

## TCCA'S 2018 ANNUAL CONFERENCE SHOOTS FOR THE STARS

by, **Tammy Odom and Sheli Masterson**  
Conference Planning Committee

The 2018 TCCA Conference is ready to premiere in beautiful Plano, Texas! This year's conference "Shooting for the Stars" will be held October 7-10 at the Plano Granite Hilton Park.

This year's conference will cover topics on *Emotional Intelligence, Stress and Time management, Procedural Justice, What's New in Court Technology – Live Chats & Dashboards* plus *Developing a Court Security plan for large & small courts* and more.

You'll notice a change this year with the awards banquet changing to a luncheon and moving to Tuesday afternoon after the Business meeting. Also, attendees will have two free evenings this year to explore the City of Plano and enjoy one or more of the great restaurants and entertainment venues on the river walk adjacent to the hotel. If that is not really your thing, feel free to hang around the huge outdoor fireplace behind the hotel to just relax and unwind. Check out the new TCCA website to [register](#) and find more information!

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SEE LEVEL III BOOK CHANGES PAGE 15



SEE PRIVACY FOR JUDGES PAGE 12



Pictured is Caren (left) with her mother at her retirement party.

## Clerk Retires After 35 Years of Public Service

Congratulations to Caren Lemay on her retirement from the City of Seabrook. Caren started her 35 year career working in Animal Control with the City of Round Rock Police Department where she met her husband who retired as a Round Rock Police Captain. She spent 10 years working with her mother at the Williamson County Courthouse in the County Attorney's Office and Juvenile Services. She also worked for the Burnet County Attorney's Office and JP Precinct #1. She

moved back to the Houston area and worked for a short time in the Galveston Municipal Court before Hurricane Ike hit the Gulf Coast. She spent the last 10 years working for the City of Seabrook Municipal Court. The Gulf Coast Chapter will greatly miss Caren as she served as the Public Relations and Nominations Committee Chairperson. We wish you the best of luck in the future and a happy and healthy retirement Caren!

Chapter's Corner continued

**Gulf Coast**

Chapter Page    Education & Meetings    Scholarships    **Directory**

Chapter President is awarded highest honor

THE LORNA NELSON LIFETIME ACHIEVEMENT AWARD

Congratulations goes out to our members Chrissy Dabse of Willis and Amy Baldwin of League City as they were selected to receive the 2017 Gulf Coast Chapter Scholarship to attend the Annual TCCA Conference.

Before the new year starts I'd like to say thank you to everyone who has participated in our education classes over this past year. Beginning in March, 2018, Chapter meetings will be held on **Mondays** in the **Missouri City Municipal Court** located at 3843 Carnegie Road Missouri City, Texas.

**CORNER**

**Navigating through the Newsletter**

The Publications Committee would like to you remind you that on each Chapter's Corner page you'll find header tabs for each of your areas. Click on each option to go directly to that webpage. Some links may require that you log-in.

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## COALITION OF AMERICAN COURT COLLECTORS 3RD ANNUAL CONFERENCE

by April Christiansen, Cedar Park

Earlier this year I had the opportunity to attend the 3<sup>rd</sup> Annual national conference for the [Coalition of American Court Collectors \(CoACC\)](#). The Coalition is a 501 c 3 non-profit education and awareness organization that supports and serves court collections and compliance efforts nationwide. It was founded in January 2016 by Don McKinley and James Lehman, who saw a need for an organization that could be “a national voice at the table,” for court collections. To that end, they aim to provide collections techniques and technologies through educational events and by offering memberships to individuals or organizations working in court collections.

Both of the Coalition’s founders come with extensive backgrounds in court operations and collections. McKinley has 20 years experience in local and state government, with 15 years in criminal courts. Many of those years were spent as the Court Operations Manager for the Austin Municipal Court. He’s served on numerous boards, including the Texas Court Clerks Association and the Governmental Collectors Association of Texas, and he has spoken regarding collections across the country. Lehman also has an extensive background in governmental relations and court collections and compliance, having served as the Collections Program Manager for the Texas Office of Court Administration for nearly 19 years.

This year’s conference was the Coalition’s 3<sup>rd</sup> annual conference, and like the ones before it, was held at the Golden Nugget in Las Vegas, Nevada. What I found to be most exciting about this conference was the diversity among both the presenters and attendees, as well as the variety of case studies being presented. The sessions included informational topics such as “The Power of Conscientious Collections and Compliance,” “Fairness, Openness, and Impartiality in the Eyes of Justice,”



COALITION OF AMERICAN COURT COLLECTORS

“State Legislation and Federal Regulation Updates Impacting Courts,” “Positive and Impactful Messaging,” “Return on Expenditure-Tracking Data and Court Collections Measures,” and a Harvard study session on Implicit Bias.

In addition to these informational sessions, there were a number of case studies presented as well, by individuals from those specific courts. The case studies included an overview of the differing collections programs or initiatives in the Orange County Superior Court, in Orange County, California, the City of Las Vegas Municipal Court, the City of West Palm Beach, Florida, and the City of Nashville/Davidson County in Tennessee.

While it is true that the higher level courts in attendance may have had more resources at their disposal to make their programs successful, I found that many of their innovative programs had simple components that I could easily incorporate in my court without the need for additional resources. A few examples include: modifying the frequency and timeframe for sending certain reminder notices, conducting an analysis of current compliance efforts to determine if shifting resources would be more impactful, contacting defendants on bond the day after they bond out to be sure they know the next steps, and reformatting/re-titling certain notices.

The Coalition’s annual conference is the only national-level conference focused solely on court collections. The opportunity to interact and network with court professionals from across the country was an incredibly valuable experience and budget permitting, I hope to be able to do the same at next year’s annual conference.

Providing customized collections and responsive support to each of our court clients.

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ATTORNEYS AT LAW

### FACEBOOK HIGHLIGHTS

Oh, what a wonderful milestone! Today, twelve MCD employees were honored by [Sylvester Turner, Mayor of Houston](#) at a luncheon for 30 and 35 years of service with the City of Houston! Wow!



Congratulations on 30 years of service Frances, Velda, Lovie, Cynthia, Joycelyn, Linda, Sydalue, Gregory, Robert & Judge Marshall! Congratulations on 35 years of service Sheila & Melba!

We appreciate each of you!

[#MCD](#) [#PSRW2018](#) [#ServiceAwards](#) [#Luncheon#CityOfHouston](#) [#Texas](#) [#COH](#)



Alvin Municipal Court 2018 MTSI award winner for low volume. Donna Starkey (left) Sonya Skinner Cates (right)

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**SHOOT FOR THE STARS AT THE PLANO GRANITE HILTON PARK**

We have a great lineup of awesome speakers and networking opportunities throughout the week. What should you expect? Ready, Set, Action!

October 7-10

**6th**

Level I & II Prep Sessions

**7th**

Certification Testing; Conference Check-in (**this will be the only time you will be able to check-in for conference**); and Kick-Off dinner

Our kick-off dinner is a great opportunity to spend time with your “conference buddies” and meet new colleagues from across the State.

**8th**

Opening ceremonies; Education topics; and the Exhibitor Expo

Over 40 vendors present what’s new with their product and how it can benefit your city.

