



# MACA eNews

Hello, Court Clerks & Administrators -  
Welcome to MACA eNews, your quarterly snapshot of the latest association news and information to enjoy, share, and use!

sponsored by...



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## Miss the Fall Seminar? Here's a Quick Recap...

Much was covered in MACA's Fall Professional Development Seminar held at Holiday Inn & Suites in Springfield in September, but for those of you unable to attend here are a few highlights of the successful seminar.



First, one of the more interesting segments was a panel discussion (on SB572, expungements and SB5 recap) including OSCA representatives, Judge Thornhill, Court Administrators and a

Prosecuting Attorney. There were several wonderful questions submitted by fellow Court

Clerks for the panel to discuss, and plenty of participation from MACA members. A main

stressor was making sure defendants are given due process, this may not be the same at all courts because of the Judges Judicial process of matters, but all defendants must be given Due Pro-

cess. Another major point that Judge Thornhill urged for courts to recognize is that all fees must be authorized by Missouri statute.

Here is a recap on the main topics covered in the panel discussion: 1) all fees must be authorized by Statute, there is no FTA on MTV's, 2) SB572 and SB5 made no changes to In Lieu of Bail holds, 3) SB5 limited the use of FACT, cannot be on MTV's, 4) municipal divisions do not have jurisdiction to hear expungements (Bright v Mollenkamp), 5) if a rec-

*(Continued on page 2)*

## Meet Graduates of First MCFI Program

MACA's own Jeff Chapple, Jeanette Chastain, Tami Trulove, and Diana Turner were some of the 24 participants who graduated from the Missouri Court Management Institute (MCFI) this month. The ceremony was held at the Supreme Court of Missouri in Jefferson City. All graduates of the institute's six-part court management program qualifies them for recognition as a Certified Court Manager by the



National Center for State Courts.

The MCFI is an initiative created by the Coordinating Commission for

Judicial Education of the Supreme Court of Missouri and OSCA to enhance the professionalism and expertise of the people who work for the

Missouri courts. It is based on the six-part court management program created by the National Center for State Courts, including coursework on Purposes and Responsibilities of Courts, Managing Judicial Financial Resources, Case Flow Management, Managing Human Resources, Measuring Court Performance, and Managing Technology Projects. Participation in the institute was an opportunity provided to only the best of the Missouri judiciary. Applicants were evaluated based on their experience and an extensive essay.

### Missouri Association for Court Administration

#### Officers 2015-2016

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Deb Freise (7)  
Tab A. Armstrong (8)  
Alicia Smith (9)

## Fall Seminar Quick Recap

*(Continued from page 1)*

ommendation is accepted after SB572, the amount to be paid should not exceed the SB572 requirements, 6) a warrant can be issued on MTV (with proper due process), but cannot have any jail time on MTV and cannot confine for failure to pay, and 7) court cost cannot be imposed on a person deemed indigent.

Judge Thornhill gave a helpful list of when the FACT suspension can be used: 1) traffic cases involving an accident, 2) on violations assessed 5 points or greater violation by DOR, 3) cases involving commercial driver license (CDL), 4) speeding 20 and more over the limit, 5) traffic offenses in a construction zone, and 6) traffic cases in a school zone.

Second, the workshop on defendant's rights (racial and ethnic fairness) was a highly motivational. The presenters did a thorough job of raising MACA members' awareness



that everyone has some biases and/or preconceptions about people, situations, and circumstances. The group participated fully and received useful and relevant statistical information. This interactive workshop was recommended by attendees to be presented again in subsequent MACA seminars.

Third, the session on mental health resources informed MACA members of the opportunity for them to use Community Mental Health Liaison (CMHL) services. A Community Mental Health Liaison provides a wealth of knowledge regarding mental health questions, help navigating mental health services, assist with obtaining commitment orders, help to coordinate trainings on mental health topics, answer questions MACA members may have as to resources and services to address a behavioral health issue, screen po-

tential clients, and monitor treatment and, most importantly, help people with repeat involvement, consulting with case managers to improve coordination of proper care. The CMHL, part of the Strengthening Mental Health Initiative, was formed to better

community partnerships with crisis systems, law enforcement agencies, and the courts in order to save valuable state and local resources that might otherwise be expended on unnecessary jail, prison, and hospital stays and to improve outcomes for individuals with behavioral health issues (for additional information, contact Kimberly Hicks at 573.634.4626 ext. 105 or khicks@mocoalition.org).

