



UTAH PROSECUTION COUNCIL MEETING AGENDA

Monday, June 12, 2023
9:00 a.m.

Via Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWFkN2NhYWItZDczOS00MDlhLWExODctMmM4NDc1OWMwMjNi%40thread.v2/0?context=%7b%22Tid%22%3a%22cf2d8167-d3f4-4409-a289-d4b0ad0ce47a%22%2c%22Oid%22%3a%22003dac62-5bf8-4fe5-95cb-b50c4665d9ac%22%7d

Physical Location

Historic Council Chambers
60 N. Main
Second Floor
Coalville, UT

1. Review Minutes from Last Meeting
2. FY23 Budget Review
3. FY24 Budget Review
4. Council Leadership
5. Council Membership
6. Training Committee
7. eProsecutor
8. UPAA Report
9. Resource Prosecutor Report
10. Next Meeting
11. Adjourn

UTAH PROSECUTION COUNCIL MEETING AGENDA and DIRECTOR SUMMARY

Wednesday, April 19, 2023

9-11 a.m.

Historic Council Chambers

60 N. Main

Second Floor

Coalville, UT

1. Minutes from April 19, 2023 Council Meeting, **Tab A**
 - a. Vote to amend or approve.
2. FY23 Budget Review, **Tab B**
 - a. The budget you're looking at only reflects FINET expenses paid through April 2023.
 - b. The final budget, closeout will be ready for your review in September, 2023.
3. FY24 Budget Review
 - a. Salary and Incentive Award Memo, **Tab C**
 - i. During April's Council meeting you tasked Bob with proposing how to expend the balance of the SB003 targeted compensation increase funds UPC received. You also tasked him with recommending how to expend the balance of the budgeted incentive award funds. After several drafts and multiple conversations with members of the AGO exec staff, Bob finalized the Memo. It is attached here at **Tab C**. Bob will answer any questions members of the Council may have at the meeting.
 - ii. As a reminder, UPC attorney hourly salaries increased to:
 - (1) Bob: \$74.88, increase of \$15.04
 - (2) Marlesse: \$63.48, increase of \$15.43
 - (3) Tyson: \$63.48, increase of \$12.79
 - iii. Depending on any further discussion on either issue, the Council may want to go into closed door session. Bob will advise if that is needed.
 - b. FY24 proposed budget: items to note and discuss, **Tab D**
 - i. You will vote on the final FY24 budget in September after we learn what our carryover will actually be. Those numbers are not provided to UPC until late August, early September.
 - ii. Anticipated net revenue: \$71,000
 - (1) This is if our carryover is only \$60,000 as currently projected. If the carryover is higher, our net revenue will be higher.

- (2) Also, I calculated that our conference costs would be up to 7-10% higher than last year; lodging, food, mileage, etc. but if that estimate proves too high, then we should save a little bit on every conference.
- iii. NDAA Conferences
- (1) Generally speaking, our conferences are substantively better than NDAA's. However, they do have good information, good speakers and allows for networking opportunities.
 - (2) I have budgeted \$20,000 to fund scholarships to send a couple prosecutors to in-person courses. These courses are obviously costly to send people to so the number who could attend would be limited.
 - (3) NDAA also has a large number of webinar courses that we could sponsor prosecutors to attend. Each one is \$200 for non-NDAA members.
 - (4) See **Tab E** for a list of course through the end of the year to get an idea of their offerings.
 - (5) They have not published their 2024 calendar but it is likely there will be additional in-person, skills-based courses offered.
 - (6) We would come up with a way to determine eligibility; either through hand selecting those we would want to come back and train us or have bosses nominate employees.
- iv. Train the Trainer
- (1) We are in urgent need of more trainers. I have budgeted for this course even though we don't have it on the calendar.
 - (2) In years past, we've applied for grant funding but our budget will allow for us to fully fund this course. I can still apply for grant funding though and will consider that.
- v. Visual Trial
- (1) This is the 1-day course that Blair Wardle is putting together for UPC. It will be held at College Drive and be relatively inexpensive to hold.
 - (2) The major cost will be for Blair Wardle to come down from Box Elder the night before, so hotel, mileage and per diem.
- vi. Items not budgeted for but for your consideration.
- (1) Basic Prosecutor Lodging
 - (a) A couple years ago, we quit paying for student lodging due to the decrease in the surcharge.
 - (b) This budget does not reflect paying for student lodging.
 - (c) If we were to pay for student lodging this year, the projected cost would be: $\$119 \times 5 \text{ (nights)} \times 25 \text{ students} = \$14,875$
 - (i) NOTE: We don't pay sales tax on lodging when it's

paid on our p-card/master billing.

- (d) Do you want to pay for student lodging this year?
- (2) Reimbursement of unusual expenses related to the prosecution for violations of state laws.
 - (a) We have not budgeted anything for this since I've been with UPC - 2014.
 - (b) Do you want to consider budgeting for this? If so, how much?
 - (i) In the past it has been as high as \$25K.
 - (ii) A separate review committee was established to review applications and make the determination.
 - (iii) Applications were accepted late in the fiscal year, April - May timeframe, to ensure there were adequate funds.
- (3) Law clerk
 - (a) The AGO has allowed us to use their law clerks when we've needed them so there's not a great demand right now for UPC to have their own.
- (4) Part-time, non-benefitted secretary
 - (a) Bob has raised this issue several times. He is working on a list of duties to determine whether there is actually enough work to keep someone fully engaged part time.
 - (b) UPC staff are discussing this issue, weighing the pros and cons.
 - (c) The ultimate duties required will determine how much the person should be paid. I estimate it would cost us between \$15,000 and \$20,000 per year.
 - (d) I will have a definitive recommendation for the Council in September when you vote on the final budget.

4. Council Leadership

- a. The Council Chair serves for two years. The Chair-elect serves for two years then assume leadership for another two years. Stephen Foote has served for longer than that.
- b. Robert Cosson was the chair elect and when he stepped down from the Council, we did not fill his seat.
- c. Traditionally, the Chair has alternated between a county attorney and city attorney.
- d. Because we don't have all Council members present and one vacancy, staff proposes waiting until September to make nominations and vote. We will speak with individual members about this issue.
- e. Chair duties:
 - i. Conduct Council meeting.
 - ii. Assist with

5. Council Membership, *Tab F*
 - a. 4-year term has expired for these members
 - i. Robert Van Dyke - SWAP region III representative
 - (1) Rob has indicated his willingness to continue serving.
 - ii. Ed Montgomery - UMPA appointee
 - (1) Ed has indicated his willingness to continue serving.
 - iii. Yvette Rodier - UMPA appointee
 - (1) Yvette would like to “give someone else the opportunity to participate on such a talented and smart Council.” She passes on her appreciation and gratitude for being able to participate for the last four years.
 - b. Staff will approach UMPA leadership with a recommendation and have a nomination for your vote by September’s meeting.

