

2017

COUNTY AND DISTRICT CLERKS LEGAL EDUCATION PROGRAM



May 17–19, 2017
Embassy Suites San Marcos
San Marcos, Texas

Earn up to 15.50 Hours of Continuing Education Credit

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To log continuing education hours online, check hours submitted, and track continuing education hours for staff visit www.cdcatexas.com.

WEDNESDAY AFTERNOON, MAY 17, 2017

Presiding Officer:

Hon. Celeste Bichsel, Carson County,
Panhandle, TX

11:30 a.m. Registration Opens

12:45 p.m. Welcome and Announcements

Pledge of Allegiance and Texas Pledge
National Anthem
Invocation

1:00 p.m. 1.00 hr

Legal Advice v. Legal Information

Address the challenges of rendering assistance to self-represented litigants. Hear guidance on providing permissible helpful information without rendering prohibited legal advice or ex parte communication.

Scott Gibson, State Office of Court Administration,
Austin, TX

2:00 p.m. 1.00 hr

The "Employment Law" Session

Explore the updates on employment law, as well as the changes at the federal level. Discover what Texas public employers need to know.

Steven L. Mierl, Cornell Smith Mierl & Brutocao, LLP,
Austin, TX

3:00 p.m. Break

3:15 p.m. .75 hr

RFPs: Understanding County Purchasing Requirements

Purchasing services through a Request for Proposal (RFP) presents a unique challenge for government agencies. While we may think we understand exactly what services we want, specifying the actual requirements within an RFP requires anticipating contract management risks early in the planning phase of the procurement. Review the requirements for developing and evaluating RFPs.

Beth Fleming, Denton County Purchasing, Denton, TX

4:00 p.m. 1.00 hr

Legislative Updates

Hear the latest updates from the 85th Legislature and how legislation may impact your offices.

Hon. Heather H. Hawthorne, Chambers County, Anahuac, TX
Hon. Patti L. Henry, Chambers County, Anahuac, TX
Hon. Teresa Kiel, Guadalupe County, Seguin, TX
Cary Roberts, Casteel & Roberts, Austin, TX
Hon. Caroline Woodburn, Potter County, Amarillo, TX

5:00 p.m. Adjourn

THURSDAY MORNING, MAY 18, 2017

Presiding Officer:

Hon. Tammy Kneuper, Bandera County,
Bandera, TX

7:30 a.m. Conference Room Opens

Includes continental breakfast.

8:30 a.m. 3.50 hrs

How to Manage Conflict and Confrontation

Today's workers face greater—and potentially riskier—challenges than ever before. Opposing points of view, coupled with high levels of stress, can lead to anger, conflict, and confrontation between people, both at work and home. Assess your own personal attitudes and better understand the negative impact of self-destructive behaviors. Discover how to build successful relationships, resulting in increased trust, harmony, and teamwork. Gain strategies for remaining calm, clear-headed, and positive in the face of the most difficult circumstances or challenges. Learn proven methods to communicate and resolve conflicts with no "losers."

Includes a 15-minute break at 10:15 a.m.

Carl Flowers, Fred Pryor Seminars, Overland Park, KS

12:00 p.m. Pick Up Lunch

Included in registration.

THURSDAY AFTERNOON

Presiding Officer:

Hon. Tammy Kneuper, Bandera County,
Bandera, TX

LUNCHEON PRESENTATION

12:20 p.m. .75 hr

Making the Ordinary Extraordinary: The Comic Path to Happiness in Life

Martha Cobb is the Southwest Airlines Flight Attendant who became "almost famous" with an appearance on *The Ellen Show* in 2014, showcasing her 3-minute flight safety speech that now has over 25 million views on YouTube. Learn how to make the ordinary in life extraordinary. Bring your best smile and a willingness to laugh!

Martha Cobb, Southwest Airlines, Dallas, TX

1:05 p.m. Break

1:20 p.m.