*[this article was composed from summaries prepared by Dana Collins-Messex, Trudy Reason, and text from several mental-health associated websites]*



## Profile: Eva Kimberlin of Peculiar Municipal Court



**Years serving municipal court:** Two years.

**How I became a court administrator:** I was working as a Police Officer with the City and had recently given birth to my daughter before accepting the position. I thought it would be best to trade the hectic 12-hour shift of a LEO on nights for a stable and predictable work week, allowing me to be a more constant and influential part of my daughter's life.

**My favorite person is:** My one and only, my first born, my pride and my joy, my daughter Genavieve!

**What I like most about being a court administrator:** A bit cliché, but I enjoy the constant human interaction, though it isn't always the most pleasant.

**Most difficult thing about being a city clerk/court clerk is:** Being inside all day and not getting enough physical activity.

**Away from office, my favorite pastime is:** Getting active outdoors by hiking, biking, hunting, fishing and camping.

**My favorite movie is:** Anything directed or produced by Tim Burton.

**My favorite book is:** To Kill a Mockingbird.

**Something most people don't know about me is:** I was active in Taekwondo growing up and received my first degree black belt.



*Soapbox...a MACA forum for friendly views and opinions...*

**My Favorite Thing About Christmas is...**



**Michele George**  
*Raytown Municipal Court*



**Eva Kimberlin**  
*Peculiar Municipal Court*



**Erica Johnson**  
*Fredericktown Municipal Court*

My favorite memories about Christmas...I couldn't wait for my favorite holiday to arrive when we would gather around the Christmas tree and enjoy each other's company. Christmas has always been a huge holiday in our household with decorating the tree and hanging the stockings. We have a tradition with opening presents; we like to enjoy watching everyone open their presents, one at a time. Christmas time is all about celebrating with family - not just about receiving gifts. Growing up as a kid we didn't get a lot of toys or gifts. Therefore, my parents went out of their way to make Christmas special for us. I hope everyone has a safe Christmas and a prosperous New Year. Always enjoy these precious memories with your loved ones!

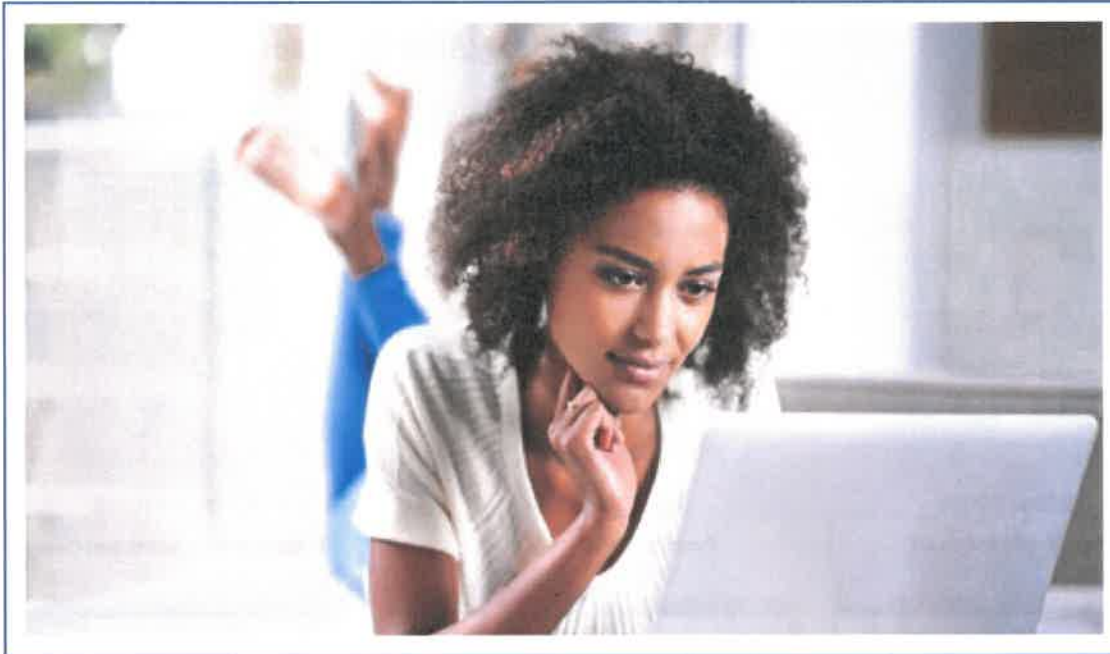
I love everything about Christmas – the decorations, the lights, Christmas cards, cutting down our tree and putting up stockings, Christmas carols, baked goods and pecan pie. My favorite part of Christmas though is keeping up the traditions of Santa Claus for my



daughter. Mailing a letter to Santa, sitting on Santa's lap, leaving cookies and milk out for Santa on Christmas Eve and reindeer food out on the front lawn, waking up Christmas morning to presents spilling from underneath the Christmas tree and stockings full of candy. I love to make the magic as real for her, as it was for me. But as she grows older, I soon hope to teach what the spirit of Christmas is all about, and that is Jesus Christ.

