Reed reporting for Kathy Philips, the Domestic Violence Resource Prosecutor, reported that Kathy will be speaking at the County Attorney's Winter Conference in February as well as assisting Susan Blake with the evidence bootcamp.

Jenny True Reed, the Traffic Safety Resource Prosecutor, stated that she has been working on her presentation for the County Attorney's Winter Conference. Jenny updated the counsel on the roadside oral fluids program she stated that it is ever expanding. The TSRP Program will be hosting Prosecuting the Drugged Driver/ARIDE for Prosecutors in conjunction with the Ohio TSRP Program in Newport, Kentucky the week of March 31st, 2026.

Jenny True Reed stated that she has been asked to be a panelist at the 2026 Eastern Safety Summit in Massachusetts in March. She will be speaking about a CDL work group in which she is participant.

Jenny True Reed announced that monthly webinars started up again with the first one being on CDL's. The February monthly TSRP Webinar will have a mid-year TSRP update. She will update new bills in the legislature including voting under the influence. She will also update on the Court of Appeals decision on implied consent. Jenny informed everyone that she sent out registration for the February webinar on January 15th, 2026. She stated that all webinars are available on the PAC intranet, and they are also good for 1 hour of CLE accreditation. Jenny requested that anyone who would like to speak on any traffic safety issue or trial issue, please reach out to her.

Bobby Stokes also noted that Representative Peyton Griffee sponsored legislation to amend the job requirements for victims' advocates. The bill tracks the changes previously discussed at the PAC meetings. A copy of the bill is in the packet of materials.

OAG ORGANIZED RETAIL CRIME UNIT

Brian Harrell, Organized Retail Crime Detective, reported that the Department of Criminal Investigation established an Organized Retail Crime Unit to investigate Organized Retail Crime. The ORC unit does not investigate normal shoplifting. The ORC investigates large groups of professional thieves who travel and through some technical means or persistence, cause massive loss. Those groups are traveling, hitting multiple places, causing felony lawsuits. The goal of this unit is to be a resource for law enforcement, to assist them as needed to prosecute those good cases with the Commonwealth's Attorneys. The ORC unit consistently works from retailer complaints with companies like Walmart, TJ Maxx, and Lowes. Brian stated that through his investigations so far, he has indicted individuals from Shelby, Nelson, and Christian

Counties. Of those indicted the thefts span across 20 counties. Brian stated that there would be a one pager available as a resource and that he could be contacted with any questions.

CASE MANAGEMENT SYSTEM UPDATE

Alyssa Logan reported that the Case Management System team has an update to the system next week, and thereafter they will start rolling out to the rest of the offices.

Gina Carey stated that Louis Kelly went exclusive with Column Case on January 1st, 2026. That office will continue to work on any bugs or functionality issues that arise. Once their implementation is working well, Louis volunteered to show other offices how to use the software and how it could impact their office. Chad Coleman in his role as sole Application Specialist, is working tirelessly testing, translating issues and bugs back to the software engineers at Column Case. Gina stated that after Chad has deemed the program is working as expected, they will start implementing them in the rest of the pilot offices. She anticipates this will be towards the end of the month based on communications with Column Case.

UPS PAYROLL CERTIFICATION FORM REVISION

Bobby Stokes stated that at the last meeting revisions were discussed to address issues with the form.

Gina Carey informed the Council that a subcommittee met on January 13, 2026, to review both the payroll certification language and the appointment letter language. The subcommittee members were Rob Sanders, Courtney Baxter, Jenny Oldham, Joe Ross, Susan Blake, Julie Cox, and Gina Carey.

Gina directed the Council to the materials in their folders, which included two options for the payroll certification form: one version with a cover page containing proposed required language, and one version without a cover page, with the proposed required language included on the main employee list sheet.