4.00 hrs

Managing Generational Differences

Today's workforce is a mix of various generations. Each generation has its unique set of values and different approaches to communication, work, and career. These differences, when not managed correctly, can lead to communication problems, conflict, and loss of productivity. Learn to recognize, understand, and embrace generational differences to create a more cohesive and collaborative workplace.

Including a 15-minute break at 3:35 p.m.

Carl Flowers, Fred Pryor Seminars, Overland Park, KS

5:20 p.m. Adjourn

FRIDAY MORNING, MAY 19, 2017

7:30 a.m. Conference Room Opens

Includes continental breakfast.

Concurrent Sessions

DISTRICT CLERKS

Presiding Officer:

Hon. Laura Hinojosa, Hidalgo County,
Edinburg, TX

8:30 a.m. 1.00 hr

List Serve LIVE (Round Table)

Hon. Rhonda Barchak, Brazoria County District Clerk,
Angleton, TX
Hon. Eric Garza, Cameron Co. District Clerk,
Brownsville, TX
Hon. Sharena Gilliland, Parker County,
Weatherford, TX

9:30 a.m. 2.50 hrs

Shared Solutions:

A Review of the Clerks Manual

Have you ever looked for something in the manual and it was not there? Work with your fellow colleagues to review and makes suggestions for changes to the categories and specific topics presented in the manual. Learn how to make the current manual work for you and your office.

Hon. Rhonda Barchak, Brazoria County District Clerk,
Angleton, TX
Hon. Eric Garza, Cameron Co. District Clerk,
Brownsville, TX
Hon. Sharena Gilliland, Parker County,
Weatherford, TX

12:00 p.m. Adjourn

Concurrent Sessions

COUNTY CLERKS

Presiding Officer:

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

8:30 a.m. 1.00 hr

List Serve LIVE (Round Table)

Hon. Jeane Brunson, Parker County, Weatherford, TX
Hon. Donece Gregory, Tyler County, Woodville, TX
Hon. Nancy E. Rister, Williamson County,
Georgetown, TX
Hon. Beth A. Rothermel, Washington County,
Brenham, TX
Hon. Julie Smith, Potter County, Amarillo, TX

9:30 a.m. 2.50 hrs

Shared Solutions: A Review of the Clerks Manual

Have you ever looked for something in the manual and it was not there? Work with your fellow colleagues to review and makes suggestions for changes to the categories and specific topics presented in the manual. Learn how to make the current manual work for you and your office.

Hon. Jeane Brunson, Parker County, Weatherford, TX
Hon. Donece Gregory, Tyler County, Woodville, TX
Hon. Nancy E. Rister, Williamson County,
Georgetown, TX
Hon. Beth A. Rothermel, Washington County,
Brenham, TX
Hon. Julie Smith, Potter County, Amarillo, TX

12:00 p.m. Adjourn

Concurrent Sessions

COMBO CLERKS

Presiding Officer:

Hon. Sheri Woodfin, Tom Green County,
San Angelo, TX

8:30 a.m. 1.00 hr

List Serve LIVE (Round Table)

Hon. JoAnna Blanco, Castro County, Dimmitt, TX
Hon. Judy Crawford, Crane County, Crane, TX
Hon. Lisa Johnson, Hemphill County, Canadian, TX

9:30 a.m. Join District or County Clerk
Shared Solutions Session

EXHIBITOR SHOW HOURS

Wednesday, May 17, 12:00 p.m. – 5:00 p.m.

Thursday, May 18, 8:00 a.m. – 5:00 p.m.

Friday, May 19, 8:00 a.m. – 10:00 a.m.

REGISTRATION FORM

PLEASE PRINT CLEARLY

CO17

Bar Card# _____ ☐ TX ☐ Other State: _____ ☐ N/A

Name [Mr. / Ms.] _____

Firm _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Registrant's Email (required) _____

Assistant's Email (optional) _____

Invoices, confirmations, and receipts are emailed to these addresses.