6. Training Committee
 - a. Upcoming Conferences, *Tab G*
 - i. UPA
 - (1) June 21 - 23
 - (2) Logan
 - ii. Basic
 - (1) August 20-25
 - (2) Logan
 - (3) We have lost a couple faculty members; one has taken a job with the US Attorney’s Office in West Virginia, the other is unavailable that week. We are looking at past faculty as well as Train the Trainer graduates as temporary replacements.
 - iii. Fall
 - (1) September 20-22
 - (2) Ruby’s Inn
 - iv. Training Committee
 - (1) October 15-17
 - (2) Torrey
 - v. Civil Conference
 - (1) October 18-20
 - (2) Ruby’s Inn
 - vi. UMPA
 - (1) November 2-3
 - (2) Springdale
 - vii. Visual Trial Skills
 - (1) Working with Blair Wardle to create the agenda
 - (2) Will be held multiple times at College Drive
 - (3) Limit class size to 10 or so, depending on faculty numbers

- b. Discontinue Sponsoring Civil Conference
 - i. Bob is meeting with SWAP and UCDAAs membership after Council meeting to discuss this with them.
 - ii. The goal will be to develop a plan to move forward so that this conference will continue to be held, just independent of UPC.
 - (1) Discuss combining with the League of Cities and Town's conference.
 - (a) Join on the contract for the venue and hotel.
 - (2) Discuss approaching UAC to pick up the responsibility.
 - (a) Have not approached Brandy Grace with UAC. Waiting until we've had a chance to discuss this with UCDAAs.
7. eProsecutor
- a. Ron has provided a report of his activities with eProsecutor. *Tab H*
 - b. Report on beta testing of eProsecutor.
 - i. While JTI was working with the court's vendor for e-filing (Tybera), they noticed that there was very little security. The only security they had was verifying servers on each end. The data was not encrypted or otherwise protected. JTI felt this was not a good level of security and asked them to include encryption and Basic Authentication. This will make the transactions more secure. Tybera has been slow to respond which has made getting updates and making progress slow as well. JTI is trying to follow up consistently to get updates on Tybera's work. Once they have the new security in place, JTI will need to finish certifying as an e-File provider with Tybera and the courts. They will give us an ETA as soon as the new code is implemented.
8. UPAA: Karyn Walker, Marilyn Lawson
- a. UPAA conference attendance: 86 attendees + 14 presenters = 100
9. Resource Prosecutors
- a. Marlesse, *Tab I*
 - b. Tyson, *Tab J*
10. Next Meeting
- a. Date: September 21, 2023, in conjunction with Fall Conference
 - i. Location: Ruby's Inn
 - ii. UPC will cover travel costs for those not attending Fall Conference; hotel, round trip mileage, per diem associated with meeting days.
 - iii. For those attending Fall Conference, we'll cover your first night of the hotel, round trip mileage, and per diem for meeting days.
 - b. Or, sometime the week before at College Drive
 - i. Suggested dates: September 11, 12, or 13
 - ii. Bob and Marlesse will be in Vernal September 18-20
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 19, 2023, 9:00 a.m.
5272 College Drive
Murray, UT
Live or via Teams

Pending Minutes

Present: Stephen D. Foote, UPC Chair, Duchesne County Attorney (In Person)
Dan Burton, Chief Criminal Deputy, Utah Attorney General's Office (*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)
Randall McUne, Cedar City Attorney (In Person)
Ed Montgomery, City of South Jordan (In Person)
Ryan Peters, Juab County Attorney (In Person)
Troy Rawlings, Davis County Attorney (In Person)
Yvette Rodier, Deputy West Valley City Attorney (Remotely)
Stuart Williams, Clearfield City Attorney (In Person)
Robert Van Dyke, Kane County Attorney (In Person)
Karyn Walker, UPAAC Chair, Provo City Attorney's Office (Remote)

Excused: Jess L. Anderson, Utah Commissioner of Public Safety
Sim Gill, Salt Lake County District Attorney
Sean Reyes, Utah Attorney General

Guests: Jeff Buhman, SWAP Director

1. **MINUTES FROM SEPTEMBER 21, 2022 AND NOVEMBER 30, 2022 COUNCIL MEETINGS**
 - a. The Council members were welcomed and the meeting convened.
 - b. Will Carlson made the motion to approve the meeting minutes from September 21, 2022. Stuart Williams seconded and the motion passed unanimously
 - c. Stuart Williams made the motion to approve the meeting minutes from November 30, 2022. Will Carlson seconded and the motion passed unanimously.

2. **FY 23 BUDGET REVIEW**

Bob Church made the following financial report. Additional information is included in the Director's Summary.

- a. FY23, year to date report includes FINET receipts through February 2023.
- b. Conference revenue has exceeded what was budgeted. Because we have come in under budget, Bob projects approximately \$60,000+ in net revenue.
- c. Spring Conference fees are still coming in.
- d. Close out for John R. Justice. Pending final approval for special conditions from DOJ. Once special conditions met, will close out.
- e. Have yet to receive all reimbursements for TSRP grand funding and eProsecutor administrator salary. Those funds are available once this quarter is complete.
- f. eProsecutor user fees are continuing to be collected.
- g. Admin Fees to AGO will be posted at year end.

3. PROSECUTOR OF THE YEAR

Bob Church made the following report on the results of the review committee. Additional information is included in the Director's Summary. The review committee selected Ryan McBride to receive the Prosecutor of the Year award for 2022.

- a. After a lengthy discussion the Council decided that going forward felony and misdemeanor prosecutors should be considered on an alternating/rotating basis, felony one year and misdemeanor the next year. The review committee would be encouraged to use their discretion such as if there are not enough nominees for a misdemeanor or felony attorney. The committee would be encouraged to alternate when appropriate and selections would not exceed three individuals. Overall, the Council felt that recognizing their peers was always a good thing.

4. LIFETIME RECOGNITION AWARD

Councils' discussion on types of awards continued and it was agreed that a Lifetime Recognition Award would be reserved for retiring attorneys.

5. CJC LETTER

After discussing concerns regarding the letter of February 13, 2023, "Disclosure of a Communication Given to a Victim Advocate, U.C.A. 77-38-405", the Council strongly advised they would have appreciated having been consulted on the issues before sending out the letter.

6. TARGETED COMPENSATION INCREASES - FURTHER DISCUSSION

Bob Church made the following report on the results of the review committee. Additional information is included in the Director's Summary. Will Carlson raised the question that with the Legislature approving AGO salary increases did UPC benefit from that increase as well. As shown in Directory's Summary, Bob explained what UPC received in terms of grade increases which were inline with AGO compensation effective April 1, 2023. Grades and years that determined an attorney's salary were explained. After an in depth discussion, the Council recommended that at the June meeting (year end) salary allocations would be determined which would include the Council setting Bob's salary and Bob would, at his discretion, allocate the approximately SB3 \$66,000 remaining balance for staff attorneys. There was also discussion about expending the remaining balance of the budgeted \$25,000 incentive award to UPC staff. Bob stated that

Marilyn and Ron receive, at a minimum, a \$5.00 an hour pay raise. This remaining funding would be retroactive to April 1, 2023. Council agreed it that on an annual basis the Council and Bob make a budget proposal around the September meeting. It was noted that UPC staff has been under compensated. The work product that UPC provides is on par if not exceeds that of its national counterparts. In short, UPC is on the cutting edge of its industry. A lot of those accolades are largely due to Bob. Bob indicated that he could possibly get numbers out to the Council in about a week.

7. TRAINING COMMITTEE REPORT

Bob Church gave the following training committee report. Additional information is included in the Director's Summary.

- a. He welcomed Randall McUne from Cedar City, Matt Hansen from Weber County, and Misty Hope from Juab County. Bob recognized the existing training committee members.
- b. Council reviewed the training schedule as outlined in his summary.
- c. Bob informed the Council that Barry Huntington notified him indicating that Jay R. Latham of St. George was sending UPC's legislative summaries to the local defense bar. The summaries are available on our website and copy right notation attached. Is that a violation of our protocol? Will Carlson and Dan Burton stated that these are government created documents and are/should be available to the public. As government documents, there is no charge to obtain them.
- d. UPC conference registration rates (i.e., public \$125 or private employees \$350). After a in depth discussion, the Council agreed not to change the rates and continue with the existing registration fees as has been set by the Council.
- e. Discontinue Sponsoring Civil Conference. Please refer to Director's Summary for details. Instead of Civil Conference a Trial Advocacy Course could easily be held in its place. After a lengthy discussion, the Council directed UPC to approach UAC or UMAA and partner with them or ask them to take this training under their umbrella. Bob was directed to contact Brandy Grace with UAC as well as Scott Broadhead, Troy Rawlings and Neal Geddes and let them know UPC will be divesting itself from putting on the Civil Conference and ask that it be incorporated into UAC. Bob will provide an update at the June meeting.