My favorite part of Christmas is...spending time with my family. Every year on Christmas Eve my husband and I, along with my brother and his family, gather together at our parent's house to celebrate the birth of Jesus. We have sparkling juices, egg nog, Christmas cookies, and a delicious dinner while enjoying beautiful Christmas music. This year we had chicken and dumplings, my favorite! Next we hand out and open the gifts we all have brought for each other. Then we have a red velvet birthday cake and sing happy birthday to Jesus. I am truly blessed to have such an amazing family with whom to celebrate this wonderful season. I pray you all have an amazing, joyous Christmas and a very Happy New Year!





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### Smithville Municipal Court - Jeanette Chastain

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Email [Sales@trafficpayment.com](mailto:Sales@trafficpayment.com) for more information

## Region 6 (with some help from Region 2) Report

On October 21, 2016, Region 6 along with Region 2, met at Missouri Public Risk (MPR) in Independence for their Western Association of Court Administrators (WACA) Annual Meeting and all-day Training. Their morning began with a distinguished panel of three: Jeff Chappel (MACA Past President), Clay County Judge Karen Krauser, and Municipal Court Judge Jeff Eastman. They discussed SB5, SB572 and, of course, the new Rule 37.04 changes. Attendees had great questions and heard interesting discus-

sion. The afternoon session began with Supervisor Survival Skills presented by MPR and concluded with a presentation by the Missouri Highway Patrol on fingerprint cards and charge codes. Attendees asked great questions that resulted in useful discussion.

As if having a day filled with helpful education, Region 6 and Region 2 attendees were treated to a great lunch pro-



vided by Pork Patrol BBQ (an Excelsior Springs Police Department competition BBQ team). Judge Krauser installed the WACA officers for 2016-17 and Susan West was presented with the WACA Award of Merit.

### Dates to Remember!

*15<sup>th</sup> day of each month: Monthly OSCA report due!!!*

**December 31**...end of reporting period for intoxicated related traffic offenses for the Circuit Court en Banc (RSMo 577.006)

**January 1**...Rule 37.53(b) goes into effect. "Ordinance Violation Cases Not Heard on Record-Disqualification and Change of Judge"

**January 13**....Missouri Supreme Court Education Committee training seminar....St. Louis region

**February 28**....deadline date to submit report to the presiding judge of your circuit the Circuit Court en Banc report on intoxicated related traffic offenses

**March 10**....Missouri Supreme Court Education Committee training seminar...Springfield region

**May 22**....Missouri Supreme Court Education Committee training seminar....Lake Ozark region (and all those unable to attend their local region date)

**May 22-26, 2017** MACA Spring Conference

# Thrilled to Give! (by Leigh Sides)



Heather Smith is proof of the heights some people will go for charity! The Court Administrator of St. Charles County Municipal Court got her thrills scaling down the 17-story Hyatt Regency Hotel adjacent to the St. Louis Arch raising funds and awareness for Special Olympics. Heather raised \$1,200 in an effort to take part in this daring adventure. Although she loves a thrill, this was her first time to rappel down a building and she loved it! "I felt very safe. The people in charge of the event were pro-

fessionals and provided the necessary safety checks and equipment for the event." A total of 60 fund-raisers participated in the event.



funds to support the charity. Not ready to scale a wall? Consider taking the Polar Plunge, a Torch Run, a Truck Convoy, Golfing or other fun ways to make a difference.

