

2019 County and District Clerks' Association of Texas Winter Education Conference

January 28-31, 2019

Embassy Suites by Hilton Hotel Conference Center & Spa, San Marcos

Piece of the Puzzle, Part of the Whole

Sunday, January 27			
Time	Event/Session & Presenters		Location
5:30 p.m.	CDCAT Executive Board Meeting		San Marcos River AB
Monday, January 28			
Time	Event/Session & Presenters		Location
10 a.m.–5 p.m.	Registration and Information Desk Open		
10 a.m.–noon	CDCAT Full Board Meeting		San Marcos River AB
1-5 p.m. Pre-conference Sessions			
Plan to arrive Monday afternoon, and join your fellow clerks from across the state for engaging pre-conference education breakout sessions. Participants can select to attend two sessions, one scheduled from 1-3 p.m., and the second scheduled from 3-5 p.m. The session topics are listed below:			
Time	Clerks 101: I'm a Clerk, Now What? Room: Veramendi GHI Moderator: Hon. Sheri Woodfin, Tom Green County District Clerk	Elections Demystified* Room: Veramendi AB Moderator: Hon. Heather Hawthorne, Chambers County Clerk	Essential Administrative Pieces Room: Veramendi CD Moderator: Hon. Laura Hinojosa, Hidalgo County District Clerk
1–2 p.m.	If you are a newly-elected clerk or are new to your role and feel overwhelmed, this session is for you!	Learn about new developments in the elections process for clerks with election duties.	In this session, experts will share key pieces of information about essential administrative topics relevant to clerks and their staff. These topics include:
2–3 p.m.	This four-hour session is designed for newly elected county and district clerks whose terms begin Jan. 1, 2019. The curriculum is an introductory discussion of topics that pertain to the roles and responsibilities of a court clerk. <ul style="list-style-type: none"> • Reporting Requirements, Ms. Sandra Mabbett, Judicial Information Analyst, Office of Court Administration 	Mr. Keith Ingram, Director of Elections, Office of the Secretary of State Ms. Christina Worrell Adkins, Legal Director, Office of the Secretary of State *This session will replace the lunch for pre-registered county clerks with election duties.	<ul style="list-style-type: none"> • Ethics—Ms. Katherine Howard, Associate General Counsel, Texas Association of Counties • Human Resources and FMLA—Ms. Diana Cecil, Human Resources Consultant, Texas Association of Counties
3–4 p.m.	<ul style="list-style-type: none"> • Open Records/Meetings, Ms. Karen Gladney, General Counsel for CDCAT 	Panel discussion on elections **	In this session, experts will share key pieces of information about essential administrative topics relevant to clerks and their staff. These include:
4–5 p.m.	<ul style="list-style-type: none"> • Quick Tips and Table Talks 	**This session is a continuation of the elections topics discussed by Mr. Ingram and Ms. Adkins in the previous session. Current clerks with election duties will lead the discussion.	<ul style="list-style-type: none"> • Ethics—Ms. Katherine Howard, Associate General Counsel, Texas Association of Counties • Human Resources and FMLA—Ms. Diana Cecil, Human Resources Consultant, Texas Association of Counties
Committee Meetings			
5:30–7:30 p.m.	By-Laws Committee Meeting		Veramendi J
	Legislative Committee Meeting		
	Education Committee Meeting		
	Banking and Finance Committee Meeting		
	County Clerk/District Clerk Procedure Manual Meeting		
	Technology Committee		

