

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](http://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 85<sup>th</sup> 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

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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

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Kofile Technologies, Inc.

Local Government Solutions

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**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