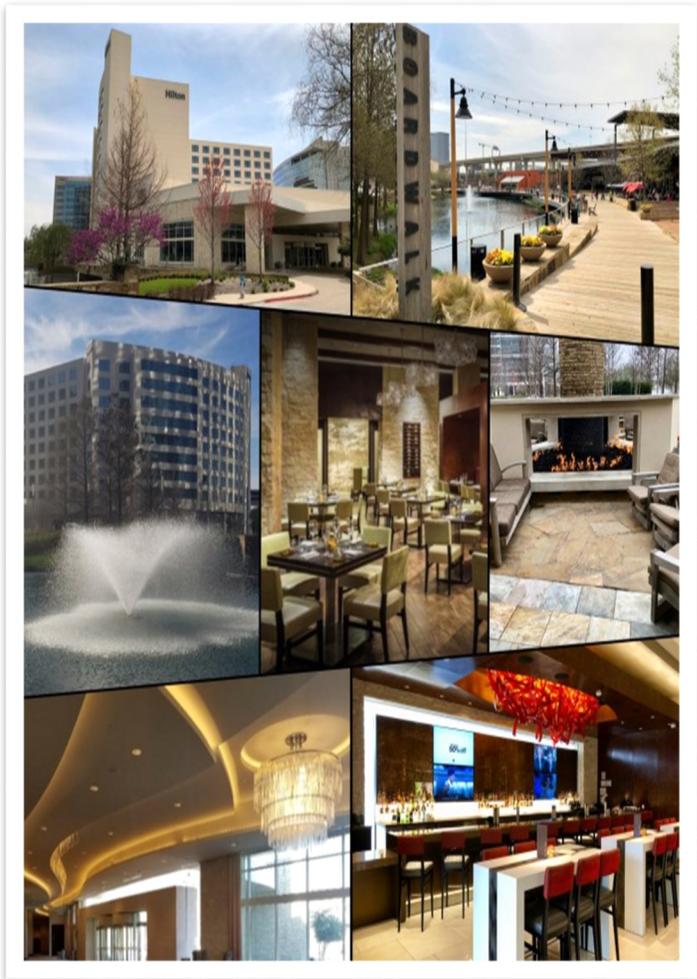
**9th**

TCCA Business Meeting; Awards luncheon; and Education topics

Prepare for a few surprises that we know you will enjoy.

**10th**

Education topics and Conference wrap-up



**COLLETTE CARLSON**  
**She is the founder of Speak Your Truth, Inc.,** a human behavior expert and keynote speaker who inspires individuals to connect and communicate in real and relevant ways. How to create effective connections, and leverage them for greater success, is the thread woven into every one of Colette’s presentations. Laugh out loud while you learn how to form and sustain connections that drive productivity, engagement, and collaboration.



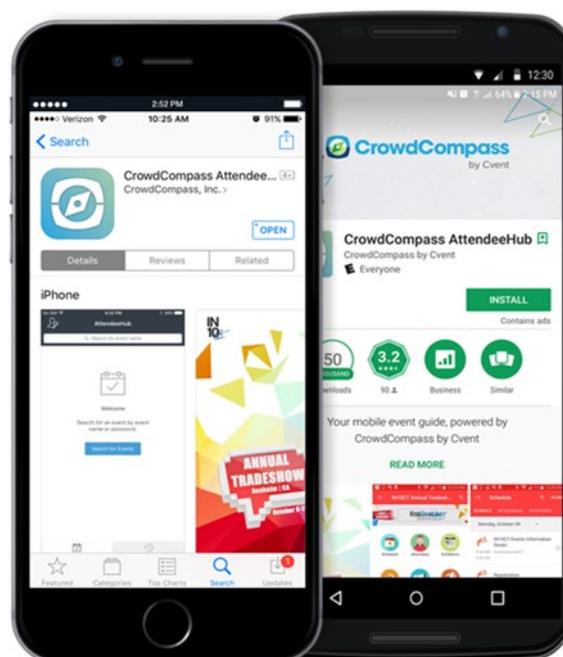
**JOE SERIO**  
Like you, leadership expert and author Dr. Joe Serio has seen the word leadership defined numerous ways over the years. Is it a position at the top of an organization? Is it the ability to make decisions? Does it pertain to just a small part of an organization’s employees? With over three decades of speaking, leadership training, and, most importantly, real-life experience, Dr. Joe’s view is radically different. He appreciates, and shares with audiences, that leadership is about the integrity and daily choices made by each person in an organization. It’s about taking full responsibility for one’s decisions and actions. Leadership develops from the inside out.

# GET THE MOST FROM THE TCCA CONFERENCE APP!

By Brittany Rychlik and Jason Contatore, TCCA Technology Committee

The conference app is back and better than ever! TCCA is excited to once again offer a mobile application that has all the information you need for this year's conference.

**Here's how to get the most from your app.**



## Get the App *\*Important to do before the conference\**

On your electronic device go into your Google Play store or iTunes store to search for "Crowdcompass Attendeehub". Once located install the application. Once the app is installed, search for the event "2018 TCCA", get the current event downloaded, enter password when prompted (provided via email) and follow the login process including entering your confirmation code.

## Schedule

Look at what is coming up and where you need to be in the app under schedule. Meeting locations and times are published for convenience at your fingertips.

## Find Exhibitors and Sponsors

Want to know how to contact an Exhibitor after the conference or look up a conference sponsor? Click on the Exhibitor icon.

## Who are the Speakers?

Learn more about the speakers from their profiles within the app.

## Session Notes

During a session you can make notes right on your phone inside the app. Just go to the session on the agenda/schedule, tap on the note icon, and enter your notes for the session and tap save.

## Session Materials

Materials provided by speakers are available to you right on your phone via the app. Just go to that session and scroll down and view the documents attached by tapping on the document to download.

## Interactive Session Questions

Want to ask a question during a session but don't want to speak in front of the group? No problem, within the app you can go to the session and ask your question there and get an answer real time!

## Click – In App Game Piece

Click is an interactive way to network with other attendees and sponsors while having fun and earning a chance to win a prize.

## Alerts

Make sure to allow for push notifications from the app. Important announcements and reminders will be sent throughout the conference.

## Court Administrator achieves Fellow honor

Jaime Brew, City of Coppell Court Administrator, became a Fellow of the Institute for Court Management (ICM) having successfully completed the rigorous requirements of the ICM's Fellows Program. Ms. Brew and 28 other court professionals from the United States and Canada took part in graduation ceremonies conducted at the Supreme Court of the United States in Washington, D.C. The Honorable Major General William K. Suter, Clerk of the Supreme Court of the United States (ret.), welcomed and addressed the graduates.

The ICM Fellows Program is the only program of its kind in the United States. This professional certification program was established more than 45 years ago, in part, by Chief Justice of the United States Warren E. Burger in his call for improving the management of state court administration. The intensive four-phase educational program prepares court professionals for management and leadership positions. Since the first class of graduates in 1970, nearly 1,300 court professionals in 48 states, the District of Columbia, Guam and 12 foreign countries have become ICM Fellows.

Becoming an ICM Fellow is a process of continual professional development that includes four steps.

