

Sunday, June 23		
Time	Event/Session & Presenters	Location
Noon–6 p.m.	Registration & Information Desk open	Town Center Foyer
1–5 p.m.	Exhibits set up	Town Center North
1–2:45 p.m.	CDCAT Executive Board Meeting	Waterway 6 (3 rd floor)
3–5 p.m.	Board of Directors Meeting	Waterway 6 (3 rd floor)
Evening Event		
6:30–9 p.m.	President's Welcome Reception <i>Sponsored by: iDocket</i> (walking distance from host hotel)	The Goose's Acre Bistro & Irish Pub 21 Waterway Ave. #140

Monday, June 24

General Session

Moderator: Hon. Jennifer Lindenzweig, Hunt County Clerk; President, County and District Clerks' Association of Texas (CDCAT)

Time	Event/Session & Presenters	Location
8 a.m.–5 p.m.	Registration and Information Desk open	Town Center Foyer
7:30–8:30 a.m.	Breakfast with vendors <i>Sponsored by: Hart InterCivic</i>	Town Center North
Opening General Session		
8:30–9:15 a.m.	Welcome — <i>Hon. Jennifer Lindenzweig, Hunt County Clerk; President, CDCAT</i> Presentation of Colors — <i>Montgomery County Sheriff's Office Honor Guard</i> National Anthem — <i>Singing Clerks</i> Welcome/Invocation — <i>Hon. Mark J. Keough, Montgomery County Judge</i> Pledges of Allegiance — <i>Hon. Jennifer Lindenzweig, Hunt County Clerk; President, CDCAT</i> Recognition of Dignitaries — <i>Hon. Jennifer Lindenzweig, Hunt County Clerk; President, CDCAT</i>	Town Center South
9:15–10 a.m.	Introduction of Retired Clerks, Regional Directors, Past Presidents, Retirees, Sponsors <i>Hon. Jennifer Lindenzweig, Hunt County Clerk; President, CDCAT</i>	
10–10:30 a.m.	Refreshment break with vendors	Town Center North
10:30 a.m.–noon	Business Session <i>Hon. Jennifer Lindenzweig, Hunt County Clerk; President, CDCAT</i>	Town Center South
Noon–1:30 p.m.	Lunch on your own	
1:30–2 p.m.	Keynote—Leadership: the Making of "Mattress Mack" <i>Mr. Jim McIngvale, Businessman and Philanthropist</i> Known as "Mattress Mack," Jim McIngvale will share his journey from working in a convenience store (and getting fired!) to building a furniture empire in Houston. He will address the importance of experiencing failure and using it for inspiration to reach success.	Town Center South
2–3 p.m.	Failing to Plan is Planning to Fail: Lessons Learned from the Columbia Space Shuttle Disaster <i>Mr. Thomas Kerss, Senior Law Enforcement Consultant, Risk Management Services, Texas Association of Counties</i> This session is designed to stress the importance of having an "all-hazards TEAM approach" to form contingency plans that can help your county survive its next big threat. The speaker will illustrate lessons learned from the Columbia Space Shuttle disaster, hurricanes, wildfires and other emergencies to show how unified functionality can be maintained during a crisis. We will identify natural and non-natural threats your county could face and discuss critical measures you should consider when planning to address each type of threat.	Town Center South
3–3:30 p.m.	Refreshment break with vendors	Town Center North
3:30–5 p.m.	Legislative Updates <i>Hon. Patti L. Henry, Chambers County District Clerk</i> <i>Hon. Teresa Kiel, Guadalupe County Clerk</i> Sit in on this panel discussion and learn more about new laws passed during this regular session of the Legislature.	Town Center South
7–9 p.m.	Reception: Clerk-of-the-Year Nominees <i>Sponsored by: Linebarger Goggan Blair & Sampson</i>	Montgomery Ballroom (3 rd floor)