8. ePROSECUTOR

Please refer to Directors Summary for further details.

- a. JTI Licenses. Clarification on paying JTI for licenses with grant funding, correction it is for new licenses. There is grant funding and no one will have to be paying for licenses. A new grant will be submitted by June 7th for next year.
- b. eFiling Update. At long last, JTI is ready to do testing of eProscutor, beginning in Juab County. Interfacing still needs to be address. Ron will be following up and stay involved with that process.

9. ALLOW TREATMENT PROVIDERS TO SET UP TABLES AT OUR CONFERENCES

In checking with Finance, treatment providers can be allowed as long as treatment providers use the same area involved with UPC which would be part of our contract and they are not selling their products.

10. UPAA REPORT

Karyn Walker gave the following report.

- a. UPAA Conference will be held at the Logan Riverwoods Conference Center. Agenda is set.
- b. Karyn introduced two new members who include Edith Brown from Davis County and Geysa Peeler from the AG's Office.
- c. Kim Rhoades is no longer on the UPAA Board.

11. RESOURCE PROSECUTOR REPORT

- a. Marlesse Jones SADVRP. Please refer to her report located under *Tab F*.
- b. Tyson Skeen TSRP. Please refer to his report located under *Tab G*.

12. NEXT MEETING:

Summit Count - Park City/Coleville
Monday, June 12, 2023

Tab B

Utah Prosecution Council

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
CONFERENCE REG FEE -DED CREDITS				
Basic Prosecutor	3,120.00	2,500.00	620.00	124.80 %
Civil Conference	7,723.09	6,250.00	1,473.09	123.57 %
DV Boot Camp	1,625.00	1,625.00	0.00	100.00 %
Fall Conference	7,500.00	6,875.00	625.00	109.09 %
Spring Conference	39,845.00	31,250.00	8,595.00	127.50 %
UMPA	4,329.78	3,375.00	954.78	128.29 %
UPAA	2,375.00	9,375.00	-7,000.00	25.33 %
Total CONFERENCE REG FEE -DED CREDITS	66,517.87	61,250.00	-5,267.87	108.60 %
ePROSECUTOR USER FEES - DED CRD	25,132.00	34,000.00	-8,868.00	73.92 %
EXPENSE REIMBURSEMENTS				
eProsecutor Administrator Salary	65,208.16	53,938.00	11,270.16	120.89 %
John R Justice Grant		79,240.00	-79,240.00	
TSRP - REVENUE TRANSFER	135,562.67		135,562.67	
TSRP - Salary and Benefits	10,821.64	157,766.00	-146,944.36	6.86 %
Total TSRP - REVENUE TRANSFER	146,384.31	157,766.00	-11,381.69	92.79 %
Total EXPENSE REIMBURSEMENTS	211,592.47	290,944.00	-79,351.53	72.73 %
STATE REVENUE INCOME				
General Fund	730,600.00	730,600.00	0.00	100.00 %
Non-lapsing Carryover	95,851.62	95,851.62	0.00	100.00 %
Total STATE REVENUE INCOME	826,451.62	826,451.62	0.00	100.00 %
Total Revenue	\$1,129,693.96	\$1,212,645.62	\$-82,951.66	93.16 %
GROSS PROFIT	\$1,129,693.96	\$1,212,645.62	\$-82,951.66	93.16 %
Expenditures				
ADMINISTRATIVE FEES				
Administrative fee to AG	35,700.00	35,700.00	0.00	100.00 %
Building OS&M	1,800.00	1,700.00	100.00	105.88 %
DB Purc (West Law)	1,631.96	1,600.00	31.96	102.00 %
Ins & Bonds	1,200.00	1,200.00	0.00	100.00 %
Total ADMINISTRATIVE FEES	40,331.96	40,200.00	131.96	100.33 %
CASE MANAGEMENT				
eProsecutor Training/Support		750.00	-750.00	
Total CASE MANAGEMENT		750.00	-750.00	
CONFERENCES				
BASIC PROSECUTOR COURSE				
audio-visual	150.00		150.00	
catering	3,402.38		3,402.38	
facilities charge	6,907.00		6,907.00	
lodging	4,700.00		4,700.00	
meals	1,503.00		1,503.00	

TOTAL

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
mileage	2,207.22		2,207.22	
miscellaneous	584.51		584.51	
printing	1,538.85		1,538.85	
Total BASIC PROSECUTOR COURSE	20,992.96	22,000.00	-1,007.04	95.42 %
CIVIL CONFERENCE		14,000.00	-14,000.00	
catering	4,462.01		4,462.01	
lodging	4,781.17		4,781.17	
MCLE fee	876.75		876.75	
meals	1,320.00		1,320.00	
mileage	3,508.76		3,508.76	
miscellaneous	4,375.80		4,375.80	
Total CIVIL CONFERENCE	19,324.49	14,000.00	5,324.49	138.03 %
CONFERENCE MATERIALS				
Handouts, Materials, SWAG	9,282.02	10,000.00	-717.98	92.82 %
Total CONFERENCE MATERIALS	9,282.02	10,000.00	-717.98	92.82 %
COUNTY EXECUTIVE		750.00	-750.00	
lodging	454.89		454.89	
meals	203.00		203.00	
mileage	362.11		362.11	
Total COUNTY EXECUTIVE	1,020.00	750.00	270.00	136.00 %
DV BOOT CAMP	1,521.53	1,200.00	321.53	126.79 %
ePROSECUTOR CONFERENCE		750.00	-750.00	
Hotel	157.86		157.86	
Mileage/Rental Car	145.92		145.92	
Per Diem	54.00		54.00	
Total ePROSECUTOR CONFERENCE	357.78	750.00	-392.22	47.70 %
FALL CONFERENCE		22,000.00	-22,000.00	
audio-visual	825.00		825.00	
catering	3,208.68		3,208.68	
facilities charge	3,406.50		3,406.50	
lodging	4,527.48		4,527.48	
MCLE fee	875.25		875.25	
meals	669.00		669.00	
mileage	2,469.24		2,469.24	
Misc	116.87		116.87	
Total FALL CONFERENCE	16,098.02	22,000.00	-5,901.98	73.17 %
NATIONAL CONFERENCES				
NAPC				
NAPC Summer Conference		5,300.00	-5,300.00	
Airfare	1,313.91		1,313.91	
Lodging	1,641.29		1,641.29	
Mileage	668.61		668.61	
Misc	98.00		98.00	
Per Diem	473.00		473.00	
Registration Fee	1,370.00		1,370.00	
Total NAPC Summer Conference	5,564.81	5,300.00	264.81	105.00 %
NAPC Winter Conference		5,500.00	-5,500.00	
Airfare	1,992.57		1,992.57	