*To learn how you can get involved visit Special Olympics Missouri at <http://somo.org/BeAFan>.*

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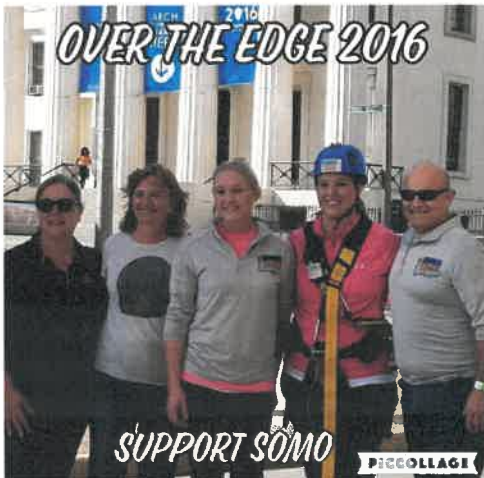
Heather was part of a group of five who decided to take on this adventure together but when it came to scaling the wall she went alone. Her support team including her hubby, mom and in-laws waited below cheering her on. It took this court administrator 10 minutes to make it down back to safety. In addition

*Leigh Sides is the Director of Business Development for The Payment Group. She can be reached at [Leigh@thepaymentgroup.com](mailto:Leigh@thepaymentgroup.com)*

*The Payment Group offers Online and Phone Payment for Courts, for more information visit us online at [www.thepaymentgroup.com](http://www.thepaymentgroup.com)*

to the reward of her accomplishment in raising funds and the rappelling adventure, Heather received a t-shirt, long-sleeved pullover and a backpack.

Of particular interest, was one Special Olympic athlete (who was afraid of heights) that was accompanied by the Warrenton Chief of Police who was the top fundraiser. This event took fund-raising to new heights! The Special Olympics are known to have some of the most unusual and daring adventures for those who put the time in to raise



Leigh Sides

# Interview With Gigi Videmschek, City of Creve Coeur



Gigi Videmschek has been a court clerk for the City of Creve Coeur since 2005.

Which seems like a long time until you ask her how long she has also been a police dispatcher...33 years! Though she will be leaving her court clerk position soon to be assistant to the prosecuting attorney,

Gigi will continue with her part-time dispatcher hours.

She stopped being a full-time dispatcher years ago in order to get set shifts since she had become a single mother and wanted more time with her children. But the dispatcher work is still part of her and she'll continue to provide the city with the quality and dedication she has given for so long. Her two daughters, Nicole (22),



Gigi's fishing buddy Fletcher



and Megan (18), both reside in Kansas City though they talk with Gigi all the time. Gigi said, "It was so nice to downsize and to move on when they grew up," but she added, "They are the

greatest gift." Then, "You can't kick the mom out of me." Now that's a lifetime mom.

So what has Gigi enjoyed most about her court clerk position? "The interaction with different people from different walks of life has really been the best," Gigi said.

"I've gotten to know a lot of different people because of their coming to paying monthly. I've gotten to know their names and then

some," as she laughs knowingly. Gigi enjoys observing the beginning and the end of a person's whole interaction with the municipal court. And being immersed in that

daily interaction is the source of her most challenging work: the hectic, last-minute work associated with that day's court, the requests of attorneys and others - that nonstop crush takes real stamina. And something less visible also takes stamina and patience - understanding municipal court employee responsibilities in a world where new rules and laws arrive with too much regularity.

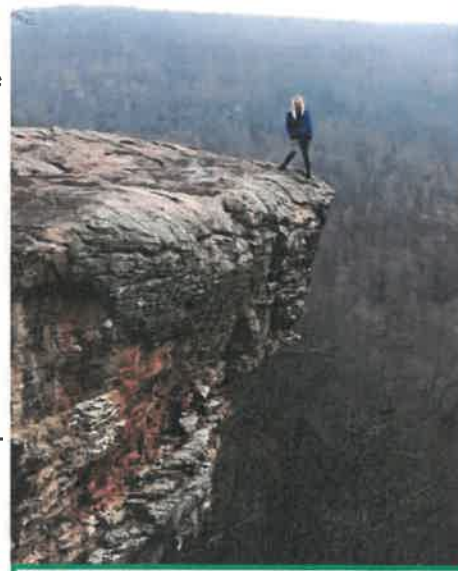
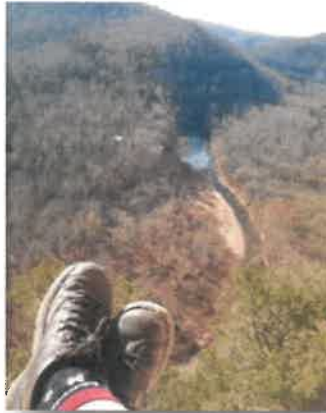
Yet Gigi's work (some might say too much work), is just fine with her. "I have always been a workaholic," she commented. She got her strong work ethic from her father, and she has always enjoyed being busy. How busy? Forty hours of regular work each week that starts with

getting up around 5:30 a.m.; and another 18-30 additional hours

as a dispatcher, something she has been juggling since 2005.

