



County and District Clerks' Association of Texas Winter Conference

February 7-10, 2017

Embassy Suites San Marcos Hotel Spa & Conference Center

I'm a Clerk.
What's Your Superpower?

Tuesday, February 7		
Time	Event/Session & Presenters	Location
10 a.m.– 5 p.m.	Registration and Information Desk open	
1–5 p.m.	<p>Pre-Conference Education Breakout Sessions (sessions repeat)</p> <p>1–3 p.m. Session 1 3–5 p.m. Session 2</p> <p>Join your fellow clerks from across the state for engaging pre-conference education breakout sessions. Participants may attend two sessions, one scheduled for 1-3 p.m. and the second scheduled for 3-5 p.m.</p>	
	<p>Breakout 1: Technology Lab</p> <p><i>Moderator: Hon. John Warren, Dallas County Clerk</i> <i>Presenter: Mr. Boris Hamilton, Senior Business Analyst, Dallas County</i></p> <p>Participants can expect an interactive, expert-led session focused on teaching Microsoft Office Suites and Adobe tools and capabilities. These tools can increase work efficiency, organization and productivity. Hands-on activities will enhance the learning experience.</p>	Spring Lake Ballroom AB
	<p>Breakout 2: Healthy Clerks—Mission Possible</p> <p><i>Healthy Clerks LEADERS: Hon. Donna Brown, Liberty County District Clerk</i> <i>Hon. Julie Smith, Potter County Clerk</i></p> <p><i>Fitness Trainer: Ms. Dominique "Nikki" Brown</i></p> <p><i>Presenter: Mr. Mark Zollitsch, Healthy County Wellness Consultant, Texas Association of Counties (TAC)</i></p> <p>Ready to make a commitment to your health and lifestyle? Not sure where to begin? Hear health experts share their knowledge, provide guidance to lay the foundation for a healthier lifestyle and challenge you to become healthier in 2017.</p>	Veramendi Ballroom CD
	<p>Breakout 3: First-Time Clerks—Discover Your Inner Superpowers</p> <p><i>Moderator: Hon. Tammy Kneuper, Bandera County District Clerk</i></p> <p>If you are a newly-elected clerk or are new to your role and feel overwhelmed, this session is for you! Learn how the CDCAT can help and support you through your first term and beyond. Becoming a super clerk in your county is doable when you have the appropriate resources and guidance from seasoned super clerks. Topics and presenters include:</p> <ul style="list-style-type: none"> Clerks Association 101/Legislative Table Topics—<i>Hon. Tammy Kneuper, Bandera County District Clerk</i> Legislative Overview and Tracking Legislation—<i>Mr. Paul Miles, Associate General Counsel, TAC</i> Campaigning/Candidate Statutes: Following the Law While Campaigning in Office/Personnel and Staffing—<i>Hon. Nancy Rister, Williamson County Clerk</i> <p>Table Topics: Frequently Asked Questions and Answers—Visit with clerks about these subjects and more:</p> <ul style="list-style-type: none"> Recordings, Probate and Vitals—<i>Hon. Beth Rothermel, Washington County Clerk</i> Commissioners Court, CC Retention/Exhibit Schedule—<i>Hon. Jeane Brunson, Parker County Clerk</i> Records Retention/Exhibit—<i>Hon. Lisa David, Williamson County District Clerk</i> District Clerk-Office of Court Administration Reporting—<i>Hon. Janice Gray, Coryell County District Clerk</i> District Clerk-Grand Jury, Indictments, Confidentiality of Both—<i>Hon. Ross Bush, Midland Co. District Clerk</i> District and County Clerks-e-File—<i>Hon. Sheri Woodfin, Tom Green County District Clerk and Hon. Jeane Brunson, Parker County Clerk</i> 	Spring Lake Ballroom C
	<p>Breakout 4: Business Smart/Social Media</p> <p><i>Presenters: Mr. Rex Hall, Assistant Executive Director, Texas Association of Counties</i> <i>Mr. Joel Nihlean, Communication Specialist, Texas Association of Counties</i></p> <p>New to social media? Not sure how Facebook could help you connect with constituents and provide better customer service, or why Twitter is so important in the Legislature? This optional mini-session will get you up to speed! The communications landscape is constantly changing, and new technologies offer counties the opportunity to better engage the communities they serve. In this big-picture overview, participants will learn why using social media makes sense and where to start. We'll drill down to the basics of the most popular platforms and look at some best practices, including real-world examples.</p>	Veramendi Ballroom AB
	Board Meetings	
5:10–6:10 p.m.	CDCAT Executive Board Meeting	San Marcos River AB
6:15–7:30 p.m.	Full Board of Directors Meeting	San Marcos River AB
	Committee Meetings	
7:30 – 8:30 p.m.	By-Laws Committee Meeting	TBD
	Legislative Committee Meeting	TBD
	Education Committee Meeting	TBD



