

COURT EN BANC MINUTES
Tuesday, September 27, 2022 at 5:00 p.m.
Jury Assembly Room
Callaway County Courthouse

Judges & Commissioners Present:

Brouck Jacobs, Jeff Harris, Kevin Crane, Kimberly Shaw, Carol England, Sue Crane, Sara Miller, Tracy Gonzalez, Leslie Schneider, Stephanie Morrell, and Casey Clevenger.

Others Present: Court Administrator Cindy Garrett, Boone County Circuit Clerk Christy Blakemore, Boone County Circuit Clerk Unit Manager Sherry Terrell, Boone County Prosecutor Roger Johnson, Adult Court Services Supervisor Brandon Walker, Marshal Corporal Michael Franks, and Deputy Court Administrator Derek Hux.

1. Call to Order / Welcome

The meeting was called to order by Judge Brouck Jacobs at 5:00PM.

2. Introduction of All Guests

There were no guests to introduce.

3. Approval of minutes from August 30, 2022

Judge Brouck Jacobs asked if there were any additions or corrections to the prior meeting's minutes. Hearing none the minutes were approved.

4. Orders of Destruction – Municipal Court

Deputy Court Administrator Derek Hux explained the current request for destruction of records includes those records from the Boone Circuit Clerk's office which had been previously set aside at the June 28, 2022 meeting to get more specificity as to the dates. Motion to approve destruction of records made by Judge Stephanie Morrell, seconded by Judge Kimberly Shaw. Orders of destruction approved by unanimous vote.

5. Conflict Calendar

Court Administrator Cindy Garrett continued a discussion begun at the August 30 meeting regarding the current Conflict Calendar. Garrett explained that since the last meeting she had spoken to several other counties, and they all have a clerk assigned to each judge who manages that judge's trial calendar. Judge Stephanie Morrell expressed support for attorneys regularly sending in their available dates to a central email address which could then

be referenced for trial setting. Judge Jeff Harris added that the obligation should be on the lawyers, that when they request a trial setting they should have to email Susan or a central email with their dates. Discussion continued about having an email address for Boone County and an email address for Callaway County for attorneys to send their available dates to. No vote was taken and discussion will be taken up again at a later meeting.

6. MoCareers

Court Administrator Cindy Garrett explained that the site MoCareers.mo.gov, run by the office of administration, is a job listing site for state job openings. Cost to the circuit would be a one-time setup cost of \$500, after that it is a monthly fee of approximately \$100 per month. Discussion was had, and Garrett said that our commitment would be for 1 year with the total expense being around \$1700. Garrett explained that this fee could be covered out of Class 8 funds. Judge Tracy Gonzalez moved that we participate in the MoCareers program, seconded by Judge Kevin Crane. Motion approved by unanimous vote.

7. Board of Jail Visitors Approval

Judge Jeff Harris spoke about Mr. Kevin Heyen who is up for approval to be added to the Boone County Board of Jail Visitors. Judge Harris moved to accept the proposed slate of committee members, including Mr. Heyen, to begin in January 2023. Judge Kevin Crane seconded. Motion approved by unanimous vote.

8. Sexual Harassment Prevention Committee

Deputy Court Administrator Derek Hux explained that the Sexual Harassment Prevention Committee is an advisory committee from a cross-section of the Circuit that assists with the annual sexual harassment prevention training. Judge Stephanie Morrell moved to approve the proposed list of committee members, seconded by Judge Carol England. Discussion was had that all Circuit 13 personnel attend the annual training this year, which typically occurs during the Fall Judicial Conference. Opportunity will be made available for Judges to attend a separate training. Motion approved by unanimous vote.

9. Six-Month Municipal Alcohol/Drug Related Traffic Report

Deputy Court Administrator Derek Hux explained that this report details the total arrests, from January 2022 to June 2022, involving alcohol or drugs that are in any of the Circuit 13 Municipal Courts. There is nothing which needed approval, this is provided every six months for information and awareness.

10. Jury Services / Trials

Court Administrator Cindy Garrett spoke about returning to the pre-COVID procedures for jury trials. Garrett explained that pre-COVID we used a seating chart for Boone Jury Assembly Room which sat 120 people, and that packed people in tighter than what most are comfortable with now. Jury Supervisor and Marshals have outlined an updated seating charts that allow for better spacing which can seat 90 in Boone and 60 in Callaway. Garrett requested that Judges let staff know how many jurors they want seated as soon as possible so that enough can be summoned. Additionally, Garrett said that plastic juror paddles have been ordered that can be easily sanitized, and that those paddles would be placed in the courtroom at where they should be seated. Discussion was had that recently, due to COVID, juror numbers were assigned in order of arrival at the courthouse. Now, the jurors will be randomized based on the number of their summons.

11. Other

Court Administrator Cindy Garrett mentioned that the MU Law School is hosting a mock trial event for all Missouri law schools on October 7 & 8 at the Boone County Courthouse. It is expected they will use three courtrooms.

Commissioner Casey Clevenger stated that she is wanting to create a 501c3 organization for the 13th Circuit Treatment Courts in order to be able to accept donations for the purpose of benefitting participants. Commissioner Clevenger explained that several other treatment court programs have this in place, and a recent proposed donation from Reality House highlighted the need for our circuit.

Commissioner Clevenger also added that she recently had a conversation with Tasca Tolson, with TMT Consulting, and she is expanding her services to include a stealing-offenders, minor in possession, and traffic offenders' program, with the intention to help fill some of those programming gaps left from the closing of Reality House.

Commissioner Clevenger also added that she has a supply of Narcan on hand if anyone would like one to have in their office or vehicle.

Judge Sue Crane wanted to highlight that Judge Leslie Schneider received the award for "Outstanding Service as an Associate Circuit Judge" at the recent conference.

Boone Circuit Clerk Christy Blakemore spoke about the Circuit Court Budget Committee passing a 4 million-dollar payment plan for court staff, that this incorporates a payment plan study that was done in 2020 and provides funds for tenure bonuses. Blakemore stated that each year in July, employees who have reached a 5-10-15 and 20 year milestone would get an increase based on time worked.

Boone Circuit Clerk Christy Blakemore also added that the automatic expungements that are part of the marijuana initiative on the November ballot will be a nightmare for her office, and likely require significant overtime to meet the deadlines. Discussion was had about the quantity of cases which would be affected by that initiative.

12. Comments from the Public

There were no comments from the public.

13. Next Meeting Date

The next meeting of Court En Banc will be on October 25, 2022, in Boone County at 5PM.

Meeting adjourned by unanimous consent at 5:47PM.

Prepared by:



Derek Hux
Deputy Court Administrator

Submitted by:



Cindy Garrett
Court Administrator

Distributed on:

10/20/2022