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

June 23-27, 2019

The Woodlands Waterway • Marriott Hotel & Convention Center

Piece of the Puzzle, Part of the Whole



Tuesday, June 25		
Time	Event/Session & Presenters	Location
8 a.m.–4 p.m.	Registration and Information Desk open	Town Center Foyer
7:30–8:30 a.m.	Breakfast with vendors <i>Sponsored by: Linebarger Goggan Blair & Sampson</i>	Town Center North
General Session		
<i>Moderator: Hon. Laura Hinojosa, Hidalgo County District Clerk; Vice President, County and District Clerks' Association of Texas</i>		
8:30–10 a.m.	eFile & re:SearchTX Update and Overview—Standards, Rules and What's New <i>Ms. Tracy Hopper, IT Administrator, Harris County District Clerk's Office</i> <i>Mr. Casey Kennedy, Director for Information Services, State Office of Court Administration</i> <i>Hon. John Warren, Dallas County Clerk</i> <i>Hon. Sheri Woodfin, Tom Green County District Clerk</i> The panel will discuss updates to standards and information related to e-file and re:SearchTX, and will address any ongoing concerns that may be occurring with clerks in both.	Town Center South
10–10:30 a.m.	Refreshment break with vendors	Town Center North
10:30 a.m.–noon	Signed, Sealed, Delivered—Statutes and Rules Related to Electronic Signatures, Seals and Delivery <i>Hon. Teresa Kiel, Guadalupe County Clerk</i> <i>Hon. Sheri Woodfin, Tom Green County District Clerk</i> This presentation will cover the statutes, rules and best practices for electronic and manual processes for certification and proper seal, electronic signatures and electronically providing documents.	Town Center South
Noon-1 p.m.	Lunch on your own	
Pieces of the Puzzle (Breakout Sessions)		
	Breakout 1: County Clerks • Waterway 1-3 (3rd floor) <i>Moderator: Hon. Judy Crawford, Crane Co. Combo Clerk</i>	Breakout 2: District Clerks • Town Center South <i>Moderator: Hon. Linda Holman, Colorado Co. District Clerk</i>
1–2:30 p.m.	Probate: Where There's a "Will"...There's a Way (sort of) <i>Hon. Beth Rothermel, Washington County Clerk</i> <i>Hon. Julie Smith, Potter County Clerk</i> Learn some recommended "tips and tools" that can aid with probate proceedings. Join us as we explain steps to probate proceedings that will help your office and the court navigate the probate process.	1-1:45 p.m. Protective Orders From Application to Final Order <i>Ms. Judith Snively, Chief Deputy of Clerks, Harris County District Clerk's Office</i> Join us as we explain protective orders, including law and statutes covering Texas Family Protection Orders and qualifications and preparation of the application, among many other points.
	Guardianship—Filing a Case This session provides an overview of the different types of guardianship and the purpose of each, including temporary, permanent, partial and full guardianships. It will also provide step-by-step instructions for filing a new guardianship case, including forms, citations and postings.	1:45-2:30 p.m. "Catch Me If You Can" Forgery—Things to Watch for in Court Records <i>Ms. Tracy Hopper, IT Administrator, Harris County District Clerk's Office</i> With today's technology and tools available to forge documents, this session will examine an actual case involving forgery of documents in multiple counties through e-filing and paper filings. Learn how it happened, what lessons were learned, and how to catch these types of documents.
2:30–3 p.m.	Refreshment break with vendors	Town Center North
3–4 p.m.	Recording and Vitals <i>Ms. Danielle Smith, Field Representative, Texas Vital Statistics Field Services, Texas Department of State Health Services</i> Expert-led discussion about the Texas Electronic Vital Events Registration (TxEVER) system.	Capital Murder Juries <i>Hon. Robyn Flowers, Walker County District Clerk</i> This presentation will present a timeline for the many duties of clerks handling a jury in a capital murder trial. The discussion will include organizational suggestions to help with getting everything done in a timely, efficient manner and without pulling your hair out.
4–5 p.m.	County Clerk Roundtable <i>Panel</i>	District Clerk Roundtable <i>Panel</i>
5–8 p.m.	Scholarship Banquet • Waterway 5-8 (3rd floor) <i>Sponsored by: Data Preservation Solutions</i>	

