



THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS
BOARD OF DIRECTORS MEETING
Sheraton Hotel & Conference Center, Georgetown, Texas
Meeting Date: September 5, 2018 at 9:00 A.M.

MEETING MINUTES

1. Call to Order

President Jennifer Lindenzweig called the Board of Directors meeting of The County and District Clerks' Association of Texas to order at 9:00 a.m. o'clock September 5, 2018.

2. Roll Call

Lisa Johnson, Secretary, conducted Roll Call and marked the following Present:

Officers

- X President – Jennifer Lindenzweig, County Clerk, Hunt Co.
- X Vice President – Laura Hinojosa, District Clerk, Hidalgo Co.
- X Treasurer - Stacey Kemp, County Clerk, Collin Co.
- X Secretary – Lisa Johnson, Combo Clerk, Hemphill co.
- X Immediate Past President – Tammy Kneuper, District Clerk, Bandera Co.

Board Members

| | Director in Charge | Director |
|-------------|---|---|
| Region I | X Sherri Jones – Wheeler County District Clerk | X Julie Smith – Potter County Clerk |
| Region II | X Sandra Roblez – Yoakum County District Clerk | X Karren Winter – Archer County Clerk |
| Region III | X Judy Crawford – Crane County Combo Clerk | A Berta Rios Martinez – Brewster County Clerk |
| Region IV | A Beverly Crumley – Hays County District Clerk | X Liz Gonzalez - Hays County Clerk |
| Region V | A Andy Harwell – McLennan County Clerk | A Jon Gimble – McLennan County District Clerk |
| Region VI | X Sherry Dowd – Navarro County Clerk | X Loretta Cammack – Nacogdoches County District Clerk |
| Region VII | X Schelana Hock – Polk County Clerk | X Lisa Teinert – Lee County District Clerk |
| Region VIII | X Mirella Escamilla – Davis County Clerk | X Esther Degollado – Webb County District Clerk |
| | X Parliamentarian-Clarissa Webster, Ector County District Clerk | |

A quorum was present and announced to Jennifer Lindenzweig. (Attachment A)

3. Invocation

The invocation was led by Karen Winter.

4. Pledges to the American and Texas Flag

The pledges to the American Flag and the Texas Flag were led by Jennifer Lindenzweig.

5. Approval of Minutes: Board of Directors: June 10, 2018 San Antonio-Stacey Kemp

The minutes for the Board of Directors meeting held on June 10, 2018 were presented by Stacey Kemp for review and approval. Tammy Kneuper moved to approve the minutes as presented. Judy Crawford seconded the motion. None were opposed, the motion carried.

6. Approval of Minutes: Business Meeting: June 11, 2018 San Antonio-Stacey Kemp

The minutes for the Business meeting held on June 11, 2018 were presented by Stacey Kemp for review and approval.

7. Approval of Minutes: Board of Directors: June 14, 2018 San Antonio-Lisa Johnson

The minutes for the Board of Directors meeting held on June 14, 2018 were presented by Lisa Johnson for review and approval. Liz Gonzalez moved to approve the minutes as presented. Loretta Cammack seconded the motion. None were opposed, the motion carried.

8. Discussion of Treasurer's Report to be submitted for Audit

a. Final Treasurer's Report-July 2017-June 2018-Laura Hinojosa

Laura Hinojosa went over the Final Treasurer's Report for July 2017-June 2018. She reported from the Balance Sheet Total Bank Accounts of \$158,713.06 and Total Current Assets of \$392,562.46. From the Profit and Loss Sheet, Laura reported Total Income of 273,996.70, Total Expenses of \$268,064.86 and Net Income of (negative) -\$20,021.59.

b. Sales and Use Tax Report-Laura Hinojosa

Laura reported a total Sales and Use Tax of \$1,018.59 for the year. Tammy moved to accept the Sales and Use Tax Report. Judy Crawford seconded the motion which carried unopposed.

