

**UTAH PROSECUTION COUNCIL MEETING  
PROPOSED AGENDA**

Friday, July 15, 2022  
Summit County Services Building  
110 N. Main Street  
Kamas, UT

1. Minutes from April 20, 2022 Council Meetings
2. FY22 Budget Review
3. Proposed FY23 Budget
4. Training Committee Report
5. Council Membership
6. UPAA Report
7. eProsecutor Discussion
8. Resource Prosecutor Reports
9. Other

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1. Minutes from April 20, 2022 Council Meetings, *Tab A*
  - a. Vote to amend or approve.
  
2. FY22 Budget Review, *Tab B*
  - a. Marilyn is finishing up entering April and May's data.
  - b. March data was "hinky," according to Marilyn - the reports came to us differently and accessing the data online results in a spinning circle icon - in other words, she can't access the details she needs.
  - c. We won't get June's data until later in July, early August.
  - d. The grant to reimburse a portion of Ron's salary began January 1, 2022. We're still working through getting the funds and properly accounting for them.
  - e. Consequently, the budget is not balanced but we are in a good condition.
  - f. We should be able to present a close-out budget at the next meeting.
  
3. Proposed FY 2023 Budget, *Tab C*
  - a. I applied for grant funding to cover a portion of Ron's salary. That amount is reflected in the budget.
  - b. We will have non-lapsing carryover funds I just don't know what that amount will be yet. I put \$1 as a place holder for that amount.
  - c. No additional training, outside the normal schedule, is planned. We'll talk with the training committee and look at our schedule to see what we can add, where and when. We will have sufficient funding for additional training if we want.
  
4. Training Committee, *Tab D*
  - a. Basic
    - i. August 21-26
    - ii. First Time Faculty
      - (1) Joe Hood - Washington County
      - (2) Dominique Kiahtiapas - Carbon County
      - (3) Alex Redmon - Utah County

- iii. Returning Faculty
      - (1) Sandi Johnson
      - (2) Marlesse Jones
      - (3) Shane Klenk
      - (4) Blair Wardle
      - (5) Tyson Skeen
    - iv. 6 students already registered
  - b. Fall
    - i. September 21-23
    - ii. St. George
  - c. Training Committee
    - i. October 17-18
    - ii. St. George
  - d. Civil Conference
    - i. October 19-21
    - ii. St. George
  - e. UMPA
    - i. November 3-4
    - ii. Kanab
  - f. County Executive
    - i. November 16-18
    - ii. St. George
  - g. Newly Elected County Attorney Seminar
    - i. January 11 - 13, 2023
    - ii. 1<sup>st</sup> Floor, College Drive
  - h. NDAA Course - Office Administration Course
    - i. September 19-22, 2022, Charleston, SC, *Tab D*
    - ii. Same time as Fall Conference
    - iii. We have never sent paralegals, admin staff to a NDAA conference. I expect that we would have the budget if we wanted to invest in some of our office staff and send them to this conference.
    - iv. The intent would be that they bring ideas back for the UPAA conference to share with other office staff.
    - v. Selection process.

5. Council Membership

- a. Effective July 5, 2022, Robert Cosson resigned from the Council and SWAP. We appreciate his service.
  - i. UMAA appoints the new city prosecutor but will most likely follow our suggestion.
  - ii. Our current city folks are:
    - (1) Stuart Williams - Clearfield City
    - (2) Yvette Rodier - West Valley City
    - (3) Ed Montgomery - South Jordan

- iii. Someone from south of Salt Lake County would be preferable.
    - iv. Suggestions
  - b. Scott Stephenson has been appointed the Director of the FOP. His replacement has not been named. The Council doesn't need to take any action, just be aware.
- 6. UPAA Report
  - a. Kathy
  - b.
- 7. e-Prosecutor News
  - a. Ron and Tyson are working with the AOC to clear up the issues with the AOC/e-filing portal rejecting informations that contain the correct charging information; the courts want the penalty section cited v. prosecutors citing the elements section of the code.
  - b. Bob applied for grant funds for an additional 150 user licenses as well as funds to pay for an additional 1-year license fees for the current users for 2024. Our 5-year contract expires February 2024. If we do not secure grant funds, jurisdictions will have to pay the licensing fees themselves.
  - c. Our grant manager at CCJJ seems optimistic the grant will be approved. It is awarded late August, early September.
- 8. Resource Prosecutor Reports
  - a. Marlesse, *Tab E*
    - i. NOTE: Marlesse and Bob were invited to train in Wilmington, North Carolina at their summer conference. Our topic was "A Sixth Sense - Recognizing How Trauma Informed Response Helps Our Case."
  - b. Tyson, *Tab F*
- 9. Other
  - a. Asset Forfeiture Training
    - i. First draft is done and being edited.
    - ii. Thanks to Melanie Mitchell at the DA's office for putting it together.
    - iii. Once it's completed, we'll digitize it for offices to access.
    - iv. Planning on presenting the training at Fall Conference so everyone is aware what it is, how to access it, etc.
    - v. Will work with POST in the creation of their training.
  - b. Idaho Direct/Cross Exam Conference
    - i. Bob, Tyson and Shane Klenk have been invited to be on the faculty of Idaho's Direct/Cross Exam Conference being held in October.
- 10. Next Meeting
  - a. Either September 20 at College Drive or September 21<sup>st</sup>, in the morning in St. George before Fall Conference.
  - b. We should/will have funds to cover the costs of council member's travel.
- 11. Adjourn

# *Tab A*

*These pending minutes have not been approved by the Utah Prosecution Council and are subject to change until approved and adopted by the Council.*

**Utah Prosecution Council Meeting**  
**Wednesday - April 20, 2022, 10:00 a.m.**  
**Live or via Teams**

**Pending Minutes**

**Present:** Stephen D. Foote, UPC Chair, Duchesne County Attorney  
Robert L. Cosson, Co-Chair, St. George City Attorney (Remotely)  
Dan Burton, Chief Policy Advisor, Utah Attorney General(*designee of Sean Reyes, Utah Attorney General*) (In person)  
William Carlson, Deputy Salt Lake County District Attorney(*designee of Sim Gill, Salt Lake County District Attorney*) (In person)  
Ed Montgomery, City of South Jordan (In person)  
Ryan Peters, Juab County Attorney (In person)  
Troy Rawlings, Davis County Attorney (Remotely)  
Yvette Rodier, Deputy West Valley City Attorney (Remotely)  
Scott Stephenson, Deputy Director of P.O.S.T. (In person)  
Stuart Williams, Clearfield City Attorney (In person)  
James Swink, Deputy Weber County Attorney (*designee of Troy Rawlings, Davis County Attorney*) (Remotely)  
Robert Van Dyke, Kane County Attorney (Remotely)

**Excused:** Kathy Locher, UPAA Chair, Salt Lake County DA's Office  
Jess L. Anderson, Utah Commissioner of Public Safety  
Sim Gill, Salt Lake County District Attorney  
Sean Reyes, Utah Attorney General

**Guests:** Eric Clark, Washington County Attorney (In person)

- 1. WELCOME AND APPROVAL OF THE MINUTES - JANUARY 5, 2022**
  - a. The Council members were welcomed and the meeting convened.
  - b. Ryan Peters made the motion to approve the January 5, 2022. Stephan Foote seconded the motion and the motion passed unanimously.
  
