

COURT EN BANC MINUTES

Tuesday, May 21, 2024 at 5:00 p.m.

Meeting was held in Jury Assembly Room of Callaway Justice Center

Some judges attended via Webex

Judges & Commissioners Present:

Brouck Jacobs, Kimberly Shaw, Gretchen Yancey, Sue Crane, Tracy Gonzalez, and Stephanie Morrell.

Others Present:

Court Administrator Cindy Garrett, Boone County First Assistant Prosecuting Attorney Nick Komoroski, Callaway County Circuit Clerk Megan Morse, and Deputy Court Administrator Derek Hux.

1. Call to Order / Welcome

The meeting was called to order by Presiding Judge Brouck Jacobs at 5:00 PM. There was not a quorum of judges present for this meeting.

2. Introduction of All Guests

There were no guests to be introduced.

3. Approval of minutes from March 21, 2024

Judge Jacobs stated this would be taken up at the next meeting.

4. Order of Destruction of Records

Deputy Court Administrator Derek Hux spoke about the destruction of records requests that came in from the Boone County Circuit Clerk and the Circuit 13 Jury Supervisor.

5. Budget Schedule

Court Administrator Cindy Garrett presented an anticipated schedule of important budget dates – the July meeting would be the budget presentation to the CEB, the week of July 24 would be budget presentations with county auditors, and the week of August 5 would be budget presentations to the county commissioners. July 16 was chosen for the July CEB meeting.

Judge Jacobs led a brief discussion about capital improvements to the Boone Courthouse.

6. Policy & Procedures, Section F

Court Administrator Cindy Garrett presented proposed changes to our Policy & Procedures manual that the Marshals now have a 14 day pay period which

matches the Boone County Sheriff's pay schedule. This item will be taken up again for a vote at the next meeting.

7. Other

Judge Sue Crane said she had a conversation with OSCA about how best to make docket entries to raise the security level of cases.

Judge Jacobs said that he was appointed to the Circuit Court Budget Committee, which is a 2 year term.

Judge Jacobs also spoke briefly about schedule conflicts from other divisions why they were unable to be present for the meeting.

8. Comments from the Public

There were no comments.

9. Next Meeting Date

The next meeting of Court En Banc will be on June 18 @ 5PM in Boone County.

Hearing no objection, Judge Brouck Jacobs announced the meeting adjourned at 5:14PM.

Prepared by:



Derek Hux - Deputy Court Administrator

Submitted by:



Cindy Garrett - Court Administrator

Distributed on:

