

**COURT EN BANC MINUTES
Tuesday, July 24, at 5:00 p.m.
Boone County Courthouse
2nd Floor Law Library**

Judges Present: Judges J. Hasbrouck Jacobs, Jeff Harris, Kevin Crane, Jodie Asel, Kimberly Shaw, Carol England, Sue Crane, Michael Bradley, Leslie Schneider, Joshua Devine, Commissioners Sara Miller and Casey Clevenger, and Columbia Municipal Judge Cavanaugh Noce.

Others Present: Boone County Circuit Clerk Christy Blakemore, Callaway County Circuit Clerk Megan Morse, Adult Court Services Supervisor Brandon Walker, Court Marshal Sergeant Benjamin Pruett, Technology Services Supervisor Chris Fishman-Weaver, Attorney Finley Gibbs, Court Administrator Mary Epping, and Deputy Court Administrator Cindy Garrett

1. Call to Order/Welcome

The meeting was called to order at 5:00 p.m. by Judge Kevin Crane.

2. Introduction of All Guests

Judge Kevin Crane welcomed guests. Court Administrator Mary Epping introduced Chris Fishman-Weaver, the Technology Services supervisor, who is replacing Steve Smith.

3. Approval of the June 19, 2018 Minutes

The spelling of Judge Jodie Asel's name was corrected under Approval of May 15, 2018 Minutes. Judge Kimberly Shaw moved to accept the June 19, 2018, minutes. Second: Judge Carol England. The motion passed unanimously.

4. Destruction of Records

Deputy Court Administrator Cindy Garrett reported the Columbia Municipal Clerk's office has asked to destroy by shredding the documents on pages 7 and 8 of the Court en Banc's packet. Judge Carol England asked if the records were being scanned and questioned the retention period for search warrants. Judge Jodie Asel moved to approve the destruction of the records listed. Second: Judge Kimberly Shaw. It was asked if the items are scanned.

Vote:

Yes: Judges Kevin Crane, Brouck Jacobs, Jeff Harris, Jodie Asel, Kimberly Shaw, Sue Crane, and Leslie Schneider.

No: Judges Carol England, Michael Bradley and Joshua Devine.

The motion carried.

5. Update to Conflict Calendar

Court Administrator Mary Epping said some changes were made based on staff's requests in terms of their ability to search and sort for attorneys within the database. Mary said updated

instructions have been sent to attorneys. Mary reported in the past there have been complaints that conflict dates do not appear to be taken into consideration and therefore some attorneys stopped submitting dates. Mary is hoping with the updates to the program and the reminder to attorneys they will continue to put dates in and that the report ability will make it more user friendly for staff. There was a discussion that there are times conflict dates are not taken into consideration in some situations, such as a speedy trial case.

6. 21st Century Workforce

Court Administrator Mary Epping said the legislature passed the 21st century workforce which is on page 9 of the Court en Banc's packet. She said there were title changes and range changes. Mary indicated there will be some compression frustration as those who have been here for 5-10 years may be making the same as new employees, but this is the second step in the process and she anticipates OSCA will seek funding next year to address the compression. Mary said some of our staff are getting as much as \$1,500 increase, while other are not seeing any increase. Mary sent an e-mail to her state staff, outline the updates.

Mary said the court has an MOU with Boone County in that when they did their salary study, some county positions were held back and as we consider them on par with state positions. Now that this update has been made we will go to the county and make sure the county paid positions are even with state. Mary said at first glance, most county employees are already above the new minimum so she does not anticipate a budgetary impact. However she stated Court Administration has about 10% vacancy/new employees so those new staff may be impacted.

7. 2018 Dockets

Deputy Court Administrator Cindy Garrett reviewed the proposed changes to the court docket that will take effect September 1, 2018. The changes include:

- Callaway Circuit - Division IV is now consistent with Division I and arraignments are not listed for any division as they are considered part of the criminal docket. Callaway Associate - Division IX in Callaway on the 4th Monday at 1:30 for Probate.
- Boone Circuit - Criminal dockets were added to all judges on the 5th Friday, showing video for I, II and III. Added 9:00 & 1:30 small claims on 2nd Tuesday for Division III and removed it from week 3. Added 10:30 expungements to IV.
- Boone Associate - Settlement conferences were added to Division VIII on the 2nd and 4th Tuesday and to Division X on 1st and 3rd Tuesday. Division IX in Callaway on the 4th Monday afternoon. Added Bond Forfeiture to Division XI on the 1st Wednesday at 9:00 and removed criminal docket on 1st, 2nd, 3rd and 4th Wednesday mornings.

It was discussed that Callaway expungement cases are assigned randomly. Judge Carol England asked that the docket reflect her civil returns start at 10:30 on Mondays. Judge Joshua Devine said he is no longer holding a 2:30 p.m. criminal on Mondays due to circuit court law days. Commissioner Casey Clevenger requested that termination hearings be removed from all dockets in Boone and Callaway counties as she is setting those hearings from the bench. Judge Jodie Asel asked that the docket reflect she is only hearing expungement cases with respect to 610.140 RSMo. Judge Sue Crane moved that the handout be approved with the amendments as noted. Second: Judge Jeff Harris. The motion passed unanimously.

8. Budget Amendment, Callaway Administration of Justice Fund

Court Administrator Mary Epping said in the 2018 budget the Court en Banc approved \$1,500 for consultation fees in the Callaway Administration of Justice Fund. She said there have been several meetings in Callaway County about the courthouse needs and last week Judges Carol England and Sue Crane, Deputy Court Administration Cindy Garrett and Mary met with the county commissioners, the sheriff and prosecutor and auditor to discuss a new courthouse. The commission appears to be on board and is requesting to hire a consultant to do a feasibility study. They anticipate it will cost between \$10,000 and \$15,000. Mary is requesting to contribute up to \$5,000 (which has been budgeted for 2019) to make sure the court is getting a say in the study and desired outcomes, and to show a good faith partnership in the endeavor.

Judge Carol England moved to authorize up to \$5,000 towards a feasibility study. Which is an increase of \$3,500 to the budget. Second: Judge Sue Crane. The motion passed unanimously.

9. 2019 Budget Presentation

Court Administrator Mary Epping, Circuit Clerks Christy Blakemore and Megan Morse, and Deputy Court Administrator Cindy Garret presented the budget which was provided as a handout. Judge Brouck Jacobs moved to accept the budget. Second: Judge Leslie Schneider. The motion passed unanimously.

10. Other

Court Administrator Mary said Diana Vaughan received a renewal notice for the Georgetown Law Update. She said this was originally purchased for Judge Deborah Daniels. She inquired if any other judges desire to maintain the update. It was agreed there was no need to continue to subscription.

11. Comments from the Public

No comments.

12. Meeting Date

The next meeting is scheduled for August 21, 2018, at 5:00 p.m. to convene in the Callaway County Courthouse, Jury Assembly Room. Adjourned at 6:05 p.m.

Prepared by: Cindy Garrett
Cindy Garrett
Deputy Court Administrator

Submitted by: Mary Epping
Mary Epping
Court Administrator

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