- 2. FY22 BUDGET REVIEW**
  - a. Bob Church gave an in depth report on the FY22 budget. Please refer to Director's Summary for additional information. The CCJJ grant for eProsecutor was awarded. A portion of the grant will reimburse Ron's salary. Since it runs on the calendar year, we'll use half this budget year and half in FY23.
  - b. Bob is in the process of completing FY23's grant application that will include asking for funding for an additional 150 user licenses. In relation to eProsecutor and data source (i.e., police department cases) it was suggested to consider creating a statewide uniform system. After a lengthy discussion, the Council determined to form an exploratory committee, that would include the smaller

counties as well, to discuss the possibility of creating a statewide system which would not be beholden to tech companies. The committee would determine if it is feasible, considering the costs, etc. Possible committee members considered would be Eric Clark, Will Carlson will find someone from SLCO, Ryan Peters, include AG's IT staff, SWAP representatives, small county representation to participate on this committee. Bob will also reach out to other states to see what their experience has been.

- c. The grant reimbursement of \$16k from NAPC/NHTSA for Train the Trainer was received.
- d. We switched over to an online version of our budget program and are sorting out the bugs.

### 3. 2022 LEGISLATIVE ISSUES

Bob Church gave an in depth report. Please refer to Director's Summary for additional information.

- a. Bob reported Alex Wilson, LFA for the Executive Appropriations Subcommittee proposal did not make it of committee. His proposal was that UPC be required to raise its registration fees by \$50 this year and then \$50 per year for the next five years.
- a. SB35 Expungement Modifications, <https://le.utah.gov/~2022/bills/static/SB0035.html>, Senator Weiler, Representative Raymond
  - i. UPC is now required to:
    - 372 (e) (I) gather and maintain contact information for all prosecuting entities in the state;
    - 373 (ii) provide the contact information for all prosecuting entities in the state to the Utah
    - 374 state courts; and
    - 375 (iii) publish the contact information for all prosecuting entities in the state on the
    - 376 council's website.
  - ii. We received a nominal amount of funding to hire someone part time to gather this information for us. Also, CCJJ reached out to Bob and indicated that they have a list of which UPC can use as a starting point.

### 4. TRAINING COMMITTEE

Bob gave the training committee report. Please refer to Director's Summary for details.

- a. Train the Trainer (TtT) was held March 22-25, 2022 at the St. George Hilton Garden Inn. It was The Council reviewed the confirmed students and reviewed the faculty. Two of the three out of state faculty were the developers of the curriculum. Out of state trainers were asked how Utah's training compare to other states. Their response was that we are one of the best nationwide. Having said that, it was an outstanding training. Positive and constructive feedback was received.
- b. Spring Conference will be held April 21-22, 2022 at the Mountain America Expo Center. 275 registrants with half in person and half remotely.
- c. Regional Legislative Update will be scheduled from May 6-26, 2022.
- d. Visual Trial Course (Advanced Trial Skills Course) will be held June 9-10, 2022 at College Drive.
- e. UPAA Conference will be held June 22-24, 2022 at Ruby's Inn in Bryce Canyon.
- f. Basic Prosecutor Course will be held August 21-26 at the Riverwood Conference Center, Logan, Utah. Faculty to be determined.
- g. Fall Prosecutor Training Conference will be held September 21-23, 2022 St. George

- Hilton Garden.
- h. Government Civil Practice Conference is scheduled for October 19-20, 2022 St. George Hilton Garden.
  - I. UMPA Conference will be held November 3-4, 2022 at the Kanab Convention Center.
  - j. County DA Attorney's Executive Seminar will be held at the St. George Dixie Center, dates TBD.

**5. UPAА REPORT**

As stated above in #4. e.

**6. RESOURCE PROSECUTORS**

- a. Marlesse Jones SADVRSP. Marlesse referred the Council to the SADVRSP report as outlined in the handouts. Marlesse indicated she will be stepping down as the SWAP representative to the Crime Victim Council. Therefore, a replacement needs to be found. It was suggested asking Dawn Emery to take Marlesse's place. Jeff Buhman will reach out to Dawn.
- b. Tyson Skeen TSRP. Tyson Skeen referred the Council to the TSRP report as outlined in the handouts.

**7. e-PROSECUTOR NEWS**

Bob and Ron gave the training committee report. Please refer to Director's Summary for details.

- a. Ron reported he will be sending the Software License and Support Agreement and Joinder document to all eProsecutor users.
- b. Ron has been regularly submitting the required prosecutor data reports to CCJJ. Ron and Bob recently met with key players from CCJJ as well as Rep Judkins and Jeff Buhman to discuss the future of her reporting requirements bill and case management software.
- c. As previously reported, Bob is seeking additional grant funding for an additional 150 user licenses.

**8. UPC AWARDS**

- a. Bob asked the Council's guidance regarding recognition awards of merit and elite performance. Awards could include areas and/or titles such as Felony Prosecutor of the Year, Misdemeanor Prosecutor of the Year, Juvenile prosecutor of the year, Investigator/LEO of the year, and Support/Admin Staff of the Year. After an in depth discussion, the Council agreed this would be a good idea. Their direction was that UPC and SWAP could work together and seek nominations, by way of announcement at Spring and/or Fall conference, for any prosecutor who has done something extraordinary. A committee would consider the nominations and recommend the type of recognition(s) to be awarded. Recognition would be a variety of expertises including those areas listed above. It was recommended that the award or recognition be meaningful, one of merit and/or of distinguishment. Presenting it could be at Spring and/or Fall conference or on the public stage such as during half time at a Jazz game!
- b. Steve Garside Service Award  
Bob indicated that the first award would be given to Steve Garside for his many years of service as well as a well-deserved award of merit. The Steve Garside Service Award will be presented to Steve at the 2022 Spring Conference. The Council was overwhelming in favor and felt this would set a positive precedence.



**9. OTHER BUSINESS**

- a. Bob proposed a council retreat some time in the fall. Council indicated they would be open to the possibility of a retreat. UPC and SWAP could coordinate the discussion of topics/issues that affect county attorneys. A couple topics brought up included securities and AG's supervisory ship over county attorneys. The retreat could include leadership and management training.

**NEXT MEETING**

Next meeting: Friday, July 15, 2022. Summit County to host.

