

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

**Date:** 2/24/2026

**Meeting Date:** 3/9/2026

**Submitted By:** DeeAnn Strother

**Department:** JP1

**Signature of Elected Official/Department Head:**

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<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p> 
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**Description:**

A JP1 court clerk will be retiring soon and the court is currently in the process of hiring her replacement. Requesting 30 days of training time to better prepare the new-hire prior clerk's retirement due to the vast knowledge base that must be in place to effectively serve in this role. POSITION #: F02-045

Motion to Approve 2 Additional Weeks of Training for Position

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(May attach additional sheets if necessary)

**Person to Present:** DeeAnn Strother

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** 15 minutes

**Session Requested:** (check one)

Action Item    Consent    Workshop    Executive    Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

County Attorney     IT     Purchasing     Auditor

Personnel     Development Services     Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**