When she isn't swamped with work, Gigi loves to fish in lakes and streams, and trout fishing in the middle of winter is a real treat. She also enjoys walking. So much so that in just the past six

months she has upped her game by pursuing hiking. She recently spent a weekend in Ponca, Arkansas, experiencing some "awesome hiking."



Hawksbill Craig, Whittaker Point Ponca, Arkansas

A friend had suggested taking up hiking. And she never looked back. Except when she needs to!

## Understanding Declaration of Candidacy Form

*You will find a Declaration of Candidacy Form on the following page.* In odd-numbered years, the positions open are President Elect, Treasurer and Directors for Regions 1, 3, 5, 7 and 9.

For a full description of the positions open, please consult the By-Laws and Policy and Procedures (which can be found on the MACA website). A brief description follows:

President-Elect: The President-Elect's primary duty is to assist the President in the discharge of his/her duties, and in the President's absence, assume the full responsibilities of that office. He/She shall be designated Parliamentarian and shall govern all meetings of the Association consistent with the Association's By-Laws.

Treasurer: The Treasurer's primary duty is to receive, collect and have custody of all funds of the Association. He/She shall deposit funds in a bank convenient as designated by the Executive Board and such funds are to remain on deposit under the name of the Association unless directed by the Executive Board to place specified amounts in appropriate interest-bearing accounts under the Association's name, and all interest earned shall be entered and recorded as income for the Association; provide a financial and appropriation statement to the membership at the close of the calendar year; submit their records for financial review as required by the President or by whomsoever the President has designated for the financial review.

Region Directors: Directors are the liaisons between the Executive Board and their Region. Duties include: keeping members of their Region informed of pertinent information regarding the organization and information concerning areas of court administration; relay any information/concerns from their Region to the Executive Board; serve as a chairperson on at least one of the President's Standing Committees; perform any additional duties as assigned by the President.

I encourage you to consider running for one of the Executive Board positions; get active with your association. If you want to "get your feet wet" a great place to start is serving as your Region Director.

Remember: Your Declaration of Candidacy form **MUST BE RECEIVED BY MARCH 15, 2017** by the Nominations Committee Chairperson.

Susan Brunworth  
Region 6 Director  
Nominations Chair



## DECLARATION OF CANDIDACY

This is an election year for Odd Numbered Regional Directors. Elections are open to all active members of the Missouri Association of Court Administration, Inc. An active member must have 2017 dues paid on or before March 15, 2017 in order to be eligible to vote. **THIS DECLARATION MUST BE RECEIVED BY THE NOMINATIONS COMMITTEE CHAIRPERSON ON OR BEFORE MARCH 15, 2017.** No other membership class may run for or hold a position on the Board of Directors.

### THIS DECLARATION MUST BE RECEIVED BY MARCH 15, 2017 BY THE NOMINATIONS COMMITTEE CHAIRPERSON

Please send the Declaration of Candidacy to:

Susan Brunworth  
Richmond Municipal Court  
205 Summit Street  
Richmond, MO 64085  
sbrunworth@cityofrichmondmo.org  
(816) 776-2004 ext 115      (816) 776-8216 (fax)

President Elect

Region 1

Region 3

Region 5

Region 7

Treasurer

Region 9

I hereby declare my candidacy for the above-indicated position on the Board of Directors of MACA. I am an active member of MACA and will uphold the integrity of the office of which I am seeking. I am committed to improving the growth of MACA and will be attending the Annual Court Conference in May of 2017.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Court Name: \_\_\_\_\_

Court Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*Jody: This needs some sort of introductory text here in this box...can you help?*

**Supreme Court of Missouri  
Classification Description**

**Classification Title:** Municipal Division Courts Monitor II - Clerk  
**Pay Range:** TBD **Date:** October 2016  
**FLSA Classification:** Exempt **Revised:**

**Definition of Work:**

Visit and observe municipal divisions of the circuit courts, as assigned by the Supreme Court, to evaluate their compliance with minimum operating standards and best practices, as established by the Supreme Court, as well as compliance with any state laws governing such divisions, and, in consultation with the presiding circuit judge, to provide advice and assistance to the municipal divisions with regard to their operations and practices.