- The first step for a candidate is to achieve Certified Court Manager status through successful completion of six in-depth courses: caseload management; court performance standards; fiscal management; human resources; purposes and responsibilities of courts; and technology management.
- The second step is to achieve Certified Court Executive status through completion of additional coursework that includes: court community communication; education, training and development; essential components; high performance courts framework; leadership; and visioning and strategic



planning. Students must also complete the Distance Learning Phase, an online component that prepares participants for the work necessary to complete the Court Project Phase.

- The third step is completion of the Court Project Phase which entails a court research and improvement project. Participants must design and complete an independent master's-level research project that relates to evaluating and implementing a key court activity in their home jurisdiction.
- The fourth step and the culmination of this professional development process is the Presentation Phase and Master Class. Participants must demonstrate their leadership skills by developing and clearly articulating the results of their findings and recommendations before a respected panel and their classmates.

The National Center® for State Courts, founded by Chief Justice Warren E. Burger in 1971, is a nonprofit organization dedicated to improving the administration of justice by providing leadership, research, technology, education and training to the state courts.



## 5 reasons that make Plano the best

- ◇ “Hottest Suburb” by the Dallas Morning News
- ◇ Safest Big City in the U.S. by RewardExpert
- ◇ Third Most Livable City in the U.S. by SmartAsset
- ◇ Fifth Best City to Start a Family by LendEDU
- ◇ Seventh Best City in the U.S. by Niche



Voting Opens  
August 15 - September 30

9 Bylaws up for Voting

**Proposed Amendment #1**

Article II Purpose (This amendment will only change if the proposed amendment on Memberships/Dues passes.)

1. Specific and Primary Purposes. To associate any person serving in a non-judicial capacity as court clerk, administrator, or in any other administrative capacity within the framework of court administration in an effort to better court administration.

**Proposed Amendment #2**

Article IV Membership and Dues #1

1. The membership of this Association shall be divided into ~~three~~ **five** classifications: Regular Membership, Associate Membership, Affiliate Membership, Emeritus Membership, and ~~Sustaining Membership~~ **Corporate Partnership**. Non-members may attend the TCCA Annual Conference and chapter training sessions as non-members, but shall not vote or hold office. ~~or attend the Annual Business Meeting or chapter business meetings.~~ If qualified, a non-member may serve on a committee (See Article IX).

A. Regular Membership. Any person serving in a non-judicial, non-vendor capacity as Court Clerk, Administrator, or in any other capacity within the framework of municipal court or justice of the peace court, serving on a full time or part time basis, is eligible for membership upon paying the dues as provided for herein. **Regular Membership dues include automatic chapter affiliation.**

Regular members in good standing shall be entitled to receive copies of the Association newsletter and other mailings, attend the Annual Conference, Annual Business Meeting and chapter meetings, vote, hold office, and serve on committees.

B. Associate Membership. Any person who serves in a non-vendor dual capacity role, primarily as Court Clerk.

Associate Members in good standing shall be entitled to receive copies of the Association newsletter and other mailings, attend the Annual Conference, Annual Business Meeting and chapter meetings and vote, but shall not hold office or chair a committee. An Associate Member may serve on a committee. Associate Membership dues include automatic chapter affiliation.

C. Affiliate Membership. Any person who previously held a Regular or Associate membership or was designated as an Emeritus until their employment with a vendor.

An Affiliate Member shall be entitled to receive copies of the Association Newsletter, attend the Annual Business Meeting, Annual Conference, and Chapter Meetings. An Affiliate Member may not hold another class of membership in the Association and may not vote or hold office. An Affiliate Member may not serve on a committee. If the person is no longer employed by a vendor and was previously an Emeritus, their standing may be restored. Affiliate Membership dues include automatic chapter affiliation.

D. ~~Honorary Membership~~ **Emeritus Membership**. Any non-vendor person who has made a significant contribution to the science of court administration or rendered distinguished service in related fields may be elected ~~as an Honorary Membership~~ **Emeritus Member** in the Association by a majority vote of the membership via online voting. The results will be announced at the annual meeting.

An ~~Honorary Member~~ **Emeritus Member** shall be entitled to receive copies of the association newsletter. An ~~Honorary Member~~ **Emeritus Member** may not hold another class of membership in the Association and does have the right to attend the Annual Business Meeting and chapter meetings, but may not vote or hold office. An ~~Honorary Member~~ **Emeritus Member** may serve on a committee.

E. ~~Sustaining Membership~~ **Corporate Partnership**. Vendors may apply for ~~Sustaining Membership~~ **Corporate Partnership** of

**TEXAS  
COURT CLERKS  
ASSOCIATION**

CHARTER #309589  
ORGANIZED—MARCH 14, 1972

**BYLAWS**

Last revised October 2017

~~Sustaining Members~~ **Corporate Partners** with the Texas Court Clerks Association. ~~Sustaining Members~~ **Corporate Partners** are entitled to receive copies of the Association newsletter as well as a copy of the Association's current membership list. Copies of the Association newsletter and membership lists will be provided to the representatives indicated in the ~~Sustaining Membership~~ **Corporate Partnership** application.

~~Sustaining Members~~ **Corporate Partners** shall register as ~~vendors~~ **an exhibitor** to attend the Annual Conference of the Texas Court Clerks Association. ~~Sustaining Members~~ **Corporate Partners** shall not have the right to attend the Annual Business Meeting, and chapter meetings, vote, hold office or serve on a committee.

~~Sustaining Members~~ **Corporate Partners** may advertise they are ~~members~~ **partners** of the Texas Court Clerks Association; however, ~~membership~~ **partnership** does not constitute endorsement of their product, nor are vendors to imply as such. Any violation or appearance of a violation of this bylaw will result in revocation of the ~~Sustaining Member's membership~~ **Corporate Partnership** by the Board of Directors.

~~Sustaining Members~~ **Corporate Partners** may underwrite any hospitality and promote their product. ~~Sustaining Members~~ **Corporate Partners** may not use the Texas Court Clerks Association logo on their advertising material. Application for ~~Sustaining Membership~~ **Corporate Partnership** will be reviewed and voted on by the Board for approval.



### Proposed Amendment #3

#### Article IV Membership and Dues #2

2. Annual dues shall be payable in January. Members must pay annual dues in an amount determined by the Board of Directors.

~~A. Regular Membership. \$40.00 each year. Annual dues shall be payable in January and shall be for the calendar year. The calendar year shall run from January through December. Regular Membership dues include automatic chapter affiliation. \$25.00 will be applied to state membership and \$15.00 will be applied to chapter membership.~~

~~D. Honorary Membership. No dues required.~~

~~E. Sustaining Membership. \$200.00 each year. Annual dues shall be payable in January and shall be for the calendar year.~~

### Proposed Amendment #4

Article VIII Duties of Board of Directors #2 (the below strikethrough is already discussed in Article VII #3)

2. The management and government of the affairs of this Association shall be vested in the Board of Directors which shall transact the general business of the Association in the interim between Annual Meetings. ~~In the event of a vacancy or resignation from the Board of Directors the remaining members of the Board shall appoint a member to fill the unexpired term.~~

### Proposed Amendment #5

#### Article IX Individual Appointees and Standing Committees #7

~~7. Publications and Reports Committee. The Publications and Reports Committee shall circulate questionnaires and compile the answers from them and shall prepare other reports for distribution to the membership. The Publications Committee shall be responsible for the Association publication and for its distribution to the members.~~

### Proposed Amendment #6

#### Article IX Individual Appointees and Standing Committees #20

~~20. Ethics Committee. The Ethics Committee shall be responsible for handling any and all grievances related to TCCA business and educational training/activities. The Chair, shall be a non-board member not having served on the board for the previous two years and will serve the Committee as appointed by the President. The Chair shall compile a committee that equally represents the different regions/chapters of the Association to make up the Ethics Committee.~~

### Proposed Amendment #7

#### Article IX Individual Appointees and Standing Committees #15

15. Internal Audit Committee. The Chairperson of the Internal Audit Committee shall perform a compliance review of all financial records of TCCA and make a report to the Board of Directors. The Audit Committee Chairperson and Committee Members will meet prior to the ~~Mid-Year~~ Spring Meeting. The Chairperson will submit the report to the President for review

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For more information, visit [transunion.com/driverrisk](https://transunion.com/driverrisk)

prior to the ~~Mid-Year~~ Spring Meeting and Chairperson will present report at the ~~Spring Mid-Year~~ and Annual Business Meeting.