**10. ADJOURN**

***Tab B***

# Utah Prosecution Council

Budget vs. Actuals: FY\_2021\_2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
<b>CONFERENCE REG FEE -DED CREDITS</b>				
Advanced Trial Skills (deleted)	50.00		50.00	
Basic Prosecutor	2,875.00	2,125.00	750.00	135.29 %
Civil Conference	7,875.00	5,875.00	2,000.00	134.04 %
Fall Conference	8,925.00	8,125.00	800.00	109.85 %
Spring Conference	34,650.00	36,250.00	-1,600.00	95.59 %
Train the Trainer (deleted)	16,000.00	16,000.00	0.00	100.00 %
UMPA	3,375.00	2,750.00	625.00	122.73 %
UPAA	10,621.00	7,500.00	3,121.00	141.61 %
<b>Total CONFERENCE REG FEE -DED CREDITS</b>	<b>84,371.00</b>	<b>78,625.00</b>	<b>5,746.00</b>	<b>107.31 %</b>
ePROSECUTOR USER FEES - DED CRD	37,286.00	32,000.00	5,286.00	116.52 %
<b>EXPENSE REIMBURSEMENTS</b>				
ASSET FORFEITURE TRAINING (deleted)		20,000.00	-20,000.00	
eProsecutor Mgmt Reimbsmt Grant (deleted)		27,000.00	-27,000.00	
John R Justice Grant	37,146.00	37,146.00	0.00	100.00 %
NAPC grant - Train the Trainers		16,000.00	-16,000.00	
TSRP - REVENUE TRANSFER	108,256.00	165,390.00	-57,134.00	65.45 %
<b>Total EXPENSE REIMBURSEMENTS</b>	<b>215,267.61</b>	<b>265,536.00</b>	<b>-50,268.39</b>	<b>81.07 %</b>
<b>STATE REVENUE INCOME</b>				
General Fund	678,100.00	678,100.00	0.00	100.00 %
Non-lapsing Carryover	95,613.00	95,613.00	0.00	100.00 %
<b>Total STATE REVENUE INCOME</b>	<b>773,713.00</b>	<b>773,713.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Total Revenue</b>	<b>\$1,110,637.61</b>	<b>\$1,149,874.00</b>	<b>\$ -39,236.39</b>	<b>96.59 %</b>
<b>GROSS PROFIT</b>	<b>\$1,110,637.61</b>	<b>\$1,149,874.00</b>	<b>\$ -39,236.39</b>	<b>96.59 %</b>
<b>Expenditures</b>				
<b>ADMINISTRATIVE FEES</b>				
Administrative fee to AG	35,700.00	33,800.00	1,900.00	105.62 %
Building OS&M	1,650.00	1,800.00	-150.00	91.67 %
DB Purc (West Law)	1,599.96	1,600.00	-0.04	100.00 %
Ins & Bonds	1,200.00	1,200.00	0.00	100.00 %
<b>Total ADMINISTRATIVE FEES</b>	<b>40,149.96</b>	<b>38,400.00</b>	<b>1,749.96</b>	<b>104.56 %</b>
<b>CASE MANAGEMENT</b>				
eProsecutor Mgmt Reimbsmt Grant	-27,000.00		-27,000.00	
eProsecutor Training/Support		750.00	-750.00	
<b>Total CASE MANAGEMENT</b>	<b>-27,000.00</b>	<b>750.00</b>	<b>-27,750.00</b>	<b>-3,600.00 %</b>
<b>CONFERENCES</b>				
<b>BASIC PROSECUTOR COURSE</b>				
audio-visual	525.00		525.00	
catering	4,042.01		4,042.01	
facilities charge	6,003.05		6,003.05	
lodging	4,305.60	22,000.00	4,305.60	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
MCLE fee	405.00		405.00	
meals	970.00		970.00	
mileage	1,207.48		1,207.48	
miscellaneous	1,151.16		1,151.16	
<b>Total BASIC PROSECUTOR COURSE</b>	<b>18,609.30</b>	<b>22,000.00</b>	<b>-3,390.70</b>	<b>84.59 %</b>
CIVIL CONFERENCE		12,000.00	-12,000.00	
catering	841.74		841.74	
lodging	5,842.17		5,842.17	
MCLE fee	814.00		814.00	
meals	755.50		755.50	
mileage	2,032.93		2,032.93	
miscellaneous	358.32		358.32	
<b>Total CIVIL CONFERENCE</b>	<b>10,644.66</b>	<b>12,000.00</b>	<b>-1,355.34</b>	<b>88.71 %</b>
CONFERENCE MATERIALS				
Handouts, Materials, SWAG	9,243.46	15,000.00	-5,756.54	61.62 %
<b>Total CONFERENCE MATERIALS</b>	<b>9,243.46</b>	<b>15,000.00</b>	<b>-5,756.54</b>	<b>61.62 %</b>
COUNTY EXECUTIVE		1,200.00	-1,200.00	
meals	124.00		124.00	
mileage	191.00		191.00	
<b>Total COUNTY EXECUTIVE</b>	<b>315.00</b>	<b>1,200.00</b>	<b>-885.00</b>	<b>26.25 %</b>
ePROSECUTOR CONFERENCE		800.00	-800.00	
FALL CONFERENCE		22,000.00	-22,000.00	
catering	1,212.36		1,212.36	
facilities charge	4,777.56		4,777.56	
honoraria	650.00		650.00	
lodging	760.00		760.00	
MCLE fee	783.00		783.00	
meals	762.00		762.00	
mileage	1,969.84		1,969.84	
Misc	8.00		8.00	
<b>Total FALL CONFERENCE</b>	<b>10,922.76</b>	<b>22,000.00</b>	<b>-11,077.24</b>	<b>49.65 %</b>
NATIONAL CONFERENCES				
NAPC				
NAPC Summer Conference		4,600.00	-4,600.00	
Airfare	1,976.20		1,976.20	
Lodging	1,033.56		1,033.56	
Mileage	262.62		262.62	
Misc	125.39		125.39	
Per Diem	535.00		535.00	
Registration Fee	750.00		750.00	
<b>Total NAPC Summer Conference</b>	<b>4,682.77</b>	<b>4,600.00</b>	<b>82.77</b>	<b>101.80 %</b>
NAPC Winter Conference		46,800.00	-46,800.00	
Airfare	1,097.39		1,097.39	
Ground Transportation	117.30		117.30	
Lodging	989.73		989.73	
Mileage	390.77		390.77	
Misc	60.00		60.00	
Per Diem	425.00		425.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Registration Fee	750.00		750.00	
<b>Total NAPC Winter Conference</b>	<b>3,830.19</b>	<b>46,800.00</b>	<b>-42,969.81</b>	<b>8.18 %</b>
<b>Total NAPC</b>	<b>8,512.96</b>	<b>51,400.00</b>	<b>-42,887.04</b>	<b>16.56 %</b>
<b>Total NATIONAL CONFERENCES</b>	<b>8,512.96</b>	<b>51,400.00</b>	<b>-42,887.04</b>	<b>16.56 %</b>
<b>NDAACONFERENCES</b>				
Airfare	7,226.77	12,000.00	-4,773.23	60.22 %
Ground Transportation		750.00	-750.00	
Lodging	586.00	12,000.00	-11,414.00	4.88 %
Mileage	102.00	2,400.00	-2,298.00	4.25 %
Misc		1,200.00	-1,200.00	
Per Diem	214.00	5,300.00	-5,086.00	4.04 %
Registration	4,105.00	7,500.00	-3,395.00	54.73 %
<b>Total NDAACONFERENCES</b>	<b>12,233.77</b>	<b>41,150.00</b>	<b>-28,916.23</b>	<b>29.73 %</b>
<b>REGIONAL TRAINING</b>				
Legislative Update	45.00	4,600.00	-4,555.00	0.98 %
lodging	305.54		305.54	
meals	116.00		116.00	
mileage	974.28		974.28	
<b>Total Legislative Update</b>	<b>1,440.82</b>	<b>4,600.00</b>	<b>-3,159.18</b>	<b>31.32 %</b>
<b>Total REGIONAL TRAINING</b>	<b>1,440.82</b>	<b>4,600.00</b>	<b>-3,159.18</b>	<b>31.32 %</b>
SPEAKER RECOGNITION	2,670.47	5,000.00	-2,329.53	53.41 %
SPRING CONFERENCE		22,000.00	-22,000.00	
audio-visual	3,260.80		3,260.80	
catering	9,122.83		9,122.83	
facilities charge	794.63		794.63	
MCLE fee	6,425.25		6,425.25	
<b>Total SPRING CONFERENCE</b>	<b>19,603.51</b>	<b>22,000.00</b>	<b>-2,396.49</b>	<b>89.11 %</b>
TRAIN THE TRAINERS (deleted)		34,000.00	-34,000.00	
air fare (deleted)	3,258.39	2,700.00	558.39	120.68 %
catering (deleted)	3,540.82		3,540.82	