	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Ground Transportation	251.46		251.46	
Lodging	1,330.05		1,330.05	
Mileage	294.52		294.52	
Misc	219.00		219.00	
Per Diem	480.00		480.00	
Registration Fee	750.00		750.00	
Total NAPC Winter Conference	5,317.60	5,500.00	-182.40	96.68 %
Total NAPC	10,882.41	10,800.00	82.41	100.76 %
Total NATIONAL CONFERENCES	10,882.41	10,800.00	82.41	100.76 %
NDAA CONFERENCES				
Airfare	1,059.60		1,059.60	
Ground Transportation	144.68		144.68	
Lodging	1,333.92		1,333.92	
Mileage	62.84		62.84	
Misc	253.15		253.15	
Per Diem	316.00		316.00	
Registration	1,000.00		1,000.00	
Total NDAA CONFERENCES	4,170.19		4,170.19	
NEW COUNTY ATTORNEY		1,400.00	-1,400.00	
REGIONAL TRAINING				
Legislative Update		4,000.00	-4,000.00	
lodging	1,396.31		1,396.31	
meals	429.00		429.00	
mileage	1,089.57		1,089.57	
Total Legislative Update	2,914.88	4,000.00	-1,085.12	72.87 %
Total REGIONAL TRAINING	2,914.88	4,000.00	-1,085.12	72.87 %
SPEAKER RECOGNITION	1,855.00	5,000.00	-3,145.00	37.10 %
SPRING CONFERENCE				
audio-visual	6,474.74		6,474.74	
catering	8,271.75		8,271.75	
facilities charge	1,599.00		1,599.00	
lodging	200.00		200.00	
Total SPRING CONFERENCE	16,545.49	22,000.00	-5,454.51	75.21 %
UMPA				
catering	557.15	7,200.00	-7,200.00	
facilities charge	384.96		384.96	
lodging	2,790.00		2,790.00	
MCLE fee	432.00		432.00	
meals	653.00		653.00	
mileage	2,525.94		2,525.94	
Total UMPA	7,343.05	7,200.00	143.05	101.99 %
UPAA				
catering	91.71	12,000.00	-12,000.00	
mileage	160.86		160.86	
Total UPAA	252.57	12,000.00	-11,747.43	2.10 %
Total CONFERENCES	112,560.39	133,100.00	-20,539.61	84.57 %
COUNCIL, UPAA & COMMITTEE MTGS				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Council, UPAA Brd & Commt's		2,500.00	-2,500.00	
catering	1,570.83		1,570.83	
lodging	1,313.46		1,313.46	
meals	322.00		322.00	
mileage	1,377.88		1,377.88	
misc	491.84		491.84	
Total Council, UPAA Brd & Commt's	5,076.01	2,500.00	2,576.01	203.04 %
Training Committee		5,000.00	-5,000.00	
catering	596.36		596.36	
lodging	2,257.96		2,257.96	
meals	443.00		443.00	
mileage	1,467.74		1,467.74	
miscellaneous	54.56		54.56	
Total Training Committee	4,819.62	5,000.00	-180.38	96.39 %
Total COUNCIL, UPAA & COMMITTEE MTGS	9,895.63	7,500.00	2,395.63	131.94 %
CURRENT EXPENSES				
Annual MCLE Fee	100.00	250.00	-150.00	40.00 %
Calendars	1,169.10	900.00	269.10	129.90 %
Donation to LEOJ Course		6,000.00	-6,000.00	
Donation to UT Journal Crim Law		3,000.00	-3,000.00	
Donations UT Cndl Victims Crime		1,500.00	-1,500.00	
Dues & Memberships	1,350.00	2,300.00	-950.00	58.70 %
Equipment/Supplies-not Data Pro	2,646.35	7,700.00	-5,053.65	34.37 %
IT				
Hardware	35.60	475.00	-439.40	7.49 %
Network Services	5,654.71	6,100.00	-445.29	92.70 %
Software for Support	379.84	500.00	-120.16	75.97 %
UPC Website	658.86	2,200.00	-1,541.14	29.95 %
Total IT	6,729.01	9,275.00	-2,545.99	72.55 %
Library & Subscriptions	1,348.49	200.00	1,148.49	674.25 %
Miscellaneous	8.79	3,700.00	-3,691.21	0.24 %
Office Supplies	1,879.69	350.00	1,529.69	537.05 %
Personal Vehicle Mileage		500.00	-500.00	
Postage	30.22	400.00	-369.78	7.56 %
Telephone	2,277.96	3,000.00	-722.04	75.93 %
Total CURRENT EXPENSES	17,539.61	39,075.00	-21,535.39	44.89 %
JOHN R JUSTICE GRANT		79,240.00	-79,240.00	
OUT-OF-STATE TRAVEL		800.00	-800.00	
PERSONNEL SERVICES				
Director				
base salary	99,759.58	124,467.20	-24,707.62	80.15 %
benefits	50,307.65	62,802.41	-12,494.76	80.10 %
Total Director	150,067.23	187,269.61	-37,202.38	80.13 %
INCENTIVE AWARDS		25,000.00	-25,000.00	
IT Director				
base salary	75,127.09	94,494.40	-19,367.31	79.50 %
benefits	31,414.30	36,830.70	-5,416.40	85.29 %
Total IT Director	106,541.39	131,325.10	-24,783.71	81.13 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Staff Attorney - SADVRP				
base salary	79,882.95	98,945.60	-19,062.65	80.73 %
benefits	53,096.51	59,340.23	-6,243.72	89.48 %
Total Staff Attorney - SADVRP	132,979.46	158,285.83	-25,306.37	84.01 %
Staff Attorney - TSRP				
base salary	78,103.27	105,435.20	-27,331.93	74.08 %
benefits	46,040.73	61,827.69	-15,786.96	74.47 %
Total Staff Attorney - TSRP	124,144.00	167,262.89	-43,118.89	74.22 %
Training Coordinator				
base salary	67,532.46	85,009.60	-17,477.14	79.44 %
benefits	40,248.26	40,457.76	-209.50	99.48 %
Total Training Coordinator	107,780.72	125,467.36	-17,686.64	85.90 %
Total PERSONNEL SERVICES	621,512.80	794,610.79	-173,097.99	78.22 %
RESOURCE PROSECUTOR EXPENSES				
SADVRP		9,000.00	-9,000.00	
Airfare	1,185.60		1,185.60	
Car Rental	2,309.99		2,309.99	
Catering	420.32		420.32	
Conference Registration Fees	1,965.00		1,965.00	
Equipment and Supplies	29.30		29.30	
Lodging	3,787.68		3,787.68	
Meals	1,235.00		1,235.00	
Mileage	888.02		888.02	
Misc	173.72		173.72	
Training Materials	220.27		220.27	
Total SADVRP	12,214.90	9,000.00	3,214.90	135.72 %
TSRP EXPENSES		33,249.00	-33,249.00	
Airfare	384.19		384.19	
Car Rental	724.77		724.77	
Conference Registration Fees	2,090.00		2,090.00	
Lodging	1,736.27		1,736.27	
Meals	311.00		311.00	
Mileage	59.77		59.77	
Misc	419.19		419.19	
Total TSRP EXPENSES	5,725.19	33,249.00	-27,523.81	17.22 %
Total RESOURCE PROSECUTOR EXPENSES	17,940.09	42,249.00	-24,308.91	42.46 %
Uncategorized Expense	2,000.00		2,000.00	
UPAA APPROPRIATION		12,000.00	-12,000.00	
Total Expenditures	\$821,780.48	\$1,149,524.79	\$-327,744.31	71.49 %
NET OPERATING REVENUE	\$307,913.48	\$63,120.83	\$244,792.65	487.82 %
NET REVENUE	\$307,913.48	\$63,120.83	\$244,792.65	487.82 %

Tab C

MEMO

From: Robert J. Church, Director 
To: Council Members
Date: June 1, 2023
Re: Salary Increases and Incentive Award

This Memo is to follow up on your discussion from Council meeting on April 19, 2023 regarding salary increases and expending the balance of the budgeted incentive award funds. I have modified this Memo several times over the last couple of weeks based on ongoing conversations and learning new and clarifying information.