### Proposed Amendment #8

#### Article VII Board of Directors #7

7. Reimbursement. All Board members as such shall not receive any compensation for their services. The Board of Directors by a simple majority vote of the members thereof may authorize reimbursement of all or part of the actual expenses incurred in attending any special meeting, including the ~~mid-year~~ Spring meeting. The Board may request specific individuals to provide information which would require personal appearance at a called meeting and may authorize reimbursement of all or part of the actual expenses incurred by them.

### Proposed Amendment #9

#### Article XVI Responsibility of Local Chapters #1/#2

(1) submitting their financial statement and all back up documentation to the Audit Committee Chair prior to the annual audit being conducted at the ~~Spring Meeting Mid-year~~; and

(2) submitting a Chapter Report to include, bank name and address, bank account number, a proposed budget and financial statement to the TCCA Board of Directors prior to the ~~Spring Mid-year~~, Pre Conference and Annual Business Meetings as directed by the Board



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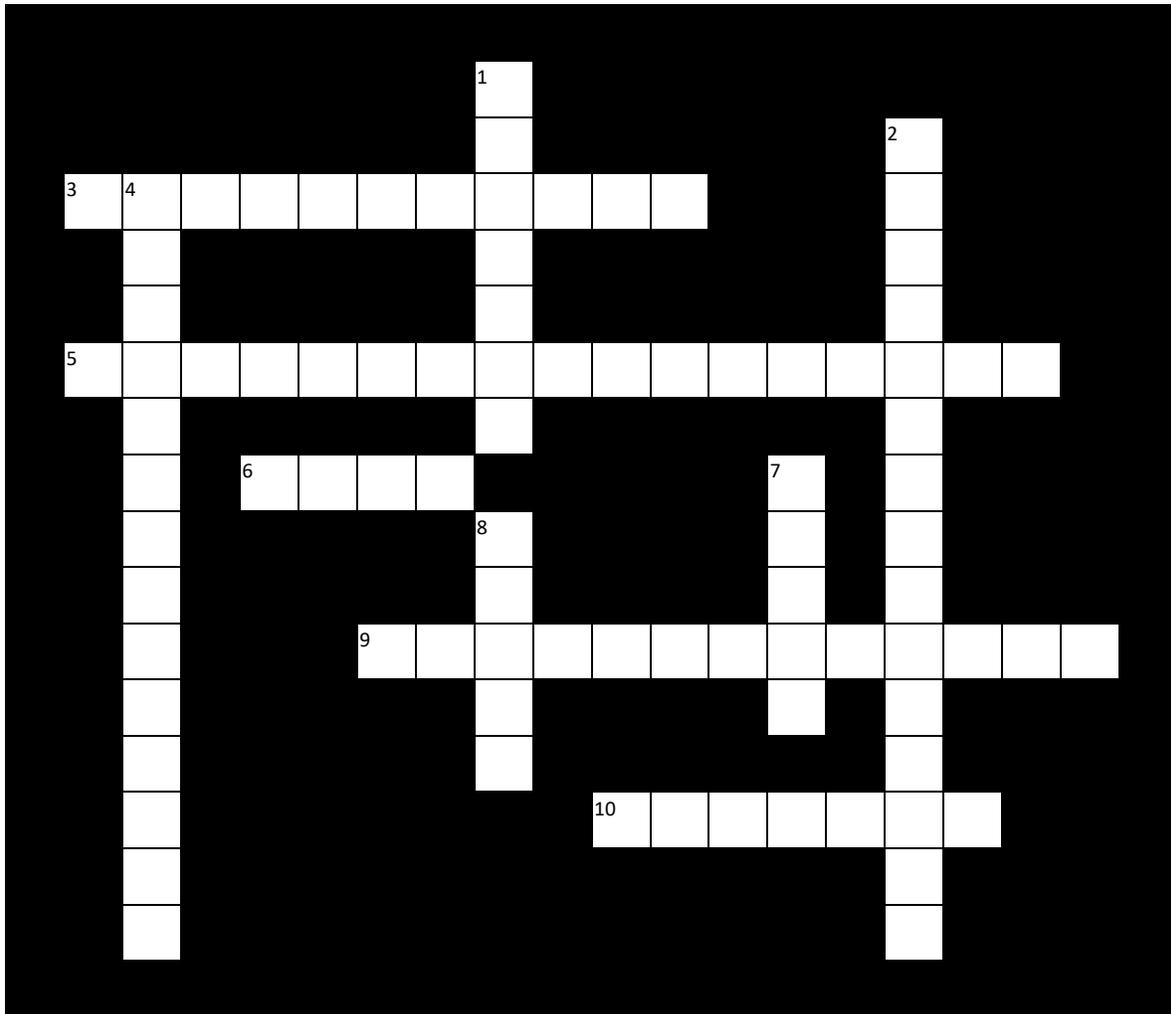
Principal Office: Austin, Texas. The attorney responsible for the contents of this advertisement is Carmen Perez.

**A TCCA Titanium Sponsor**

# Crossword

**\$25**

What month does TCCA hold its annual conference? Play and enter a chance to win a \$25 gift card donated by Lisa Howard, from the City of Hurst. Please email your answers to [rmartinez@westlakehills.org](mailto:rmartinez@westlakehills.org) no later than 3pm on June 7th. The winner will be announced via TCCA's Facebook page and you will be contacted directly. Ready, Set, Action!



## ACROSS

3. What is the name of Plano's only disc golf course
5. What year was most of Plano burned down
6. What year was Plano incorporated in
9. What notable actor from Gossip Girl is from Plano
10. What did the first settlers originally want to call Plano

## DOWN

1. What major retail chain has its headquarters in Plano
2. What park in Plano has an Oak tree estimated to be over 500 years old
4. What kind of climate zone is Plano considered
7. A 168,000 square foot pool located in Plano is in the shape of what state
8. What city is the 4th largest city in the DFWA area

# READ ME!

## ASK ROBBY

West Lake Hills Presiding Judge

A common question among municipal court clerks is, "When do we issue an FTA?" Those three letters, of course, are shorthand for failure to appear; and, like many things in municipal court practice, the answer is not as straightforward as it may initially appear. Depending on which legal mechanism is being invoked when using the phrase failure to appear, there may be different players, different consequences, and different processes.