facilities charge (deleted)	3,200.00		3,200.00	
lodging (deleted)	6,969.31		6,969.31	
meals (deleted)	3,080.43		3,080.43	
mileage (deleted)	6,223.10		6,223.10	
Misc (deleted)	1,176.45		1,176.45	
<b>Total TRAIN THE TRAINERS (deleted)</b>	<b>27,448.50</b>	<b>36,700.00</b>	<b>-9,251.50</b>	<b>74.79 %</b>
UMPA		5,000.00	-5,000.00	
catering	313.23		313.23	
facilities charge	-55.24		-55.24	
lodging	4,251.24		4,251.24	
MCLE fee	407.25		407.25	
meals	240.00		240.00	
mileage	1,162.11		1,162.11	
<b>Total UMPA</b>	<b>6,318.59</b>	<b>5,000.00</b>	<b>1,318.59</b>	<b>126.37 %</b>
UPAA		12,000.00	-12,000.00	
catering	3,150.00		3,150.00	
honoraria	650.00		650.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
lodging	3,600.00		3,600.00	
meals	1,167.00		1,167.00	
mileage	2,993.49		2,993.49	
miscellaneous	232.22		232.22	
<b>Total UPAA</b>	<b>11,792.71</b>	<b>12,000.00</b>	<b>-207.29</b>	<b>98.27 %</b>
<b>Total CONFERENCES</b>	<b>139,756.51</b>	<b>250,850.00</b>	<b>-111,093.49</b>	<b>55.71 %</b>
COUNCIL, UPAA & COMMITTEE MTGS				
Council, UPAA Brd & Commt's		750.00	-750.00	
catering	1,203.88		1,203.88	
lodging	543.00		543.00	
meals	180.00		180.00	
mileage	465.00		465.00	
<b>Total Council, UPAA Brd &amp; Commt's</b>	<b>2,391.88</b>	<b>750.00</b>	<b>1,641.88</b>	<b>318.92 %</b>
Training Committee		4,500.00	-4,500.00	
catering	152.85		152.85	
lodging	1,739.67		1,739.67	
meals	694.50		694.50	
mileage	1,552.60		1,552.60	
<b>Total Training Committee</b>	<b>4,139.62</b>	<b>4,500.00</b>	<b>-360.38</b>	<b>91.99 %</b>
<b>Total COUNCIL, UPAA &amp; COMMITTEE MTGS</b>	<b>6,531.50</b>	<b>5,250.00</b>	<b>1,281.50</b>	<b>124.41 %</b>
CURRENT EXPENSES				
Annual MCLE Fee	200.00	300.00	-100.00	66.67 %
Calendars	819.00	819.00	0.00	100.00 %
Donation to UT Journal Crim Law		3,000.00	-3,000.00	
Donations UT Cncl Victims Crime		1,500.00	-1,500.00	
Dues & Memberships	2,195.00	2,600.00	-405.00	84.42 %
Equipment/Supplies-not Data Pro	7,477.03	5,200.00	2,277.03	143.79 %
IT				
Hardware	139.67	1,000.00	-860.33	13.97 %
Network Services	4,255.07	5,700.00	-1,444.93	74.65 %
Software for Support	285.51	275.00	10.51	103.82 %
UPC Website		1,350.00	-1,350.00	
Web Training		225.00	-225.00	
<b>Total IT</b>	<b>4,680.25</b>	<b>8,550.00</b>	<b>-3,869.75</b>	<b>54.74 %</b>
Library & Subscriptions		200.00	-200.00	
Miscellaneous	3,244.09	4,400.00	-1,155.91	73.73 %
Office Supplies	291.03		291.03	
Personal Vehicle Mileage		500.00	-500.00	
Postage	56.99	400.00	-343.01	14.25 %
Telephone	3,102.76	3,000.00	102.76	103.43 %
<b>Total CURRENT EXPENSES</b>	<b>22,066.15</b>	<b>30,469.00</b>	<b>-8,402.85</b>	<b>72.42 %</b>
DATA MANAGEMENT - ePros / PIMS				
ePros/PIMS Sup Install		600.00	-600.00	
Maintenance / Installation				
Lodging	168.48		168.48	
Meals	68.00		68.00	
mileage	37.60		37.60	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Maintenance / Installation</b>	<b>274.08</b>		<b>274.08</b>	
<b>Total ePros/PIMS Sup Install</b>	<b>274.08</b>	<b>600.00</b>	<b>-325.92</b>	<b>45.68 %</b>
<b>Total DATA MANAGEMENT - ePros / PIMS</b>	<b>274.08</b>	<b>600.00</b>	<b>-325.92</b>	<b>45.68 %</b>
JOHN R JUSTICE GRANT		37,146.00	-37,146.00	
OUT-OF-STATE TRAVEL				
Other out of state travel	790.00	2,400.00	-1,610.00	32.92 %
<b>Total OUT-OF-STATE TRAVEL</b>	<b>790.00</b>	<b>2,400.00</b>	<b>-1,610.00</b>	<b>32.92 %</b>
PERSONNEL SERVICES				
Director				
base salary	71,939.67	120,265.00	-48,325.33	59.82 %
benefits	43,872.62	52,077.45	-8,204.83	84.24 %
<b>Total Director</b>	<b>115,812.29</b>	<b>172,342.45</b>	<b>-56,530.16</b>	<b>67.20 %</b>
INCENTIVE AWARDS		33,000.00	-33,000.00	
IT Director				
base salary	84,368.74		84,368.74	
benefits	55,503.00	24,879.51	30,623.49	223.09 %
<b>Total IT Director</b>	<b>139,871.74</b>	<b>24,879.51</b>	<b>114,992.23</b>	<b>562.20 %</b>
Staff Attorney - SADVRP				
base salary	73,662.15	95,596.80	-21,934.65	77.06 %
benefits	52,303.93	49,027.33	3,276.60	106.68 %
<b>Total Staff Attorney - SADVRP</b>	<b>125,966.08</b>	<b>144,624.13</b>	<b>-18,658.05</b>	<b>87.10 %</b>
Staff Attorney - TSRP				
base salary	77,117.95	101,878.40	-24,760.45	75.70 %
benefits	54,334.19	50,953.27	3,380.92	106.64 %
<b>Total Staff Attorney - TSRP</b>	<b>131,452.14</b>	<b>152,831.67</b>	<b>-21,379.53</b>	<b>86.01 %</b>
Training Coordinator				
base salary	64,264.87	79,976.00	-15,711.13	80.36 %
benefits	40,572.71	31,342.00	9,230.71	129.45 %
<b>Total Training Coordinator</b>	<b>104,837.58</b>	<b>111,318.00</b>	<b>-6,480.42</b>	<b>94.18 %</b>
<b>Total PERSONNEL SERVICES</b>	<b>617,939.83</b>	<b>638,995.76</b>	<b>-21,055.93</b>	<b>96.70 %</b>
RESOURCE PROSECUTOR EXPENSES				
SADVRP				
Airfare		1,600.00	-1,600.00	
Car Rental	3,541.21		3,541.21	
Catering	205.30		205.30	
Conference Registration Fees	459.76	500.00	-40.24	91.95 %
Equipment and Supplies	180.67		180.67	
Lodging	2,106.77	1,600.00	506.77	131.67 %
Meals	1,018.00	900.00	118.00	113.11 %
Mileage	941.35	900.00	41.35	104.59 %
Misc	269.41		269.41	
Training Materials		1,500.00	-1,500.00	
<b>Total SADVRP</b>	<b>8,722.47</b>	<b>7,000.00</b>	<b>1,722.47</b>	<b>124.61 %</b>
TSRP EXPENSES		13,300.00	-13,300.00	
Airfare	3,091.79		3,091.79	
Conference Registration Fees	2,650.00		2,650.00	
Lodging	2,192.46		2,192.46	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Meals	407.00		407.00	
Mileage	375.40		375.40	
Misc	112.30		112.30	
<b>Total TSRP EXPENSES</b>	<b>8,828.95</b>	<b>13,300.00</b>	<b>-4,471.05</b>	<b>66.38 %</b>
<b>Total RESOURCE PROSECUTOR EXPENSES</b>	<b>17,551.42</b>	<b>20,300.00</b>	<b>-2,748.58</b>	<b>86.46 %</b>
UPAA APPROPRIATION		12,000.00	-12,000.00	
<b>Total Expenditures</b>	<b>\$818,059.45</b>	<b>\$1,037,160.76</b>	<b>\$ -219,101.31</b>	<b>78.87 %</b>
NET OPERATING REVENUE	<b>\$292,578.16</b>	<b>\$112,713.24</b>	<b>\$179,864.92</b>	<b>259.58 %</b>
NET REVENUE	<b>\$292,578.16</b>	<b>\$112,713.24</b>	<b>\$179,864.92</b>	<b>259.58 %</b>



# *Tab C*

FY23 Proposed Budget

Utah Prosecution Council

Budget vs. Actuals: 2022-23 UPC Budget - FY23 P&L

July 2022 - June 2023

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
<b>Revenue</b>				
<b>CONFERENCE REG FEE -DED CREDITS</b>				
Basic Prosecutor		2,500.00	-2,500.00	
Civil Conference		6,250.00	-6,250.00	
Fall Conference		6,875.00	-6,875.00	
Spring Conference		31,250.00	-31,250.00	
UMPA		3,375.00	-3,375.00	
UPAA		9,375.00	-9,375.00	
<b>Total CONFERENCE REG FEE -DED CREDITS</b>		<b>59,625.00</b>	<b>-59,625.00</b>	
ePROSECUTOR USER FEES - DED CRD		34,000.00	-34,000.00	
<b>EXPENSE REIMBURSEMENTS</b>				
eProsecutor Administrator Salary		53,938.00	-53,938.00	
<b>TSRP - REVENUE TRANSFER</b>				
TSRP - Salary and Benefits		157,766.00	-157,766.00	
<b>Total TSRP - REVENUE TRANSFER</b>		<b>157,766.00</b>	<b>-157,766.00</b>	
<b>Total EXPENSE REIMBURSEMENTS</b>		<b>211,704.00</b>	<b>-211,704.00</b>	
<b>STATE REVENUE INCOME</b>				
General Fund		730,600.00	-730,600.00	
Non-lapsing Carryover		1.00	-1.00	
<b>Total STATE REVENUE INCOME</b>		<b>730,601.00</b>	<b>-730,601.00</b>	
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$1,035,930.00</b>	<b>\$ -1,035,930.00</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$0.00</b>	<b>\$1,035,930.00</b>	<b>\$ -1,035,930.00</b>	<b>0.00 %</b>
<b>Expenditures</b>				
<b>ADMINISTRATIVE FEES</b>				
Administrative fee to AG		35,700.00	-35,700.00	
Building OS&M		1,700.00	-1,700.00	
DB Purc (West Law)		1,600.00	-1,600.00	
Ins & Bonds		1,200.00	-1,200.00	
<b>Total ADMINISTRATIVE FEES</b>		<b>40,200.00</b>	<b>-40,200.00</b>	
<b>CASE MANAGEMENT</b>				
eProsecutor Training/Support		750.00	-750.00	
<b>Total CASE MANAGEMENT</b>		<b>750.00</b>	<b>-750.00</b>	
<b>CONFERENCES</b>				
BASIC PROSECUTOR COURSE		22,000.00	-22,000.00	
CIVIL CONFERENCE		12,000.00	-12,000.00	
<b>CONFERENCE MATERIALS</b>				
Handouts, Materials, SWAG		10,000.00	-10,000.00	
<b>Total CONFERENCE MATERIALS</b>		<b>10,000.00</b>	<b>-10,000.00</b>	
COUNTY EXECUTIVE		750.00	-750.00	
ePROSECUTOR CONFERENCE		750.00	-750.00	
FALL CONFERENCE		22,000.00	-22,000.00	