**Supervision Received:**

The employee in the position will report to the clerk of the Supreme Court. Work will be directed under the supervision of the presiding judge of the judicial circuit as designated by the clerk.

**Examples of Work Performed:** (The following duties are representative of this position, not comprehensive.)

- Visit municipal division courts as assigned (either announced or unannounced) both when those courts are in session and when they are not, to observe the conduct of proceedings by the judges and clerks.
- Utilizing a checklist, evaluate whether the divisions are complying with state law and with minimum operating standards and best practices as established by the Supreme Court.
- Consult with municipal judges and court staff and provide feedback and suggestions concerning their compliance with state law, minimum operating standards and best practices.
- Report, in writing, at such intervals as directed to the clerk of the Supreme Court and presiding circuit judge, regarding observations and evaluations of municipal divisions visited.
- Make suggestions and recommendations regarding additional practices and procedures in municipal divisions that enhance compliance with minimum operating standards, best practices, and state law. Report any observed deficiencies in compliance to the presiding judge and the clerk of the Supreme Court.

*...continued from page 10*

- Research professional literature and attend training to stay current on national trends, best practices, new methods, and procedures pertaining to municipal divisions.
- Coordinate work activity with supervising authority and other municipal division monitor personnel.
- May be required to attend training sessions for municipal clerks provided by the Municipal Clerk Education Committee.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of the operation of local and state court systems, especially municipal divisions.
- Thorough knowledge of the principles and practices of modern court management.
- Ability to comprehend the general rules and regulations applicable to the municipal divisions, including Supreme Court Rule 37.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain effective working relationships with judges, court personnel, co-workers, and staff from other agencies.
- Ability to travel independently to the municipal divisions to observe and report on their proceedings and practices.
- Sufficient knowledge and experience in clerical procedures and recordkeeping to review audits and evaluate a municipal division's compliance with any recordkeeping and financial requirements and limitations set by state law.

**Required Minimum Education and Experience:** (The following statement represents the minimum education and experience that will be used to determine qualifications of applicants. Additional experience above the minimum stated may be substituted on a year for year basis for the required education. Equivalent combination of relevant education and experience may be substituted on a year for year basis.)

- Bachelor's Degree in business, public administration, or criminal justice and five years of experience in court related work. Preference will be given to candidates with certification in court administration through the Missouri Association for Court Administration, Missouri State University, the Missouri Court Management Institute, or the National Center for State Courts.

**MACA eNews**

Phone: 573.291.9995  
Email: [eric@eSummarize.com](mailto:eric@eSummarize.com)

The mission of the **Missouri Association for Court Administration (MACA)** is to enhance the public's trust and confidence in the Courts through developing and promoting the professionalism of Court Administrators, and other court officials with similar duties, by offering quality professional development conferences, seminars, consultation and networking.

**Message from President Jody Caswell**

Once again the holidays fast approach! I won't beat around the bush in that it has been a tough balancing act this year between keeping my own court in line with all the changes and continuing to assist our organization with appearances, updates, meetings, fact-finding missions and normal business functions. Throw in a little holiday rush on the personal side of that equation and there's another 10 lbs. of Christmas to be added to my holly-jolly self before year's end! But all kidding aside, this does bring up a good point. Life has always been a balancing act. We've always been in the business of balancing our work, extra-curricular activities and personal lives. But at what cost? Do we let the weight of all our responsibilities and troubles overshadow the truly important moments of our lives? Over the last 2 years I have been so buried in work and MACA and court operating rules and assisting business associates that I kind of let the most important side of my life move along without me. Granted my kiddos are on the late teen side of the spectrum and the hubby is busy with work himself, but I had a moment recently that made me stop and think of some of the simple life pleasures that I had passed on doing with my family due overextending myself with work related items. And it bothered me to know that 10 years from now I will not remember *why* I was too busy to be there, but when my family talks of that time I *will* remember that I was not there. And in talking with so many of you, I know that I am not the only one that has let the pressures of our constantly changing work environment intrude into our personal lives. So I urge you to make a pledge to yourself just as I have done. A pledge to take this holiday season and make the most, heck, the best of it with your family and friends. Shake those work worries and make the memories that really count. Memories that will last beyond the work years. Memories made *for* you, by you and most importantly, memories made *with* you.

From myself and the entire MACA Board—have a very Merry Christmas and a safe and happy New Year!

- Jody Caswell, MACA President