Gina explained the proposed changes to the certification language, noting that the signature at the bottom of the form would acknowledge that the documentation confirms true and correct payroll information. The form will include name, position, status and spaces for Leave without pay (LWOP) and dates. Additionally, the subcommittee

recommended standardized language to be included in all appointment letters which would further specify the status and the understanding of the hours requirement related to the status of a position.

The proposed appointment letter standardized language is listed below:

Request to appoint QT employee shall state:

This letter serves as an appointment of _____ (employee name) to _____ (position classification and level) with a status of **Quarter-time** effective _____ (1st or 16th of the month). The annual salary will be _____. I anticipate this employee will work an average of _____ hours per month (1-99) and/or _____ hours annually (between 1- 1199). I have communicated the requirements and limitations of the appointment to the employee as well as job duties.

Request to appoint PT employee shall state:

This letter serves as an appointment of _____ (employee name) to _____ (position classification and level) with a status of **Part-time** effective _____ (1st or 16th of the month). The annual salary will be _____. I anticipate this employee will work an average of _____ hours per month, with a minimum of 1200 hours annually and be eligible for benefits. I have communicated the requirements and limitations of the appointment to the employee as well as job duties.

Request to appoint FT employee shall state:

This letter serves as an appointment of _____ (employee name) to _____ (position classification and level) with a status of **Full-time** effective _____ (1st or 16th of the month). The annual salary will be _____. _____ (employee name) will work Full-time as defined in my office's Employee Handbook and be eligible for benefits. I have communicated the requirements and limitations of the appointment to the employee as well as job duties.

In addition, the subcommittee recommended an additional form to be included in the application packets for new employees. The employees would be required to complete and sign an acknowledgment form selecting one of the following:

_____, I, _____ (employee name) acknowledge that I have been employed as a Quarter time UPS employee, I am not eligible for benefits, and am expected to work an average of _____ hours per month, but no more than 1,199 hours per year.

_____, I, _____ (employee name) acknowledge that I have been employed as a Part Time UPS employee and am expected to work a minimum of 1200 hours per year and am eligible for benefits under the UPS system.

_____, I, _____ (employee name) acknowledge that I have been employed as a Full-Time UPS employee and am expected to work _____ hours per week and am eligible for benefits under the UPS system.

Gina suggested that, with this implementation, all existing quarter-time employees' files be updated to include the new appointment letter. The Council discussed whether existing part-time employees should be subject to the same requirement as quarter-time employees regarding the new letter. Ultimately, it was decided that the acknowledgment form would be sent to all part-time and quarter-time employees to be added to their personnel files.

Gina stated that she would send an email to Commonwealth's and County Attorneys informing them that appointment letters must include the updated verbiage and would attach the required form to be completed for all existing part-time and quarter-time employees. Additionally, the form would be added to the application packet for completion by all new employees.

After some discussion, the Council decided to adopt the payroll certification form that includes the cover page. Joe Ross made a motion to approve the new payroll certification form with the cover sheet. The motion was seconded by Jackie Steele and passed by voice vote.

Gina asked for approval on the appointment letter language and the employee acknowledgment form. Joe Ross made a motion to approve the required language for the appointment letters going forward and the Employee Acknowledgement of Status Form, the motion was then seconded by Jennie Haymond and passed by voice vote.

Rob Sanders asked for an update on the submission of employee handbooks from new Commonwealth's and County Attorneys. Samantha Bracco stated that she would gather the information to present at the next meeting to report on any that is missing.

PAC STAFF PAYROLL CERTIFICATIONS

Bobby Stokes directed the Council to review the December 31st, 2025 through January 15th, 2026 PAC/UPS payroll certifications in the folders provided for approval. Rob Sanders made a motion to approve December 31st, 2025 through January 15th, 2026 PAC/UPS payroll certifications. The motion was seconded by Carrie Ovey Wiggins and passed by voice vote.