c. Treasurer's Report-July 1, 2018 to Present-Stacey Kemp

Stacey presented the Annual Conference Report which includes the Business Report for review. Loretta Cammack moved to approve the Annual Conference Report-San Antonio 2018. Sherry Dowd seconded the motion which carried unopposed. Stacey presented the Treasurer's Report, July 1, 2018 to Present for review. She noted the total assets of \$298,572.46, liabilities and equity of the same amount. She also noted a loss of \$87,399.25 from the Annual Conference. Jennifer pointed out that TAC has helped us recover some of that loss through items that can be reimbursed by the grant.

d. Budget Amendments/Line Item Transfers

Laura presented the Budget Amendments/Line Item Transfers with supporting documentation. She said some changes have been made on the recommendations of the auditors that should cut down on the number of amendments next year. Stacey moved to approve the budget amendments/line item transfers. Shelana seconded the motion which carried unopposed.

9. Discussion Items/Consideration and Approval

a. Audit Reports

i. Final Audit for FY 2017-2018 – Mark Staples/Nancy Rister

No report was given.

ii. First Audit for FY 2018-2019 – Josh Tackett/Larry Bevill

Larry Bevill said he has gone over the numbers and they look good to him. Julie Smith moved to accept the First Audit Report for FY 2018-2019. Lisa Teinert seconded the motion which carried unopposed.

b. Vendor Update – County Progress, Emily

Becky reported that there are 22 vendors and \$24,000.00 in revenue from those vendors. Becky went over typical rates for vendors. The rates are specific to each conference as follows: Fall Conference - \$750.00, Winter – \$500.00, Summer - \$800.00. Tammy noted that County Progress is there to assist the hosts of the Annual Conference not to run the event.

c. 2019 Conference Year Proposal – County Progress, Emily

Jennifer announced that a County Progress Representative will assist us with the vendors at the conferences as per the new bylaws requirement. Jennifer presented the proposal from County Progress. Julie Smith made a motion to approve the 2019 Conference Year Proposal from County Progress. Mirella Escamilla seconded the motion. Tammy asked for numbers from Becky for the Fall Conference. Jennifer called for a vote. The motion carried unopposed.

d. Video Event Services Presentation – Laura Hinojosa/Stacey Kemp

The Board of Directors heard presentations from two video vendors: Ethos Media and Multi Media Business Solutions. There was discussion on making videos available for CE hours for clerks who are not able to attend all of the conferences or their staff. Jennifer suggested handing the idea over to the Technology Committee for recommendations. No action was taken.

e. Fall 2018 Conference Update – TAC

Luz reported 246 early registrants at \$180, 10 onsite registrants at \$195, and 3 cancellations for a total registration revenue of \$46,260.00. She said there is \$5,475.00 in outstanding invoices. These counties will be contacted to make their payments.

f. Winter 2019 Conference Update – TAC

Luz said the winter conference is scheduled for January 28-31, 2019. She reported that the Education Committee has finalized the agendas for the winter and summer conferences. Leah Magnus gave an overview of the new membership portal on the TAC website. CDCAT members will be required to set up an account prior to registration. The site will hold the member's information so registration for future conferences will be quicker. This information will be rolled out to CDCAT members via email.

g. 123rd Summer Conference Report – San Antonio-Donna Kay McKinney

Donny Kay McKinney was not present to give a report. Leah Magnus presented a report with registration numbers of 347 and registration revenue totaling \$95,085.00. There is still \$440.00 outstanding. Jennifer asked if the board would like to send the balance due of \$3,290.00 to Bexar County or to CDCAT. Loretta Cammack moved to allow TAC to send the balance due of \$3,290.00 to Bexar County so the account can be closed and that any outstanding money collected to be sent from TAC to Stacy Kemp for deposit in the 2018 Summer Conference line item. This motion includes a request to Donna Kay McKinney for an itemized list of income and expenses from the 2018 Summer Conference. Sherry Dowd seconded the motion which carried unopposed.

h. Grant Reimbursement for Expenses of 2018 Fall Conference

Jennifer announced that an electronic vote had been taken for the reimbursement rate. Sandra Roblez moved to set the reimbursement rate for the 2018 Fall Conference at \$65/night for 2 nights plus travel. Loretta Cammack seconded the motion which carried unopposed.

