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Training and Serving Utah Prosecutors Since 1990

## **UTAH PROSECUTION COUNCIL MEETING AGENDA**

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Wednesday, July 16, 2025  
3:00 – 4:00 p.m.

### **Via Teams:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NDM3YjlhOTQtOGZkMy00YzllLTg5YTUtZWQxYjJiNWRhYWY0%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDM3YjlhOTQtOGZkMy00YzllLTg5YTUtZWQxYjJiNWRhYWY0%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:**

5272 College Dr. Suite 200  
Murray, UT 84057

### **In Attendance:**

Stephen Foote  
Brett Robinson  
Jeff Gray  
Randall McUne  
Ed Montgomerh  
Stew Young  
Samantha Smith  
Karyn Walker  
Stuart Williams

1. Discussion on whether this needs to be a closed door session.

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- a. While there is the possibility that the character and competence of staff employees may be discussed, based on the Agenda, it appears that this will be more of a budget discussion and therefore a closed-door session is not needed
  - b. If the discussion moves into the character and competence of staff employees, a motion to go into closed door session can be addressed.
2. Additions to the previously proposed Agenda.
- a. Tyson's Grant
    - i. In anticipation of a possible salary increase, Tyson submitted his FY27 grant to reflect a 5% salary increase.
    - ii. Tyson's grant pays 80% of his salary. UPC pays the remaining 20%
  - b. Ron's Grant
    - i. Bob failed to account for the proposed grant funds UPC expects to receive for Ron's salary in the projected revenue.
    - ii. That amount is expected to be \$70,000.
    - iii. Therefore, add \$70,000 to next year's projected revenue.
3. UPC Staff Attorney Salary Discussion
- a. Bob – Grade V Attorney
    - i. Bob was approved to be promoted to a Grade V attorney in the office.
    - ii. This is a \$3 an hour increase.
    - iii. This raises his hourly rate to \$86.52
  - b. Trent – Grade IV
    - i. Trent was approved to be promoted to a Grade IV Attorney in the office.
    - ii. This is a \$3 an hour increase.
    - iii. This raises his hourly rate to \$68.27
  - c. Non-Merit, At Will Employee
    - i. The three UPC attorneys are at-will employees of UPC.
      - 1. Marilyn and Ron are merit, career status employees.
      - 2. Emma is a non-benefitted, part-time employee.
    - ii. The attorneys do not have career status, meaning, if UPC were to go away, we would not be absorbed into the AGO.
    - iii. Etta Adkins, HR Director, Utah AGO, reported to Bob that within the last 10 years, the State HR system adopted a policy that for career status employees moving into management positions that are non-career/merit status, they received a 2.5-5% salary increase. She's not sure if that percentage has been increased. She's not aware that the AGO ever adopted this policy. But, if the Council were to increase the three attorney's salaries due to their non-career/merit status, the Council would be within State HR policies.
    - iv. Prior to speaking to Etta, Bob spoke with Stew Young and he is supportive of having a discussion on this issue and taking any Council recommendations back to AGO Exec for their discussion. He and Bob did not come up with a specific amount or percentage of salary, but agreed to defer to the Council's discussion.

