

**State's Attorney - Court Services - FOCUS House – Judiciary & Circuit Clerk
and Public Defender Committee
Tentative Minutes
February 13, 2024**

1. Call Meeting to Order: Chairperson Corbitt called the meeting to order at 11:03 a.m.
2. Roll Call - Present: Billeter, Huber, Larson, Oltmanns (11:08), Simms, Smith and Corbitt. Others Present: Circuit Clerk Kim Stahl, Judge Roe, HR Director Amanda Jacinto, State's Attorney Mike Rock, Public Defender Kathleen Isley, Director of Court Services Cindy Bergstrom, Director of FOCUS House Brenda Mason, Arlene Sangmeister and Lloyd Droege.
3. Approval of Minutes – January 11, 2024. Motion by Smith to approve the minutes, 2nd by Huber. Motion carried.
4. Public Comment: None.
5. Monthly Invoices:
 - Judiciary: \$6,845.67 - Motion by Larson to approve, 2nd by Billeter. Motion carried.
 - Public Defender: \$4,953.49 - Motion by Simms to approve, 2nd by Larson. Motion carried.
 - Circuit Clerk: \$365.59 - Motion by Billeter to approve, 2nd by Larson. Motion carried.
 - State's Attorney: \$5,884.75 - Motion by Smith to approve, 2nd by Huber. Motion carried.
 - Probation: None
 - FOCUS House: \$9,108.85 - Motion by Smith to approve, 2nd by Billeter. Motion carried.
6. Department Reports:
 - Judiciary – None
 - Public Defender – Kathleen Isley shared they filled the full-time spot with William Gibbs, who has years of experience. Isley shared they are using monies from the State to pay Eric Morrow to take on some of the caseload and with emergency juvenile hearings. Isley commented this agreement is through the end of June but she can foresee continuing with Morrow as long as the State is subsidizing costs.
 - Circuit Clerk – Circuit Clerk Kim Stahl stated the PayCourt is at \$136,124 and scanning is still being done. Stahl stated she doesn't think they will use all of the monies allocated. Stahl also shared she has a Deputy Clerk in her office that is going to be retiring at the end of the month after working for the County for 28 years.
 - State's Attorney – Mike Rock shared the office is doing great now that they are fully staffed. Rock shared the office is looking to begin a few of the murder trials and that his April bills will reflect an increase due to the activity. Rock also shared that he did present at the Personnel meeting earlier today on behalf of two of his employees and he hopes to bring more information in next month's meeting.
 - Probation - Director of Court Services Cindy Bergstrom informed the committee that she has been notified by the State they will be coming in March for their audit. Bergstrom commented this is normal and that she is looking forward to it because it will allow her to make sure all of the offices documentation and procedures are in order. Bergstrom also shared that she applied for a State Leadership Academy and was chosen so she will be participating in that and wanted to let the committee know this will require her to be out of the office for one week of training in the future.

- FOCUS House – FOCUS House Director Brenda Mason explained they have just hired a new part-time staff member but they haven't started yet and that everything is good and in order at FOCUS House.

7. Closed Session: None.
8. Open Session: None.
9. New Business: None
10. Old Business: Corbitt thanked the staff for all that they do for the County.
11. Adjournment: Chairperson Corbitt adjourned. Time 11:30 A.M..

Respectfully submitted,
June Jacobs