

PAC MEMBERS PRESENT

Amy Burke, Proxy for Attorney General Cameron
Rob Sanders, Commonwealth's Attorney, 16th Judicial Circuit
Carrie Ovey-Wiggins, Commonwealth's Attorney, 56th Judicial Circuit
Martin Hatfield, Pulaski County Attorney
Joe Ross, Logan County Attorney
Stacey Tapke, Kenton County Attorney
Brian Wright, Commonwealth's Attorney, 29th Judicial Circuit
John Estill, Mason County Attorney
Jenny Oldham, Hardin County Attorney
Margaret Daniel, Citizen member
Lisa Foley, Citizen Member

PAC/OAG STAFF PRESENT

Bobby Stokes
Gina Carey
Sheila Kratzer
Julie Cox
Alyssa Logan
Tom Lockridge
Jenny Reed
Kathy Phillips
Susan Blake
Samantha Bracco

GUESTS PRESENT

Kori Bumgarner, Commonwealth's Attorney, 8th Judicial Circuit
Karen Young, 30th Judicial Circuit
Jennie Haymond, Madison County Attorney
Angela Evans, Fayette County Attorney
Gerina Whethers, Commonwealth's Attorney, 30th Judicial Circuit
Kimberly Baird, Commonwealth's Attorney, 22nd Judicial Circuit

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 Stokes directed everyone to review the meeting minutes from the May 25th, 2023, PAC meeting for approval. Stacy Tapke made a motion to approve the May 25th, 2023, minutes, seconded by Rob Sanders, and passed by voice vote.

ADMINISTRATIVE

TRAINING UPDATE

Susan Blake announced the jury selection opening statement training would take place the upcoming week in Louisville, Kentucky. The registration for the Kentucky Prosecutors Conference in August has gone out and 337 people have registered. The schedule is set for the Kentucky Prosecutor's Conference and materials and travel arrangements are being finalized. The Victim's Advocate track that has been organized by the Attorney General division and registration information has been sent.

Gina Carey reported there're questions regarding paying for lodging for employees that are only attending the Victim's Advocates track taking place on Thursday of the Kentucky Prosecutor's Conference. She explained those attending only the Victim's Advocate track on Thursday would be reimbursed for lodging, meals, and milage for one (1) night. Those attending the conference for the week will be reimbursed for three (3) nights lodging, milage, and meals. Martin Hatfield made a motion to approve the reimbursement of UPS and PAC employees for meals, milage, and logging, seconded by Joe Ross, and passed by voice vote.

Susan Blake reported the University of Kentucky Political Science Department is hoping to start a law and justice major and she raised the possibility of offering speakers to the program. Susan raised the possibility of allowing students that are interested in attending different tracks taking place at the 2023 Kentucky Prosecutors Conference, if space is available. They also discussed the possibility of students interning in various offices later.

Susan Blake announced she continues to work with Derrick Wright and members of his firm recording onboarding videos such as "do's and don'ts of hiring and firing", "workplace harassment-what it is and how to avoid it", "internet security", and "avoiding discrimination claims." She hopes to have this completed and on the PAC intranet by July.

Stacy Tapke inquired if Derrick Wright's office can consult regarding the employee manual for smaller offices. The manual received was generic and not tailored to fit the needs of smaller offices. Joe Ross recommended working with Mr. Wright's office to tailor employee handbooks to meet the needs of smaller offices if we continue our contract his office.

Tom Lockridge reported he's continued to work with Rewa building the Child Sex Abuse Training taking place October 9th, 10th, and 11th in Lexington Kentucky. A save the date has been sent out and there's been a great response. A registration link will be sent out in July. He has also been working on the opening statement, jury selection training.

