

**2017 County and District Clerks Legal Education Program**  
**May 17-19, 2017 • Embassy Suites San Marcos • San Marcos, TX**

**General Information**

**County and District Clerks Association of Texas Meeting**

**Tuesday, May 16, 2017**

*Board and Committee Meetings*

Burleson Conference Room

6:00 p.m. -- 9:00 p.m.

**Exhibitor Show**

**Show Hours:**

Wednesday May 17 12 Noon - 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.

**Wednesday, May 17, 2017**

*Executive Board Meeting*

Chautauqua Salon A

10:00 a.m. -- 11:00 a.m.

*Full Board Meeting*

Chautauqua Salon A

11:00 a.m. -- 12:00 p.m.

*Committee Meetings*

Veramendi Salons A-D

8:00 a.m.-12:00 p.m.

**Wednesday Afternoon, May 17, 2017**

**Presiding Officer:**

**Hon. Celeste Bichsel**, Carson County - Panhandle, TX

11:30 am

**Registration Opens**

12:45 pm

**Welcome and Announcements**

**Pledge of Allegiance and Texas Pledge**

	<b>National Anthem</b>
	<b>Invocation</b>
1:00 pm 1.00 hr	<b>Legal Advice v. Legal Information</b>  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 pm 1.00 hr	<b>The "Employment Law" Session</b>  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 pm	<b>Break</b>
3:15 pm 0.75 hr	<b>RFPs: Understanding County Purchasing Requirements</b>  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 pm 1.00 hr	<b>Legislative Updates</b>  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 pm	<b>Adjourn</b>

## Thursday Morning, May 18, 2017

### Presiding Officer:

**Hon. Tammy Kneuper**, Bandera County - Bandera, TX

7:30 am	<b>Conference Room Opens</b>  Includes continental breakfast.
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8:30 am 3.50 hrs	<p><b>How to Manage Conflict and Confrontation</b></p> <p>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."</p> <p>Includes a 15-minute break at 10:15 a.m.</p> <p>Carl Flowers, Fred Pryor Seminars - Overland Park, KS</p>
12:00 pm	<p><b>Pick Up Lunch</b></p> <p>Included in registration.</p>

## Thursday Afternoon, May 18, 2017

### Presiding Officer:

**Hon. Tammy Kneuper**, Bandera County - Bandera, TX

### Luncheon Presentation

12:20 pm 0.75 hr	<p><b>Making the Ordinary Extraordinary: The Comic Path to Happiness in Life</b></p> <p>Martha Cobb is the Southwest Airlines Flight Attendant who became "almost famous" with an appearance on <i>The Ellen Show</i> 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!</p> <p>Martha Cobb, Southwest Airlines - Dallas, TX</p>
1:05 pm	<p><b>Break</b></p>
1:20 pm 4.00 hrs	<p><b>Managing Generational Differences</b></p> <p>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.</p> <p>Including a 15-minute break at 3:35 p.m.</p> <p>Carl Flowers, Fred Pryor Seminars - Overland Park, KS</p>
5:20 pm	<p><b>Adjourn</b></p>

## Friday Morning, May 19, 2017

7:30 am	<b>Conference Room Opens</b>  Includes continental breakfast.
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<b>District Clerks</b> <b>Presiding Officer:</b> <b>Hon. Laura Hinojosa</b> , Hidalgo County - Edinburg, TX	
8:30 am 1.00 hr	<b>List Serve LIVE (Round Table)</b>  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 am 2.50 hrs	<b>Shared Solutions: A Review of the Clerks Manual</b>  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 pm	<b>Adjourn</b>
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<b>County Clerks</b> <b>Presiding Officer:</b> <b>Hon. Jennifer A. Lindenzweig</b> , Hunt County - Greenville, TX	
8:30 am 1.00 hr	<b>List Serve LIVE (Round Table)</b>  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 am 2.50 hrs	<b>Shared Solutions: A Review of the Clerks Manual</b>  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 pm	<b>Adjourn</b>

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**Combo Clerks****Presiding Officer:****Hon. Sheri Woodfin**, Tom Green County - San Angelo, TX8:30 am  
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 am

**Join District or County Clerk Handbook Session**

12:00 pm

**Adjourn**