### Criminal Offense

Failure to appear most often refers to the criminal offense Bail Jumping and Failure to Appear, found in Section 38.10 of the Texas Penal Code. The code provides that it is an offense if a person lawfully released from custody intentionally or knowingly fails to appear in accordance with the terms of his release. Practically speaking, this means that if an individual does not appear in municipal court as promised, the State may file a separate criminal charge for the person not appearing. The original criminal offense to which the person failed to appear is called the underlying charge and is distinct from the non-appearance offense. Adding to the confusion, a different non-appearance offense, Violate Promise to Appear, exists in the Transportation Code if the underlying offense is found in Subtitle C of the Transportation Code.

### Warrant of Arrest

Failure to appear also sometimes colloquially refers to the legal mechanisms that a court may use in order to bring someone before the court. In municipal court, this often means the arrest warrant authorized in Article 45.014 of the Code of Criminal Procedure. The code provides that before a judge may issue the arrest warrant "for the defendant's failure to appear at the initial court setting, including failure to appear as required by a citation," a number of additional notice requirements must be met. Among these, a date and time within a 30 day period following the notice when the defendant must appear and information regarding the alternatives to payment if the person is unable to pay. Once these requirements are met, the judge may decide whether to issue an arrest warrant for the defendant's failure to appear.

The confusion over "issuing an FTA" results when the two meanings above (criminal offense and warrant of arrest) are comingled. Remember that words have meaning. Legal words have both meaning and consequence. In short, a court, judge, or clerk may never issue an FTA in the criminal sense any more than the court may issue a Speeding citation. Only the State, represented by the prosecutor, may pursue a new criminal offense. It is solely the prosecutor's decision on whether to file the offense. The judge may, however, issue an arrest warrant once certain legal requirements are met. This is true even if the State decides not to pursue a non-appearance offense. The two authorities are separate and distinct.

To answer the question, "when do we issue an FTA" consider what is meant by the phrase. If it is in reference to the criminal non-appearance offense, the prosecutor decides when and if to file the charge. If it is in reference to an arrest warrant, then the judge decides, based on the law, whether to issue the warrant.

***Always remember to confer with your Presiding Judge and City Attorney with help on legal questions.***

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## Education & Certification

### Have you logged in to check your renewal status?

Your TMCEC Personal Academic Profile has many of the answers you seek!

<http://register.tmcec.com/web/online>

#### Number of Clerks Certified at Each Level as of May 10, 2018:

Level I – 679

Level II – 535

Level III – 87

It is NOT necessary for you to file a “Renewal Application” if you are a Certified Court Clerk Level I or II AND have attended a 12-16 hour TMCEC program or the TCCA Annual Conference. These renewals are done automatically within a few weeks, given proper completion of the “Record of Attendance”.

The deadline to complete your required hours of education and renew your certification is August 31st, 2018. If you need additional education hours, do not delay.

Once logged in, click on the “Certification Renewal” tab to show the most current renewal year. For example, if you have already renewed for FY17 it will say “2017-2018 Yes”. Written renewal confirmations **will no longer** be mailed and all of your information will be available to you on your online personal profile.

**Rhonda Kuehn, Brenham**  
**TCCA Education &**  
**Certification Co-Chair**

### ATTENTION

**Updated Study Guides:**  
**Level 1 - completed February 28, 2018**  
**Level 2 - completed March 31, 2018**

**New tests roll out May 1, 2018.**

I  
II  
CMCC

### Approved Providers for Education Credit

GCAT (Governmental Collectors Association of Texas) - TBD

TCAT (Teen Court Association of Texas) - TBD

TCCA (Texas Court Clerks Association)

20 hours approved for 2018

TMCA (Texas Municipal Courts Association) - TBD

TML (Texas Municipal League) - TBD

NCSC (National Center for State Courts)

Not all courses may be approved. Please inquire before registering/attending a NCSC course

ICM (Institute for Court Management)

NACM (National Association of Court Managers)

Not all courses may be approved. Please inquire before registering/attending a NACM course

TDLR (Texas Department of Licensing and Regulation)

Approved Training for Court Interpreters

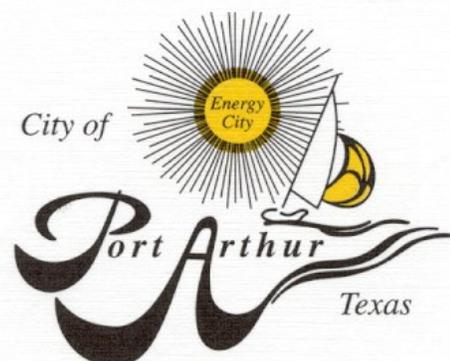
TSL (Texas State Library) Webinars (up to 8 hours)

TMCEC (Texas Municipal Courts Education Center)

TMCEC Live or Archived Webinars (up to 8 hours)

TJCTC (Texas Justice Court Training Center)

Up to 12 hours on the Criminal Track for Justice of the Peace Clerks only. Municipal Court Clerks may not obtain credit for this training



## **Free One Day Clinic**

The TCCA Education Committee in partnership with TMCEC will offer the following free One Day Clinics on *Procedural Justice*. This training is open to judges, clerks, prosecutors, and bailiff's/city marshals. 4 hours of education credit (flex-time credit for judges) will be offered. Lunch will also be provided. Hotel rooms will not be provided. Attendees will need to make and pay for their own hotel reservations should they need one. Registration for the class is available thru TMCEC.

**June 13<sup>th</sup> - Hurst - 10:00 am to 3:00 pm**

**June 28<sup>th</sup> - Jersey Village - 10:00 am to 3:00 pm**

## **Certification Testing**

*Membership Status Verified* - To receive the \$75.00 reduced testing fee, you must be a member in good standing of the Texas Court Clerks Association (TCCA) or Texas Municipal Courts Association (TMCA) at the time you register to test. Membership is verified and those who are not a member of either organization will be invoiced for the balance due. Testing results **will not** be released until all outstanding fees are paid. To ensure that there are no delays in obtaining certification, please ensure that you are a TCCA or TMCA member in good standing before registering to test or remit the correct fee for non-member testing.

### **Upcoming Testing Opportunities**

June 29<sup>th</sup> - Hurst - 9:00 am to 1:00 pm

July 30<sup>th</sup> - Midland - 10:00 am to 2:00 pm

August 17<sup>th</sup> - Texas City - 9:00 pm to 1:00 pm

October 7<sup>th</sup> - Plano - 8:00 am to 12:00 pm

### **Upcoming Prep Sessions**

June 20<sup>th</sup> - Irving - 9:00 am to 1:00 pm

October 6<sup>th</sup> - Plano - 1:00 pm to 5:00 pm



## **PRIVACY PROTECTION FOR JUDGES**

One of S.B.42's key features is the protection it affords to judges and their spouses relating to public access to their personal information. The law places restrictions on public access to the residence address of a judge or judge's spouse that may be maintained in records of the Texas Ethics Commission, a county registrar, and a county appraisal district. The law also allows a judge and judge's spouse to replace their home address on their driver's license with the address of the courthouse in which the judge serves. The protections apply to municipal judges, as well as other levels of the judiciary. The new law requires that OCA inform certain entities of a judge's qualification for office. These entities in turn must do the following:

- Texas Ethics Commission - Remove or redact from any financial statement that is available to the public the residence address of a judge, or the spouse of a judge.
- County Registrars - Omit from the registration list the residence address of a judge and a judge's spouse.
- Appraisal Districts - Restrict access in appraisal records to the residence address of a judge and a judge's spouse.
- Department of Public Safety - Omit the residence address of a judge and a judge's spouse on the license holder's license and to include, in lieu of that address, the address of the courthouse in which the judge serves.