BUDGET

FY2026 BUDGET UPDATE

Gina Carey informed the Council that the midpoint of the fiscal year had been reached with things still the same as December but would not know the full impact of the health insurance changes until February. She noted that if the health insurance costs were higher than projected, it could have an impact of the remaining fiscal year for either or both appropriations. Additionally, she reported that vacancies continue to be scarce.

HOUSE BILL 6 SEMI-ANNUAL REPORT

Bobby Stokes directed the Council to their folders to see a copy of House Bill 6 Semi Annual Report. Gina explained this is a report that LRC requires every six months regarding the special appropriations they made in House Bill 6 (the Executive Budget) for FY25 and FY26. She stated that it is a synopsis of the expenditure of SCCP funds, additional position funds, PAC rocket docket, the County Attorneys' Accrued Liability Contribution and the Case Management project for the first half of Fiscal Year 2026.

Rob Sanders made a motion to approve the House Bill 6 Semi Annual Report; the motion was seconded by Martin Hatfield and passed by voice vote.

SALARY CLASSIFICATION AND COMPENSATION REQUESTS

Bobby Stokes reminded the Council that at the December meeting they voted to approve expanding the experience requirements to include Office of the Attorney General experience, federal criminal experience, and Administrative Office of the Court experience.

Gina Carey directed the Council to the provided Commonwealth's and County SCCP spreadsheet of FY2026 requests in their folders. Starting with the Commonwealth's Attorneys, Gina stated that these changes would impact 51 employees; she noted that some of the changes did have a nepotism aspect, and that years of service were included in the information given. Rob Sanders made a motion to approve all the SCCP adjustments for the Commonwealth's Attorney requests, with a second from Brian Wright and passed by a voice vote.