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
<b>NATIONAL CONFERENCES</b>				
NAPC				
NAPC Summer Conference		5,300.00	-5,300.00	
NAPC Winter Conference		5,500.00	-5,500.00	
<b>Total NAPC</b>		<b>10,800.00</b>	<b>-10,800.00</b>	
<b>Total NATIONAL CONFERENCES</b>		<b>10,800.00</b>	<b>-10,800.00</b>	
NEW COUNTY ATTORNEY				
		1,400.00	-1,400.00	
REGIONAL TRAINING				
Legislative Update		4,000.00	-4,000.00	
<b>Total REGIONAL TRAINING</b>		<b>4,000.00</b>	<b>-4,000.00</b>	
SPEAKER RECOGNITION				
		5,000.00	-5,000.00	
SPRING CONFERENCE				
		22,000.00	-22,000.00	
UMPA				
		7,200.00	-7,200.00	
UPAA				
		12,000.00	-12,000.00	
<b>Total CONFERENCES</b>		<b>129,900.00</b>	<b>-129,900.00</b>	
COUNCIL, UPAA & COMMITTEE MTGS				
Council, UPAA Brd & Commt's		2,500.00	-2,500.00	
Training Committee		5,000.00	-5,000.00	
<b>Total COUNCIL, UPAA &amp; COMMITTEE MTGS</b>		<b>7,500.00</b>	<b>-7,500.00</b>	
CURRENT EXPENSES				
Annual MCLE Fee		250.00	-250.00	
Calendars		900.00	-900.00	
Donation to UT Journal Crim Law		3,000.00	-3,000.00	
Donations UT Cncl Victims Crime		1,500.00	-1,500.00	
Dues & Memberships		2,300.00	-2,300.00	
Equipment/Supplies-not Data Pro		7,700.00	-7,700.00	
IT				
Hardware		475.00	-475.00	
Network Services		6,100.00	-6,100.00	
Software for Support		500.00	-500.00	
UPC Website		2,200.00	-2,200.00	
<b>Total IT</b>		<b>9,275.00</b>	<b>-9,275.00</b>	
Library & Subscriptions		200.00	-200.00	
Miscellaneous		3,700.00	-3,700.00	
Office Supplies		350.00	-350.00	
Personal Vehicle Mileage		500.00	-500.00	
Postage		400.00	-400.00	
Telephone		3,000.00	-3,000.00	
<b>Total CURRENT EXPENSES</b>		<b>33,075.00</b>	<b>-33,075.00</b>	
OUT-OF-STATE TRAVEL				
		800.00	-800.00	
PERSONNEL SERVICES				
Director				
base salary		124,474.00	-124,474.00	
benefits		53,899.00	-53,899.00	
<b>Total Director</b>		<b>178,373.00</b>	<b>-178,373.00</b>	
INCENTIVE AWARDS				
IT Director		30,000.00	-30,000.00	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
base salary		75,862.00	-75,862.00	
benefits		20,335.00	-20,335.00	
<b>Total IT Director</b>		<b>96,197.00</b>	<b>-96,197.00</b>	
Staff Attorney - SADVRP				
base salary		98,941.00	-98,941.00	
benefits		50,742.00	-50,742.00	
<b>Total Staff Attorney - SADVRP</b>		<b>149,683.00</b>	<b>-149,683.00</b>	
Staff Attorney - TSRP				
base salary		105,443.00	-105,443.00	
benefits		52,736.00	-52,736.00	
<b>Total Staff Attorney - TSRP</b>		<b>158,179.00</b>	<b>-158,179.00</b>	
Training Coordinator				
base salary		82,775.00	-82,775.00	
benefits		32,438.00	-32,438.00	
<b>Total Training Coordinator</b>		<b>115,213.00</b>	<b>-115,213.00</b>	
<b>Total PERSONNEL SERVICES</b>		<b>727,645.00</b>	<b>-727,645.00</b>	
RESOURCE PROSECUTOR EXPENSES				
SADVRP		9,000.00	-9,000.00	
TSRP EXPENSES		33,249.00	-33,249.00	
<b>Total RESOURCE PROSECUTOR EXPENSES</b>		<b>42,249.00</b>	<b>-42,249.00</b>	
UPAA APPROPRIATION		12,000.00	-12,000.00	
<b>Total Expenditures</b>	<b>\$0.00</b>	<b>\$994,119.00</b>	<b>\$ -994,119.00</b>	<b>0.00%</b>
NET OPERATING REVENUE	<b>\$0.00</b>	<b>\$41,811.00</b>	<b>\$ -41,811.00</b>	<b>0.00 %</b>
NET REVENUE	<b>\$0.00</b>	<b>\$41,811.00</b>	<b>\$ -41,811.00</b>	<b>0.00 %</b>

***Tab D***

# 2022 TRAINING SCHEDULE



Training and Serving Utah Prosecutors Since 1990

January 5	COUNCIL MEETING	UPC Office 5272 College Drive	UPC Office 5272 College Drive	June 7-10	Visual Trial Skills (Adv. Trial Skills)	UPC Office 5272 College Drive
Feb. 7-9	HB 200 Sex Crimes Invest. Course for LEO	P.O.S.T., Draper	Ruby's Inn Bryce Canyon City	June 22-24	Ut. Prosecutorial Assist's Annual Conf. <i>Training for para-legals and secretarial staff in prosecutor offices</i>	Ruby's Inn Bryce Canyon City
March 7-9	HB 200 Sex Crimes Invest. Course for LEO	U.S.U., Logan	Riverwoods Conf. Logan, UT	Aug. 21-26	Basic Prosecutor Course <i>Trial advocacy and substantive legal instruction for new prosecutors</i>	Riverwoods Conf. Logan, UT
March 16	TRAINING COMMITTEE	UPC Office 5272 College Drive	<b>TBD</b>	<b>TBD</b>	<b>COUNCIL MEETING</b>	<b>TBD</b>
March 22-25	TRAIN the TRAINER	Hilton Garden Inn St. George	HB200 Sex Crimes Invest. Course for LEO	Sept. 7-9	HB200 Sex Crimes Invest. Course for LEO	USU, Richfield
April 20	COUNCIL MEETING	UPC Office 5272 College Drive	Hilton Garden Inn	Sept. 21-23	Fall Prosecutors Training Conference <i>The annual CLE and idea sharing event for all Utah prosecutors</i>	Hilton Garden Inn St. George
April 21-22	SPRING CONFERENCE <i>Legislative and case law updates, civility/ professionalism and more</i>	MT. America Expo Ctr.	USU, Moab	Oct. 3-5	HB200 Sex Crimes Invest. Course for LEO	USU, Moab
May 6-26	REGIONAL LEGISLATIVE UPDATES	23 LOCATIONS	Hilton Garden Inn St. George	Oct. 17-18	TRAINING COMMITTEE	Hilton Garden Inn St. George
May 18-20	CJC/DV CONFERENCE <i>For anyone who has a role in DV or Child Abuse Cases</i>	Cliff Lodge Snowbird Resort	Hilton Garden Inn St. George	Oct. 19-21	GOV. CIVIL PRACTICE CONF. <i>Training designed specifically for government civil attorneys from counties and cities</i>	Hilton Garden Inn St. George
<b>June TBD</b>	<b>COUNCIL MEETING</b>	<b>TBD</b>	UT. MISDEMEANOR PROSECUTORS ASSN.	Nov. 3-4	UT. MISDEMEANOR PROSECUTORS ASSN.	Kanab Conf. Ctr.
			Cty./ Dist. Attny. Exec. Seminar/UAC Conv.	Nov. 14-18	Cty./ Dist. Attny. Exec. Seminar/UAC Conv. <i>An opportunity for all county/district attorneys to discuss common issues</i>	Dixie Center St. George



[Home](#) > [Training](#) > [National](#) > Office Administration Course

## Office Administration Course

 September 19 - 22, 2022

Charleston, SC

[REGISTER](#)

[HOTEL RESERVATIONS](#)



Backbreaking Backlogs— Overwhelming Stress—Meager Budgets —Social Distancing Woes—Staff flight from Offices — Technological Transition Challenges—Low Morale—PPE Perils— Tense Law Enforcement/Prosecutor Relations —Remote Workers !

