



COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
BOARD OF DIRECTORS MEETING
Meeting Date: February 7, 2017 - Time: 6:15 P.M.
Embassy Suites Hotel & Conference Center
San Marcos, Texas

MINUTES

1. CALL TO ORDER

President Celeste Bischel called the Board of Directors meeting of the County and District Clerks' Association of Texas at 6:15p.m. on February 7, 2017 (Attachment "A").

2. ROLL CALL

Roll call was done by Laura Hinojosa, Secretary, and marked the following present.

Officers

- President - Celeste Bichsel, County & District Clerk Carson County
- Vice President - Tammy Kneuper, District Clerk Bandera County
- Treasurer - Jennifer Lindenzweig, County Clerk, Hunt County
- Secretary – Laura Hinojosa, District Clerk, Hidalgo County
- Immediate Past President – Heather H. Hawthorne, County Clerk Chambers County

Board Members

Director

- Region I Diane Hoefling, District Clerk, Moore Co.
- Region II Sheri Hawkins, Combo Clerk, Shackelford Co.
- Region III Judy Crawford, Combo Clerk, Crane Co.
- Region IV Beverly Crumley, District Clerk Hays Co.
- Region V Stacey Kemp, County Clerk, Collin Co.
- Region VI Sheri Dowd, County Clerk, Navarro Co.
- Region VII Schelana Hock, County Clerk, Polk Co.
- Region VIII Arturo Guajardo, Jr., County Clerk, Hidalgo Co.

Director in Charge

- Renee Calhoun, County Clerk, Randall Co.
- Susan Tipton, County Clerk, Lynn Co.
- Linda Haney, County Clerk, Ector Co.
- Liz Gonzalez, County Clerk, Hays Co.
- Susan Hughes, District Clerk, Cooke Co.
- Loretta Cammack, District Clerk, Nacogdoches Co.
- Lisa Teinert, District Clerk, Lee Co.
- Esther Degollado, District Clerk, Webb Co.

Parliamentarian-Beth Rothermel, County Clerk, Washington Co.

*Judy Crawford was excused from the meeting due to illness

Guests: Mark Staples, Anderson County Clerk, Sylvia Garza-Perez, Cameron County Clerk, Eric Garza, Cameron County District Clerk, Terry Derrick, Tyler Technologies, Sheri Woodfin, Tom Green County District Clerk, Blanche Mondragon, Nueces County Executive Asst., Sharena Gilliland, Parker County District Clerk, Caroline Woodburn, Potter County District Clerk, Bobby Richards, Polk County District Clerk, Lea Magnus, TAC; Lisa Garcia, TAC; Luz Hinojosa, TAC; Larry Bevill, Taylor County Clerk

See the attached sign-in sheet. (Attachment "B")

3. INVOCATION AND PLEDGES TO THE AMERICAN FLAG AND THE TEXAS FLAG

Invocation was given by Larry Bevill, Taylor County Clerk. The Pledge to the American Flag and Texas Flag was led by Celeste Bischel, President.

4. Discussion-re:SearchTx-Tyler Technologies Representative

Terry Derrick with Tyler Technologies commenced his presentation by sharing his intentions, which were to review the facts regarding re:SearchTX and to dispel any rumors regarding the controversial matter. Tyler has been working closely with Collin County to address concerns and as a result have been able to share ideas and come up with proposed solutions. Terry acknowledged there were still many concerns and emotions surrounding the issue. However, he kindly requested that he be allowed to complete his entire presentation at the conference before any comments or questions were posed by clerks in attendance.

5. Discussion/Action - 2016 Winter Conference Update-Tac-Leah Magnus/Luz Hinojosa (Attachment "C")

Leah Magnus with TAC reported a total of 475 attendees and 218 counties in attendance at the 2016 CDCAT Education Roundup in San Marcos. An event summary was disseminated to the Board of Directors which includes a Total Revenue of \$126,682.50, Total Expenses of \$118,164.34, for a Total Profit of \$8,518.16. Overall, evaluations of the conference were outstanding and reflect an increase in attendance at the Winter 2017 Conference as a result of the content and education provided at the event.