MINUTES

Friday, January 16, 2026

10:00 AM EST

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

Date of Request	Circuit	CA	Position Requested	Status	Annual Salary Requested (or Change in Salary)	Total Annual	FY26 Impact as of 2/1	Action
1/16/2026	2nd	Dixon	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	2nd	Dixon	Executive Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	4th	Senter	Comm Det I to Comm Det II certified	FT	\$ -	\$ -	\$ -	approved
1/16/2026	4th	Senter	1st Asst IV to 1st Asst IV +10 UPS	FT	\$ 6,558	\$ 9,864	\$ 3,699	approved
1/16/2026	5th	Greenwell	Shared 1st Asst IV to 1st Asst IV +10 UPS	FTS	\$ 1,950	\$ 2,933	\$ 1,100	approved
1/16/2026	6th	Van Meter	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	6th	Van Meter	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	9th	Young	Victim Adv I to Victim Adv III	FT	\$ 5,711	\$ 8,590	\$ 3,221	approved
1/16/2026	9th	Young	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	9th	Young	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	9th	Young	Executive Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	9th	Young	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	9th	Young	Admin Spec II to Admin Spec III	FT	\$ 3,070	\$ 4,618	\$ 1,732	approved
1/16/2026	9th	Young	1st Asst IV +10 to 1st Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	11th	Miller	Asst IV to Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	11th	Miller	Asst IV to Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	11th	Miller	Asst IV to Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	11th	Miller	Executive Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	14th	Kearney	Asst IV to Asst IV +10 UPS	FT	\$ 3,906	\$ 5,875	\$ 2,203	approved
1/16/2026	16th	Sanders	Pros Staff Atty Sup IV +10 to Pros Staff Atty Sup IV +10	FT	\$ 1,320	\$ 1,985	\$ 745	approved
1/16/2026	17th	Zimmerman	1st Asst IV to 1st Asst IV +10 UPS	FT	\$ 9,120	\$ 13,717	\$ 5,144	approved
1/16/2026	18th	Laws	Executive Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	24th	Runyon	Asst IV to Asst IV +10 UPS	FTS	\$ 1,595	\$ 2,399	\$ 900	approved
1/16/2026	26th	Davenport	Comm Det I to Comm Det II certified	FT	\$ 17,146	\$ 25,789	\$ 9,671	approved
1/16/2026	26th	Davenport	Admin Spec II to Admin Spec III	FT	\$ 12,154	\$ 18,281	\$ 6,855	approved
1/16/2026	27th	Steele	Executive Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	29th	Wright	Executive Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	30th	Whethers	Asst II to Pros Staff Atty Sup IV +10	FT	\$ 1,396	\$ 2,100	\$ 787	approved
1/16/2026	30th	Whethers	Asst IV to Asst IV +10 UPS	FT	\$ 2,736	\$ 4,115	\$ 1,543	approved
1/16/2026	30th	Whethers	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	30th	Whethers	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	30th	Whethers	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	30th	Whethers	Asst III to Asst IV	FT	\$ 11,596	\$ 17,442	\$ 6,541	approved
1/16/2026	30th	Whethers	Asst III to Asst IV	FT	\$ 18,231	\$ 27,421	\$ 10,283	approved
1/16/2026	30th	Whethers	Executive Admin	FT	\$ 1,003	\$ 1,509	\$ 566	approved
1/16/2026	30th	Whethers	Executive Admin	FT	\$ 1,843	\$ 2,772	\$ 1,040	approved
1/16/2026	31st	Turner	1st Asst IV +10 to 1st Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	31st	Turner	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	35th	Slone	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	35th	Slone	Asst III to Asst IV	FT	\$ 18,231	\$ 27,421	\$ 10,283	approved
1/16/2026	35th	Slone	1st Asst III to 1st Asst IV +10	FT	\$ 22,351	\$ 33,618	\$ 12,607	approved
1/16/2026	37th	Ison	Executive Admin	FT	\$ 1,620	\$ 2,437	\$ 914	approved
1/16/2026	43rd	Gardner	1st Asst IV +10 to 1st Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	43rd	Gardner	Asst I to Asst IV	FT	\$ 27,092	\$ 40,749	\$ 15,281	approved
1/16/2025	51st	McKee	1st Asst II to 1st Asst IV +10	FT	\$ 40,582	\$ 61,039	\$ 22,890	approved
1/16/2026	52nd	Powers	Admin Spec II to Admin Spec III	FT	\$ 12,154	\$ 18,281	\$ 6,855	approved
1/16/2026	52nd	Powers	1st Asst IV to 1st Asst IV +10	FT	\$ 4,120	\$ 6,197	\$ 2,324	approved
1/16/2026	56th	Ovey-Wiggins	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	56th	Ovey-Wiggins	Admin Spec II to Admin Spec III	FT	\$ 12,154	\$ 18,281	\$ 6,855	approved
1/16/2026	57th	Leveridge	Executive Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
					\$ 362,678	\$ 545,504	\$ 204,564	

Bobby then moved onto the County Attorney SCCP requests.

Joe Ross stated there were a few instances in these requests that do not meet the qualifications and ask for waivers. Joe Ross made a motion to approve requests alphabetically from Allen County to Grant County so long as any missing letter from Carter/Lawrence on the share position is submitted, second from Martin Hatfield and passed by voice vote.

Joe Ross made a motion to approve the first three SCCP requests from Green County and to deny the fourth request asking to use civil experience for Victim Advocate I to Victim Advocate II, second from John Estill and passed by voice vote.

Joe Ross made a motion to approve SCCP requests alphabetically from Harlan County to Kenton County, second from John Estill and passed by voice vote.

Joe Ross made a motion to approve in part the Knott County request. Joe moved to approve the years of service but to deny the request of status change from part time to full time, second by Jennie Haymond and passed by voice vote.

Joe Ross made a motion to approve SCCP request alphabetically from Laurel County to McLean County, second from Martin Hatfield and passed by voice vote

Joe Ross made a motion to approve the first SCCP request from Meade County and to deny the second request asking to move an Administrative Specialist I to an Executive Administrative Assistant as time with Master Commissioner does not meet experience requirements, second from John Estill and passed by voice vote.

