

2016 County and District Clerks Legal Education Program
April 27-29, 2016 • Marriott Austin North - Round Rock, TX • Round Rock, TX

General Information

County and District Clerks Association of Texas Meetings

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| | Tuesday, April 26, 2016 <i>By-laws Committee Meeting</i> Williamson Room 6:15 p.m.- 9:15 p.m. |
| | Wednesday, April 27, 2016 <i>Executive Board Meeting</i> Austin Room 9:00 a.m-10:00 a.m. <i>Board of Directors Meeting</i> Austin Room 10:00 a.m-11:00 a.m. <i>Committee Meetings</i> La Frontera Ballroom 10:00 a.m-11:00 a.m. <i>Legislative Committee Meeting</i> Austin Room 5:30 p.m.- 7:30 p.m. |

Exhibitor Show

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| | Show Hours: Wednesday April 27 12 Noon - 5:00 p.m. Thursday April 28 8:30 a.m. - 5:00 p.m. Friday April 29 8:30 a.m. - 10:00 a.m. |
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Wednesday Afternoon, Apr. 27, 2016

Presiding Officer:

Hon. Heather H. Hawthorne, County Clerk, Chambers County - Anahuac, TX

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| 12:00 pm | Registration Opens |
| | Presentation of Colors Williamson County Juvenile Academy |

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| 12:45 pm | Welcome and Announcements |
| | National Anthem Emma Slayton, Daughter of OCA executive director- David Slayton |
| | Pledge of Allegiance and Texas Pledge |
| | Invocation Jamie Smith, Jefferson County District Clerk |
| 1:15 pm | Myth Busters Hon. Eric Garza, District Clerk, Cameron County - Brownsville, TX |
| 1:30 pm 1.00 hr | Ethics vs. Integrity <p>As public officials, we tend to view "ethics" as a system of compliance aimed at "eliminating" conflicts of interest. The practice of integrity is broader, focusing on balancing multiple "interests" when the conflict between them is inherent and cannot be eliminated. Learn how to utilize integrity as a skill in decision-making when there is no code telling you what to do in view of competing interests or duties.</p> Stuart H. Brody, Integrity Intensive |
| 2:30 pm 0.75 hr | Social Media—Beyond the Bullhorn <p>Finding a balance between one-way information sharing and opening up the conversation to everyone can be tricky, particularly in the public sector. But without meaningful engagement, social media is no more valuable than a newsletter or billboard. Explore some ways to engage with your constituents in a meaningful, but safe way, and use social media to its fullest potential.</p> Eve Richter, DropZone Strategies - Austin, TX |
| 3:15 pm | Break |
| 3:30 pm 2.00 hrs | Communication Effectiveness <p>Take part in an interactive session that emphasizes how communication skills, presentation tips, and interpersonal competencies enhance our effectiveness around the office and in the home. Gain a fresh perspective on how to be a more clear, concise, compelling, and confident communicator. Bring a positive attitude, and be ready to learn while having a little fun.</p> Dr. Trey Guinn, University Of The Incarnate Word - San Antonio, TX |
| 5:30 pm | Adjourn |

Thursday Morning, Apr. 28, 2016

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| 8:30 am | Conference Room Opens Includes continental breakfast. |
| <hr/> Bike Route 1 Presiding Officer: Hon. Tammy Kneuper , District Clerk, Bandera County - Bandera, TX | |
| 9:00 am 0.75 hr | Jane's Due Process Susan Hays, Law Office of Susan Hays, PC - Austin, TX |
| 9:45 am 0.50 hr | OCA-Related Reporting Requirements - Family Cases Understand all of the OCA-related reporting requirements associated with family cases, including the Judicial Council District and County Court Monthly Court Activity Reports, Supreme Court Monthly Appointments and Fees Report (which will be changing in September due to Senate Bill 1369), and the judicial bypass case report (House Bill 3994). Angela Garcia, The Office of Court Administration - Austin, TX |
| 10:15 am | Break Visit vendors. |
| 10:30 am 0.75 hr | Protective Orders and the Importance of TCIC Reporting: The Clerk's Perspective An overview of family violence dynamics, protective orders, and the clerk's role in improving the entry of protective orders into the TCIC system. Kim Piechowiak, The Office of Court Administration - Austin, TX |
| 11:15 am 0.75 hr | Attorney General Cases—What You Need to Know Karla McDougal, Office of the Attorney General - Austin, TX |
| 12:00 pm | Pick Up Lunch Included in registration. |

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| <hr/> Bike Route 2 Presiding Officer: Hon. Celeste Bichsel , District and County Clerk, Carson County - Panhandle, TX | |
| 9:00 am 0.75 hr | Ethics & Integrity—Putting it to Work In this interactive session, review the principles of integrity decision-making. Addressing actual dilemmas posed by the audience observe the practice of integrity at work: a skill of decision-making which can be applied to the difficult issues we face as public officials. Stuart H. Brody, Integrity Intensive |

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| 9:45 am 0.50 hr | Guardianship Compliance Project Explore the Office of Court Administration's Guardianship Compliance Project, which provides assistance to courts handling guardianship cases. The project involves reviewing guardianship cases to identify reporting deficiencies by the guardian; auditing annual accountings; and working with courts and clerks to develop best practices in handling guardianship cases. Jeff Rinard, The Office of Court Administration - Austin, TX Amanda Stites, The Office of Court Administration - Austin, TX |
| 10:15 am | Break Visit Vendors |
| 10:30 am 1.50 hrs | Official Public Records—Paper and Electronic Recording A general overview of rules, statutes, and processes regarding deeds, plats, fraudulent documents and more. Hon. Nancy E. Rister, County Clerk, Williamson County - Georgetown, TX Hon. Beth A. Rothermel, County Clerk, Washington County - Brenham, TX |
| 12:00 pm | Pick Up Lunch Included in registration. |