REGISTRATION—Includes Course Materials and Thursday Luncheon Presentation

Select Registration Type

- ☐ Individual Registration by May 10 \$230
☐ Individual Registration after May 10 \$280

Friday Morning Concurrent Sessions – Select One

- ☐ District Clerks ☐ County Clerks ☐ Combo Clerks

TOTAL \$ _____

METHOD OF PAYMENT

- ☐ Check (make check payable to The University of Texas at Austin)
☐ VISA ☐ MasterCard ☐ American Express ☐ P.O.

Card /P.O. # _____ Exp. Date _____ / _____
(mm/yy)

Authorized Signature _____

THANK YOU TO OUR EXHIBITORS

County and District Clerks Association of Texas

Data Preservation Solutions, LLC

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Journal Technologies

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Kofile Technologies, Inc.

Local Government Solutions

NET Data Corporation

Texas Attorney General

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CO17

SAN MARCOS

May 17–19, 2017

CONFERENCE LOCATION



Embassy Suites San Marcos

1001 E. McCarty Lane
San Marcos, TX 78666
512.392.6450

Reservations:

The Embassy Suites room block is sold out.
Additional rooms are available at Wingate by
Wyndham San Marcos. Call 512.754.6621 and
mention this conference for a discounted rate.

Self-Parking:

Complimentary

KEY DATES

May 10, 2017

last day for early registration
add \$50 for registrations
received after this time

May 12, 2017

last day for cancellation (full refund)

May 15, 2017

last day for cancellation (partial refund)
\$50 processing fee applied

May 17, 2017, 12:45 p.m.

Conference begins

CONFERENCE FACULTY

HON. RHONDA BARCHAK
Brazoria County District Clerk
Angleton, TX

HON. JOANNA BLANCO
Castro County
Dimmitt, TX

HON. JEANE BRUNSON
Parker County
Weatherford, TX

MARTHA COBB
Southwest Airlines
Dallas, TX

HON. JUDY CRAWFORD
Crane County
Crane, TX

BETH FLEMING
Denton County Purchasing
Denton, TX

CARL FLOWERS
Fred Pryor Seminars
Overland Park, KS

HON. ERIC GARZA
Cameron Co. District Clerk
Brownsville, TX

SCOTT GIBSON
State Office of Court
Administration
Austin, TX

HON. SHARENA GILLILAND
Parker County
Weatherford, TX

HON. DONECE GREGORY
Tyler County
Woodville, TX

HON. HEATHER H. HAWTHORNE
Chambers County
Anahuac, TX

HON. PATTI L. HENRY
Chambers County
Anahuac, TX

HON. LISA JOHNSON
Hemphill County
Canadian, TX

HON. TERESA KIEL
Guadalupe County
Seguin, TX

STEVEN L. MIERL
Cornell Smith Mierl & Brutocao,
LLP
Austin, TX

HON. NANCY E. RISTER
Williamson County
Georgetown, TX

CARY ROBERTS
Casteel & Roberts
Austin, TX

HON. BETH A. ROTHERMEL
Washington County
Brenham, TX

HON. JULIE SMITH
Potter County
Amarillo, TX

HON. CAROLINE WOODBURN
Potter County
Amarillo, TX

EDUCATION COMMITTEE

HON. SHERI WOODFIN—CHAIR
Tom Green County
San Angelo, TX

HON. RHONDA BARCHAK
Brazoria County District Clerk
Angleton, TX

HON. DONNA G. BROWN
Liberty County District Clerk
Liberty, TX

HON. JEANE BRUNSON
Parker County
Weatherford, TX

HON. ROSS BUSH
Midland County
Midland, TX

HON. ERIC GARZA
Cameron Co. District Clerk
Brownsville, TX

HON. JOYCE HUDMAN
Brazoria County
Angleton, TX

HON. LISA JOHNSON
Hemphill County
Canadian, TX

HON. KELLEY PRICE
Wood County
Quitman, TX

HON. JULIE SMITH
Potter County
Amarillo, TX

HON. JOSHUA TACKETT
Navarro County
Corsicana, TX

HON. LINDA WALLACE
Rains County
Emory, TX

HON. CLARISSA WEBSTER
Ector County
Odessa, TX