Joe Ross made a motion to approve SCCP request alphabetically from Mercer County to Nelson County, second from Martin Hatfield and passed by voice vote

Joe Ross made a motion to approve the first and third SCCP requests from Pike County and to deny the second request asking to move a Paralegal I to an Administrative Specialist III as time with private sector time does not meet experience requirements, second from John Estill and passed by voice vote.

Joe Ross made a motion to approve SCCP request alphabetically from Powell County to Woodford County, second from Jennie Haymond and passed by voice vote.

MINUTES

Friday, January 16, 2026

10:00 AM EST

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

Date of Request	County	CA	Position Requested	Status	Additional SCCP	Total Annual	Total Requested Cost FY26 as of 2/1/26	Action
1/16/2026	Allen	Arterburn	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Barren	Richardson	Exec Admin	FT	\$ 2,693	\$ 4,051	\$ 1,519	approved
1/16/2026	Bell	Douglas	Admin Spec I to Admin Spec III	FT	\$ 2,402	\$ 3,613	\$ 1,355	approved
1/16/2026	Bell	Douglas	Exec Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	Boyle	Herron	Asst I to 1st Asst I	PT	\$ 6,180	\$ 9,295	\$ 3,486	approved
1/16/2026	Caldwell	Massey	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Carlisle	Hogancamp	Exec Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	Carter/Lawrence	Bayes/Osborn	1st Asst IV to 1st Asst IV +10 UPS	PTS	\$ 6,620	\$ 9,957	\$ 3,734	approved
1/16/2026	Clark	Elkins	PT Admin Spec I to FT Admin Spec III	PT to FT	\$ 25,928	\$ 38,998	\$ 14,624	approved
1/16/2026	Clark	Elkins	Admin Spec II to Admin Spec III	FT	\$ 12,154	\$ 18,281	\$ 6,855	approved
1/16/2026	Clay	White	Asst IV to Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	Clay	White	Exec Admin	PT	\$ 2,314	\$ 3,480	\$ 1,305	approved
1/16/2026	Elliott/Carter	Lewis/Bayes	1st Asst IV to 1st Asst IV +10 UPS	PTS	\$ 6,618	\$ 9,954	\$ 3,733	approved
1/16/2026	Fayette	Evans	Asst I to Asst IV	FT	\$ 25,146	\$ 37,822	\$ 14,183	approved
1/16/2026	Fleming	Hill	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Grant	Bates	Exec Admin	PT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	Green	Goff	1st Asst IV +10 to 1st Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	Green	Goff	Admin Spec II to Admin Spec III	PT	\$ 8,527	\$ 12,825	\$ 4,810	approved
1/16/2026	Green	Goff	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Green	Goff	Vict Adv I to Vict Adv II	FT	\$ -	\$ -	\$ -	denied
1/16/2026	Harlan	Busroe	1st Asst IV to 1st Asst IV +10 UPS	PT	\$ 6,620	\$ 9,957	\$ 3,734	approved
1/16/2026	Harlan	Busroe	Admin Spec II to Admin Spec III	PT	\$ 5,135	\$ 7,724	\$ 2,896	approved
1/16/2026	Harlan	Busroe	Asst I to Asst IV	PT	\$ 33,224	\$ 49,972	\$ 18,740	approved
1/16/2026	Harlan	Busroe	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Harrison	Vaughn	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Henderson	Gold	Asst IV to Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	Henderson	Gold	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Henderson	Gold	Pros Staff Atty Sup II to Pros Staff Atty Sup III	FT	\$ 18,231	\$ 27,421	\$ 10,283	approved