WHAT IS THE NEW NORMAL?????????????

**WHO SHOULD ATTEND:** This is NOT a Prosecutor ONLY training - Every Supervisor or Manager in your office beginning with your elected or appointed official should join us: chief prosecutors, first assistants, supervisors of trial and investigative teams, IT managers, finance managers, paralegals, office administrators, administrative professionals or anyone who supervises staff in prosecutors, military, and government attorneys' offices. This is a multi-disciplinary training,

**WHY:** Our experienced multidisciplinary faculty members, like you, face these daily challenges, and will come equipped to share successful strategies to overcome these obstacles. Our faculty consists of attorney and non-attorney supervisors, chief prosecutors and management consultants.

**Topics Include:**

- The Myths & Realities of Transparency
- Recruiting Diverse Staff
- Show Me the Money: The Effective Budget Presentation
- The Revolving Door of Staff Flight: Successful Retention Strategies
- Hitting the Campaign Trail: The Impact on your Office
- Adhering to Federal Mandates: FMLA, FLSA and ADA
- Managing Disciplinary Matters and Averting Litigation
- Furloughs, Layoffs and Revision of Job Duties
- Evaluating Remote Workers
- Revising Office Policies for our New Normal: Technological and Productivity Concerns
- Managing the Media Madness
- Pivoting to Create and Maintain a Productive Workforce
- Anticipating and Overcoming Collateral Consequences of Implementing Paperless Management Systems
- Increasing Communication with Dispersed Co - Workers and Collaborative Partners
- Transitioning from a Boss to a Leader
- Implicit Bias and Defending Claims of Discrimination (Law (Title VII, ADEA, USERRA and the Constitution)
- Identifying and Silencing Bullies in the Office
- Walking in Our Shoes- Encouraging and Motivating Administrative Professionals
- Techniques for Implementing Diversity, Education, and Inclusion
- Re-Defining your Concept of Organizational Structure for your Administration
- Proactive Initiatives for Community Outreach and Criminal Justice Reform
- Strategies for Securing Funding and Meaningful Assessments



# ***Tab E***

## April 2022 - June 2022

### SA/DV Resource Prosecutor Report

#### OVERVIEW / COMMENTS RE QUARTER

This quarter started out with a lot of trainings and presentations in April, which then flowed into May's Regional Legislative Update tour through Utah. We had great attendance at the updates and a lot of good discussion, including some good laughs. Being out with LEO is always a great time to connect, build rapport and relationships that help facilitate additional trainings throughout the year.

The end of May I was able to attend a national conference, the first in three years, and it was a much needed rejuvenation of information and energy. June was not as expected as I ended up with COVID which then evolved into bronchitis. But I was able to do two training presentations in North Carolina, including a new prosecutor wellness presentation that builds on recognizing trauma in our lives and caseloads. I also trained system-based and community-based advocates on using a trauma informed response in sexual assault cases.

The 2022 DV Quick Reference updates were made, and digital copies were sent to DPS for the resource database that UHP uses, as well as to POST for their main page accessible to all LEO. This digital form will help ensure access as needed by our law enforcement. We are in the midst of getting hard copies printed as there has been many requests for that as well.

#### TRAININGS CONDUCTED/ATTENDED:

- April 4, 2022 Kane Co MDT Sex Assault Training, Kanab UT
  - 60 mins
  - 24 attended
- April 5, 2022 Kane Co MDT Sex Assault Training, Kanab UT
  - 60 mins
  - 23 attended
- April 18, 2022 Trauma and Predominant Aggressor in DV Cases, Toole PD, Tooele UT
  - 180 mins
  - 13 attended
- April 19, 2022 Trauma and Predominant Aggressor in DV Cases, Toole PD, Tooele UT
  - 180 mins
  - 12 attended
- April 20, 2022 Trauma and Predominant Aggressor in DV Cases, Toole PD, Tooele UT
  - 180 mins
  - 18 attended
- April 20, 2022 Sevier Co MDT Sex Assault Training, Richfield – Virtual
  - 60 mins
  - 13 attended
- April 22, 2022 Legislative Update, UPC Spring Conference, Draper
  - 60 mins
  - 282 attended

April 26, 2022 Trauma Evidence in SA Cases, Weber Co SART, Ogden UT

- 60 mins
- 14 attended

April 28, 2022 When 1+1=1 in Trauma Cases, UCVC Conference, Midway UT

- 75 mins
- 70 attended

May 6 – 19<sup>th</sup>, 2022 Regional Legislative Update, Statewide

- 120 mins each session
- 17 sessions as follows: Total attendees: 496
  - o 11 attended Weber Co, Ogden
  - o 18 attended Davis/Morgan Co, Layton
  - o 32 attended San Pete Co, Manti
  - o 24 attended Sevier/Piute Co, Richfield
  - o 12 attended Garfield/Wayne Co, Panguitch
  - o 37 attended Kane Co, Kanab
  - o 19 attended Washington Co, Washington City/St.George
  - o 44 attended Iron Co, Cedar City
  - o 31 attended Beaver Co, Beaver
  - o 37 attended Millard Co, Fillmore
  - o 14 attended SLCo, Sandy
  - o 53 attended Tooele Co, Tooele
  - o 57 attended Uintah Co, Vernal
  - o 27 attended Duchesne Co, Duchesne
  - o 16 attended Emery Co, Castle Dale
  - o 37 attended Grand/San Juan Co, Moab

May 22-26, 2022 Crimes Against Women Conference, Dallas TX Attendee

June 20, 2022 A Sixth Sense-Recognizing How TIR Helps our Case, Wilmington NC

- 90 mins
- 380 attended (NC Prosecutors)

June 22, 2022 Surviving or Thriving: Taking Care of 'Self' Because YOU Matter, Wilmington NC

- 60 mins
- 380 attended (NC Prosecutors)

June 23, 2022 Trauma in SA Cases, UCASA – Virtual

- 75 mins
- 25 attended

## **COMMITTEES / MEETINGS ATTENDED**

April 7, 2022	UT SART Power Hour
April 12, 2022	UCVC Conference Planning Mtg
April 20, 2022	UPC Council Meeting
April 19, 2022	UCVC Conference Planning Mtg
April 27, 2022	UCVC PreConf Site Meeting and Set Up

**STATS: ASSISTANCE & TRAININGS PROVIDED**

<b>2022</b>	<b>Technical Assistance Provided</b>	<b>Trainings / Events</b>	<b>Number of Participants</b>	<b>Number of Class Hours</b>
<b>April</b>	21	9	469	15.25
<b>May</b>	22	11	496	22
<b>June</b>	16	3	785 (25 UT)	3.75
<b>TOTAL</b>	<b>59</b>	<b>23</b>	<b>1750 (990 UT)</b>	<b>41</b>