i. Ratify Electronic Vote- Grant Reimbursement for Fall Conference - TAC

Loretta Cammack moved to ratify the electronic vote. Judy Crawford seconded the motion which carried unopposed.

j. Set Grant Reimbursement for Winter Conference – TAC

Leah went over the breakdown of grant reimbursement from the Winter and Summer conferences in 2018. She said there were grant funds in the amount of \$224,927.00 of which \$224,070.12 was used. TAC was able to find \$11,564.28 in reimbursable funds from the master bill at the Winter Conference and \$30,414.96 in reimbursable funds from the master bill at the Summer Conference. The remaining \$856.88 of the 2018 grant will be carried over to FY 2019. She pointed out that the reimbursement rate for 2018 conferences was higher than usual because there were only 2 conferences in the fiscal year. There was discussion regarding educating clerks on reimbursement at a regional level. Jennifer said after we get updated numbers from TAC another electronic vote will be taken to set the reimbursement rates.

k. Member Dues Update – TAC

Luz said this is the first year that TAC is assisting the association with membership dues. She said 69% of members have paid their dues this year. TAC will send out reminders and Stacey will as well. Luz presented a report of the paid and unpaid dues by county.

I. Fall 2019 Conference – TAC

Jennifer told the BOD that it was agreed that the Fall Conference would be held at this venue for one more year. The dates that were set conflict with the 2019 TAC Legislative Conference. The BOD will need to decide whether to change the dates for 2019 or do a new RFP for another venue. Luz said the dates available at the current venue are: September 16-18, 2019, August 19-21, 2019, or August 26-28, 2019. Jennifer noted there are concerns about setting the dates too close to the TDCA Conference in October and the SOS Election school at the end of July. There was discussion regarding the dates presented. Julie Smith moved to set the Fall Conference date for September 16-18, 2019. Judy Crawford seconded the motion which carried.

m. 124th Summer Conference Update – The Woodlands – Chris Daniel

Chris Daniel said the venue for the 2019 Summer Conference is excellent. It's the Woodlands Waterway Marriott Hotel & Convention Center. He said the registration fees will be \$225.00 for members. He went over other rates and the costs for other attendees. The basic booth for vendors will be \$800. He told the board about the area and convenience of travel from the airport. He presented an agenda outline. Chris said instead of the usual banquet, there will be a casino night. Laura Hinojosa said there will be an area for the kids where they can play games. TAC is still working on overflow at the Westin.

n. 124th Summer Conference Proposed Budget – Chris Daniel

Chris presented an itemized budget of \$157,000.00. Stacey Kemp moved to accept the proposed budget. Sandra Roblez seconded the motion which carried unopposed.

o. Possible Option to offer CEU's for Legislative Blitz at Winter Conference

Jennifer told the board that in the past the association has done a Legislative Blitz at the Winter Conference. It has been suggested that CE hours be given to those who attend the blitz. Patti Henry said the morning of the first day would be the best time to schedule the blitz. She said the committee will determine how clerks can sign up and how many should attend. Legislative Committee members will be given the first opportunity to attend the blitz. The blitz is an opportunity to connect with legislators and they are given a gift from CDCAT. Loretta Cammack moved to provide CE credit for attendance at the Blitz if it coincides with a normal session that they would miss. Sherry Dowd seconded the motion which carried unopposed.

p. Refund Policy for Conferences

There was discussion on possible standing rules. The bylaws committee will make recommendations.

q. Rules or Guidelines for Non-Member Attendee at Conferences

There was discussion on some possibilities for standing rules for non-member attendance at conference such as a \$500.00 registration fee and no rooms in the block.

r. Adding Banking & Finance Committee back into Bylaws with Guidelines/Procedures

The Bylaws Committee will work on this.

s. Accepting Bids from Counties for Fall & Winter Conferences

Jennifer said she had a request to bid out other conferences besides the Summer Conference to give smaller counties an opportunity to bid.

t. Committee Reports

i. Bylaws – Velva Price

Velva Price reported that the Bylaws Committee will be considering CE hours for speakers, consequences of not following bylaw guidelines for Summer Conference, outstanding registration fees could disqualify you for future conference registration, adding Banking and Finance Committee back into bylaws and considering what should be bylaws and what should be standing rules.