Jenny Reed reported she provided a blood draw search warrant training in Scott County this week. A DUI basics training will take place in Newport Kentucky on August 29th and 30th in conjunction with Ohio. A broad overview of jury selection, closing, and common defenses. She hopes to use this as part 1 and later a part 2 regarding Kentucky centered DUI training. A one (1) day training will take place with the Missouri State Trooper in Frankfort on everything to know about cannabis. She anticipates this training will be successful and hopes to have a training in western Kentucky later in the year. She also plans to hold another training in October on CDL, with speakers from the division of driver's license, commercial vehicle enforcement, and FFCSA. She is working on a manual and hopes to have part of it completed by the August conference. She announced she received approval from transportation and is working with the state DRE coordinator to start a law enforcement phlebotomy program. She hopes to have this ready by January 2024.

Kathy Phillips reported she's scheduled to hold a training in Henderson County on Domestic Violence training on investigation and prosecution of domestic violence cases. She explained she's available to travel anywhere in the state to provide this training opportunity to prosecutors, police, and advocates. She continues to work with OVA on an upcoming conference taking place October 5th and 6th. The conference will cover reducing domestic violence through a multi-disciplinary approach. She also hopes to have the Kentucky strangulation manual complete, which will be the third (3rd) in the country. She announced she will be presenting at the KASAP conference scheduled for November 29 through December 1st in Lexington Kentucky.

EXIT INTERVIEW FORM

Gina Carey directed the Council to review the exit interview questions located in the folders provided. She developed the questions from feedback provided at the previous

PAC meeting. She explained the questions will be on a Google Document and believes they'll provide beneficial feedback. Margaret Daniels made suggestions to ensure the results provide a true comparison when collecting data. Gina finalized the questions based on the discussed changes. Margaret Daniels made a motion to approve the suggested exit interview questions, seconded by Carrie Over-Wiggins, and passed by voice vote.

CASE MANAGEMENT

Gina Carey announced a request for proposal would be issued to acquire the best case management software for Commonwealth's and County Attorneys. She noted that she would invite those offices already participating in the demos to form the RFP review committee. She anticipates it will take 2-4 weeks to complete the specifications. After completion, solicitation will remain open for approximately two (2) weeks. The scoring should take approximately two (2) weeks, and the contracts should take nearly two (2) weeks. She anticipates the entire process taking three (3) months.

2023 SONEGO AWARD

Bobby Stokes proposed moving this discussion to the end of the agenda. Rob Sanders made a motion to approve moving the discussion of the 2023 Sonogo award nominations to the end of the meeting, seconded by Carrie Ovey-Wiggins, and passed by voice vote.

KPC 2023

Gina Carey reported the Marriott is unable to provide access to their pickleball courts for a pickleball tournament during the conference due to previously scheduled lessons.

PAC STAFF PAYROLL CERTIFICATIONS

Bobby Stokes directed the Council to review the May and June PAC staff payroll certifications located in the folders provided. Stacy Tapke made a motion to approve the May and June payroll certifications, seconded by Martin Hatfield, passed by voice vote.

Gina Carey asked the Council to approve the six (6) percent raise taking effect July 1st for PAC staff paid from the Unified Prosecutorial System budget. Stacy Tapke made a motion to approve the six (6) percent raise for the specified PAC staff, seconded by Rob Sanders, and passed by voice vote.

BUDGET

Gina Carey announced the NICE software has been purchased, the kickoff meeting will take place on June 27, 2023, and anticipated deployment should begin immediately afterwards. She reported the Kentucky Elder Law summary has been purchased and will be sent to offices in the upcoming week. She also announced an updated version of Adobe Acrobat Pro has been purchased for all County and Commonwealth's Attorney's offices.

Stacey Tapke requested the purchase of an additional red family law book that has pertinent information. Gina explained that she would investigate ordering the requested book.

Gina Carey announced the salary changes will become effective on July 1st and July 2nd and the amount will be reflected on the July 28th payroll.

BIENNIAL BUDGET ADDITIONAL BUDGET REQUESTS

Gina Carey summarized the results of the online surveys for the Council. She stated that 42 out of 57 Commonwealth's Attorney's offices have requested additional positions. Commonwealth's Attorney's offices have requested ninety (90) additional positions totaling \$8.8 million dollars. She reported 63 out of 120 County Attorney's offices requested additional positions totaling \$9.7 million dollars.

