

COURT EN BANC MINUTES

Tuesday, December 14 , 2021 – 5:00PM

In Person & via Webex Video Conference

Jury Assembly Room – Callaway County Courthouse

Judges Present: Judges Brouck Jacobs, Jeff Harris, Kevin Crane, Kimberly Shaw, Carol England, Sue Crane, Tracy Gonzalez, Leslie Schneider, Stephanie Morrell, and Commissioner Sara Miller.

Others Present: Court Administrator Cindy Garrett, Boone Circuit Clerk Christy Blakemore, Boone Circuit Clerk Unit Manager Sherry Terrell, Callaway Circuit Clerk Megan Morse, Adult Court Services Supervisor Brandon Walker, Callaway County Prosecuting Attorney Chris Wilson, Callaway Prosecutor Sandra Colhour, Court Marshal Andy Bell, District Defender Kathryn Benson, and Deputy Court Administrator Derek Hux.

1. Call to Order / Welcome

In Judge Brouck Jacob's absence, the meeting was called to order by Judge Kevin Crane at 5:00PM.

2. Introduction of Guests

Callaway Prosecutor Sandra Colhour and Callaway Circuit Clerk Megan Morse were introduced.

Lack of quorum caused meeting to go to Agenda item 10 – Vending Machines.

3. Approval of October 19, 2021 Minutes

Motion to approve the minutes of the meeting from October 19, 2021 made by Judge Stephanie Morrell. Seconded by Judge Leslie Schneider. Motion passed unanimously.

4. Order of Destruction of Records

Deputy Court Administrator Derek Hux presented requests for destruction of records. Motion for authorization to destroy records made by Judge Tracy Gonzalez. Seconded by Judge Kimberly Shaw. Motion passed unanimously.

5. Keeping Electronic Files vs Hard Files of Agenda/Minutes/Handouts

Deputy Court Administrator Derek Hux talked about how Secretary to the Presiding Judge Susan Tatters maintains a large archive of physical copies of old Court En Banc agendas, minutes, and handouts. Motion for authorization

to scan and archive electronic copies and destroy physical copies was made by Judge Stephanie Morrell. Seconded by Judge Sue Crane. Motion passed unanimously.

6. GAL Implementation Plan

Deputy Court Administrator Derek Hux described that the standards and requirements for GALs are to be reviewed annually. Motion to approve the GAL implementation plan was made by Judge Stephanie Morrell. Seconded by Judge Tracy Gonzalez. Motion passed unanimously.

7. On-Call Adult Abuse

Boone Circuit Clerk Christy Blakemore brought forward a concern which had been raised about on call orders of protection and whether there were gaps in time where no one could be reached.

*At this time Judge Brouck Jacobs arrives to the meeting and takes over as chair. Discussion on agenda item 7 continued.

Discussion was that there should always be a judge on call and available.

8. Making Changes to Docket Entries After Court

Boone Circuit Clerk Christy Blakemore talked about the Circuit Clerk's office needing notification if a judge makes changes to their docket after court. Discussion was had that no docket entries should be sent to the jail or treated as final while a judge is on the bench.

9. 2022 Docket Schedules

Court Administrator Cindy Garrett detailed changes in the weekly docket schedules due to the court returning to pre-COVID Law Day dockets. There is an administrative order signed adopting this schedule, and any further changes can be done by administrative order.

10. Vending Machines

Court Administrator Cindy Garrett presented a proposal from International Blends Vending Service to install vending machines in the Boone County Courthouse. Judge Jeff Harris, Judge Tracy Gonzalez, and Judge Kimberly Shaw arrived to the meeting. Discussion was had about prohibiting food and drinks from courtrooms. Discussion was had about including in the contract the ability to have machines removed with 30 day notice in case there is a problem. With a quorum being present, motion to approve the proposal is made by Judge Stephanie Morrell. Seconded by Judge Tracy Gonzalez. Motion passed unanimously.

The meeting returned to Agenda item 3 - Approval of October 19, 2021 Minutes.

11. Missouri Lawyer's Weekly (Electronic Access)

Court Administrator Cindy Garrett talked about the court having three subscriptions to Missouri Lawyer's Weekly, two in Boone and one in Callaway, that circulate between judges and staff. With two electronic subscriptions available for each paper subscription, judges who would prefer an electronic subscription could receive it via email. Discussion was had that Callaway County has not received their subscription in over a year. Judge Jeff Harris, Judge Sue Crane, and Judge Carol England wanted an electronic subscription. Discussion was had about cancelling the physical subscription for Callaway.

12. Budget Request for JJC Intercom System

Court Administrator Cindy Garrett wanted to bring it to the attention of Court En Banc that JJC is having problems with their intercom system. This system is budgeted to be replaced in 2023 but there is present concern it may not last that long. This is a safety issue as it is this system which lets staff communicate with the kids in their rooms. This project could be added into this budget year as a capital improvement as long as no one is opposed. No one raised a concern.

13. Part-Time Family Court Commissioner

Judge Brouck Jacobs described how the court had previously made a request from OSCA about a .5 FTE Family Court Commissioner, and he is wanting to rescind that request. The primary concern is the depletion of funds this position would create. Discussion was had that it is likely Boone County would receive another associate at the next census. Discussion about this part-time position is something which could be requested again at a later time. Without objection, the request for part-time family court commissioner was rescinded.

14. Other

Boone Circuit Clerk Christy Blakemore raised the issue about the governor's proposal of raising state payroll, and asked that if we have any contacts that we push legislators to support. Discussion was had that this increase would benefit many Circuit Clerk staff as well as help with recruitment and retention.

Judge Brouck Jacobs stated that he intended to make remarks about Sergeant Lyla Robbins retirement, and would say those later during the meal when she is in the room.

Judge Brouck Jacobs stated that he would like the next CEB meeting to be in person. A private Webex feed could be provided between courthouses, but not be a public Webex.

15. Comments from the Public

No comments from the public.

16. Next Meeting Date

The next meeting is scheduled for January 25, 2021, at 5:00PM.

This meeting will be in Boone County.

Judge Jacobs called for a voice vote of unanimous consent for a Motion to Dismiss. Motion passed unanimously. The meeting adjourned at 5:27PM.

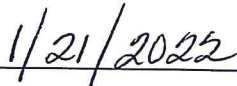
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Distributed on:


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