Thursday Afternoon, Apr. 28, 2016

Presiding Officer:

Hon. Celeste Bichsel, District and County Clerk, Carson County - Panhandle, TX

Luncheon Presentation

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| 12:30 pm 0.75 hr | PIA, Cost Rules for Electronic Records Identify what charges are allowed by law when providing records electronically. Tamara Strain, The Office Of The Texas Attorney General - Austin, TX |
| 1:15 pm 0.75 hr | Audits from DPS Learn what to expect and how to ensure you have done what is necessary to do well with an audit. Karen Germo, Auditor, Department of Public Safety, Crime Records Division - Austin, TX |
| 2:00 pm | Break |

Bike Route 1

Presiding Officer:

Hon. Tammy Kneuper, District Clerk, Bandera County - Bandera, TX

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| 2:30 pm 0.50 hr | State Case Registry Site Reviews Karla McDougal, Office of the Attorney General - Austin, TX |
| 3:00 pm 1.00 hr | Adoptions - From the Family Code to Your Office Adoptions may be the most happy cases (with the happiest outcomes) that are filed in your office. Discuss what is required from your office and the attorneys, as well a best practices. Denise Hyde, Law Office of Denise Hyde - Austin, TX |
| 4:00 pm 1.00 hr | Child Protective Service Cases—What You Need to Know Hon. Lisa David, District Clerk, Williamson County - Georgetown, TX Hon. Betsy Figer Lambeth, 425th District Court of Texas - Georgetown, TX |
| 5:00 pm | Adjourn |

Bike Route 2

Presiding Officer:

Hon. Jennifer A. Lindenzweig, County Clerk, Hunt County - Greenville, TX

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| 2:30 pm 0.50 hr | Signed, Sealed, Delivered Review of statutes, rules and electronic processes from Recording to Courts Hon. Teresa Kiel, County Clerk, Guadalupe County - Seguin, TX Hon. Sheri Woodfin, District Clerk, Tom Green County - San Angelo, TX |
| 3:00 pm 0.50 hr | After the Election; Oath of Office, Bonds & Swearing In Discuss what happens after the election, including Oath of Office, Bonds, and Swearing In. Paul O'Neal Miles, TX Association of Counties - Austin, TX |
| 3:30 pm 0.75 hr | Marks, Brands and Tattoos Learn about the new online application process that allows livestock owners and agents to register their marks, brands and tattoos. Kenny Murchinson, Texas and Southwestern Cattle Raisers Association - Fort Worth, TX Hon. Stacey Kemp, County Clerk, Collin County - McKinney, TX |
| 4:15 pm 0.75 hr | TABC Licensing and Application Certification Overview Discuss the role of county clerks in processing TABC applications and review pertinent sections of forms used. Learn how to use TABC's public systems for publications, inquiries, rosters and reported election histories. Shaun Jordan, Austin Regional Supervisor, Texas Alcoholic Beverages Commission - Austin, TX Hon. Sasha Kelton, County Clerk, Clay County - Henrietta, TX |
| 5:00 pm | Adjourn |

Friday Morning, Apr. 29, 2016

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| 8:00 am | Conference Room Opens Includes continental breakfast. |
| District Clerk Presiding Officer: Hon. Diane Hoefling , District Clerk, Moore County - Dumas, TX | |
| 9:00 am 1.00 hr | Tax Cases Hear a process review including delinquent cases, excess proceeds, tax warrants, service processes and filing fees. Matthew Tepper, McCreary, Veselka, Bragg, & Allen, P.C. - Round Rock, TX |
| 10:00 am 1.00 hr | Escheat Funds A representative from the Texas Comptroller's office discusses your role and responsibility in identifying and remitting unclaimed property. Bryant Clayton, Texas Comptroller of Public Accounts - Austin, TX |
| 11:00 am | Break |
| 11:15 am 1.00 hr | DC "Listserv Live" Moderator: Hon. Lisa David, District Clerk, Williamson County - Georgetown, TX Panelists: Hon. Jo Carter, District Clerk, Randall County - Canyon, TX Hon. Casie Walker, District Clerk, Burnet County - Burnet, TX |
| 12:15 pm | Adjourn |
| County Clerk Presiding Officer: Hon. Celeste Bichsel , District and County Clerk, Carson County - Panhandle, TX | |
| 9:00 am 1.00 hr | Cruising Through The Budget Process—It's Not Common Core Math Learn how to navigate the twists and turns of the budget to get what you want. (Hopefully) Hon. Jeane Brunson, County Clerk, Parker County - Weatherford, TX Hon. Mark Riley, County Judge, Parker County - Weatherford, TX |
| 10:00 am 1.00 hr | Vitals Explore recent hot topics and legislative updates including criminal background checks, local registrar self assessments, desk audits, site visits and security paper. Participants will have the opportunity to ask any questions they might have as well. Victor Farinelli, Communications/Field Services Manager, Texas Department of State Health Services Vital Statistics Unit - Austin, TX |

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| 11:00 am | Break |
| 11:15 am 1.00 hr | CC "Listserv Live" Panelists: Hon. Renee Calhoun, County Clerk, Randall County - Canyon, TX Hon. Shelley Coston, County Clerk, Bell County - Belton, TX |
| 12:15 pm | Adjourn |