2024 PAC ROCKET DOCKET GRANT AWARD RECOMMENDATIONS

Gina Carey reported the PAC Rocket Docket grant sub-committee met and reviewed all applications submitted. She stated that no positions or programs were cut. It was found that several programs have reported fewer cases, but Carol Ray is working to improve the data entry and statistic for those programs. She reported two (2) new programs were requested and six (6) existing programs requested expansion. She also noted that one time program – the 25th Judicial Circuit – did not reapply for the 2024 grant year.

Martin Hatfield explained historically the Council attempts to add or expand as many programs as funding will allow. This year the recommendation included adding two new programs in the 51st JC/Henderson County, and the 55th JC/Bullitt County. Additionally – he stated that the committee has recommended expansion for programs in the 10th

Judicial Circuit, 37th Judicial Circuit and the 34th Judicial Circuit/Whitley and McCreary County. Martin Hatfield made a motion to approve the new rocket docket recommendations, seconded by Rob Sanders, and passed by voice vote.

Martin Hatfield made a motion to approve the remaining 45 current Rocket Docket grant renewals, seconded by Rob Sanders, and passed by voice vote.

COMMONWEALTH'S ATTORNEY – REVIEW OF TABLED PERSONNEL REQUESTS

Gina Carey directed the Council to the tabled personnel requests located in the folders provided.

Brian Wright, Commonwealth's Attorney 29th Judicial Circuit, requested an additional \$10,000 for a currently vacant position. Rob Sanders made a motion to approve Brian Wright's request, seconded by Stacy Tapke, and passed by voice vote.

Kathy Senter, Commonwealth's Attorney 4th Judicial Circuit, requested an additional \$40,000 to increase staff salaries. Brian Wright made a motion to approve the requested funds at \$20,000, seconded by Rob Sanders, and passed by voice vote.

Doug Miller, Commonwealth's Attorney 18th Judicial Circuit, requested an additional \$15,000 to increase the salary of a full-time assistant. He also requested an additional \$6,000 to increase the salary for a full-time victim's advocate. He additionally requested \$4,000 for a salary increase for a part-time secretary. Brian Wright made a motion to approve Doug Miller's request in the amount of \$15,000 for an increase in the salary of his one full-time assistant, seconded by Rob Sanders, and passed by voice vote.

Rhonda Copley, Commonwealth's Attorney 32nd Judicial Circuit, requested an additional \$7,500 to increase the salary of a full-time assistant. Brian Wright made a motion to approve Rhonda Copley's request, seconded by Rob Sanders, and passed by voice vote.

Brandon Ison, Commonwealth's Attorney 37th Judicial Circuit, requested an additional \$15,000 to increase staff salaries. Brian Wright made a motion to approve Brandon Ison's request with \$5,000 of the approved \$15,000 allocated to a Victim's Advocate position, seconded by Rob Sanders, and passed by voice vote.

Matthew Leveridge, Commonwealth's Attorney 57th Judicial Circuit, requested an additional \$34,000 for a part-time assistant position. Brian Wright made a motion to approve Matthew Leveridge's request to fund the part-time assistant position at \$34,000 and, seconded by Rob Sanders, and passed by voice vote.

Shelly Miller, Commonwealth's Attorney 11th Judicial Circuit, requested an additional \$25,000 to replace funds previously funded by a VOCA grant to fund a full-time Victim's Advocate position. She was previously approved for temporary funding for the position through September 30, 2023 but was requesting permanent fund replacement. Brian Wright made a motion to approve Shelly Miller's request, seconded by Rob Sanders, and passed by voice vote.

Herb McKee, Commonwealth's Attorney 51st Judicial Circuit, requested an additional \$36,000 to fund a full-time Victim's Advocate position. He was previously approved for temporary funding and the position through June 30, 2023. This request was to make the position and funding permanent. Brian Wright made a motion to approve Herb McKee's request, seconded by Rob Sanders, and passed by voice vote.

Hart Megibben, Commonwealth's Attorney 53rd Judicial Circuit, requested an additional \$38,557 to replace funds and the position previously funded by a VOCA grant to fund a full-time Victim's Advocate position. Brian Wright made a motion to approve Hart Megibben's request, seconded by Rob Sanders, and passed by voice vote.

Brian Wright made a motion to deny all other tabled additional budget requests, seconded by Rob Sanders, and passed by voice vote.

LEASING

Bobby Stokes announced end of the fiscal year leases need to be renewed. Two offices have specific situations that need to be addressed. Edison Banks, Commonwealth's Attorney 47th Judicial Circuit, where his office is being sold, however another space is available as a temporary lease. Bobby stated that Real Properties was in the process of establishing the temporary lease so that Edison could move his office. He noted that the current location was allowing for his occupancy beyond June 30, 2023, while the new temporary lease was being established by Real Properties. The 8th Judicial Circuit's lease is being renewed to include the additional space already approved by the Council in 2022. Real Properties is working with the 8th Judicial Circuit to find additional space in the current building, with the understanding the lease may need to be amended later.

EXPERT

- A. Michelle Snodgrass, Commonwealth's Attorney 17th Judicial Circuit, requests approval for expert witness expenses in an amount exceeding \$5,000.

Rob Sanders made a motion to approve Michelle Snodgrass's request not to exceed \$15,000, seconded by Brian Wright, and passed by voice vote.

- B. Lous Kelly, Commonwealth's Attorney 54th Judicial Circuit, previously requested approval for expert witness expenses in an amount of \$20,000.

Bobby Stokes informed the Council the invoice came back at \$30,000. He explained that the funding is available. However, with the cost of expert witness expenses increasing we may need to adjust the budget for expert witness expenses.

Bobby Stokes asked the Council if they'd consider increasing the threshold from \$5,000 to \$10,001 relating to expert witness expenses. The PAC Director would have authority to approve or deny any expert witness expenses below \$10,001 and anything exceeding \$10,001 would need approval from the Council. Rob Sanders made a motion to approve, seconded by Brian Wright, and passed by voice vote.

Personnel Requests

A. No Additional Funds

1. Kori Bumgarner, Commonwealth's Attorney 8th Judicial Circuit, requested approval to reallocate a part-time Victim's Advocate position to a full-time Victim's Advocate position effective July 16, 2023.
2. Neil Kerr, Commonwealth's Attorney 7th Judicial Circuit, requested approval to reallocate a part-time Commonwealth's Detective position to a full-time District Secretary position effective July 1, 2023.
3. Shane Young, Commonwealth's Attorney 9th Judicial Circuit, requested approval to establish a temporary quarter-time District Secretary position with no additional funds, to be paid with asset forfeiture funds effective August 16, 2023, through May 15, 2024.
4. Shelly Miller, Commonwealth's Attorney 11th Judicial Circuit, requested approval to reallocate a full-time District Secretary position to a part-time District Secretary position retroactive to June 16, 2023.
5. Rob Sanders, Commonwealth's Attorney 16th Judicial Circuit, requested approval to reallocate a full-time Assistant Commonwealth's Attorney position to a full-time Law Clerk position and revert to a full-time Assistant Commonwealth's Attorney position when candidate passes the bar effective July 1, 2023.