5% COLA INCREASE

All UPC employees received a 5% COLA increase.

STATUTORY AUTHORITY TO SET UPC STAFF SALARIES

“The council shall select and establish the compensation of the director, resource prosecutors, and administrative staff consistent with state personnel policies.” U.C.A. 67-5a-6(5).

HB003 NON-LAPSING AUTHORITY

This bill allows UPC to carryover up to \$150,000 into FY24. The use of any unused funds (nonlapsing funds) is limited to training and technical assistance to prosecutors.

SB003 FUNDING

UPC received ongoing, general funds in the amount of \$219,200. These funds were appropriated to UPC for targeted attorney and paralegal salary increases. This amount is an error. The fiscal analyst e-mailed:

“The over-appropriation for UPC is \$90,000 according to my calculations. My error was that I incorrectly calculated that they should receive 1.75% of the total appropriation, when they should receive 1.03%. So, if you reduce their appropriation proportionally, the \$219,200 they were appropriated should go down to \$129,200, hence the \$90,000 over-appropriation.” Joseph Fitzgerald, Financial Analyst, Utah Legislature, June 2, 2023

It is likely the legislature will “claw back” the \$90K this year. I e-mailed Joseph Fitzgerald, our LFA, to confirm this. We will not know for sure whether the money is being taken back until the next legislative session. As such, I will not budget for the extra \$90K.

DV RESOURCE PROSECUTOR

For several years I have talked with Marlesse about the need of having a dedicated DV resource prosecutor. This would allow Marlesse to focus on sexual assault and trauma and free up a large chunk of her time. It would allow for greater training and assistance in the DV field to have a dedicated DV resource prosecutor.

Scott Mecham, Director of Finance and Administration, AGO, thinks we could approach the legislature with this idea before they claw back the funds. The argument would be that there is already \$90 appropriated to us. Rather than taking it back they would only need to make up the difference in a DV resource prosecutor salary.

INCREASING MARILYN AND RON'S SALARY

From the SB003 funds, Marilyn and Ron received a \$2,000 salary increase. They are both currently paid at a higher rate than their counterparts in the AGO.

FUTURE SALARY INCREASES

If the Council decides to increase UPC staff salaries in the future, those funds will have to come from our general appropriation. Under the current pay structure, all three staff attorneys are being paid the same amount as their AGO counterparts with the same number of years.

INCENTIVE AWARD BALANCE

The AGO has a formula for distributing incentive awards to AGO employees; \$2,600 per director FTE and \$1,300 for each additional FTE. Per this formula, the AGO's recommended UPC FY24 incentive award budget would be \$7,800. Per state administrative code, "Management may not grant individual awards greater than \$4,000 per pay period and \$8,000 in a fiscal year, except when approved by DHRM and the governor." Utah Admin. Code R477-6-7. Each director within the AGO may determine how much to award each employee within the total budget allocation for their division. This includes awarding more to some less to others or not making an award at all. Incentive awards are not bonuses. "Management may grant a cash incentive award to an employee or group of employees that demonstrates exceptional effort or accomplishment beyond what is normally expected on the job for a unique event or over a sustained period of time." *Id.*

As the Council may remember, in FY22 and already in FY23 you generously awarded UPC staff incentive awards in amounts that exceed the AGO suggested amount. In FY23 you awarded UPC staff a combined total of \$11,000.

Scott has offered to attend a future Council meeting to explain the budget process and answer any questions the Council may have.

The FY24 budget I will prepare and submit will reflect current salaries of UPC employees.

Tab D

Utah Prosecution Council

Budget Overview: Budget 2024 - FY24 P&L

July 2023 - June 2024

	TOTAL
Revenue	
CONFERENCE REG FEE -DED CREDITS	
Basic Prosecutor	2,875.00
Civil Conference	7,625.00
Fall Conference	10,125.00
Spring Conference	40,000.00
UMPA	4,875.00
UPAA	9,375.00
VISUAL TRIAL	5,000.00
Total CONFERENCE REG FEE -DED CREDITS	79,875.00
ePROSECUTOR USER FEES - DED CRD	46,350.00
EXPENSE REIMBURSEMENTS	
eProsecutor Administrator Salary	81,000.00
John R Justice Grant	79,240.00
TSRP - REVENUE TRANSFER	
TSRP - Salary and Benefits	174,291.00
TSRP Expenses	33,149.00
Total TSRP - REVENUE TRANSFER	207,440.00
Total EXPENSE REIMBURSEMENTS	367,680.00
STATE REVENUE INCOME	
General Fund	880,900.00
Non-lapsing Carryover	60,000.00
Total STATE REVENUE INCOME	940,900.00
Total Revenue	\$1,434,805.00
GROSS PROFIT	\$1,434,805.00
Expenditures	
ADMINISTRATIVE FEES	
Administrative fee to AG	35,700.00
Building OS&M	1,700.00
DB Purc (West Law)	100.00
Ins & Bonds	1,200.00
Total ADMINISTRATIVE FEES	38,700.00
CASE MANAGEMENT	
eProsecutor Training/Support	1,450.00
Total CASE MANAGEMENT	1,450.00
CONFERENCES	
BASIC PROSECUTOR COURSE	24,300.00
CIVIL CONFERENCE	19,000.00
CONFERENCE MATERIALS	
Handouts, Materials, SWAG	10,000.00
Total CONFERENCE MATERIALS	10,000.00
COUNTY EXECUTIVE	1,200.00

	TOTAL
FALL CONFERENCE	18,000.00
NATIONAL CONFERENCES	
NAPC	
NAPC Summer Conference	3,400.00
NAPC Winter Conference	3,400.00
Total NAPC	6,800.00
Total NATIONAL CONFERENCES	6,800.00
NDAA CONFERENCES	22,000.00
REGIONAL TRAINING	
Legislative Update	5,100.00
Total REGIONAL TRAINING	5,100.00
SPEAKER RECOGNITION	13,000.00
SPRING CONFERENCE	22,000.00
TRAIN THE TRAINER	28,000.00
UMPA	8,100.00
UPAA	13,000.00
VISUAL TRIAL	2,700.00
Total CONFERENCES	193,200.00
COUNCIL, UPAA & COMMITTEE MTGS	
Council, UPAA Brd & Comm'ts	5,400.00
Training Committee	5,400.00
Total COUNCIL, UPAA & COMMITTEE MTGS	10,800.00
CURRENT EXPENSES	
Annual MCLE Fee	250.00
Calendars	950.00
Donation to LEOJ Course	3,000.00
Donations UT Cncl Victims Crime	2,000.00
Dues & Memberships	2,400.00
Equipment/Supplies-not Data Pro	4,500.00
IT	
Network Services	16,520.00
Software for Support	1,805.00
UPC Website	7,000.00
Total IT	25,325.00
Library & Subscriptions	1,400.00
Miscellaneous	1,500.00
Office Supplies	1,800.00
Personal Vehicle Mileage	500.00
Postage	400.00
Telephone	1,700.00
Total CURRENT EXPENSES	45,725.00
JOHN R JUSTICE GRANT	79,240.00
PERSONNEL SERVICES	
Director	
base salary	155,750.40
benefits	77,275.74
Total Director	233,026.14
INCENTIVE AWARDS	8,600.00
IT Director	

