



Texas Court Clerks Association
Education Committee Report
South Shore Harbor
February 16, 2024

2023 Annual Education & Certification Committee Report

2023 Committee Members

Pat Riffel, Chair & Certification Program Financial Manager (Friendswood)
Landra Solansky, Co-Chair (Sequin)
Tammy Odom (Texas City)
Lisa Howard (Hurst) resigned Fall 2023
Landra Solansky (Seguin)
Matthew Freeman (Frisco) resigned Fall 2023
Tracy Ventura (Liberty Hill)
Jennifer Bozorgnia (Irving)
Jennifer Billings (Dayton)
Lesa Keith (Justin) as of Sept 2023

Ex Officio Members

Bonnie Townsend TMCA Representative (Luling)
Regan Metteauer, TMCEC Deputy Director
Mark Goodner, TMCEC Attorney
Tayler Adams, TMCEC Program Coordinator
Dr. Jaymi Elsass, Texas State University Representative

Chapter Education Chairs

Central Texas Chapter – Debbie Landrum-Georgetown
Freedom Trail Chapter – Leandra Quick-New Braunfels
Gulf Coast Chapter – Tammy Odom- Texas City
North Texas Chapter – Yolanda Kvaal – Sherman
South Texas Chapter – Crystal Perez-South Padre Island

2023 Meetings

February 17 Georgetown
June 16 Pflugerville
September 7-10 Log Country

2023 Intern

TMCEC chose not to use the services of an intern this year—however, it was agreed to allow Intern funds to be used for TMCEC to contract to have flash cards developed. That project commenced in December 2023, and funds were remitted to TMCEC.

Contract Labor

The committee contracted with Shona Bohon as an independent contractor in 2023 to provide support services to the committee. She performs such tasks as monitoring education and testing site requests submitted through the website; setting up the event on the website and opening registration; preparing certificates of attendance and posting to the

website; storing and maintaining committee records; taking and preparing meeting minutes; and other duties as assigned. Jed Tamayo, Frisco, was assigned as an assistant to Ms. Bohon to develop continuity and succession plans.

Number of Clerks Certified and Active at Each Level as of December 31, 2023

Level I – 609 +17

Level II – 632 +15

Level III – 110 active +6 Total reaching CMCC level # 142

Partial Credit Policy

The Education Committee did annual review of policies and procedures and effective January 1, 2023, a partial Credit policy went into effect, allowing for application for partial credit for TCCA Education in Emergency Circumstances.

2023 Standing Providers for Approved Education

- a. City Hall Essentials
- b. Coalition of American Court Collections (CACC)
- c. Government Collector's Association of Texas (GCAT)
- d. Institute of Court Management (ICM)
- e. National Association for Court Managers (NACM)
- d. National Center for State Courts (NCSC)
- e. State Bar of Texas
- f. Strategic Government Resources
- g. Teen Court Association of Texas (TCAT)
- h. Texas Dept. of Licensing and Regulation (TDLR)
- i. Texas Judicial Commission on Mental Health
- j. Texas Justice Court Training Center (Criminal track only)
- k. Texas Municipal League (TML)
- l. Texas State Library (TSL)

2023 Training and Testing Applications

Training: 130.75 hours of education were approved, with a mix of virtual and live. 558 certificates of attendance were issued by the committee.

Testing: 26 sites 597 testers. This encompasses all certification exams. TCCA took over all registration for exams, including those at TMCEC regional beginning September 1, 2022.

Book Review Ad-Hoc Committee

The 5 year book review committee, chaired by Tammy Odom, completed the task of reviewing and making necessary changes to the Level 3 reading materials. One book in Part A was replaced and Part B was reworked. There were no changes to Part C. New tests will begin in January 2024.

Level III Book Club

The remaining books were completed—all, but one, are recorded and available on the TCCA website. There are plans to hold book club sessions for the new books in the coming year.

Appeals

There were six appeals submitted to the education committee. Two were for waiver of New Clerks requirement for clerks with long tenure (both granted), Two were from Active Military Guardsman that were unable to procure hours (granted). The remaining were for extension of 'probationary' period, both denied.

TCCA Conference

The Annual TCCA Conference was held October 28-November 1, 2023. The theme was TCCA Area 51: An Out of This World Educational Experience. 109 certificates were issued for 20 hours of education credit. 3 certificates were issued for partial credit and 25 certificates were issued for virtual attendance at the business meeting

New Clerks Program

Education Committee members were present throughout the week at both TMCEC New Clerks sessions. Committee members were there to promote TCCA, as well as answer questions and offer support to new clerks.

A TCCA 2023 Trial Membership was offered to all participants in the July and December schools. 112 clerks were granted free membership.

Mentor Program

The TCCA mentor program continues. All attendees at the annual L3 Assessment Clinic were contacted and offered a current L3 to assist them. The mentor program was also announced at New Clerks in July and December.

2023 Scholarships

5 scholarships were awarded for the 2023 conference.

One door prize of free 2024 conference registration was given away at the Annual Conference.

“Road Show” Regional Training

Anticipating changes in the Association by-laws, the Education Committee began work developing agenda, procedures, sites and facilitators for regional training so that the Committee would be up and ready to go in the new year.

Policy and Procedure Update

The Education Committee Policies and Procedures were reviewed at the Fall meeting. Changes that were made go into effect on January 1, 2024. This document will be reviewed annually and posted to the website in January of each year.

Succession Planning

The committee worked on succession planning this year in all the major task areas. Tammy Odom, Texas City, was identified as the Education Chair, effective January 1, 2024; Jennifer Bozorgnia was identified as the incoming Co-Chair.