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- v. Practical result of maximum 5% increase to current salary, reflecting Bob and Trent's increase:
      - 1. Bob's new salary would be \$90.85/hour
      - 2. Trent's new salary would be \$71.68
      - 3. Tyson's new salary would be \$74.60
  - d. Emma
    - i. Emma is the only UPC employee not to receive an increase in her salary from this last legislative session. She's a non-benefitted, non-FTE.
    - ii. Last year, when we were interviewing for Emma's position, Bob was told that the average hourly rate was \$20-22 an hour. Emma has been making \$21 an hour.
    - iii. With the duties that Emma is fulfilling, she actually falls under the administrative secretary description.
    - iv. Etta Adkins suggested we bump her salary up now to at least \$22 an hour. Then when she reaches her one-year anniversary on July 22, 2025, and is off probation, we increase her salary by another 5.5%.
    - v. Bob and Marilyn spoke about the work that Emma's doing and recommended that her hourly wage be increased to \$23.50 an hour. This would take into consideration an increase based on the hourly wage range for administrative secretaries as well as the suggested 5.5% increase.
- 2. Effect on the Budget if all proposed raises (5%) are approved
  - a. Projecting a \$43,564 increase to FY26 Budget.
  - b. Estimating an \$80,000 carryover.
  - c. Net revenue of \$75,667.
  - d. **Tab A** is a version of the budget that reflects 5% raises for the three attorneys and a raise for Emma.
    - i. The amount of Emma's raise in Tab A reflects a raise to \$22.79 an hour but Bob is recommending an increase to \$23.50 an hour.
- 3. Discussion about the categorization of the increases. Are they merit, cost of living, etc? And, is the Council locking themselves into having to pay a similar salary to a future director?
  - a. Bob explained that Etta said these increases are the equivalent value of losing merit status and being at-will employees. They are not merit or cost of living increases.
  - b. The salary of a future director, or other UPC employee, is set by the Council. It could be above or below the AGO classification.
  - c. Bob explained that the AGO pay structure is based on an attorney's bar admission date and what Grade they are at. Bob has been an attorney for 33 years and is now a Grade V attorney. If the Council were to hire someone with the same number of years and the new attorney were categorized as a Grade V, the Council could/should pay the attorney a similar amount, but as discussed, that amount is ultimately up to the Council.

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- d. It was clarified that this type of increase has been a State HR policy for at least 10 years but not a policy necessarily adopted by the AGO, or at least not applied to UPC attorneys.
- 4. Motions:
    - a. Ed Montgomery. Increase Emma's Salary to \$23.50. Jeff Gray seconded the motion. Unanimous vote.
    - b. Ed Montgomery. Increase UPC staff attorney salaries by 5% and to approve the proposed budget. Jeff Gray seconded the motion. Unanimous vote.
- 5. Appreciation was expressed to Derek Brown, Stew Young and the current AG administration. They have been incredibly supportive of UPC. Morale has increased significantly under Derek's administration of which staff are appreciative.
- 6. Adjourn. Stephen Foote Motion. Jeff Gray seconded. Unanimous vote.

*Tab A*

# Utah Prosecution Council

## Budget Overview: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL
Revenue	
CONFERENCE REG FEE -DED CREDITS	
Advanced Trial Skills	1,875.00
Basic Prosecutor	1,875.00
Fall Conference	8,125.00
Spring Conference	37,500.00
UMPA	5,000.00
UPAA	6,750.00
<b>Total CONFERENCE REG FEE -DED CREDITS</b>	<b>61,125.00</b>
ePROSECUTOR USER FEES - DED CRD	50,058.00
EXPENSE REIMBURSEMENTS	
eProsecutor Administrator Salary	70,000.00
eProsecutor License Lease Fees	447,173.00
John R Justice Grant	65,662.00
TSRP - REVENUE TRANSFER	
TSRP - Salary and Benefits	183,448.00
TSRP Expenses	30,494.00
<b>Total TSRP - REVENUE TRANSFER</b>	<b>213,942.00</b>
<b>Total EXPENSE REIMBURSEMENTS</b>	<b>796,777.00</b>
STATE REVENUE INCOME	
General Fund	910,100.00
Non-lapsing Carryover	80,000.00
<b>Total STATE REVENUE INCOME</b>	<b>990,100.00</b>
<b>Total Revenue</b>	<b>\$1,898,060.00</b>
<b>GROSS PROFIT</b>	<b>\$1,898,060.00</b>
Expenditures	
ADMINISTRATIVE FEES	
Administrative fee to AG	45,000.00
<b>Total ADMINISTRATIVE FEES</b>	<b>45,000.00</b>
CASE MANAGEMENT	
eProsecutor License Lease Fees	447,173.00
<b>Total CASE MANAGEMENT</b>	<b>447,173.00</b>
CONFERENCES	
ADVANCED TRIAL SKILLS	28,000.00
BASIC PROSECUTOR COURSE	35,000.00
CAREER FAIR	3,500.00
CONFERENCE MATERIALS	
Handouts, Materials, SWAG	5,000.00
<b>Total CONFERENCE MATERIALS</b>	<b>5,000.00</b>
COUNTY EXECUTIVE	500.00
ePROSECUTOR CONFERENCE	2,400.00
FALL CONFERENCE	20,000.00
NATIONAL CONFERENCES	

