



TEXAS COURT CLERKS ASSOCIATION
North Texas Chapter Board Business Meeting
Virtual Meeting
September 16th, 2020 at 1:00 PM
www.tccanorthtexas.com

Officers Present: Jennifer Bozorgnia (Irving), President
Lisa Howard (Hurst), Vice President
Katy Tagg (Arlington), Treasurer
Melissa Rodriguez (Haltom), Secretary
Yolanda Kvaal (Frisco), Director at Large
Juan Paredes (Fort Worth), Director at Large
Kimberly Kierce (Richardson), Past President

NTC Members: Carolyn Stout (Fort Worth)
Deborah Hale (Collinsville)
Shelby Orasanu (Westlake)
Kristi Adams (Rhome)
Jeremy Leonard (DeSoto)
Deryl Corley (Carrollton)
Stephanie Stevens (Benbrook)
Diane Chambers (Lakeside)
Constance White (The Colony)
Janis Fletcher (Sherman)

I. Call to Order

Meeting was called to order by President Jennifer Bozorgnia (Irving) at 1:03 P.M.

II. Welcome and Introductions

Board members and attendees were introduced.

III. Business Meetings and Board Meetings Minutes

Motion to accept proposed business meeting minutes from December 2019 was made by Kimberly Kierce (Richardson) and seconded by Lisa Howard (Hurst). No discussion. Motion carried.

IV. Treasurer Report

\$14,423.12 is the account balance of the checking account, as of right now. The total for the savings account is \$7,850.92. Nothing else at this time.

V. Committee Reports

A. Membership – 415 North Texas Members currently.

B. Social Media/Outreach – People have been interacting with Social Media. If there is anything you think would benefit the chapter, please let Lisa Howard (Hurst) know of these ideas. If you know of a clerk that might be interested in

running the Instagram account or any other social media account, please contact Lisa Howard (Hurst) about details.

C. Nominations/Public Relations - The positions up for this year is the President, Secretary and two directors at large. The announcement will be made on October 23rd, 2020 during the Texas Court Clerks Business Meeting.

D. Education -

October 7th, 2020 - Prep Session 8:45 am to 12 pm

October 7th, 2020 - Prep Session 12 to 2:15pm

November 10th, 2020 - Generation and COVID-19 @ 1pm

December 4th, 2020 - Business Meeting 11:30 am to 1pm

January 13th, 2021 - Appeals 9 am to 10 am

January 13th, 2021 - Motivation 1pm to 2pm

January 29th, 2021 - Reimagining Courts 2pm to 3pm

January 2021 - Court Safety

January 2021 - Understanding the Misdemeanor Offender

February 2021 - TBA State Reporting

February 2021 - TBA Court Cost

If you would be interested in hosting training or be a testing center, please contact Yolanda Kvaal (Sherman).

All education must be approved including virtual classes. If you have any ideas about what we should offer, please let one of the board members know. We are very interested in knowing different topics clerks might be interested in learning.

A big thank you to Fort Worth Courts for helping with all the different topics and education made available this past year.

VI. Old Business

None at this time.

VII. New Business

A. 2020 TCCA Annual Business Meeting and Awards Details - October 23rd,

2020: - The positions up for re-election are the President, Secretary and two Directors at Large. The results will be announced at the business meeting on October 23rd, 2020.

B. 2021 TCCA Annual Conference Details – November 2021

Save the date of November 14th, 2021 to November 17th, 2021 for the 2021 TCCA Annual Conference.

C. COVID Related Challenges and Discussion

There are two different apps to assist with information one is the TCCA app and TMCEC also has an app.

This next educational year 12 or 20 hours depending on certification level may be achieved through virtual learning or in person training.

Renewals for membership will be sent out November 1st, 2020 for TCCA. If you sign up during November, your memberships are good through December 2021. And if you have more than 15 clerks you should be able to pay all of the clerk's fees at one time.

D. Level III Challenges and Discussion

We would like to get a list of all courts who would be willing to have clerks come in and allow them to observe court for the Level III Journaling.

Something else that was discussed was a Level III Book club. Tracy Ventura (Liberty Hill) has been looking into this.

E. 2021 North Texas Chapter Membership Appreciation Week:

- Designate Week in June – Motion was made by Kimberly Kierce (Richardson) to make the second full week of June to be the North Texas Chapter Member Appreciation Week. It was Seconded by Juan Paredes (Fort Worth). No Discussion. Motion Carried.
- Determine Items to be Ordered – We still have left over soup bowls with spoons and could possibly order some mouse pads with the new North Texas Chapter logo for gifts.
- Review Ideas to Engage with Members – Some of the discussion was possibly having a more interactive Facebook page. Letting members know about the meetings on Facebook. Sending note cards with the meeting information was another option. If you can think of any ideas, you can email any of the board members.

VIII. **Announcements**

2020 Business Meetings:

December 4th, 2020: Details are to be determined

2021 Business Meetings:

March 26th, 2020 – Location will be announced at a later date.

All other dates to be Determined

IX. Adjournment

Motion was made by Lisa Howard (Hurst) to Adjourn the meeting and was seconded by Kimberly Kierce (Richardson). No Discussion. Motion Carried. Meeting was adjourned at 2:27 PM.

Respectfully Submitted,
Melissa Rodriguez
Secretary

Melissa Rodriguez

From: Jennifer Bozorgnia <jbozorgnia@cityofirving.org>
Sent: Tuesday, October 06, 2020 1:42 PM
To: Melissa Rodriguez
Subject: RE: [External] meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

- ✓ Carolyn Stout – Fort Worth
- ✓ Juan Paredes – Fort Worth
- ✓ Melissa Rodriguez – Haltom City
- ✓ Deborah Hale – Collinsville
- ✓ Katy Tagg – Arlington
- ✓ Shelby Orasanu – Westlake
- ✓ Kristi Adams – Rhome
- ✓ Yolanda Kvaal – Sherman
- ✓ Lisa Howard – Hurst
- ✓ Jeremy Leonard – DeSoto
- ✓ Deryl Corley – Carrollton
- ✓ Kimberly Kierce – Richardson
- ✓ Stephanie Stevens – Benbrook
- ✓ Diane Chambers – Lakeside
- ✓ Constance White – The Colony
- ✓ Janis Fletcher – Sherman
- ✓ Jennifer Bozorgnia - Irving

From: Melissa Rodriguez [mailto:mrodriguez@haltomcitytx.com]
Sent: Tuesday, October 6, 2020 12:24 PM
To: Jennifer Bozorgnia <jbozorgnia@cityofirving.org>
Subject: [External] RE: [External] meeting

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Thank you!!!

Thank you,

Melissa Rodriguez CCC II
Court Clerk/Court Supervisor
mrodriguez@haltomcitytx.com
817-222-7772

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