1/16/2026	Hopkins	Riddle	Admin Spec I to Admin Spec III	FT	\$ -	\$ -	\$ -	approved
1/16/2026	Hopkins	Riddle	Admin Spec I to Admin Spec III	FT	\$ 501	\$ 754	\$ 283	approved
1/16/2026	Hopkins	Riddle	Asst III to Asst IV +10 UPS	PT	\$ 16,113	\$ 24,236	\$ 9,088	approved
1/16/2026	Jefferson	O'Connell	Pros Staff Atty Sup IV +10 to Pros Staff Atty Sup IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Jefferson	O'Connell	Pros Staff Atty Sup IV +10 to Pros Staff Atty Sup IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Jefferson	O'Connell	Pros Staff Atty Sup IV +10 to Pros Staff Atty Sup IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Jefferson	O'Connell	Pros Staff Atty Sup IV +10 to Pros Staff Atty Sup IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Jefferson	O'Connell	Pros Staff Atty Sup IV +10 to Pros Staff Atty Sup IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Jefferson	O'Connell	Pros Staff Atty Sup IV +10 to Pros Staff Atty Sup IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Jefferson	O'Connell	Pros Staff Atty Sup IV +10 to Pros Staff Atty Sup IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Jessamine	Goettl	1st Asst IV +10 to 1st Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	Jessamine	Goettl	Asst III to Asst IV	FT	\$ 18,231	\$ 27,421	\$ 10,283	approved
1/16/2026	Jessamine	Goettl	Asst IV to Pros Staff Atty Sup IV +10	PT	\$ 10,300	\$ 15,492	\$ 5,810	approved
1/16/2026	Johnson	Endicott	1st Asst IV to 1st Asst IV +10 UPS	FTS	\$ 7,525	\$ 11,318	\$ 4,244	approved
1/16/2026	Kenton	Tapke	Asst I to Asst IV	FT	\$ 44,496	\$ 66,926	\$ 25,097	approved
1/16/2026	Kenton	Tapke	Asst II to 1st Asst IV +10	PT	\$ 26,617	\$ 40,035	\$ 15,013	approved
1/16/2026	Knott	Bates	PT Exec Admin to FT Exec Admin	PT to FT	\$ 646	\$ 972	\$ 364	Status
1/16/2026	Laurel	Albright	1st Asst IV +10 to 1st Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	Laurel	Albright	Asst IV to Asst IV +10 UPS	FT	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Leslie/Clay	Lewis/White	1st Asst III to 1st Asst IV +10 UPS	FTS	\$ 27,351	\$ 41,139	\$ 15,427	approved
1/16/2026	Letcher	Hatton	PTS 1st Asst III to PT 1st Asst III	PTS to PT	\$ 36,328	\$ 54,641	\$ 20,490	approved
1/16/2026	Logan	Ross	1st Asst IV +10 to 1st Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	Logan	Ross	Pros Staff Atty Sup III to Asst IV +10 UPS	PT	\$ 9,933	\$ 14,940	\$ 5,603	approved
1/16/2026	Lyon	L. Wilson	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	McLean	Dant	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Meade	Durham	Admin Spec I to Admin Spec III	PT	\$ 13,612	\$ 20,474	\$ 7,678	approved
1/16/2026	Meade	Durham	Admin Spec I to Exec Admin	PT	\$ -	\$ -	\$ -	denied
1/16/2026	Mercer	Dean	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Morgan	Holbrook	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Morgan	Holbrook	Admin Spec II to Admin Spec III	FT	\$ 5,068	\$ 7,623	\$ 2,859	approved