# *Tab F*

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## April - June 2022 TSRP Report

### Trainings Attended/Conducted:

- April 21-22, 2022 – UPC Spring Prosecutor Conference, Sandy, UT
  - Presented Criminal Legislative Update on 4/22
  - **1.5 hours training**
  - **282 attendees**
- April 28, 2022 – Operation Sober Handle: Spotting, Assessing and Interdicting DUI-D Drivers
  - Webinar about interdiction with drug-impaired commercial vehicle drivers
- May 2-4, 2022 – National TSRP Conference, Charlotte, NC
  - Co-Chair for conference and planning purposes
  - Facilitated the online portion of the conference for those attending via Zoom
- May 6, 2022 – Regional Legislative Update, Ogden, UT
  - **2 hours training**
  - **11 LE attendees**
- May 6, 2022 – Regional Legislative Update, Layton, UT
  - **2 hours training**
  - 17 LE and 1 attorney for **18 total attendees**
- May 9, 2022 – Regional Legislative Update, Manti, UT
  - **2 hours training**
  - **32 LE attendees**
- May 9, 2022 – Regional Legislative Update, Richfield, UT
  - **2 hours training**
  - **24 LE attendees**
- May 10, 2022 – Regional Legislative Update, Panguitch, UT
  - **2 hours training**
  - 9 LE and 3 attorney for **12 total attendees**
- May 10, 2022 – Regional Legislative Update, Kanab, UT
  - **2 hours training**
  - 35 LE and 2 attorney for **37 total attendees**
- May 11, 2022 – Regional Legislative Update, St. George, UT
  - **2 hours training**
  - 18 LE and 1 attorney for **19 total attendees**
- May 11, 2022 – Regional Legislative Update, Cedar City, UT
  - **2 hours training**
  - 41 LE and 3 attorney for **44 total attendees**
- May 12, 2022 – Regional Legislative Update, Beaver, UT
  - **2 hours training**
  - 27 LE 1 court and 3 attorney for **31 total attendees**
- May 12, 2022 – Regional Legislative Update, Filmore, UT
  - **2 hours training**
  - **37 LE attendees**

- May 16, 2022 – Regional Legislative Update, Sandy, UT
  - **2 hours training**
  - 13 LE and 1 attorney for **14 total attendees**
- May 16, 2022 – Regional Legislative Update, Tooele, UT
  - **2 hours training**
  - 46 LE and 7 attorney for **53 total attendees**
- May 17, 2022 – Regional Legislative Update, Vernal, UT
  - **2 hours training**
  - 56 LE and 1 attorney for **57 total attendees**
- May 17, 2022 – Regional Legislative Update, Duchesne, UT
  - **2 hours training**
  - **29 LE attendees**
- May 18, 2022 – Regional Legislative Update, Price, UT
  - **2 hours training**
  - 24 LE and 3 attorney for **27 total attendees**
- May 18, 2022 – Regional Legislative Update, Castle Dale, UT
  - **2 hours training**
  - 15 LE and 1 court for **16 total attendees**
- May 19, 2022 – Regional Legislative Update, Moab, UT
  - **2 hours training**
  - **21 LE and 2 court for 23 total attendees**
- May 24, 2022 – Regional Legislative Update, Logan, UT
  - **2 hours training**
  - **37 LE attendees**
- May 24, 2022 – Regional Legislative Update, Brigham City, UT
  - **2 hours training**
  - **27 LE attendees**
- May 25, 2022 – Regional Legislative Update, Park City, UT
  - **2 hours training**
  - **37 LE attendees**
- May 25, 2022 – Regional Legislative Update, Heber City, UT
  - **2 hours training**
  - 34 LE and 1 attorney for **35 total attendees**
- May 26, 2022 – Regional Legislative Update, Provo, UT
  - **2 hours training**
  - **18 LE and 4 attorney for 22 total attendees**
- May 26, 2022 – Regional Legislative Update, Nephi, UT
  - **2 hours training**
  - **15 LE attendees**
- June 7, 2022 – MATF Meeting, Orem, UT
  - Presented modified legislative update to multi-agency taskforce
  - **1 hour training**
  - 11 law enforcement and 8 other for **19 total attendees**

- June 8, 2022 – MATF Meeting, Kaysville, UT
  - Presented modified legislative update to multi-agency taskforce
  - **1 hour training**
  - 16 law enforcement and 3 other for **19 total attendees**
- June 9, 2022 – MATF Meeting, Taylorsville, UT
  - Presented modified legislative update to multi-agency taskforce
  - **1 hour training**
  - 10 law enforcement and 6 other for **16 total attendees**
- June 13, 2022 – Legislative Update for Riverton PD, Riverton, UT
  - Session one of two
  - **2 hours training**
  - **10 attendees**
- June 16, 2022 – Legislative Update for Riverton PD, Riverton, UT
  - Session two of two
  - **2 hours training**
  - **11 attendees**

#### **Upcoming Trainings:**

- DUI Report Writing and DRE courtroom training in Colorado

#### **Current Projects:**

- Updating Utah TSRP Training Curriculum

#### **Meetings Attended:**

- April 5, 2022 – MATF Meeting, Orem, UT
- April 6, 2022 – Regional JOL and 24/7 Meeting, virtual
- April 6, 2022 – MATF Meeting, Kaysville, UT
- April 7, 2022 – MATF Meeting, Salt Lake City, UT
- April 20, 2022 – UPC Council Meeting, Murray, UT
- April 20, 2022 – SWAP Board Meeting, Murray, UT
- June 2, 2022 – Meeting with AOC over e-filing issues, virtual
- June 6, 2022 – Impaired Driving Media Interview preparation meeting with Highway Safety Office, virtual
- June 7, 2022 – Grant monitoring meeting, Orem, UT
- June 8, 2022 – DUI Administrative Process Committee, Taylorsville, UT
- June 21, 2022 – Colorado training prep meeting, virtual



**Other Notables:**

- Completed project updating the Master Offense Table with all the updated criminal laws from the legislative session
- Completed various legislative summaries for publishing
- Co-Chaired planning committee for national TSRP conference in Charlotte, NC. Also ran the online portion of the conference for attendees who participated virtually, helping them be involved in presentations and facilitating questions, answers, discussion, etc.

**Technical Assistance Provided:**

<b>MONTH</b>	<b>TECHNICAL ASSISTANCE</b>	<b>TRAINING PROVIDED</b>	<b>NUMBER OF PARTICIPANTS</b>	<b>CLASS HOURS</b>
October 2021	66	0	0	0
November	77	3	106	4
December	83	1	41	1
January 2022	71	0	0	0
February	83	6	170	16.5
March	61	3	70	3.25
April	63	1	282	1.5
May	54	23	657	46
June	81	5	75	7
July				
August				
September				
<b>TOTALS</b>	<b>639</b>	<b>48</b>	<b>1,401</b>	<b>79.25</b>