6. Brent Turner, Commonwealth's Attorney 31st Judicial Circuit, requested approval to establish an unfunded Assistant Commonwealth's Attorney position effective July 1, 2023.
7. Brandon Ison, Commonwealth's Attorney 37th Judicial Circuit, requested review of nepotism policy to hire spouse for vacant Victim Advocate position.
8. Blake Chambers, Commonwealth's Attorney 38th Judicial Circuit, requested approval to increase salary of a full-time Victim Advocate over \$10,000.00 effective July 1, 2023.
9. Dennis Foust, Commonwealth's Attorney 42nd Judicial Circuit, requested approval to establish a temporary quarter-time Law Clerk position with no additional funds, to be paid with asset forfeiture funds effective July 1, 2023, through August 15, 2023.
10. John Gardner, Commonwealth's Attorney 43rd Judicial Circuit, requested review of nepotism policy related to a salary increase for spouse in an Assistant Commonwealth's Attorney position and further requests to reallocate a full-time Victim Advocate position to a part-time Victim Advocate position effective July 1, 2023.
11. Jordan Turner, Boone County Attorney, requested approval to reallocate a part-time Assistant County Attorney position to a full-time Assistant County Attorney position retroactive to July 1, 2023.
12. Joseph White, Clay County Attorney, requests approval to requested approval to reallocate a part-time Paralegal position to a full-time Paralegal position retroactive to October 1, 2022.
13. John Cunningham, Graves County Attorney, requested approval to establish a quarter-time Assistant County Attorney position effective July 1, 2023.
14. Johnny Osborne, Lawrence County Attorney, requested approval to establish a quarter-time Assistant County Attorney position retroactive to June 16, 2023.

15. Joe Ross, Logan County Attorney, requested approval to reallocate a part-time Legal Secretary position to a part-time Assistant County Attorney position retroactive to June 16, 2023.

John Estill made a motion to approve personnel requests A1-15, excluding A-10 for the purpose of discussing this request, seconded by Brian Wright, and passed by voice vote.

Gina Carey reported regarding A-10, John Gardner requested review of the nepotism policy related to a salary increase for spouse in an Assistant Commonwealth's Attorney position and further requested to reallocate a full-time Victim Advocate position to a part-time Victim Advocate position, he reallocated those funds to give each employee in his office, including his wife, a ten percent (10%) raise. Gina Carey reported the raise was the same for each employee, but because the raise is over the six percent (6%) threshold, PAC approval is needed. John Estill made a motion to approve, seconded by Brian Wright, and passed by voice vote.

B. Additional Funds Required

1. Herb McKee, Commonwealth's Attorney 51st Judicial Circuit, requested approval to permanently establish and fund a full-time Victim Advocate position effective July 1, 2024.

Bobby Stokes explained to disregard request B-1, as it was already approved under Tabled requests.

2. Ross Murray, Jackson County Attorney, requested additional funding for a part-time Assistant County Attorney position effective July 1, 2023.

Joe Ross made a motion table request B-2 until the August PAC meeting, seconded by John Estill, and passed by voice vote.

3. Derek Campbell, Perry County Attorney, requested to reallocate a part-time Assistant County Attorney position to a full-time Assistant County Attorney position with additional funds for salary and further requests to establish a full-time Victim Advocate position, part-time County Detective position and a full-time Legal Secretary position with additional funding for salary effective July 1, 2023.

John Estill made a motion to table until the August PAC meeting, seconded by Stacy Tapke, and passed by voice vote.

4. Ashton McKenzie, Commonwealth's Attorney, 21st Judicial Circuit requested to reallocate a full-time detective position to a full-time Assistant Commonwealth Attorney position and an additional \$20,000 to meet the salary requirements.

Brian Wright made a motion to approve Ashton Mckenzie's request, seconded by Rob Sanders, and passed by voice vote.

5. Jeffrey B. Traughber, Todd County Attorney, requested to change the position of a part-time legal secretary to a part-time Victim's Advocate. Due to the additional responsibilities of this position he requested to increase the salary of this position from \$25,300 to \$36,000 annually. He also requested funding for a quarter-time Assistant County Attorney position in the amount of \$12,000 annually with KERS contribution, but no health insurance.

Martin Hatfield made a motion to approve Jeffrey B. Traughber's request, seconded by Jenny Oldham, and passed by voice vote.

Bobby Stokes announced the next topic of discussion would be the 2023 Sonogo award nominees that was tabled until the end of the meeting. Rob Sanders made a motion to award the Sonogo award to both nominees, seconded by Margaret Daniels, and passed by voice vote.

ADJOURN

Stacy Tapke made a motion to adjourn at 11:28 AM EST, the motion was seconded by Rob Sanders, and passed by voice vote.