MINUTES

Friday, January 16, 2026

10:00 AM EST

Office of the Attorney General

Conference Room A

1024 Capital Center Drive

Frankfort, KY 40601

1/16/2026	Nelson	McKay	1st Asst III to 1st Asst IV +10 UPS	PT	\$ 20,233	\$ 30,432	\$ 11,412	approved
1/16/2026	Pike	Howard	1st Asst IV to 1st Asst IV +10 UPS	FT	\$ 9,120	\$ 13,717	\$ 5,144	approved
1/16/2026	Pike	Howard	Paralegal I to Admin Spec III	PT	\$ -	\$ -	\$ -	denied
1/16/2026	Pike	Howard	Exec Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	Powell	King	Exec Admin	PT	\$ 1,736	\$ 2,611	\$ 979	approved
1/16/2026	Rowan	Watkins	Admin Spec II to Admin Spec III	FT	\$ 11,491	\$ 17,284	\$ 6,481	approved
1/16/2026	Rowan	Watkins	1st Asst II to 1st Asst III	PT	\$ 13,612	\$ 20,474	\$ 7,678	approved
1/16/2026	Russell	Shearer	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Scott	Culbertson	1st Asst IV to 1st Asst IV +10 UPS	PT	\$ 6,620	\$ 9,957	\$ 3,734	approved
1/16/2026	Union	Wallace	PT Admin Spec II to FT Exec Admin	PT to FT	\$ 2,271	\$ 3,416	\$ 1,281	approved
1/16/2026	Union	Wallace	1st Asst IV to 1st Asst IV +10 UPS	FTS	\$ 2,541	\$ 3,822	\$ 1,433	approved
1/16/2026	Warren	Chandler	Exec Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	Warren	Chandler	Exec Admin	FT	\$ 6,077	\$ 9,140	\$ 3,428	approved
1/16/2026	Webster	Prow	1st Asst IV to 1st Asst IV +10 UPS	FTS	\$ 4,618	\$ 6,946	\$ 2,605	approved
1/16/2026	Wolfe	Johnson	Exec Admin	PT	\$ 4,537	\$ 6,824	\$ 2,559	approved
1/16/2026	Wolfe	Johnson	1st Asst IV +10 to 1st Asst IV +10 UPS	PT	\$ 2,500	\$ 3,760	\$ 1,410	approved
1/16/2026	Wolfe/Breathitt	Johnson	Asst IV to Asst IV +10 UPS	FTS	\$ 5,000	\$ 7,521	\$ 2,820	approved
1/16/2026	Woodford	George	PT Exec Admin to FT Exec Admin	PT to FT	\$ 7,465	\$ 11,228	\$ 4,211	approved
1/16/2026	Woodford	George	PT 1st Asst I to FT Asst I	PT to FT	\$ 10,259	\$ 15,431	\$ 5,786	approved
1/16/2026	Woodford	George	Asst I to Asst II	PT	\$ 5,999	\$ 9,023	\$ 3,384	approved
Total					\$ 632,884	\$ 951,921	\$ 356,970	

PERSONNEL REQUESTS

NO ADDITIONAL FUNDS REQUIRED

1. Kathy Senter, Commonwealth's Attorney 4th Judicial Circuit, requested approval to reclassify a full-time Commonwealth's Detective I position to a full-time Commonwealth's Detective II position and a full-time shared Assistant Commonwealth's Attorney II position to a full-time Assistant Commonwealth's Attorney III position with no additional funds effective February 1, 2026.

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

2. Rob Sanders, Commonwealth's Attorney 16th Judicial Circuit, requested approval to:
 - a) Reclassify a full-time Prosecuting Staff Attorney Supervisor IV 10 + position to a full-time Prosecuting Staff Attorney Supervisor IV 10+ UPS position with no additional funds effective February 1, 2026.
 - b) Reclassify a full-time First Assistant Commonwealth's Attorney IV 10+ position to a First Assistant Commonwealth's Attorney IV 10+ UPS position with no additional funds effective February 1, 2026.
 - c) Reallocate a full-time Assistant Commonwealth's Attorney I position to a full-time Law Clerk position and then revert back to a full-time

Assistant Commonwealth's Attorney I position upon successful completion of the Bar exam effective February 1, 2026.

Jackie Steele made a motion to approve no additional funds request A 2, the motion was seconded by Rob Sanders and passed by voice vote.

3. Brian Wright, Commonwealth's Attorney 29th Judicial Circuit, requested approval to reallocate a quarter-time Commonwealth's Detective I position to a quarter-time Administrative Specialist I position with no additional funds effective February 1, 2026.