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Wednesday, February 8		
General Session		
Time	Event/Session & Presenters	Location
8 a.m.–5 p.m.	Registration and Information Desk open	
7:30–8 a.m.	Morning Coffee and Vendor Visits	Exhibit Hall
8 a.m. –5 p.m.	Silent Auction	Chautauqua AB
Welcome General Session		
<i>Moderator: Hon. Celeste Bichsel, Carson County District/County Clerk, CDCAT President</i>		
8:30–9 a.m.	Welcome	
9–10:30 a.m.	Fraudulent Filing Panel—the Fraudulent Filer, Sovereign Citizens and More <i>Hon. Delia Briones, El Paso County Clerk</i> <i>Hon. Jennifer Lindenzweig, Hunt County Clerk</i> <i>Mr. Andrew Heston, Assistant District Attorney, Brazoria County</i> An overview of statutes regarding Fraudulent Filings and lessons learned and processes developed from El Paso and Hunt County.	Veramendi Ballroom F-J
10:30–11:00 a.m.	Refreshment Break with Super Vendors	Exhibit Hall
11:00 a.m.–noon.	Registry Panel—Putting the “Fun” in Registry Funds: Managing Your Registry Account, Accounts for Minors, 1099 Responsibilities, Interest Bearing-Accounts and Escheating <i>Hon. Donence Gregory, Tyler County Clerk</i> <i>Hon. Joyce Hudman, Brazoria County Clerk</i> <i>Hon. Sheri Woodfin, Tom Green District Clerk</i>	Veramendi Ballroom F-J
Noon–1:30 p.m.	Lunch on your own	
Noon–1:30 p.m.	Lunch for Pre-Registered County Clerks with Election Duties <i>Mr. Keith Ingram, Director of Elections, Texas Secretary of State’s Office</i> <i>Ms. Ashley Fischer, Legal Director, Texas Secretary of State’s Office</i>	Spring Lake Ballroom ABC
1:30–3 p.m.	Keynote: Leading the Way—Becoming a Superhero at Work! <i>Ms. Nancy Baird, President, Training Strategies, Inc.</i> This workshop will provide participants with the tools and strategies needed to become a superhero at work. These tools include: <ul style="list-style-type: none"> · Conflict Resolution: Seeking Win-Win Solutions · Mentoring: Finding the Right Mentor for the Right Skill · Showcase Your Skills: Taking the Lead and Grabbing Opportunities · Likeability: Leading the Way in Your Organization · Standing Above the Crowd: Humble and Brilliant Arrogance · Dynamic Leadership: Pay It Forward · Setting Professional Goals: Plan of Action for Success 	Veramendi Ballroom F-J
3–3:30 p.m.	Refreshment Break with Super Vendors	Exhibit Hall
3:30–5 p.m.	Leading the Way—Becoming a Superhero at Work! (continued) <i>Ms. Nancy Baird, President, Training Strategies, Inc.</i>	Veramendi Ballroom F-J