OCA sent out an email on January 12, 2018 to all judges, notifying them of these and other changes by S.B.42. This letter contained access to an on-line questionnaire in which essential information is provided to OCA to help provide judges these protections. If you did not receive the letter, please contact OCA for a copy of the email and access to the questionnaire:

[hector.gomez@txcourts.gov](mailto:hector.gomez@txcourts.gov). You are not required to respond to the questionnaire; however, if you do not, the privacy protections available to you under the law may be limited or delayed in their application.

## CHANGES COMING FOR Level 1 and Level 2 Prep Sessions

With the advent of numerous online tools and a stronger educational role of TCCA Chapters-the TCCA Education Committee has decided to move Level 1 and Level 2 Prep Sessions to the Chapter level.

Participants at TMCEC regional schools have had to make a decision between “pre-conference” sessions and prep sessions. The Pre-Con sessions are very valuable, making the decision very difficult to make. Further, the optional sessions would often add a day of travel, and or additional time out of the office-making the sessions impractical for some to attend.

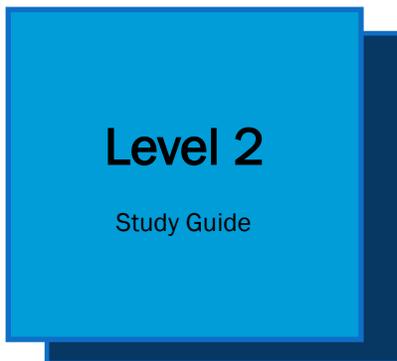
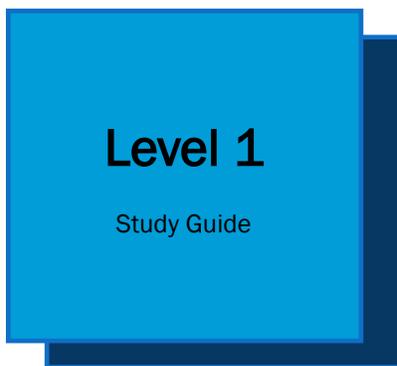
Beginning in the new academic year (September 2018) all TCCA regional Chapters will be directed to add Prep Sessions to their academic roster.

The goal is to have a session a few weeks prior to a test being conducted (either by TMCEC or TCCA) in their region—this will give participants an opportunity to attend a session and still have time to further prepare prior to testing. This will also allow the participants to network with others in the process-encouraging and supporting each other through out. Promoting the use of online resources; such as flash cards, practice exams, etc. will be strongly encouraged.

The Education Committee will work with Chapter Presidents and Education Chairs to offer assistance in the form of facilitators and materials. Committee members will make themselves available to the chapters to offer whatever other help is needed.

Pat Riffel  
Co-Chair of Education Committee

### TO REVIEW UPDATED STUDY MATERIALS SELECT YOUR GUIDE BELOW.



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The advertisement features a blue background with an underwater scene of dolphins. A white box in the upper left contains the text "CONNECTED COMMUNITIES ARE SMARTER COMMUNITIES". Below this, a paragraph of text describes Tyler's software solutions. At the bottom right is the Tyler Technologies logo and tagline.

## Certifications from January - April 2018

### Level I (17)

Jacqueline Deland, Austin  
Stephanie Townsley, Pottsboro  
Marva Brown, Port Arthur  
Valarie Ramos, Mesquite  
Debbie Griffin, Killeen  
Allison Andrews, Keene  
Laura Trevino, Pearsall  
Deborah Klekar, San Marcos  
Amber Watson, Azle  
Heather Kordinak, San Marcos  
Maegan Traveler, Pearland  
Monica Suarez, Pearland  
Shaquinta Stimpson, Port Arthur  
Lauren Morgan, Port Arthur  
Mindi Smith, Aledo  
Elizabeth Cash, Lockhart  
Ashlee Garcia, Houston

### Level II (4)

Chriselda Abundiz-Wright, Lewisville  
Melisa Laboy, Killeen  
Christie Stevens, Rockport  
Kaitlynn Jasinski, Conroe

### Level III (1)

Rosena Becker-Ross, Mount Enterprise



The TCCA Education and Certification Committee goes “glamping” in Warrenton, Texas! The committee which oversees the Municipal Court Clerk Certification Program meets 3 times per year usually in hotels. In an effort to reduce expenses, the committee held their February meeting at the “Glamp Inn”. It was a very productive, yet relaxing weekend. Pictured left to right: Tammy Odom (Texas City); Rhonda Kuehn (Brenham); Pat Riffel (Friendswood); Landra Solankysy (Seguin); Joe Solankysy (Landra’s husband and the committee’s awesome chef for the weekend) and Sterling VanCoutren (Glamp Inn owner and guest entertainer).

## Change is underway

### ON THE LEVEL III REQUIRED READING MATERIALS.

The TCCA Education Committee in partnership with TMCEC formed a sub-committee to complete a periodic review of the Level III required reading. This project is scheduled approximately every 5 years with an overall goal to refresh and update this high level of learning. It is essential to maintain materials that are relevant and significant in today's business environment. The Book Review Team met in Plano in March 2018 and developed comprehensive plan for implementation and a scheduled release of the revised book list.

Why Yes! I do have the answers to the most looming questions you may have!

#### When will the new list of books be published?

September 1, 2018 (Target date)

#### Will the number of books be reduced?

Yes, they will reduce from 16 to 14.

#### When will I be required to test on the new books?

L3 Exam 2020 will commence on September 1, 2019.

#### What is the last date I can take the exam on this set of books?

The last time L3 Exam 2018 will be administered is on the final exam site in August 2019, date to be announced.

#### When will the study questions for L3 Exam 2020 be released?

These dates will vary and will continue to be published on the website by title as they become available.

Don't let these changes slow your study progress. The team is committed to keep you moving forward in your Level III goals. Here are some helpful hints as you plan your course of study.

1. We are continuously looking for Audio and e-Books to compliment the hard copy books which have been a valued study tool.
2. Protecting Court, by Jimmie Barrett book is no longer in

#### 2018 Book Review Team

*April Christiansen, Cedar Park*

*Chrissy Dahse, Willis*

*Janis Fletcher, Sherman*

*Melissa Lindberg, Odessa*

*Pat Riffel, Friendswood*

*Tracie Glaeser, TMCEC*

publication which made it a priority change. A new book, Court Security for Judges, Officers and Court Personnel has been selected. The release date for this publication is June 30, 2018. Stay tuned for more information. Continue to study Protecting Court. The content between the two books are quite similar with many of the same historic references and will not affect the exam questions.