For the 2017 CDCAT Winter Conference, TAC currently shows a total of 484 attendees (does not yet include no shows or cancellations). The hotel is full and outcomes look promising.

6. Discussion - 2016 121st Annual Conference Final Report-Corpus Christi- Laura Hinojosa

Laura Hinojosa, Secretary, R. David Guerrero (Jim Wells District Clerk) and Anne Lorentzen (Nueces County District Clerk) briefly reviewed the outcomes of the 2016 Summer Conference. R. David apologized for any mishaps but was happy to announce and present a check to the association in the total amount of \$54,951.18. Laura confirmed that funds had already been audited by Larry Bevill and every penny was accounted for for this event. Jennifer Lindnzweig made a motion to accept the presented check. Tammy Kneuper seconded the motion. Motion carried.

7. Discussion/Action - 2017 UT Law Education Conference Update-Sheri Woodfin

Sheri Woodfin, Tom Green County District Clerk, reported on the current state of the 2017 UT Law Education Conference. There are currently about 100 registrants and it appears registration is starting to pick up. The Education Committee will be meeting after the Board of Directors Meeting to finalize the agenda for the conference. The committee is trying new ideas (i.e. interactive workshops) and will be bringing in special presenters. In short, the conference is coming along and progress is being made. The conference dates are May 16-19, 2017.

8. Discussion - 2017 122nd Annual Conference Update-South Padre-Eric Garza and Sylvia Garza

A copy of the proposed budget for the 122nd Annual Conference was disseminated with an amendment to include an expense/cost for services rendered by County Progress, which will assist in collecting sponsorships and exhibitor registration, coordination and logistics. The committee is currently working with County Progress on maximizing the layout of the exhibitor/vendor hall and assessing the best and easiest way of flowing traffic to and from the vendors as much as possible.

The committee is also working on securing a fishing trip donation which can be used as an incentive for clerks to interact with vendors and will be raffled off during the conference. The committee has already executed contracts with TAC and County Progress. They are also finalizing the registration which will likely open up in March. The educational program is also in progress and should be finalized soon.

At this point the only thing pending is opening of the checking account for the conference, which requires board approval. Diane Hoefling, Moore County District Clerk, moved to authorize the committee to set-up a checking account and transfer funds to the committee up to \$10,000. The motion was seconded by Heather Hawthorne, Chambers County Clerk. Motion carried. The conference dates are June 26-29, 2017.

9. Auction/Vendor Appreciation Dinner Update-Sheri Woodfin

Sheri Woodfin, Tom Green County District Clerk, reported on the appreciation dinner scheduled for Thursday, February 9th. The event will take place in the evening and will be a fun-filled event consisting of food (buffet style), beverage, music, a cartoonist, and a game show (Family Feud style). Guests are encouraged to come in their super hero attire (t-shirt or costume). In the meantime, clerks are encouraged to promote the auction with their peers during the conference.

10. Discussion/Action - Texas Center for the Judiciary Update-Celeste Bichsel

A handout regarding the conference was included in the board packet. The conference cost is \$70 for three nights as it is very well attended. Celeste Bichsel, President, proposed it only consist of 2 nights during the May conference. Diane Hoefling, Moore County District Clerk, moved to accept the proposal of 2 nights at \$70 reimbursement during the May conference. The motion was seconded by Susan Hughes, Cooke County District Clerk. Motion carried.

11. Discussion/Action-Collections of Sales Tax and Reporting-Tammy Kneuper/Jennifer Lindenzweig (Attachment "D")

The CDCAT has secured a Texas Sales Tax Permit, which was required to secure the permit as a result of reselling promotional items. As per the SOS, the CDCAT is only Franchise Tax Exempt, but not Sales Tax Exempt. The CDCAT is now legitimate and is now required to report sales tax quarterly.

12. Discussion/Action - Final Treasurers Report July 1, 2015 through June 30, 2016-Tammy Kneuper (Attachment "E")

Tammy Kneuper, Vice-President, included in the board packet a total income/loss report. Total income/profit was \$269,951.16. Total expenses were \$267,782.91. Other income or interest owned netted \$8,000, which resulted in a total profit of \$2,000. Thus, the association covered all of its expenses throughout the year and is currently in good standing

(not in the red in any category). Linda Haney, Ector County Clerk, moved to accept the Final Treasurer's report as presented. Stacy Kemp, Collin County Clerk, seconded the motion. Motion carried.