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Wednesday, June 26

Time	Event/Session & Presenters	Location
8 a.m.–12:30 p.m.	Registration and Information Desk open	Town Center Foyer
7:30–8:30 a.m.	Coffee with vendors	Town Center North
General Session		
<i>Moderator: Hon. Stacey Kemp, Collin County Clerk; Treasurer, County and District Clerks' Association of Texas</i>		
8:30–9:30 a.m.	Employment Law <i>Hon. Velva Price, Travis County District Clerk</i> Important information about employment law that a clerk should know.	Town Center South
9:30–10:30 a.m.	Courthouse Security—Active Shooter Plan <i>Mr. Aristides "Harry" Jimenez, Deputy Chief of the Community Readiness and Intelligence Division, Bexar County Sheriff's Office</i> Participants will learn about disaster responses: how to prepare for and respond to being trapped in a building during an active shooter event, and steps that will assist responding law enforcement and limit casualties. The speaker will identify the phases of Disaster Response Psychology and discuss how to limit their impact on potential victims. He will explain the transition from being victims to becoming survivors, and summarize the bigger picture of how people react in disasters and high-stress events.	
10:30–11 a.m.	Refreshment break with vendors	Town Center North
11 a.m.–12:30 p.m.	Courthouse Security—Active Shooter Plan (continued) <i>Mr. Aristides "Harry" Jimenez, Deputy Chief of the Community Readiness and Intelligence Division, Bexar County Sheriff's Office</i> Participants will learn about disaster responses: how to prepare for and respond to being trapped in a building during an active shooter event, and steps that will assist responding law enforcement and limit casualties. The speaker will identify the phases of Disaster Response Psychology and discuss how to limit their impact on potential victims. He will explain the transition from being victims to becoming survivors, and summarize the bigger picture of how people react in disasters and high-stress events.	Town Center South
12:30–6:30 p.m.	Lunch and afternoon on your own	
6:30–11 p.m.	BANQUET • OFFICERS SWEARING-IN • CLERKS OF THE YEAR <i>Sponsored by: Kofile Technologies</i>	Town Center South
	 <p>Get ready! CDCAT is bringing Las Vegas fun to The Woodlands with a Casino Night. Attendees can try their luck at multiple games including slot machines, blackjack, craps tables, roulette and Texas Hold'em poker!</p>	

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Thursday, June 27

Time	Event/Session & Presenters	Location
8 a.m.	Full Board of Directors Meeting (new BOD)	Alden Bridge (3 rd floor)
8:30–11:30 a.m.	General Session <i>Moderator: Hon. Lisa Johnson, Hemphill County Combination Clerk; Secretary, CDCAT</i>	
8:30–11:30 a.m.	<p>Managing Performance and Outcomes: Speak So People Listen...Listen So People Speak <i>Ms. Nancy Baird, President, Training Strategies, Inc.</i></p> <p>Most managers were promoted because they have done their jobs well. But many are thrown into management without the key skills need to manage effectively. They are expected to suddenly develop management skills without any formal training. Outstanding managers are strategic decision-makers, have self-discipline to manage themselves and the staff they supervise, and the self-confidence to inspire teams. To hold staff accountable, managers have to speak with one voice to set organizational goals and standards. Once these are established, staff must be held responsible for the results.</p> <p>This 3-hour management-training will provide techniques and skill practice exercises to help managers communicate organizational goals and expectations, and provide the skills needed to hold staff accountable– focusing on results. The workshop includes lecture, guided group discussion, worksheets, individual and group activities, and action plans.</p> <p>The workshop will include lecture, guided group discussion, worksheets, individual and group activities, and action plans.</p>	Town Center South
8:30–10:30 a.m.	<p>Agenda</p> <ul style="list-style-type: none"> ★ Welcome and Introductions ★ Increasing Respect and Loyalty ★ Implementing Policies: Don't Kill the Messenger–Getting Buy-in From Employees ★ Tools of the Trade: Delegating, Meeting, & Time Management ★ Behavioral Interviewing: Past Behavior Predicts Future Performance ★ Problem Employees: Process Versus Outcome ★ 7-Step Performance Improvement Process: Focusing on the Outcome 	
10:15–10:30 a.m.	Break	
10:30–11:30 a.m.	<ul style="list-style-type: none"> ★ Documentation: The Key to Managing Performance ★ Progressive Discipline ★ Recognizing and Rewarding Employees ★ Performance Evaluations: An Ongoing Communication Process ★ Our Team: Speaking with One Voice ★ The Inspirational Leader: Becoming the Leader Staff Want to Follow ★ Professional Action Plan 	
11:30 a.m.	Drawing of Prizes • Closing Remarks	

Conference Adjourns –Be the Essential Piece of the Puzzle!