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RGR 11:00 a.m.

Phil LeVota
Jackson County Executive

EXECUTIVE ORDER NO. 26-18

TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE

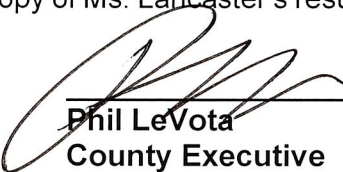
FROM: PHIL LEVOTA
COUNTY EXECUTIVE

DATE: APRIL 22, 2026

RE: APPOINTMENT OF INTERIM COUNTY MUNICIPAL COURT ADMINISTRATOR

Pursuant to Jackson County Charter, Section 7, Paragraph 3, I hereby appoint Brandi Lancaster, as the Interim Jackson County Municipal Court Administrator to fill the vacancy occasioned by the resignation of Mackenzie Smith. A copy of Ms. Lancaster's resume is attached.

4-22-26
Date



Phil LeVota
County Executive

BRANDI LANCASTER

Independence, MO 64055 | 816-457-5112 | brandibickham@yahoo.com

PROFESSIONAL SUMMARY

Court operations professional with 6+ years of experience supporting judicial processes, case management, and administrative oversight within a high-volume court system. Proven ability to coordinate with judges, attorneys, and staff to ensure compliance with legal procedures and improve operational efficiency.

PROFESSIONAL EXPERIENCE

Jackson County – Independence, MO

Assistant Court Administrator / Court Clerk / Taxpayer Assistance

June 2017 – Present

- Manage and initiate court cases, ensuring accuracy and compliance with legal procedures.
- Collaborate with defendants, attorneys, and judges to process motions, warrants, and case resolutions.
- Handle financial transactions, including cash bonds and court payments, with high accuracy.
- Process daily communication, including phone calls, emails, USPS mail, and faxes.
- Oversee probation follow-ups to ensure compliance with court-ordered conditions.
- Complete monthly reporting to OSCA (Office of State Courts Administrator).
- Support Treatment Court operations and case coordination.

MB Homeowners' Management, Inc – San Jose, CA

Community Association Manager

May 2006 – March 2017

- Managed 15 homeowners' associations totaling 600+ units.
- Oversaw budget, accounts receivable/payable, and full financial reporting.
- Prepared annual budgets, audit reports, and tax documentation.
- Led board meetings, recorded minutes, and produced detailed management reports.
- Acted as primary liaison between board members, residents, and vendors.
- Coordinated maintenance, construction, and property improvement projects.
- Negotiated vendor contracts, reducing costs and improving service quality.
- Managed delinquency processes and worked with collection agencies.
- Represented the association in legal proceedings.
- Maintained association websites and produced monthly newsletters.
- Organized and managed special assessments, including voting and collections.

SKILLS

Microsoft 365 (Word, Excel, Outlook, Publisher)

Court Case Management Systems (Show Me Courts and Incode)

Financial processing & reporting

Records management & organization

Customer service & conflict resolution

EDUCATION

High School Diploma, Santa Teresa High School, San Jose, CA