13. Discussion/Action - Treasurers Report-Beginning July 1, 2016 to Present-Jennifer Lindenzweig (Attachment "F")

Jennifer Lindenzweig, Treasurer, included a copy of the Treasurer's Report in the board Packet. The profit/loss statement was broken down by month. The Balance Sheet, as of February 3, 2017, shows the balance. Jennifer conveyed it is important to note that interest rates in the money market and bonds fluctuate, which affect the bottom line. The report will be approved, subject to audit.

14. Discussion/Action- 2017-2018 Budget

Celeste Bischel, President, presented the proposed 2017-2018 Budget and reviewed the two proposed amendments. Jennifer Lindenzweig, Treasurer, further explained that under the Awards & Gifts Line Item and Merchandise/Sales Line Item, the association under budgeted and provided insufficient funds for all expenses. As a result, the board proposes increasing the Awards & Gifts Line Item to \$7,200, which would suffice. The board proposed increasing the Merchandise/Sales Line Item to \$5,000 from \$3,000.

Diane Hoefling, Moore County District Clerk, made a motion to approve the 2017-2018 Budget as presented, including proposed amendments to both referenced line items. The motion was seconded by Sherri Hawkins, Shackelford Combo Clerk. Motion carried.

15. Discussion/Action- Budget Amendments/Line Item Transfers

Jennifer Lindenzweig, Treasurer proposed no budget amendments or line item transfers. No action was taken.

16. Discussion/Action - Board of Directors Minutes-June 19, 2016-Jennifer Lindenzweig

Jennifer Lindenzweig, Treasurer, provided a copy of the June 19, 2019, Board of Directors Meeting Minutes in the board packet. Heather Hawthorne, Past President, moved to approve the minutes as presented. The motion was seconded by Susan Hughes, Cooke County District Clerk. Motion carried.

17. Discussion/Action - Business Meeting Minutes-June 20, 2016-Jennifer Lindenzweig

Jennifer Lindenzweig, Treasurer, presented the Business Meeting Minutes-June 20, 2016, which begin on page 28 of the binder provided (regarding the conference). Loretta Cammack, Nacogdoches District Clerk moved to approve the Business Meeting Minutes as presented. Liz Gonzalez, Hays County Clerk, seconded the motion. Motion carried.

18. Discussion/Action - Board of Directors Minutes June 23, 2016- Laura Hinojosa

Laura Hinojosa, Secretary, presented the Board of Director Minutes of June 23, 2016. An amendment was requested to change the title of the document from Executive Board Meeting Minutes to Board of Directors Meeting Minutes. Susan Hughes, Cooke County District Clerk, moved to approve the minutes as presented with the requested amendment. Susan Tipton, Lipton County Clerk, seconded the motion. Motion carried.

19. Discussion/Action-Ratify Vote to move the Spring Conference to September and use TAC to handle the Conference

Electronic votes were taken by the board regarding the conference. It was recommended those votes be ratified. The first is to ratify the vote of the spring conference being moved to September and to use TAC to coordinate that conference. Linda Haney, Ector County Clerk, moved to ratify the vote. Susan Tipton, Lynn County Clerk, seconded the motion. Motion carried.

20. Discussion/Action-Ratify Vote to give Casteel & Roberts a yearly increase from \$35,000.00 to \$39,000.00 per year

Celeste Bischel, President, presented the second vote to be ratified. The vote consisted of giving Casteel & Roberts a yearly increase from \$35,000.00 to \$39,000.00 per year, retroactive to July 1, 2016. Diane Hoefling, Moore County District Clerk, made a motion to ratify the vote. Stacy Kemp, Collin County Clerk, seconded the motion. Motion carried.

A second motion was made by Heather Hawthorne, Chambers County Clerk, to amend the budget to reflect the increase to Casteel & Roberts (\$39,000 per year). Motion was seconded by Arturo Guajardo. Motion carried.