# Utah Prosecution Council

## Budget Overview: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL
NAPC	
NAPC Summer Conference	6,800.00
NAPC Winter Conference	6,800.00
<b>Total NAPC</b>	<b>13,600.00</b>
<b>Total NATIONAL CONFERENCES</b>	<b>13,600.00</b>
REGIONAL TRAINING	
Legislative Update	4,200.00
<b>Total REGIONAL TRAINING</b>	<b>4,200.00</b>
SPRING CONFERENCE	26,000.00
UMPA	11,000.00
UPAA	21,000.00
VISUAL TRIAL	1,500.00
<b>Total CONFERENCES</b>	<b>171,700.00</b>
COUNCIL, UPAA & COMMITTEE MTGS	12,000.00
Training Committee	11,000.00
<b>Total COUNCIL, UPAA &amp; COMMITTEE MTGS</b>	<b>23,000.00</b>
CURRENT EXPENSES	
Annual MCLE Fee	600.00
Calendars	1,200.00
Donation to LEOJ Course	2,000.00
Donations UT Cncl Victims Crime	3,000.00
Dues & Memberships	1,600.00
IT	
Network Services	11,000.00
Software for Support	1,750.00
<b>Total IT</b>	<b>12,750.00</b>
Library & Subscriptions	2,000.00
Miscellaneous	1,200.00
Office Supplies	7,500.00
Telephone	3,750.00
<b>Total CURRENT EXPENSES</b>	<b>35,600.00</b>
JOHN R JUSTICE GRANT	65,662.00
OUT-OF-STATE TRAVEL	
Other out of state travel	2,500.00
<b>Total OUT-OF-STATE TRAVEL</b>	<b>2,500.00</b>
PERSONNEL SERVICES	
Director	
base salary	188,968.00
benefits	77,036.00
<b>Total Director</b>	<b>266,004.00</b>
INCENTIVE AWARDS	8,250.00
IT Director	
base salary	111,009.60

# Utah Prosecution Council

## Budget Overview: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL
benefits	55,127.08
<b>Total IT Director</b>	<b>166,136.68</b>
Secretary	
Salary	37,112.00
<b>Total Secretary</b>	<b>37,112.00</b>
Staff Attorney - SADVRP	
base salary	149,094.00
benefits	70,819.00
<b>Total Staff Attorney - SADVRP</b>	<b>219,913.00</b>
Staff Attorney - TSRP	
base salary	155,168.00
benefits	74,143.00
<b>Total Staff Attorney - TSRP</b>	<b>229,311.00</b>
Training Coordinator	
base salary	100,484.80
benefits	52,246.11
<b>Total Training Coordinator</b>	<b>152,730.91</b>
<b>Total PERSONNEL SERVICES</b>	<b>1,079,457.59</b>
RESOURCE PROSECUTOR EXPENSES	
SADVRP	4,100.00
TSRP EXPENSES	3,200.00
<b>Total RESOURCE PROSECUTOR EXPENSES</b>	<b>7,300.00</b>
UPAA APPROPRIATION	15,000.00
<b>Total Expenditures</b>	<b>\$1,892,392.59</b>
NET OPERATING REVENUE	<b>\$5,667.41</b>
NET REVENUE	<b>\$5,667.41</b>