ii. Community Outreach – Melanie Reed

No report was given.

iii. Education – Judy Crawford/Lori Bohannon

Lori Bohannon report that the Education Retreat went well. The agendas are outlined and some speakers have been confirmed for the Winter and Summer Conferences.

iv. Legislative – Teresa Kiel/Heather Hawthorne/Patti Henry/Mary Ann Gonzalez

Patti Henry reported on ideas for possible legislation for District Clerks:

1. Liability Bill – Clerks not held liable for information released by 3rd Party Vendor
2. Repeal of Archive Fee from \$10 to \$5 – they are gathering stats from clerks
3. Uncollectable Debt – 15 years or over could be written off for certain reasons/remove the bracketing
4. Repeal of the \$2 efilng fee- to prevent repeal – Harris County will file this bill with CDCAT support
5. Post-Conviction Writ Bill – will allow for multiple types of service – Harris County to file w/CDCAT support
6. Inquest and evidence records – who holds those

Patti thanked the committee members and legislative support team members. She has a survey to pass out today so they can narrow down their ideas.

Teresa Kiel reported ideas for possible legislation for County Clerks:

1. Local Government Code 191.007 cleanup- recording specification will change from 8 pt. to 10 pt. font – required elements for certification
2. Predictable Fees for recording
3. Birth Certificates confidential for 100 years or until death- currently 75 years
4. ID requirement for recording
5. Raise from \$5 to \$8 for Executions and Writ Issuance fees to match the District Clerks
6. Clerks required to get 20 hours of CE – is this enough or too much
7. efile transfers – not require hard copies sent

Carey Roberts reported on the possible Election legislation:

1. Preserve County use of DRE
2. Fight the RCF bill
3. Schools as Polling Location-Safety Concerns
4. Ballot by Mail – Occupational Hardship
5. Runoff Early Voting

v. Sales – Berta Rios-Martinez

Jennifer said Berta was not present due to health concerns. The Sales table is set up for this conference.

vi. Banking & Finance – Dwight Sullivan/Nancy Rister

Jennifer said Dwight and Nancy would like this committee to be added back in the bylaws. No report was given.

vii. re:SearchTX – Sharena Gilliland

Sharena Gilliland reported that re:SearchTX is full steam ahead. Public access is the upcoming goal. Clerks are being asked by Tyler Technologies to integrate with re:SearchTX. The pitch is that it is not much more work on the clerk but presently it is no added work. Sharena said she doesn't see a benefit to integrating and it will give them a back door into your case management system. Presently clerks have no obligation as far as re:SearchTX and so there is no liability. The question is if you integrate are you then liable? Sharena said one issue is to cut down on rejections. This can be done through education. Velva said that issues should be shared with Sherri Woodfin and John Warren who are on the JCIT Committee.

viii. Pictorial – Loretta Cammack

No report at this time. iDocket will do pictures at the Winter Conference that can be used for the pictorial directory.

ix. OCA Advisory Council – Jennifer Lindenzweig

Jennifer reported that the new contact will be Megan La Zoie.

x. Procedure Manuals – Sherri Jones/Beth Rothermel

Sherri Jones said there are a few things that need to be added to the manual. Work is being done on the County Clerk Manual because it is older. Some things that should be added are: e-filing, emancipation from marriage, delayed birth certificates, Non-Disclosures, juvenile, and structured settlements.

xi. Memorial – Ruby Garcia

No report at this time.

10. New Business

a. Conference fee refunds – add a requirement of putting extenuating circumstances in writing when asking for a refund after the deadline. These will be handled case by case.

b. Set rules for non-member conference registration – the bylaws committee will look at some possibilities: higher registration fee, no room in the block, etc.

Mirella Escamilla said this would be her last meeting and she thanked the board and clerks for lessons learned and friendships made.

ADJOURN

There being no further business, Mirella Escamilla moved to adjourn the meeting. Stacey Kemp seconded the which carried unopposed. The meeting adjourned at 12:21 p.m. on September 5, 2018.

Respectfully submitted,

Lisa Johnson, Hemphill County & District Clerk-Secretary