3. The Caseflow Management book is now only available by download and will no longer be offered in hard copy through the borrowing program.
4. The Financial Management Handbook has now become an excerpt that excludes charts and other outdated subject matter. It is currently available on our website by download and will no longer be offered in hard copy through the borrowing program.
5. L3 Exam 2020 Part C has the least change. Hiring & Firing has been moved to Part C from Part A.
6. The books have been reorganized in a more topic relative order with focus on keeping an equal number of books within each part.

The next meeting will be in Austin in June 2018. You are always welcome to give your input to any of the representatives of the Book Review Team.

## TEXAS COURT SECURITY INCIDENTS REPORT

The Office of Court Administration in March provided a detailed statistical [report](#) involving courts. S.B.42 adds Section 29.014 to the Government Code chapter outlining general provisions for municipal courts and Section 30.00007 to the Government Code chapter for municipal courts of record. This section creates a new requirement that the presiding municipal

judge establish a court security committee within the city. The committee, chaired by the presiding judge, is meant to establish policies and procedures necessary to provide adequate court security. In addition to the presiding judge, the committee is required to include a representative of the agency or entity that provides primary security for the court, a representative of the city, and any other person that the committee determines will be of assistance. S.B. 42 also requires that the county create a similar committee for county courts.

# B is for Board



## Executive Board:



**Lisa Howard, Hurst**  
President  
lhoward@hursttx.gov



**Landra Solansky, Seguin**  
Vice President  
lsolansky@seguintexas.gov



**Paul Rex, Jersey Village**  
Secretary  
prex@cijersey-village.tx.us



**Kimberly Kierce, Richardson**  
Treasurer  
Kimberly.kierce@cor.gov



**Tammy Odom, Texas City**  
Immediate Past President  
todom@texas-city-tx.org

*"We cannot lead where people don't want to go but cannot ignore where we need to go." Ralph Ferguson, Garland, Texas (Former North Texas President -1989)*

## Chapter Presidents:



**Veronica Mickell, Round Rock**  
Central Texas President  
vmickell@roundrocktexas.gov



**Jennifer Bozorgnia, Irving**  
North Texas President  
jbozorgnia@cityofirving.org



**Laura Garza, Corpus Christi**  
South Texas President  
lauragar@cctexas.com



**Karen Armstrong, Greenville**  
Northeast Texas President  
karmstrong@ci.greenville.tx.us



**Rhonda Kuehn, Brenham**  
Gulf Coast President  
rkuehn@cityofbrenham.org



**Gabby Scott, Snyder**  
West Texas President  
ggscott@ci.snyder.tx.us



**Diana Olack, San Antonio**  
Freedom Trail President  
diana.olack@sanantonio.gov

Brittany Rychlik, Missouri City  
brittany.rychlik@missouricitytx.gov Technology  
April Christiansen, Cedar park  
april.christiansen@cedarparktexas.gov  
Ethics  
Sean Leonard, Southlake  
sleonard@ci.southlake.tx.us Internal Audit

**If you are interested in serving on one of the TCCA Committees, please complete a Committee Member Request [Application](#)**

# B is for Board continued



## Directors at Large:



**Jennifer Dorsett, Wataugua**  
Scholarship Chair  
[jdorsett@wataugatx.org](mailto:jdorsett@wataugatx.org)



**Brittany Rychlik, Missouri City**  
Technology Co-Chair - CVENT  
[brittany.rychlik@missouricitytx.gov](mailto:brittany.rychlik@missouricitytx.gov)



**Jennifer Billings, Dayton**  
Merchandise Chair  
[jbillings@daytontx.org](mailto:jbillings@daytontx.org)



**Gloria López Carter, Dallas**  
Legislative Chair  
[g.carter@dallascityhall.com](mailto:g.carter@dallascityhall.com)



**Robert Martinez, Jr., West Lake Hills**  
Publications Chair & Chapter Steering Chair  
[rmartinez@westlakehills.org](mailto:rmartinez@westlakehills.org)



**Sheli Masterson, Irving**  
Co-Chair of Conference Planning  
[smasterson@cityofirving.org](mailto:smasterson@cityofirving.org)

## WELCOME NEW BOARD MEMBERS



Sheli Masterson from the City of Irving was appointed by the Board to finish the remaining term for former Director at Large, Jason Contatore and has been assigned the Co-chair or the Conference Planning Committee.



Gabby Scott from the City of Snyder was appointed by the Board to finish the remaining term of former West Texas Chapter President, Jeanne Wilson and has been assigned to the Bylaws Committee.

## IN REMEMBRANCE OF



**Judge Guy Morphew, Jr.**  
October 20, 1942 - April 19, 2018

Judge Guy Morphew served as the Associate Judge for the City of Greenville. Thank you for your service.



**Frank Leslie Breedlove**  
April 6, 1933 - January 25, 2018

Mr. Breedlove was employed by the City of Dallas in 1968 and was the first African American Executive in the city's history. He also served on the TCCA Board.



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# Northeast

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## Northeast Keeps Up-to-Date

The Northeast Chapter hosted an educational opportunity on April 10, 2018 at the Lindale Municipal Court Meeting Room in Lindale, Texas. There were 15 clerks in attendance representing 11 different cities. The 4-hours of education included a variety of topics. An 'Active Shooter,' session taught attendees how to protect themselves and those around them - in an active shooter situation. Another topic, current drug trends, provided information about the different types of new, illegal substances - invading our communities and the effects that these substances are having on law enforcement. Finally, attendees learned how cities can encourage citizens to comply with the municipal ordinances they are trying to enforce. The Active Shooter and Current Drug Trends classes were taught by Officer Daniel Morgan who has served at the Kilgore Police Department since 2006 and has been a Peace Officer for over eighteen years. Officer Morgan has

Congratulations to Julie McGowan of Van for the birth of her first grandchild!

an Advanced Peace Officer License and has held the positions of Crime Scene Officer, Senior Officer, Field Training Officer and Patrol Corporal. Officer Morgan was formally a Task Force Officer with the United States Department of Justice, Drug Enforcement Administration. Officer Morgan was also assigned to the Kilgore Narcotics Unit until January 2017 when he assumed the role of Gregg County Constable for Pct. 3. The Code Enforcement class was taught by Blake Armstrong, who is a member of the Texas City Attorney's Association and acts as the City Attorney for the following cities: Athens, Whitehouse, Mineola, Gun Barrel City, Troup, Chandler, Winona, Elkhart, Eustace, Seven Points, Murchison, Star Harbor, Payne Springs, Log Cabin, Caney City, Poynor, Tool, Clarksville City and White Oak.



# Central Texas

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Chapter President Veronica Mickell appoints Tracy Ventura with the Liberty Hill Municipal Court to finish the term of former Treasurer, Wende White.



Welcome to the Board Tracy



## Central Texas Chapter travels the Distance

"Mara Dudley has been instrumental in reaching out to smaller courts within the area and because of that we've had good turnouts" says the Chapter President. The Chapter is focusing on hosting meetings further out from the normal locations such as Granite Shoals and Lampasas in order to reach those who may not normally attend meetings. If you'd like to host a Chapter meeting you may reach out to any of the Chapter's Board of Director's.



Chapter meeting in Lampasas

# Gulf Coast

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## 2017 Gulf Coast Chapter



CLERK OF THE YEAR

Congratulations to Anne Nieto of Sugar Land for being recognized as the GCC Clerk of the Year!