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Thursday, February 9

Time	Event/Session & Presenters		Location
7:30–8:30 a.m.	Morning Coffee and Vendor Visits		Exhibit Hall
8 a.m.–5 p.m.	Registration and Information Desk open		
8 a.m.–3:30 p.m.	Silent Auction		Chautauqua AB
Superhero Breakout Sessions			
	BREAKOUT 1: CRIMINAL Spring Lake Ballroom ABC <i>Mod.—Hon. Rhonda Barchak, Brazoria Co. District Clerk</i>	BREAKOUT 2: NON-CRIMINAL & RECORDS Veramendi Ballroom AB <i>Mod.—Hon. Joyce Hudman, Brazoria Co. Clerk</i>	BREAKOUT 3: PREPARATIONS FOR SUCCESS Veramendi Ballroom CD <i>Mod.—Hon. Linda Wallace, Rains Co. Clerk</i>
8:30–9:15 a.m.	Court-Appointed Attorneys—Indigent Defense <i>Mr. Jim Bethke, Executive Director, Texas Indigent Defense Commission</i>	Expedited Actions <i>Mr. Scott Griffith, Director, Research and Court Services, Office of Court Administration</i>	Courtroom Superhero—Clerks' Responsibilities <i>Hon. Eric Garza, Cameron Co. District Clerk</i> <i>Hon. Juli Luke, Denton Co. Clerk</i> <i>Hon. Cathy Stuart, Victoria Co. District Clerk</i> This open panel discussion will review the clerk's responsibilities in a courtroom setting. The panel will include representatives from civil, criminal and probate and possibly juvenile and mental health.
9:15–10:15 a.m.	Developing a Successful Collections Program In Texas <i>Ms. Karen Williams, Assist. Director and Assist. Chief Clerk, City of Houston Municipal Courts</i> This session will discuss best practices for developing a successful collection program in Texas. Ms. Williams will share tips on leadership, selecting collections program staff and best practices for satisfying Office of Court Administration guidelines.	Civil Process Service <i>Mr. John Steinsiek, Chief Deputy (retired), Author-LexisNexis Civil Process Consultant, Sheriffs Association of Texas</i> The presenter will address the following: eFiling and officer returns, return rules, abstract of judgments, writs of restitution, the Finance Code and judgments, and policy vs. code requirements.	REPEAT SESSION: Courtroom Superhero—Clerks' Responsibilities <i>Hon. Eric Garza, Cameron Co. District Clerk</i> <i>Hon. Juli Luke, Denton Co. Clerk</i> <i>Hon. Cathy Stuart, Victoria Co. District Clerk</i> 10-10:15 a.m. Jury Appreciation Week <i>Ms. Doryn Glenn, Director of Governmental Affairs, Galveston County District Clerks Office</i> A report from the Jury Service Committee of the State Bar of Texas.
10:15–10:45 a.m.	Refreshment Break with Super Vendors		Exhibit Hall
10:45–noon	Evidence Preservation/Records Retention/Court Reporter/Forms/Statutes, etc. <i>Ms. Tracy Hopper, Harris County Assistant Director, Application Development</i> Learn about evidence preservation including records retention, court reporter, forms, statutes and more.	Expunctions and Non-Disclosures including Changes in Statute <i>Mr. Scott Brumley, Potter County Attorney</i> This session will provide an overview of the law on expunctions and non-disclosures, and will highlight changes in the law from the 2015 legislative session.	Vital Statistics <i>Mr. Victor Farinelli, Acting State Registrar and Director of Vital Statistics, Tx. Dept. of State Health Services, Vital Statistics Unit</i> This session will provide information on vital statistics including delayed birth certificates, and changes to vital statistics for reporting adoptions.
Noon–1:30 p.m.	Lunch on your own		
1:30–2:15 p.m.	<i>Mod.—Hon. Josh Tackett, Navarro Co. District Clerk</i> Criminal Discovery, Electronic (11.07 Writs) <i>Ms. Stacey Soule, Assist. State Prosecuting Attorney, Office of State Prosecuting Attorney</i> Case study and overview of filing procedures and practices for applications for a writ of habeas corpus.	<i>Mod.—Hon. Kelley Price, Wood County Clerk</i> Rule 145—Pauper's Affidavit, New Rules, How a Clerk Can Contest <i>Hon. Velva Price, Travis County District Clerk</i> This session will examine how to apply the revised TRCP 145—Affidavit of Inability to Pay Costs.	<i>Mod.—Hon. Lisa Johnson Hemphill Co. Combo Clerk</i> Disaster Plan—Being Prepared <i>Hon. Dwight Sullivan, Galveston County Clerk</i> Do you have a disaster plan in place? Have you been thinking about it but not taken action? Hear some stories in which disaster plans worked, and then start crafting or improving your disaster plan, before it's needed!
2:15–3 p.m.	Inmate Correspondence <i>Ms. Jennifer Smith, Program Supervisor, Mail System Coordinators Panel, Correctional Institutions Divisions, Tx. Dept. of Crim. Justice</i> Offender correspondence—how to ensure the mail has been properly sent through the unit mailroom and what to do if you receive suspicious mail; what types of mail you should respond to.	REPEAT SESSION: Rule 145—Pauper's Affidavit, New Rules, How a Clerk Can Contest <i>Hon. Velva Price, Travis County District Clerk</i> This session will examine how to apply the revised TRCP 145—Affidavit of Inability to Pay Costs.	Guardianship/Probate <i>Ms. Susan Redford, Judicial Program Manager, Texas Association of Counties</i>
3–3:30 p.m.	Refreshment Break with Super Vendors (silent auction ends during break)		Exhibit Hall
3:30–5 p.m.	District Clerk Legislative Updates and ListServ Live <i>Hon. Sharena Gilliland, Parker County District Clerk</i> <i>Hon. Patti L. Henry, Chambers County District Clerk</i> <i>Hon. Caroline Woodburn, Potter County District Clerk</i>	County Clerk Legislative Updates and ListServ Live <i>Hon. Jeane Brunson, Parker County Clerk</i> <i>Hon. Linda Haney, Ector County Clerk</i> <i>Hon. Teresa Kiel, Guadalupe County Clerk</i>	Combo Clerk Legislative Updates and ListServ Live <i>Hon. Cheri Hawkins, Shackelford Co. Combo Clerk</i> <i>Hon. Bena Hester, Briscoe Co. Combo Clerk</i> <i>Ms. Nanette Forbes, Legislative Liaison, TAC</i>
5–8 p.m.	Superhero Game Night Dinner Event (Buffet Dinner) Pay for silent auction items at this time.		Veramendi Ballroom F-J