	TOTAL
base salary	102,211.20
benefits	40,643.77
Total IT Director	142,854.97
Staff Attorney - SADVRP	
base salary	132,038.40
benefits	74,344.76
Total Staff Attorney - SADVRP	206,383.16
Staff Attorney - TSRP	
base salary	132,038.40
benefits	74,344.76
Total Staff Attorney - TSRP	206,383.16
Training Coordinator	
base salary	91,249.60
benefits	53,026.64
Total Training Coordinator	144,276.24
Total PERSONNEL SERVICES	941,523.67
RESOURCE PROSECUTOR EXPENSES	
SADVRP	20,000.00
TSRP EXPENSES	33,149.00
Total RESOURCE PROSECUTOR EXPENSES	53,149.00
Total Expenditures	\$1,363,787.67
NET OPERATING REVENUE	\$71,017.33
NET REVENUE	\$71,017.33

Tab E

NDAAs Conferences July - December 2023
Webinar and In-person

1. CrimeCon, Citizen Journalists and Investigative Social Media – Considerations in the Age of True Crime Sensationalism
 - a. July 6, 2023
 - b. Webinar
2. 2023 NDAA Summer Summit – Addressing Violent Crime: Courtroom & Community Strategies
 - a. July 10-11, 2023
 - b. Nashville
3. DEI: How to Identify Gaps in Your Office
 - a. July 3, 2023
 - b. Webinar
4. Maintaining Professionalism in an Adversarial System
 - a. July 18, 2023
 - b. Webinar
5. Use of Risk Assessments to Estimate Lethality
 - a. July 24, 2023
 - b. Webinar
6. Brady/Giglio – A Path Toward Centralization and Standardization
 - a. August 2, 2023
 - b. Webinar
7. Wellbeing Webinar: Acting with Purpose in the Practice of Law
 - a. August 8, 2023
 - b. Webinar
8. Ethics: Balancing Justice and Victim’s Rights
 - a. August 28, 2023
 - b. Webinar
9. 2023 Trial Advocacy Series – Jury Selection and Opening Statements
 - a. September 11-13, 2023
 - b. Milwaukee, WI
10. Trauma Informed Best Practices for Survivors of Violent Crimes
 - a. September 19, 2023
 - b. Webinar
11. Breaking Through Misconceptions – Prosecuting Child Sexual Abuse
 - a. September 27-28, 2023
 - b. Webinar
12. Wellbeing Webinar: Navigating Transitions: Big and Small
 - a. October 10, 2023
 - b. Webinar
13. Prosecuting Complex Gang Cases
 - a. October 18, 2023
 - b. Webinar

14. NDAA's Leadership Academy – Defining Leadership in Prosecution
 - a. November 1-16, 2023
 - b. Dallas, TX
15. DEI: Promoting and Implementing DEI Practices in Your Office
 - a. November 29, 2023
 - b. Webinar
16. Wellbeing Webinar: Finding Your Personal & Professional Leadership Potential at Any Level
 - a. December 12, 2023
 - b. Webinar
17. Talking to Cops: Effective Communication Techniques and Strategies to Strengthen Interagency Collaboration
 - a. December 13, 2023
 - b. Webinar

Calendar year 2024 is not yet published. It is likely there will be other skills-based courses offered; i.e. digital evidence, cross-examination, etc.

Tab F

COUNCIL MEMBERS and TERMS OF SERVICE

<u>MEMBER</u>	<u>REPRESENTS</u>	<u>TERM EXPIRES</u>
Troy Rawlings	UPC Region I*	September 22, 2025
Ryan Peters	UPC Region II**	January 5, 2024
Robert Van Dyke	UPC Region III***	June 12, 2027
Stephen Foote, Chair	UPC Region IV****	January 5, 2026
Randall McUne	City Prosecutor - UMAA Rep	September 21, 2026
Stuart Williams	City Prosecutor - UMAA Rep	January 5, 2026
Ed Montgomery	City Prosecutor - UMPA Rep	June 12, 2024
Vacant	City Prosecutor - UMPA Rep	
Sean D. Reyes	Attorney General Designee: Craig Barlow/Dan Burton	<i>Ex officio</i>
Sim Gill	Chair, SWAP Board Designee: Will Carlson	<i>Ex officio</i>
Jess Anderson	Commissioner of Public Safety Designee: Pending	<i>Ex officio</i>
Kathy Locher	Chair, UPAA Board	<i>Ex officio</i>

Region I*	Region II**	Region III***	Region IV****
Stephen Hadfield Box Elder County	Ryan Peters** Juab County	Von Christiansen Beaver County	Christian Bryner Carbon County
Dane Murray Cache County	Patrick Finlinson Millard County	Barry Huntington Garfield County	Kent Snider Daggett County Attorney
Troy Rawlings* Davis County	Margaret Olson Summit County	Chad Dotson Iron County	Stephen Foote**** Duchesne County
Garrett Smith Morgan County	Scott Broadhead Tooele County	Robert C. Van Dyke*** Kane County	Mike Olsen Emery County
Benjamin Willoughby (Davis) Rich County	Jeff Gray Utah County	Scott Burns Piute County	Stephen Stocks Grand County
Chris Allred Weber County Attorney	Scott Sweat Wasatch County	Kevin Daniels Sanpete County	Brittney Ivins San Juan County
		Casey Jewkes Sevier County	Jaymon Thomas Uintah County
		Eric Clarke Washington County	
		Mike Olsen Wayne County	

Tab G

2023 TRAINING SCHEDULE

January 12	COUNCIL MEETING [CANCELED]	UPC Office 5272 College Drive
March 9	TRAINING COMMITTEE	5272 College Drive West Trn'g Mtg. Rm.
April 19	COUNCIL MEETING	5272 College Drive West Trn'g Mtg. Rm.
April 20-21	SPRING CONFERENCE <i>Legislative and case law updates, civility/professionalism and more</i>	Sheraton Hotel Salt Lake City, UT
May 1-31	REGIONAL LEGISLATIVE UPDATES	23 Locations
May 16-18	CJC/DV CONFERENCE <i>For anyone who has a role in DV or Child Abuse Cases</i>	Cliff Lodge Snowbird Resort
June 12	COUNCIL MEETING	Historic Courthouse Coalville, UT
June 21-23	UTAH PROSECUTORIAL ASSISTANTS ASSN. ANNUAL CONFERENCE <i>Training for para-legals and secretarial staff in prosecutor offices</i>	Riverwoods Conf. Ctr. Logan, UT
August 20-25	BASIC PROSECUTOR COURSE <i>Trial advocacy and substantive legal instruction for new prosecutors</i>	Riverwoods Conf. Ctr Logan, UT
September	COUNCIL MEETING	TBD
September 20-22	FALL PROSECUTORS TRAINING CONFERENCE <i>The annual CLE and idea sharing event for all Utah prosecutors</i>	Ruby's Inn Bryce Canyon
October 16-17	TRAINING COMMITTEE	Ruby's Inn Bryce Canyon
October 18-20	GOVERNMENT CIVIL PRACTICE CONFERENCE <i>Training designed specifically for government civil attorneys from counties and cities</i>	Ruby's Inn Bryce Canyon
November 2-3	UTAH MISDEMEANOR PROSECUTORS ASSN. <i>Training for city prosecutors and others who carry a misdemeanor case load</i>	Holiday Inn Express Springdale, UT
November 15-17	COUNTY/DISTRICT ATTORNEYS' EXECUTIVE SEMINAR <i>An opportunity for all county/district attorneys to discuss common issues</i>	Dixie Center St. George, UT

Tab H

2023 eProsecutor Report

Percentage of time spent on eProsecutor issues: 54%

Total # of licenses (prosecutor users): 227

Total Agencies using eProsecutor: 42

The top categories of support:

1. General Admin - 78.5 hours
 - a. This includes anything that isn't categorized in more specific ways.
2. Training User - 35 hours
 - a. Training of new users or additional training of existing users.
3. Offense Table 32.25 hours
 - a. This included updating the offense table with the latest legislative changes. There were over 750 changes to put into the system this year.
4. Training Admin - 30.5 hours
 - a. Training for Ron to learn more about the internal workings of the system and how to enhance it through programming and scripts.
5. Documents - 27 hours
 - a. Creating and editing or fixing document templates.
6. Manage Users - 27 hours
 - a. Helping users with login issues and managing user accounts.
7. Licensing - 21.75 hours
 - a. Managing and tracking licenses.
8. Discovery Issues - 20 hours
 - a. Training, fixing, and enhancing the discovery process for both eProsecutor users and defense attorneys.
9. Training Videos - 17.75 hours
 - a. Creating, updating, and designing training videos.
10. Server Issues - 16.75 hours.
11. Searches & Reports - 15 hours
 - a. Creating, editing, fixing searches and reports.
12. Forms - User Interface - 14.25 hours
 - a. Editing, adding and fixing forms in the user interface to add functionality and implement user requests.
13. Testing - 13.75 hours
 - a. Testing changes and functions and updates to app.
14. HB 288 - 13.25 hours
 - a. Building and sending out the required reports to CCJJ.
15. Password issues - 8.5 hours
 - a. This has significantly decreased since JTI updated the system to make changing passwords easier and more user friendly.

Tab I

April 1, 2023 – June 30, 2023

SA/DV Resource Prosecutor Report

OVERVIEW / COMMENTS RE QUARTER

In two words this quarter has consisted of travel and training. I had many requests for Trauma Informed Response (TIR) trainings, some including DV, some just SA, and some requesting a full day of all curricula offered including Myths, Neuro of Trauma, Impact of Trauma, DV Dynamics, Predominant Aggressor, Report Writing, TIVI™©, and Resiliency in ongoing trauma exposure.

As part of the legislative update travels, I was able to disseminate the 2023 LEO DV Quick Reference Booklets to all the areas off the Wasatch Front. In Davis Co and SL Co there was a very low attendance of agencies and booklets will have to be picked up/delivered through other means.

I have taken blocks of time out in July for much needed office and vacation time. Training will start again in August and with the new HB297 requirement that all LEO have a minimum mandatory one (1) hour of TIR training I anticipate a busy training schedule this fall.

TRAININGS CONDUCTED/ATTENDED:

- Apr 4 No Ogden PD – TIR in SA/DV Cases
 - 2 x 4 hour sessions
 - AM: 14 attended, PM: 13 attended
- Apr 4 UCASA – Prosecutor Role in SA Cases, Virtual
 - 1 hour
 - 26 Attended
- Apr 5 WVC PD – TIR in DV/SA Cases
 - 3 hours
 - 30 Attended, and recorded
- Apr 6 WVC PD – TIR in DV/SA Cases
 - 3 hours
 - 16 attended
- Apr 7 WVC PD – TIR DV/SA Cases
 - 3 hours
 - 15 Attended
- Apr 7 UHP S4 – TIR in DV/SA Cases
 - 4 hours
 - 10 Attended
- Apr 10 EVAWI Conference – Attendee
- Apr 19 UHP S4 – TIR in DV/SA Cases
 - 4 hours
 - 15 Attended
- Apr 20 Lehi PD/Area – TIR and TIVI™©
 - 4 hours
 - 29 Attended
- Apr 21 UPC Spring Conference – Legislative Update
 - 1.5 hours

- 330 Attended
- Apr 21 WVC PD – TIR in DV/SA Cases
 - 3 hours
 - 15 Attended
- Apr 24 UofU PD – TIR in DV/SA Cases
 - 7 hours
 - 23 Attended
- Apr 25 UofU PD – TIR in DV/SA Cases
 - 7 hours
 - 26 Attended
- Apr 26 St. George PD – TIR in DV/SA Cases
 - 8 hours
 - 139 attended
- Apr 27 UT District Fed Probation Officers – TIR in DV/SA Cases
 - 2 hours
 - 18 Attended
- May 1 UVAA – Ethics in SA Cases, Virtual
 - 1 hour
 - 22 Attended
- May 1 The Refuge, UT County – Overcoming Credibility in SA Cases, Virtual
 - 2 hours
 - 52 Attended
- May 8 UPC Legislative Update, Manti – Sanpete Co
 - 2 hours
 - 22 Attended
- May 8 UPC Legislative Update, Richfield - Sevier Co
 - 2 hours
 - 36 Attended
- May 9 UPC Legislative Update, Panguitch – Garfield Co
 - 2 hours
 - 17 Attended
- May 9 UPC Legislative Update, Kanab – Kane Co
 - 2 hours
 - 44 Attended
- May 10 UPC Legislative Update, Hurricane – WA Co
 - 2 hours
 - 5 Attended
- May 10 UPC Legislative Update, Cedar City – Iron Co
 - 2 hours
 - 25 Attended
- May 11 UPC Legislative Update, Beaver – Beaver Co
 - 2 hours
 - 24 Attended
- May 11 UPC Legislative Update, Fillmore – Millard Co
 - 2 hours
 - 32 Attended
- May 15 UPC Legislative Update, Park City – Summit Co
 - 2 hours

- 28 Attended
- May 15 UPC Legislative Update, Heber City – Wasatch Co
 - 2 hours
 - 38 Attended
- May 16 UPC Legislative Update, Vernal – Uintah Co
 - 2 hours
 - 50 Attended
- May 16 UPC Legislative Update, Duchesne – Duchesne Co
 - 2 hours
 - 28 Attended
- May 17 UPC Legislative Update, Price – Carbon Co
 - 2 hours
 - 34 Attended
- May 17 UPC Legislative Update, Castle Dale – Emery Co
 - 2 hours
 - 21 Attended
- May 18 UPC Legislative Update, Moab – Grand Co
 - 2 hours
 - 21 Attended
- May 22 UPC Legislative Update, Logan – Cache/Rich Co
 - 2 hours
 - 50 Attended
- May 22 UPC Legislative Update, Brigham City – Box Elder Co
 - 2 hours
 - 34 Attended
- May 23 UPC Legislative Update, Tooele – Tooele Co
 - 2 hours
 - 49 Attended
- May 23 UPC Legislative Update, SoSLC – Salt Lake Co
 - 2 hours
 - 14 Attended
- May 24 UPC Legislative Update, Provo – Utah Co
 - 2 hours
 - 33 Attended
- May 24 UPC Legislative Update, Nephi – Juab Co
 - 2 hours
 - 11 Attended
- May 25 UPC Legislative Update, Ogden – Weber/Morgan Co
 - 2 hours
 - 15 Attended
- May 25 UPC Legislative Update, Layton – Davis Co
 - 2 hours
 - 9 Attended
- May 31 Northern Utah Conference to End Violence, USU, Logan – Credibility Obstacles in SA Cases
 - 1 hour
 - 37 attended
- June 1 Park City PD – TIR in SA Cases
 - 1.5 hours

- Attended
- June 5 UPC Legislative Update, POST Recording
 - 2 hours
 - Recorded
- June 13 Davis Co SO / Area – TIR in SA Cases
 - 3 hours
 - Attended

COMMITTEES / MEETINGS ATTENDED

- Apr 7 UHP – DV Case Review
- June 8-9 Crime Victim Council Annual Meeting

STATS: ASSISTANCE & TRAININGS PROVIDED (‘... ‘ indicates additional stats to come in the quarter)

2023	Technical Assistance Provided	Trainings / Events	Number of Participants	Number of Class Hours
January	94	7	907	26.5
February	32	5	159	29.75
March	48	14	530	58.5
FIRST QTR TOTAL	174	26	1596	114.75
April	31	15	719	58.5
May	70	26	751	50
June (up to June 13)	...pending	3 ... pending	... pending	6.5 ... pending
SECOND QTR TOTAL	101 ...	44 ... pending	1470	115...
YEAR TOTAL TO DATE	275 ...	70 ...	3066 ...	229.75 ...