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Tuesday, January 29

Time	Event/Session & Presenters	Location
7:30– 8 a.m.	Exhibit Hall open, coffee served <i>Sponsored by: Certified Payments</i>	Spring Lake ABC
8 a.m.–5 p.m.	Registration and Information Desk open	
8 a.m.–5 p.m.	Silent Auction	Chautauqua AB
	Welcome General Session <i>Moderator: Hon. Jennifer Lindenzweig, Hunt County Clerk, CDCAT President</i>	
8–8:30 a.m.	Welcome and Vendor Appreciation Presentation of Colors —Hays Sheriff's Office Invocation —Hon. Britney Richey, Hays County Treasurer National Anthem —Singing Clerks Pledge of Allegiance/Texas Pledge —Hon. Lon Shell, Hays County Commissioner	
8:30–9:30 a.m.	Technology Tips: Microsoft Office and Adobe Tools <i>Ms. Isabel Garcia, Founder and Owner, Double Click Trainers</i> This expert-led session will focus on harnessing the power of Microsoft Office and Adobe tools and cover several most-used tips for Word, Excel, PowerPoint, and Outlook along with Adobe Acrobat's PDF features and capabilities.	Veramendi Ballroom EF
9:30–10:30 a.m.	Social Media <i>Mr. Dwight "Dusty" Gallivan, County Attorney, Ector County</i> Presenter will share how to use social media to let the community know what you do and help guarantee re-election!	
10:30–11a.m.	Refreshment break with vendors <i>Sponsored by: Thomson Reuters and Title Data Inc.</i>	Spring Lake ABC
11 a.m.–noon.	Media Training and Crisis Communication <i>Mr. Cary Roberts, Partner, Casteel & Roberts</i> Discover how crisis communication planning, media training, and public relations skills help elected officials shape social and traditional media narratives.	Veramendi Ballroom EF
Noon–1:30 p.m.	Lunch on your own	
1:30–3 p.m.	Keynote: Surviving the Las Vegas Shooting <i>Mr. Bruce Ure, Retired Deputy Police Chief from Seguin Police Department</i> Retired deputy police chief Bruce Ure was backstage at the Route 91 Harvest Music Festival in Las Vegas on Oct. 1, 2017 during the worst mass shooting in American history. He was awarded the Texas Law Enforcement Medal of Valor for saving three lives. Ure uses his experience from this tragic event to deliver his chronological events of the evening, deliver a personal message of survival, as well as lessons learned, and offer encouragement to those who might face tragic, similar circumstances in the future because it is not if another mass shooting in America will happen, but rather unfortunately when.	Veramendi Ballroom EF
3–3:30 p.m.	Refreshment break with vendors <i>Sponsored by: Kofile Technologies and US Imaging</i>	Spring Lake ABC
3:30–4 p.m.	Healthy Minds, Healthy Hearts <i>Ms. Ashley Cureton, Wellness Consultant, Texas Association of Counties</i> During this session, attendees will learn about the importance of a holistic approach to a sustainable healthy lifestyle and identify seven investments to improve their health.	Veramendi Ballroom EF
4–5 p.m.	Unclaimed Property Reporting <i>Ms. Ashley Bullock, Holder Reporting and Education, Unclaimed Property, Texas Comptroller of Public Accounts</i> The presentation will include information about reporting unclaimed property to the Texas Comptroller of Public Accounts as it relates to county and district clerks.	Veramendi Ballroom EF
5–7:30 p.m.	Happy Hour <i>Sponsored by: Data Preservation Solutions</i>	Hotel Atrium

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Piece of the Puzzle, Part of the Whole