21. Discussion/Action- re:SearchTx - Committee Members

An ad hoc committee was created for re:SearchTX with Sharena Gilliland, Parker County District Clerk, serving as chair. The purpose of the committee is to work synonymously with the Legislative Committee. Both committees having been meeting regularly and hit up all of the legislative office to address HB1258. Sharena requested all clerks voice the association's concerns to their legislative representatives and requested they notify the re:SearchTX/Legislative Committee if they were aware of any legislator with continued concerns or reservations. A meeting has been scheduled with OCA and Tyler to review and discuss options and proposed solutions. Sharena highly recommended all clerks stay on message and remain focused. Financials, for example, is not a "key" talking point and therefore clerks should refrain from utilizing it as an argument. Things are moving very quickly and changes occurring every day. Sharena and the respective committees will make every effort to keep everyone abreast of the progress. Sharena also recommend clerks talk to their judges and help inform and clarify any misconceptions regarding the bill.

22. Discussion/Action hiring an attorney to represent CDCAT- reSearchTx - Sharena Gilliland - re:SearchTx Committee Chairman

Peter Vogel has been recommend by the re:SearchTX Committee to provide counsel to the board and the committee regarding the re:SearchTX issue. His experience and background are impressive. The committee proposes paying up to \$5,250. Tammy Kneuper, Vice-President, moved to approve hiring Peter Vogel as counsel to the board/committee or in the event of any litigation and to allow Celeste Bischel, President, to be able to secure his services on an as needed basis with the proposed.

Discussion was had regarding the motion. Arturo Guajardo, Hidalgo County Clerk, addressed concerns regarding the excess expenses that could be incurred if it gets out of hand. Concerns were further expressed regarding the association's need to reconvene and require further board approval should the issue ever go to litigation.

Tammy Kneuper, amended her motion to remove "in the event of any litigation." The motion was seconded by Heather Hawthorne.

Heather Hawthorne, further moved the association pay Peter Vogel up to \$5,250 and come back to the board for further increases. Funds will be taken out of the Professional Services Line Item in the budget. Arturo Guajardo seconded the motion. Motion carried.

** Rate of pay for Peter Vogel is \$525.00 per hour, no more than 10 hours billed*

23. Committee Reports

Outreach Committee is hosting a table “Hearts for Heroes” to benefit association heroes (law enforcement). Monies can be donated locally.

The Memorial Committee currently has three clerks who have passed to include: Lee Carlile, Larry Hulsher, Doris Lane (all former/retired) (Attachment “G”).

Beth Rothermel will report on behalf of the Historical Committee at Annual Conference (Attachment “H”).

Nominating Committee has nothing to report at the time. They will meet during the conference (Attachment “I”).

Caroline Woodburn made a side note regarding a Texas map with marks of counties who have passed resolution in opposition of re:SearchTX which is being utilized during the legislative visits at the Capitol.

24. Discussion/Action RFP’s-Leah Magnus/Luz Hinojosa

Leah Magnus from TAC presented a proposal to move the Fall Conference from San Marcos to Georgetown due to size and cost effectiveness. Jennifer Lindenzweig moved to approve the motion to change the conference to the Sheraton Hotel & Conference Center in Georgetown, Texas on September 5-7, 2018. Diane Hoefling seconded the motion. Motion carried.

25. NEW BUSINESS:

Please remind Regional Directors regarding application/deadlines for Clerk of the Year, application/deadlines for scholarships, and lastly, it is the County Clerks turn to run for Secretary of the Association.

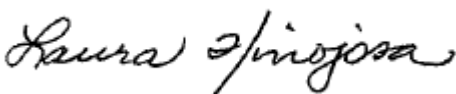
26. ADDITIONAL ITEMS

Celeste Bischel, President will send notice to the UT Law group regarding the change in location of Fall Conference.

27. ADJOURN

There being no further business, the meeting adjourned in consensus by Board of Directors at 7:48p.m. February 7, 2017, no one opposed, and motion carries.

Respectfully submitted



Laura Hinojosa, CDCAT Secretary
District Clerk, Hidalgo County

