

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



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**UTAH PROSECUTION COUNCIL
MEETING AGENDA**

Thursday, December 11, 2025 10:00 a.m.

Via Teams:

<https://teams.microsoft.com/meet/29565909148970?p=ox9pgpEqbEprmvmA28>

Physical Location
5272 College Dr.
Murray, UT 84123

Present: Brett Robinson, Chief Policy Advisor, Salt Lake County District Attorney's Office (designee of Sim Gill, Salt Lake County District Attorney)
Karyn Walker, UPAA Chair, Provo City Attorney's Office
Stuart Williams, Clearfield City Prosecutor has Randall McUne's proxy
Samantha Smith, Bluffdale City Assistant Attorney has Ed Montgomery's proxy
Troy Rawlings, Davis County Attorney

Excused: Jess L. Anderson, Utah Commissioner of Public Safety
Randall McUne, Cedar City Attorney – Stuart Williams has proxy
Jeff Gray – Utah County Attorney
Stewart Young, Chief Criminal Deputy, Utah Attorney General's Office
Chad Dotson, Iron County Attorney
Ed Montgomery, South Jordan City Attorney, UPC Chair – Samantha Smith has proxy

1. Discuss Incentive Awards for UPC Staff
 - a. We have been allotted \$8,250 in total award by the AGO. The Council can choose to go above this amount but in years past, we have stayed within that amount.
 - b. This breaks down to \$1,500 per FTE and \$750 for Emma. This does not mean that every employee receives the maximum amount. For example, one employee could receive a \$2,500 award. That just means that other awards would be reduced.
 - c. You also do not have to award the total amount now. Some departments give an award in December then another one in July, which is what we did.

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- d. These are not bonuses, but rather, are awards given to recognize an employee's work over the last year.
 - e. Here is what the Council did last year.
 - i. You discussed and gave Bob a \$1,500 award.
 - ii. You then authorized Bob to give awards to the rest of the staff based on his discretion.
 - iii. Bob disbursed most of the budgeted amount, saving some for end of year awards.
 - f. Last December, here is what was awarded:
 - i. Bob - \$1,500
 - ii. Trent - \$1,500
 - iii. Tyson - \$1,500
 - iv. Marilyn – \$1,000
 - v. Ron - \$1,000
 - vi. Emma - \$500
 - vii. Total: \$7,000
 - g. Then, in June of this year, the remaining balance was divided as follows:
 - i. Trent - \$350 plus 24 hours admin leave
 - ii. Tyson – 30 hours of admin leave
 - iii. Marilyn – \$350 plus 8 hours admin leave
 - iv. Ron - \$350 plus 8 hours admin leave
 - v. Emma - \$200
 - vi. Total: \$1,250
2. Proposed Award Language, **Tab A**
- a. Bob has attached the proposed language for each UPC staff award.
 - b. Please add to or suggest additional language as well as any amounts.
 - c. Or, Bob is prepared to suggest amounts if the Council so directs.
3. Meeting Summary as prepared by Teams AI
- a. Key Topic: Staff Incentive Awards
 - b. Key Takeaway: Robert discussed the staff incentive awards, mentioning the budget provided by the legislature and the discretion to divide it among employees. They referred to last year's approach where they were given an award and the authority to distribute the rest. 0:09
 - c. Key Topic: Budget Allocation
 - d. Key Takeaway: Robert explained the budget allocation, which is 1500 per full-time employee and a different amount for part-time employees like Emma. They also mentioned the total budget of 8254 UPC. 0:24
 - e. Key Topic: Decision on Award Distribution
 - f. Key Takeaway: Brett, Stuart, Karyn, and Samantha agreed to follow the same approach as last year, where Robert receives an award and has the authority to distribute the rest among the staff. They reviewed last year's individual write-ups and found them appropriate. 2:08
 - g. Key Topic: Motion and Approval

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- h. Key Takeaway: Brett made a motion to repeat last year's award distribution approach, which was seconded by Stuart and approved by all participants. 3:18
 - i. Key Topic: Next Council Meeting
 - j. Key Takeaway: Robert announced that the next full Council meeting will be on January 6th at 10:00 in the east training room at College Drive, with a remote option available. 3:36
- 4. Next Meeting
 - a. January 6, 2026, 10 – 11:30 a.m., Murray EAST Training Room
- 5. Adjourn