Jackie Steele made a motion to approve no additional funds request A 3, the motion was seconded by Rob Sanders and passed by voice vote.

4. Gerina Whethers, Commonwealth's Attorney 30th Judicial Circuit, requested approval to reclassify a four (4) full-time Administrative Specialist II positions to full-time Administrative Specialist III positions and further requests to reclassify a full-time Administrative Specialist I position to a Administrative Specialist II with no additional funds position effective February 1, 2026.

Jackie Steele made a motion to approve no additional funds request A 4, the motion was seconded by Rob Sanders and passed by voice vote.

5. Amanda Hernandez Troutman, Commonwealth's Attorney 55th Judicial Circuit, requested approval to reclassify a full-time Administrative Specialist I position to a full-time Administrative Specialist II position with no additional funds effective February 1, 2026.

Jackie Steele made a motion to approve no additional funds request A 5, the motion was seconded by Rob Sanders and passed by voice vote.

6. Jordon Dallas Turner, Boone County Attorney, requested approval to establish an unfunded Assistant County Attorney position retroactive to January 1, 2026.

Jennie Haymond made a motion to approve no additional funds request A 6, the motion was seconded by Martin Hatfield and passed by voice vote.

7. Lee Riddle, Hopkins County Attorney, requested approval to reclassify a full-time Administrative Specialist I position to a full-time Administrative Specialist III position

effective February 1, 2026.

Jennie Haymond made a motion to approve no additional funds request A 7, the motion was seconded by Martin Hatfield and passed by voice vote.

ADDITIONAL FUNDS REQUIRED

1. Michael Laws, Commonwealth's Attorney 18th Judicial Circuit, requested additional funds to reallocate a full-time Commonwealth's Detective II Certified position to a full-time Commonwealth's Detective III Certified position effective February 1, 2026.

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

Rob Sanders asked Gina Carey to reach out to the remaining offices that had a Commonwealth's Detective that may have POP certification and the required years of experience to qualify for the Commonwealth's Detective II – Certified or the Commonwealth's Detective III – Certified and see if they would like to submit a request for the next meeting.

2. Michele Duvall, Butler County Attorney, requested additional funds to reallocate a quarter-time Executive Administrative Assistant position to a part-time Administrative Assistant III position effective February 1, 2026.

Michele addressed the Council to provide justification for her request. Joe Ross made a motion to reallocate the position from quarter time Administrative Assistant I to part time Administrative Assistant I with no additional salary funds request B-2, the motion was seconded by John Estill and passed by voice vote.

3. Amanda Major, Fulton County Attorney, requested an exemption to the experience requirement and additional funds to reallocate a part-time Administrative Specialist I position to a part-time Executive Administrative Assistant position effective February 1, 2026.

Joe Ross made a motion to deny additional funds request B-3, the motion was seconded by John Estill and passed by voice vote.

4. Jason Batts, Hickman County Attorney, requested additional funds to allocate to a part-time Executive Administrative Assistant above the Salary Classification and Compensation minimum.

Joe Ross made a motion to approve additional funds up to the minimum using SCCP funds request B-4, the motion was seconded by Jenny Oldham and passed by voice vote.

Gina Carey asked for Council approval for PAC/UPS employees, Tammy Eversole and Amanda Ciejkowski to attend National Institute of Governmental Purchasing (NIGP) training. The cost would be split between the Commonwealth's and County Attorneys at the rate of \$383 per person. Rob Sanders made a motion to approve the request for Tammy Eversole and Amanda Ciejkowski to attend the NIGP training as requested. The motion was seconded by Jackie Steele and passed by voice vote.

ADJOURN

Bobby Stokes reminded the Council that the next PAC Meeting will be on February 18th, 2026 in Lexington Kentucky at 12:10 in conjunction with the Associations' winter meetings, in the Bluegrass Room of the Hilton Hotel.

Rob Sanders made a motion to adjourn at 11:02am EST; the motion was seconded by Margaret Daniels and passed by voice vote.