### Chapter Scholarships

Congratulations also go out to Anne Nieto of Sugar Land and Na'Stacia Rhodes of Texas City as they were selected to receive the 2018 Gulf Coast Chapter Scholarship to attend the Annual TCCA Conference in Plano on October 8<sup>th</sup>-10<sup>th</sup>.



Texas Court Clerks Association

\*Note - Beginning in 2018, Chapter meetings will be held on **Mondays** in the **Missouri City Municipal Court** located at: 3845 Cartwright Road Missouri City, Texas.

# North Texas

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## North Texas Chapter Members,

Hope everyone's year has been great so far! There's only a few items I wanted to make our members aware of:

### Historian Appointed:

Thank you to Tammy Clark (Irving) for volunteering to serve as the North Texas Chapter Historian. Going forward, please send any and all pictures from your courts or events to her at [tclark@cityofirving.org](mailto:tclark@cityofirving.org). She'll be responsible for keeping these memories and using them to create our chapter scrapbook annually.

### Chapter Scholarship Recipient Announced:

Congratulations to Janis Fletcher (Sherman)! She is our 2018 North Texas Chapter Scholarship Recipient. She will be representing our Chapter at the Annual TCCA Conference in Plano!

### Summer Mixer:

Katy Tagg (Arlington) has been diligently gathering information for a Summer mixer! We understand how difficult it can be to get away from your office, but we wanted to provide our members additional opportunities throughout the year to network and spend time together. In the near future, expect a very brief survey requesting your opinion on the times and places we would be most successful!

### Curriculum Development:

This year's Curriculum Development Day has been scheduled for Friday, July 20<sup>th</sup> from 9am-4pm. Thanks to the Hurst Municipal Court for hosting us! If you would like to participate in the planning of our 2019 education (both topics, locations and dates), we would love for you to attend! It's open to all of our members! We'll send out information on how to reserve your place in the next few weeks.

Thanks for all you do as members of our Association! I know I say this often, but our members are the reason we're such a great chapter! I love being your Chapter President. ♥

Sincerely, Jennifer Bozorgnia



# West Texas & Panhandle

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### A message from your Chapter President, Gabby Scott

Hello members. I'm looking forward to being your Chapter President. I would like to welcome Lilia Worrell from the City of El Paso as your West Texas Chapter Vice President. She has volunteered to take this position. We are still seeking other members who can serve in the Secretary and Treasurer positions. If you're interested, I can go over with you what the responsibilities would be. Lilia and I are also working on how Chapter members can meet via video or conference calls due to the distance. I know the struggle of how long it takes for everyone to travel for a meeting. We have not given up and where there is a will, there is a way! We want to stay chapter strong!

### City of El Paso clerk makes it on Facebook

Bea Anguiano is City of El Paso's longest tenured employee! She has NO plans of retiring anytime soon, check out her whole story!



## MISSION STATEMENT

The mission of the Texas Court Clerks Association is to provide members with a source of quality judicial education essential to establishing the highest level of professional standards and maintaining public confidence.

### JOIN OUR MISSION

## ELECTION NOMINATIONS

December 2018 completes the terms of office for the following positions:

**President, Secretary, and Three (3) Directors at Large.**

The Elections Nominations Committee is requesting nominations be made for those who may be interested in serving on the Board of Directors.

# Freedom Trail

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## The City of Seguin hosts the 10th Annual "Clerks and Judges Brunch"

Friday, May 18, 2018 the City of Seguin offered 4 hours of education on "Last Vegas October 1, 2017 - Being There" and "Stop the Bleeding. The classes were interactive and participants got to get hands on experience.

## Calling all Level 1 & 2 Testers

The Freedom Trail Chapter extends an invite to host a Prep Session to all those who are preparing to test for Level 1 & 2. Please contact Chapter President, Diana Olack

[diana.olack@sanantonio.gov](mailto:diana.olack@sanantonio.gov)



# South Texas

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## Chapter President, Laura Garza celebrates Certifications

Adrienne Dill of Corpus Christi completed her level II Certification in April of this year and Guadalupe Moreno of Harlingen completed her Level I Certification in May. Congratulations to both of you from your Chapter! I encourage all South Texas Chapter members to continue working towards completing their certification goals!

**You've gone too FAR**

Don't miss reading articles related to studying for certifications on pages 13 and 15. Changes are coming to both Level I and II Prep sessions along with changes to the Level III books.



Dear Fellow Court Clerks,

Summer is approaching and, personally, I am so ready!

I am very excited to invite you all to the 2018 TCCA Annual Conference in Plano, Texas this October! We are going to have such a great conference...we will have excellent accommodations at the beautiful Hilton Granite Park Hotel in Plano; exciting education; great networking; and evenings on your own to shop, eat and spend time with old and new friends. The Granite Park Boardwalk is right outside of the Hotel and a short walk to all kinds of establishments for food, beverages, and outside enjoyment. I think you will love this location! Please make sure to register

as soon as registration opens and remember to make your hotel reservations on your own.

“Thank you” to the Board for all that you do to keep this Association running and thriving. I want to extend a HUGE “Thank you” to Tammy Odom, your Past President and Conference Planning Chair, for all the hours and hard work managing and planning this great conference. It is a massive undertaking and she does it with meticulous grace. Also, a HUGE “Thank you” to Kimberly Kierce, our Treasurer, for all her hard work and making sure we pay our bills. “Thank you” to all the Chapters for continuing to excel in local educational opportunities as well as testing sites. I appreciate each of you for your hard work and dedication to this Association and its membership!

Reminder!! We have a Facebook page for the Texas Court Clerks Association and I encourage you to check it out. This page is a private page, where only those approved can see our posts. Please visit and become a member! Hopefully, most of our Chapters have a Facebook page as well. This is just an additional way to post information, congratulations, and events.

Also, remember to upload a photo of

yourself to your profile page on the TCCA Website if you have not already done so. And, if you have already posted your photo, “Thank you!”- It is so nice to put a face with a name!

My time as your President is slowly coming to an end and it is bitter sweet for me. It has been such an honor and a blessing for me to have had the opportunity to serve as your President these last 4 years. This Association has the best Board Members and Committee Chairs who are truly passionate about education and this association. I have the utmost respect for all those volunteers that work so hard, without pay, each and every day, taking ownership and responsibility for each project and assignment that is handed to them when they already have full time jobs, families, and a life. It is a lot of work to commit to serving on the Board but one that comes with so many personal rewards. I consider it an honor to have served with each of these amazing people. I am very excited to work with the new incoming President come January.

I look forward to seeing you all in Plano in October!!

Many Blessings to you all until we meet again!

We would like to thank you for being a part of TCCA and say thank you to everyone who contributed to June’s edition as well as our vendors. Remember, some links within the newsletter require that you login to TCCA and we hope that you are able to take a moment to check out our [Facebook page](#) as well.

The Scribe is published twice a year, June and December. If you’d like to share an article, your city’s logo or anything with the membership, please email it to [rmartinez@westlakehills.org](mailto:rmartinez@westlakehills.org) and we will do our best to see that it is featured in the next issue of the newsletter. Have a great summer and we’ll see you in Plano this October.

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April Christiansen, Cedar Park : Mara Dudley, Llano : Jennifer Dorsett, Watauga : Robert Martinez, Jr., West Lake Hills : Michelle Smith, Houston