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Friday, February 10

General Session

Time	Event/Session & Presenters	Location
7:30–8:30 a.m.	Morning Coffee	Ballroom Foyer
	<p align="center">Closing General Session</p> <p align="center"><i>Moderator: Hon. Tammy Kneuper, Bandera County District Clerk, CDCAT Vice President</i></p>	
8:30–9:15 a.m.	<p>Criminal e-File Mandate, Paperless Solutions, Electronic Fingerprinting and Redaction of Records</p> <p><i>Hon. Lynne Finley, Collin County District Clerk</i></p> <p>Having survived implementation of civil eFiling, our next challenge is criminal e-filing. In 2016, the Court of Criminal Appeals expanded the scope of the eFiling initiative by mandating eFiling in criminal matters. The requirement takes effect in all Texas counties on a graduated schedule through January 2020. This presentation will review all aspects of the criminal eFile mandate, including opportunities for paperless solutions, electronic fingerprinting and redaction of records. Participants may use this session to share their concerns and their best practices in meeting the challenge.</p>	Veramendi Ballroom F-J
9:15–10:15 a.m.	<p>Access to Records/Public Information Act—Controlling Access to All Records</p> <p><i>Mr. Michael Pichinson, Associate General Counsel, Texas Association of Counties</i></p> <p>Hear an overview of the laws controlling access to clerks' records.</p>	
10:15–11:15 a.m.	<p>re:SearchTX—Registered Access to Court Electronic Records</p> <p><i>Mr. Terry Derrick, Director, eSolutions, Tyler Technologies, Inc.</i></p> <p>As part of the eFiling (eFileTexas) agreement between the Office of Court Administration and Tyler Technologies, Texas required that a document search/retrieval portal be developed and implemented for the state. The resulting application—re:SearchTX—is now available for judges and will be available to attorneys of record later this year. This session will review the entire re:SearchTX application.</p>	
11:15 a.m.–noon	<p>Understanding the Policy-Making Bodies of the Texas Judicial Branch</p> <p><i>Mr. David Slayton, Administrative Director, State Office of Court Administration</i></p>	

Conference Adjourns—I'm a Clerk. What's Your Superpower?