Tab J

April - June 2023 TSRP Report

Trainings Attended/Conducted:

- April 2-4, 2023 – Lifesavers Conference, Seattle, WA
- April 11-13, 2023 – Idaho Traffic Safety Summit, Coeur d’Lane, ID
 - April 12 – Taking the Judge and Jury to Your Next DUI Scene with You at the Idaho Safety Summit
 - **1.5 hours training**
 - 35 law enforcement and 3 attorneys for **38 total attendees**
- April 19, 2023 – DUI Report Writing Training for Lehi PD, Lehi, UT
 - 1.5 hours training
 - **7 attendees**
- April 20-21, 2023 – UPC Spring Conference, SLC, UT
 - April 21, 2023 – Criminal Legislative Update for prosecutors
 - **1.5 hours training**
 - **339 attendees**
- May 2-4, 2023 – National TSRP Conference, Phoenix, AZ
 - Participated on conference planning committee
 - Modeled utilizing cycle of instruction for a presentation
 - Taking the Judge or Jury to the Scene of You Next DUI Case
 - **1.5 hour training**
 - **60 attendees**
- May 8, 2023 – Regional Legislative Update, Manti, UT
 - **2 hours training**
 - **22 LE attendees**
- May 8, 2023 – Regional Legislative Update, Richfield, UT
 - **2 hours training**
 - 35 LE and 1 attorney for **36 total attendees**
- May 9, 2023 – Regional Legislative Update, Panguitch, UT
 - **2 hours training**
 - 14 LE and 3 attorney for **17 total attendees**
- May 9, 2023 – Regional Legislative Update, Kanab, UT
 - **2 hours training**
 - 42 LE and 1 attorney and 1 court for **44 total attendees**
- May 10, 2023 – Regional Legislative Update, St. George, UT
 - **2 hours training**
 - **5 LE attendees**
- May 10, 2023 – Regional Legislative Update, Cedar City, UT
 - **2 hours training**
 - 21 LE and 4 attorney for **25 total attendees**
- May 11, 2023 – Regional Legislative Update, Beaver, UT
 - **2 hours training**
 - 23 LE and 1 court for **24 total attendees**

- May 11, 2023 – Regional Legislative Update, Filmore, UT
 - **2 hours training**
 - **32 LE attendees**
- May 15, 2023 – Regional Legislative Update, Park City, UT
 - **2 hours training**
 - **28 LE attendees**
- May 15, 2023 – Regional Legislative Update, Heber City, UT
 - **2 hours training**
 - **38 LE attendees**
- May 16, 2023 – Regional Legislative Update, Vernal, UT
 - **2 hours training**
 - **50 LE attendees**
- May 16, 2023 – Regional Legislative Update, Duchesne, UT
 - **2 hours training**
 - **28 LE attendees**
- May 17, 2023 – Regional Legislative Update, Price, UT
 - **2 hours training**
 - 31 LE and 3 attorney for **34 total attendees**
- May 17, 2023 – Regional Legislative Update, Castle Dale, UT
 - **2 hours training**
 - 19 LE and 2 court for **21 total attendees**
- May 18, 2023 – Regional Legislative Update, Moab, UT
 - **2 hours training**
 - 17 LE and 4 attorney for **21 total attendees**
- May 22, 2023 – Regional Legislative Update, Logan, UT
 - **2 hours training**
 - **50 LE attendees**
- May 22, 2023 – Regional Legislative Update, Brigham City, UT
 - **2 hours training**
 - **34 LE attendees**
- May 23, 2023 – Regional Legislative Update, Tooele, UT
 - **2 hours training**
 - 46 LE and 3 attorney for **49 total attendees**
- May 23, 2023 – Regional Legislative Update, South Salt Lake City, UT
 - **2 hours training**
 - **14 LE attendees**
- May 24, 2023 – Regional Legislative Update, Provo, UT
 - **2 hours training**
 - **31 LE and 2 attorney for 33 total attendees**
- May 24, 2023 – Regional Legislative Update, Nephi, UT
 - **2 hours training**
 - **11 LE attendees**
- May 25, 2023 – Regional Legislative Update, Ogden, UT
 - **2 hours training**
 - **15 LE attendees**
- May 25, 2023 – Regional Legislative Update, Layton, UT

- **2 hours training**
 - 4 LE and 5 attorneys for **9 total attendees**
- June 5, 2023 – Legislative Update POST Recording, Sandy, UT
 - Recorded legislative update for POST to use in training portal
 - **2 hours training**
 - No live attendees
- June 6, 2023 – MATF Meeting Legislative Training, Orem, UT
 - Abridged version of legislative update for traffic safety taskforce
 - **1 hour training**
 - **XXX attendees**
- June 7, 2023 – MATF Meeting Legislative Training, Kaysville, UT
 - Abridged version of legislative update for traffic safety taskforce
 - **1 hour training**
 - **XXX attendees**
- June 8, 2023 – MATF Meeting Legislative Training, Taylorsville, UT
 - Abridged version of legislative update for traffic safety taskforce
 - **1 hour training**
 - **XXX attendees**
- June 20, 2023 - .05 - Utah's Experiment in Saving Lives, virtual
 - Presented about Utah's .05 law on a national webinar
 - **1.5 hours training**
 - **XXXX attendees**
- June 28, 2023 – DUI In-Service training for Santaquin PD, Santaquin, UT
 - Presented DUI report writing and Combatting Common DUI Defenses
 - **3 hours training**
 - **XXXX attendees**

Current Projects:

- Updating Utah TSRP Training Curriculum

Meetings Attended:

- April 19, 2023 – UPC Council Meeting, Murray, UT
- April 19, 2023 – SWAP Board Meeting, Murray, UT
- May 9, 2023 – DUI Working Group, virtual
- June 1, 2023 – UAGO Justice Division Staff Meeting, Murray, UT
- June 6, 2023 – TSRP Grant Mid-Year Monitoring Meeting, Orem, UT
- June 6, 2023 – DUI Working Group, virtual
- June 12, 2023 – UPC Council Meeting, Murray, UT
- June 12, 2023 – SWAP Board Meeting, Murray, UT
- June 12, 2023 – Case Staffing Meeting with West Jordan Prosecutors, West Jordan, UT
- June 14, 2023 – Basic Prosecutor Planning Meeting, Murray, UT

Other Notables:

- Selected to instruct at Idaho’s statewide traffic safety summit.
- Published an article in NDAA’s National Traffic Safety newsletter about Utah’s .05 law and how things have been working since it was implemented.
- Drafted section of a national monograph on HIPAA and working with hospitals to collect evidence in DUI cases.
- Updated Master Offense Table for entire state after all the legislative session. This included several hundred statute sections the needed to be updated to align with the AOC’s Shared Master Offense Table so prosecutors are able to file criminal cases electronically with the courts.

Technical Assistance Provided:

MONTH	TECHNICAL ASSISTANCE	TRAINING PROVIDED	NUMBER OF PARTICIPANTS	CLASS HOURS
October 2022	67	3	66	9
November	94	2	283	2
December	42	0	0	0
January 2023	101	4	95	10
February	96	3	75	12
March	86	4	60	14
April	57	3	450	4.5
May	54	24	700	47.5
June	unknown	6	unknown	9.5
July				
August				
September				
TOTALS	597*	49	1,729*	108.5

*Numbers only through end of May 2023. June numbers are not included here.