Wednesday, January 30

Time	Event/Session & Presenters		Location
7:30– 8:30 a.m.	Exhibit Hall Open, coffee served <i>Sponsored by: Kofile Technologies</i>		Spring Lake ABC
8 a.m.–5 p.m.	Registration and Information Desk open		
8 a.m.–3:30 p.m.	Silent Auction		Chautauqua AB
Puzzle Pieces for the Big Picture (Breakout Sessions)			
	BREAKOUT 1: CIVIL RELATED TO CRIMINAL Veramendi ABC <i>Mod—Hon. Linda Holman, Colorado Co. District Clerk</i>	BREAKOUT 2: CRIMINAL Veramendi Ballroom EF <i>Mod—Hon. Lori Bohannon, Wichita County Clerk</i>	BREAKOUT 3: MISCELLANEOUS Veramendi Ballroom GHI <i>Mod—Hon. Julie Smith, Potter County Clerk</i>
8:30–9:15 a.m.	Occupational Driver's License (ODL) <i>Mr. Scott Brumley, Potter County Attorney</i> This session will provide instruction on clerks' responsibilities for processing of forms and fees, as well as provide an overview of the process and discussion of jurisdictional issues in occupational driver's license cases.	Inmate Mail/Jail Findings <i>Ms. Melinda Fletcher, Appellate Attorney, Special Prosecution Unit</i> <i>Hon. Kari French, Walker County Clerk</i> There are many types of correspondence that we receive from incarcerated individuals. This session includes tips on opening inmate mail, processing it, and getting it off of your desk in a timely and professional manner.	TxEVER and Local Registrars <i>Mr. Gaetan Carpentier, Communications Manager, Department of State Health Services-Vital Statistics Section</i> Discussion on local registrars functions in TxEVER.
9:15–10:15 a.m.	Bail Bond Forfeitures, Judgments NISI, and Final Judgments <i>Ms. Bridget Chapman, Assistant District Attorney-Civil Division, Williamson County DA's Office</i> The session will include review of the Bail Bond Forfeiture process from the Defendant's failure to appear through final judgment. The presentation will include discussion of other related bail bond issues.	11.07 Writs <i>Mr. Benjamin B. Wolff, Executive Director, Office of Capital and Forensic Writs</i> What are writs and what do I have to do with them? Discussion on filing procedures for capital and non-capital post-conviction writs, as well as an overview of relevant revisions to the Texas Rules of Appellate Procedure.	Transfer Cases <i>Hon. Sharena Gilliland, Parker County District Clerk</i> An overview of the clerks' role in transferring cases to another court, as well as receiving cases transferred into your court.
10:15–10:45 a.m.	Refreshment break with vendors Exhibit Hall <i>Sponsored by: Thomson Reuters and Title Data Inc.</i>		
10:45 a.m.–noon	Registry of the Court <i>Hon. Lisa David, Williamson County District Clerk</i> <i>Hon. Tammy Kneuper, Bandera County District Clerk</i> This session will be a discussion on registry of the court and escheating funds by the clerk.	Records Management and Disposition <i>Ms. Bonnie Zuber, Government Information Analyst, Texas State Library and Archives Commission</i> Learn about the basics of records management, including the compliance requirements for each elected office in Texas. We will also look at how the retention schedules address civil and criminal case exhibits.	Remote Online Notarization—New Challenges? <i>Mr. Roland Love, Attorney</i> <i>Mr. Robert M. Sumners, Director of Government Filings, Office of the Texas Secretary of State</i> This presentation will discuss HB 1217, the new online (remote) notarization law which became effective on July 1, 2018, as well as electronic notarization in general. It will include a demonstration of the electronic notarization process to give you a better understanding of how electronic notarization is done. The presenters will also discuss some the issues involved in determining whether to accept a document for filing which has been notarized electronically.
Noon–1:30 p.m.	Lunch on your own		
1:30–3 p.m.	<i>Mod. — Hon. Brenda McKanna, Moore County Clerk</i> Fraudulent Filings <i>Mr. Justin Wilson, Special Agent, Federal Bureau of Investigation</i> The class will cover issues related to domestic terrorism, sovereign citizen extremists and fraud.	<i>Mod. — Hon. Judy Crawford, Crane County Combo Clerk</i> Appeals—All (JP-County-District) (Veramendi D) <i>Hon. Kari French, Walker County Clerk</i> <i>Hon. Eric Garza, Cameron County Clerk</i> Appeal means to call upon a higher court to review a lower court's decision. Most of the time, county clerks will receive an appeal from the JP level. We also prepare the Clerks Record for cases that are appealed to a higher court. This session is a general overview of the process for appeals.	<i>Mod. — Hon. Stacey Kemp, Collin County Clerk</i> Juvenile Records <i>Ms. Kaci Singer, Attorney, Texas Juvenile Justice Department</i> This session will cover juvenile records laws, with emphasis on the laws as applicable to court clerks. It will include confidentiality, sharing of records, and sealing.
3–3:30 p.m.	Refreshment break with vendors (silent auction ends during break) Exhibit Hall <i>Sponsored by: Granicus and US Imaging</i>		
3:30–5 p.m.	Panel: District Clerks ListServ Live <i>Hon. Laura Hinojosa, Hidalgo County District Clerk</i> <i>Hon. Clarissa Webster, Ector County District Clerk</i> <i>Hon. Sheri Woodfin, Tom Green County District Clerk</i> <i>Ms. Nanette Forbes, Legislative Liaison, TAC</i>	Panel: Combo Clerks ListServ Live (Veramendi D) <i>Hon. Judy Crawford, Crane County Combo Clerk</i> <i>Hon. Lisa Johnson, Hemphill County Combo Clerk</i> <i>Hon. Melissa Mead, Hartley County Combo Clerk</i> <i>Ms. Nanette Forbes, Legislative Liaison, TAC</i>	Panel: County Clerks ListServ Live <i>Hon. Kari French, Walker County Clerk</i> <i>Hon. Stacey Kemp, Collin County Clerk</i> <i>Hon. Brenda McKanna, Moore County Clerk</i> <i>Ms. Nanette Forbes, Legislative Liaison, TAC</i>
5–8 p.m.	Clerk Dance and Dinner Event (Buffet Dinner) Pay for silent auction items at this time.		Veramendi Ballroom EF

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Thursday, January 31

General Session

Time	Event/Session & Presenters	Location
7:30–8:30 a.m.	Coffee <i>Sponsored by: Texas Association of Counties</i>	Veramendi Ballroom EF Foyer
	Closing General Session <i>Moderator: Hon. Laura Hinojosa, Hidalgo County District Clerk, CDCAT Vice President</i>	
8:30–9:30 a.m.	eFile/re:Search TX <i>Ms. Tracy Hopper, IT Administrator, Harris County District Clerk's Office</i> <i>Hon. Sheri Woodfin, Tom Green County District Clerk</i> We will have Questions and Answers for recent changes with eFiling and re:SearchTX. We will also provide an update on what is happening at the state level in the Judicial Committee on Information Technology (JCIT) meetings.	Veramendi Ballroom EF
9:30–10:30 a.m.	Cost Rules for Public Information <i>Ms. Jahanna Ward, Assistant Attorney General, Office of the Attorney General</i> Discussion on the cost rules associated with the production of information under the Public Information Act. The topics will include, among other things, a discussion of the general rules, proper cost estimates, and how to respond to cost complaints.	
10:30 a.m.–noon	Dynamics of Human Trafficking <i>Ms. Laramie Gorbett, Human Trafficking Specialist, Texas Association Against Sexual Assault</i> This training will discuss the dynamics of human trafficking. We will focus on vulnerabilities to trafficking and various forms of force, fraud and coercion used by traffickers. We will examine the impact of trauma on survivors and how to provide victim-centered services and referrals. This training is interactive and appropriate for all knowledge and experience levels.	

Conference Adjourns—Be the essential piece of the puzzle!