

COURT EN BANC MINUTES
Tuesday, October 23, 2018, at 5:00 p.m.
Boone County Courthouse
Law Library, 2nd Floor

Judges Present: Judges Brouck Jacobs, Jeff Harris, Jodie Asel, Carol England, Michael Bradley, Joshua Devine, Commissioners Sara Miller and Casey Clevenger, and Columbia Municipal Judge Cavanaugh Noce.

Others Present: Boone County Circuit Clerk Christy Blakemore, Unit Manager Sherry Seiling, Adult Court Services Supervisor Brandon Walker, First Assistant Prosecuting Attorney Tracy Gonzalez, 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 Jeff Harris.

2. Introduction of All Guests

Judge Jeff Harris welcomed guests.

3. Approval of the September 18, 2018 Minutes

Judge Jodie Asel moved to accept the September 18, 2018, minutes. Second: Judge Michael Bradley. The motion passed unanimously.

4. Extradition/Warrants

Judge Jodie Asel said she received no input or suggestions since the last meeting. She reviewed paragraph #4. She also said this protocol is between the court, law enforcement and the prosecuting attorney. It was noted Roger Johnson in the prosecuting attorney's office will assume these responsibilities from Tracy Gonzalez. Judge Asel said the changes reflect the extradition/warrants will now go through the court file to expedite the process. Judge Asel was thanked for her work. This protocol is for memorialized purposes.

5. Adult Court Services Transition to eFiling

Court Administrator Mary Epping said earlier this month she met with the clerks to discuss ways to make processes more efficient both with Adult Court Services and Treatment Courts. She said when we initially started eFiling there were some things we agreed to keep as paper processes. We recently got approval for agency IDs for ACS and Treatment Courts so they could begin eFiling. Today we were prepared to bring to Court en Banc for ACS to begin eFiling versus emailing, however a few issues were just raised

that need to be addressed; therefore, we will bring this topic back to the next meeting once all processes worked out.

6. Domestic Violence Shelter Surcharge

Deputy Court Administrator Cindy Garrett said she followed up with Boone and Callaway counties regarding the Domestic Violence Shelter Surcharge. Cindy verified that none of the local municipalities in Boone or Callaway counties currently assess this surcharge. For the 13th Circuit a \$2 fee is assessed in all civil, criminal and family court cases.

In Boone County these funds are managed by the Community Services department (Kelly Wallis' office). Kelly said they do a Notice of Funding request each year on September 1 with requests due by September 30. They take the fund balance as of September 30 and that is the amount awarded. She said over the past five years, The Shelter has been the only agency to request the funds and they have been awarded between \$25,000 and \$27,000 each year. Callaway County Auditor Karen Rentschler said in the past CARD-V was the only entity to request funds and the county has been giving them \$10,000 annually at year-end. She said as of September 30 they have a fund balance of \$7,758. She said since the media coverage on this topic, they have had another entity inquire about being awarded funds. Karen said the county is therefore exploring how to go about awarding to potentially more than one agency.

After contacting both Boone and Callaway counties, Cindy said she believes the funds are adequately dispersed each year.

7. Appointment of Board of Jail Visitors

Court Administrator Mary Epping said page 5 of the Court en Banc packet indicates the two individuals who do not wish to serve next year. In the past we have had 3 female Democrats and 3 male Republicans serve on the committee. Mary indicated a female Democrat has asked to serve. Mary indicated new members will need to be voted on at the December meeting, therefore please let Judge Kevin Crane know of anyone who might be willing to serve.

8. Policies and Procedures, Part-Time Employee Definition

Court Administrator Mary Epping said pages 6-8 of the Court en Banc packet are some sections of the 13th Circuit Policy and Procedures manual specific to employee designations. Currently, there are some county positions that are not regular employees as they do not receive benefits, they do not receive evaluations, and they are at-will employees. These positions currently do not fall into any category definition. Mary asked the Court en Banc to approve the new language for "part-time non-benefitted" employee, which is noted in bold. Judge Jodie Asel inquired about the impact of working less than 1,540 hours annually. Mary noted if employees work more than this number of hours, they could be entitled to certain benefits. Judge Joshua Devine moved to approve

the bolded language of the 13th Circuit Policies and Procedures, on pages 6-8 of the Court en Banc agenda. Second: Judge Michael Bradley. The motion passed unanimously.

9. Other

Boone County Circuit Clerk Christy Blakemore said her office will be down four staff in two weeks. She said they will be conducting interviews to fill the vacancies.

Court Administrator Mary Epping said Jury Supervisor Gloria Schaefer is continuing to work with OSCA on requested changes to the bio forms for jurors. She noted Prosecuting Attorney Dan Knight is concerned about the date of birth not being present, in order to research potential jurors. Mary asked that all thank Gloria for her work on this.


10. Comments from the Public

No comments.

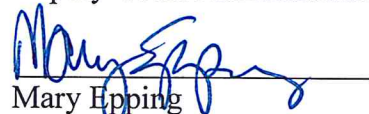
11. Meeting Date

The next meeting is scheduled for December 11, 2018, in Callaway County at 5:30, following the Callaway County Bar dinner. November 27, 2018, is also a tentative meeting date at 5:00 p.m. to convene in Boone County. Judge Brouck Jacobs moved to adjourn. Second: Judge Joshua Devine. The motion passed unanimously. The meeting adjourned at 5:18 p.m.

Prepared by:


Cindy Garrett
Deputy Court Administrator

Submitted by:


Mary Epping
Court Administrator

Distributed on:

