

REGIONAL CLERKS SEMINAR

Hilton Waco

113 South University Parks Drive • 254-754-8484

June 10-11, 2013

Day 1 (Monday) June 10, 2013

- 12:00 – 5:00 p.m. **Registration**
- 1:00 – 5:00 p.m. **Preparation Courses: Clerk Certification Study Sessions**
Level I: Lynda Kilgore, Retired Court Administrator, Baytown
Level II: Elaine Brown, Court Administrator, City of Katy
- 1:00 – 5:00 p.m. **Pre-Conference Session: Tools for Effective Court Administration**
Mark Goodner, Program Attorney & Deputy Counsel, TMCEC and
Katie Tefft, Program Director, TMCEC
- 5:00 – 6:00 p.m. **Welcome Reception**

Day 2 (Tuesday) June 11, 2013

- 6:45 – 7:50 a.m. **Registration and Breakfast**
- 8:00 – 8:15 a.m. **Announcements**
- 8:15 – 9:25 a.m. **Sovereign Citizens: Threats to Our Courts?**
Ryan Kellus Turner, General Counsel & Director of Education, TMCEC
- 9:40 – 10:35 a.m. **Fun with Fees**
Katie Tefft, Program Director, TMCEC
- 10:50 – 12:00 p.m. **Internal Controls: Keeping Tabs on the Court’s Cash**
Jaime Brew, Court Administrator, City of Sugar Land
- 12:00 – 12:50 p.m. **Lunch**

	Track A – JUVENILES	Track B – PROCEDURES	Track C – SHARED
1:00 – 1:55 p.m.	ABCs in Municipal Court: An Elementary Exploration of the Alcoholic Beverage Code* Pat Riffel, Court Administrator, City of Pearland	So You Think You Can’t Be Sued? A Primer on Immunity for Clerks Fred Garcia, Court Clerk, City of San Antonio	Foreign Language Interpreters Carrie Chavez, Attorney, Dallas
2:05 – 2:55 p.m.	Juveniles Behind the Wheel: Laws for Young Drivers* Mara Dudley, Court Administrator, City of Llano	Dissecting DSC* Leisa Hardin, Court Administrator, City of Mansfield	Talking to Your Town (DRSR)* Stella Mata, Deputy Clerk / Juvenile Case Manager, City of Forest Hill
3:05 – 3:55 p.m.	Transfer of Juvenile Cases Shelai Mullins, Juvenile Case Manager, City of McKinney	The MVP of Jury Trials Tammy Odom, Deputy Court Clerk, City of Sweeny	Understanding 3rd Party Collections Bill Ragsdale, Presiding Judge, City of Ingram
4:05 – 5:00 p.m.	Dealing with JNAs (Juveniles Now Adults) Mark Goodner, Program Attorney & Deputy Counsel, TMCEC	The New Laws of Disqualification and Recusal Cathy Riedel, Senior Associate, Bojorquez Law Firm, PLLC, Austin	Alive @ 25* Kevin Cotton, Training Director, Texas Alive Team and Deputy Sheriff, Travis County

5:00 p.m. **Adjourn**

* Denotes Municipal Traffic Safety Initiatives (MTSI) or Driving on the Right Side of the Road (DRSR) curriculum funded by a grant from the Texas Department of Transportation.

TEXAS MUNICIPAL COURTS EDUCATION CENTER
FACULTY ROSTER: WACO
Regional Clerks Seminar
June 10 - 11, 2013

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FACULTY BIOGRAPHIES

JAIME BREW

Jaime Brew is the Municipal Court Administrator for the Sugar Land Municipal Court. She has worked in municipal courts for almost six years. Prior to working for the Sugar Land Municipal Court, Ms. Brew was employed by the Killeen Municipal Court of Record. During her tenure at the City of Killeen, she held the positions of Clerk of the Court and the Compliance/Collections Manager. Ms. Brew has a very diverse work history; she has previously worked in the areas of mortgage lending, finance, and banking. She received her Bachelor of Business Administration degree from Texas A&M University in College Station, Texas. She also received her Master of Business Administration degree from the University of Mary Hardin-Baylor in Belton, Texas. Ms. Brew has participated in the Texas Court Clerks Certification Program and was recently named the 53rd clerk in the State of Texas to become a Certified Municipal Court Clerk (CMCC). She is a member of the Texas Court Clerk Association and serves on several State committees such as the Bylaws, Certification and Education, Membership, Public Relations, Publication, and Website Committees.

ELAINE BROWN

Elaine Brown is the Municipal Court Clerk/Administrator for the City of Katy, a position she has held since 2000. Ms. Brown achieved her Level I Certification in 2002, her Level II in 2003, and in 2005, she became the 20th clerk to achieve her Certified Municipal Court Clerk (CMCC) status.

Ms. Brown was the Gulf Coast Chapter Secretary from 2001-2003. She held the position of Gulf Coast Chapter Treasurer from 2004-2007. In 2006 she was the Gulf Coast Chapter Clerk of the Year. She is currently the Gulf Coast Chapter V-President. Ms. Brown is a Committee Member on the Nominations Committee and the Budget Committee

Ms. Brown has been on the TCCA Board of Directors since 2002. She has held the position of TCCA Certification Program Financial Manager since 2007. Ms. Brown was the Committee Chair for the TCCA Nomination Committee in 2002-2006 and again in 2008-2009. She has held the Committee Chair for the TCCA Vendor/Sponsor Committee in 2006, 2008, and 2009. Ms. Brown has been the TMCEC Level I & Level II Facilitator since 2004.

Her peers awarded her with the 2009 Excellence Award at TCCA Annual Conference in Abilene for her selfless and outstanding contributions to her profession and her colleagues.

CARRIE CHAVEZ

Carrie Chavez is an attorney in private practice in Dallas, specializing in Juvenile Delinquency and Child Welfare cases. Ms. Chavez attended the University of Texas at Austin, receiving a B.A. in Government in 1990. She received her J.D. in 1993 and was licensed to practice law that same year. Her areas of practice have included criminal prosecution, criminal defense, and family law. In addition to having her own law practice, she previously worked for the Dallas County District Attorney's Office and the Collin County District Attorney's Office. Ms. Chavez served as a Municipal Court Judge for the City of Dallas from 2004 to 2012.

KEVIN COTTON

Kevin Cotton is the Chairman of the Board of Directors and Training Director for the Texas Alive Team. He has spent much his career focused on issues related to juvenile justice and has brought that wealth of experience to the Texas Alive Team. He has been a Travis County Sheriff's deputy for the last ten years. Six of those years, Deputy Cotton has acted as a school resource officer serving in Austin area high schools. Prior to his career with the Sheriff's office, he served as a juvenile probation officer in Travis County.

MARA DUDLEY

Mara Dudley has been the Court Administrator for the City of Llano for the last three years and has worked in the Llano Municipal Court since 2005. She is a Level II Municipal Court Clerk and is currently working toward her Level III certification.

FRED GARCIA

Fred Garcia is currently the Municipal Court Clerk for the City of San Antonio. Mr. Garcia graduated from St. Mary's University with a degree in business administration and later Texas Tech University with his Juris Doctorate degree.

Mr. Garcia has previously worked as a municipal court prosecutor, and bank auditor, and he has also served as an attorney in a private practice that concentrated on criminal defense and family law.

MARK GOODNER

Mark Goodner serves as the Presiding Judge for the City of Woodcreek and is the Program Attorney and Deputy Counsel for the Texas Municipal Courts Education Center. Prior to joining the Center, he worked in civil litigation in Austin. Mr. Goodner graduated from the University of Texas, School of Law with a juris doctorate and certification in the Graduate Portfolio Program in Dispute Resolution in May of 2007. While in law school, he worked in the mediation clinic, was a finalist in the Thad T. Hutcheson Moot Court Competition, and served on the executive board of Assault & Flattery.

LEISA HARDIN

Leisa Hardin joined the City of Mansfield in 2011 and serves as Court Administrator. She retired from the City of Crowley after 26 years in the municipal court. Ms. Hardin is the Past President of the Texas Court Clerks Association, she served as the Education Chairperson for four years, and was instrumental in the development of the Certification Program. She has served as Secretary of the Texas Municipal Courts Association and on numerous committees through the TCCA and the TMCA.

Ms. Hardin was honored with the highest award given by the Texas Court Clerks Association -- in 1998 she received the Award of Excellence. The Texas Municipal Courts Association presented her with the Clerk of the Year Award in 2000.

LYNDA KILGORE

Lynda Kilgore recently retired from being the Court Administrator for the La Porte Municipal Court. She previously retired as Court Administrator for the City of Baytown after 23 years.

Ms. Kilgore has served as President of the Gulf Coast Chapter and Vice President of TCCA. She has served as a member of the Education Committee for TCCA, has received the TMCA Clerk of the Year Award, the TCCA Clerk of the Year Award and the Award of Excellence from TCCA. Recently, as a member of the Salary Survey Committee, she received the Board of Directors award. She is a member of TCCA, TMCA, and NACM. Active in her community, Ms. Kilgore has served as a member of the Executive Board for Baytown Resource and Assistance Center, United Way Allocations Committee, Partners in Youth of the Baytown YMCA, Federation of Houston Professional Women, National Business Honor Society Alpha Beta Gamma, and is a Life Member of Houston Livestock Show and Rodeo. She was recently honored as the 2008 Manager of the Year for the City of La Porte.

She has one son and two granddaughters. An avid Elvis fan, one of her granddaughters is named Presley.

STELLA MATA

Stella Mata came to the court with a strong background in financial banking. She began her career as a Municipal Court Clerk in 2009 with the City of Mansfield and currently holds the position of Juvenile Case Manager with the City of Forest Hill, where she has developed the program and a strong rapport with the educational community providing a variety of on campus classes. She has obtained her Level I certification in November of 2011, and is currently working on her Level II.

SHELAI MULLINS

Shelai Mullins grew up in Sacramento, California. She started college in Sacramento after high school and then went to BYU to finish her degree in Elementary Education. She moved to Texas in late 2000 with the intent of teaching, but applied for a court clerk position in 2002. She absolutely loved the work, and especially loved working the juvenile dockets. In 2003 she left the court to pursue other interests, traveling to New York and other states. In 2007 the JCM position became available, and she immediately applied, feeling that it combined her interests of teaching and law perfectly. Luckily, she was hired as McKinney's first Juvenile Case Manager.

Since 2007, Ms. Mullins has been able to assist with the formation of the Juvenile Case Manager Association of Texas and it's first ever conference. She was excited to write a piece of legislation in 2011 (SB 209) with her prosecutor and testify in front of the corrections committee. She has started a court community service program and is currently working with McKinney's community development group to fund a juvenile program that would combine resources of many community organizations to assist at-risk youth and their families.

She is also currently training McKinney clerks, SRO's, and juvenile probation officers to understand the role of Juvenile Case Managers and juvenile statutes. The most important thing to know about Ms. Mullins is that she loves her job, but mostly loves being a Mommy to two beautiful little girls.

TAMMY ODOM

Tammy Odom has served as the Deputy Court Clerk and City Clerk for the City of Sweeny since July 2000. She is currently a member of the Texas Municipal Courts Association, President of the Texas Court Clerks Association, and Past-President of the TCCA - Gulf Coast Chapter. She has been the recipient of the Texas Court Clerks Association's Distinguished Service Award (2005), Extraordinary Achievement Award (2006), and the Excellence Award (2007). She was also named Clerk of the Year in 2007 by the TCCA – Gulf Coast Chapter. In 2002, Ms. Odom earned her Certified Court Clerk Level II.

BILL RAGSDALE

Bill Ragsdale is the Municipal Court Judge for the City of Ingram and Justice of the Peace of Precinct Four, Kerr County. He has been a judge for 22 years and has taught clerks for the Justice Court Training Center. He began as a municipal court clerk in 1987.

CATHY RIEDEL

Cathy Riedel is the Senior Associate attorney for the Bojorquez Law Firm in Austin, Texas. She joined the firm after four years as the Program Director at TMCEC. Most of her 34-year legal career has been spent practicing in municipal law. She has worked as Acting City Attorney or Assistant City Attorney for the cities of Georgetown, Round Rock, and Topeka, Kansas, and has represented numerous municipalities through other law firms. She has also served as Municipal Court Judge in the cities of College Station and Liberty Hill.

Earlier in her career, Ms. Riedel worked at the Court of Criminal Appeals as a briefing attorney and research assistant for Judge W.C. Davis. After leaving the Court, she joined the Office of the State Prosecuting Attorney (Texas).

Ms. Riedel received her undergraduate degree from Texas A&M University and her law degree from St. Mary's University. She served as an adjunct professor at Washburn Law School, teaching Trial Advocacy and supervising third-year law students in the Legal Clinic. She has published many articles on municipal law issues and speaks regularly at conferences around the state on a variety of municipal law topics.

PAT RIFFEL

Pat Riffel, CMCC, is the Court Administrator for the City of Pearland. She has a Bachelor's Degree in Political Science and is a Licensed Social Worker. She joined the court clerk profession in December 2002. She is a Level III Certified Municipal Court Clerk. She has also achieved status as a Certified Court Manager through the National Institute of Court Management. She has served as faculty for the Texas Municipal Courts Education Center for seven years. Ms. Riffel is a member of the Texas Court Clerks Associations' Education Committee and chair of the scholarship committee. She is a member of the Gulf Coast Chapter of TCCA.

KATIE TEFFT

Katie Tefft is the Program Director for the TMCEC. Prior to joining the Center, she worked as Project Attorney on the 7th edition of Dawson's Texas Juvenile Law under contract with the former Texas Juvenile Probation Commission (TJPC) and as a Drafting Attorney in the Attorney General's Open Records Division. Ms. Tefft received her Bachelor's degree with honors in Sociology and Economics from Southwestern University in Georgetown, Texas, and her Juris Doctorate with honors in May of 2007 from Mercer University School of Law in Macon, Georgia. She also received a certificate in Legal Writing and Research from Mercer. While in law school, Ms. Tefft clerked in the Narcotics Division of the Bibb County District Attorney's Office.

RYAN TURNER

Ryan Turner is General Counsel and Director of Education for the TMCEC. Prior to joining the Center, he served as Briefing Attorney for Judge Sharon Keller at the Texas Court of Criminal Appeals. Mr. Turner obtained his juris doctorate from Southern Methodist University School of Law. He received his Bachelor's Degree in Psychology with highest honors from St. Edward's University, Austin, Texas, where he now teaches as an adjunct faculty member in the School of Behavioral and Social Sciences. In 2004 he received the School's Adjunct Teaching Excellence Award.

Mr. Turner is currently Deputy City Attorney for the City of Dripping Springs and previously served as a Special Assistant County Attorney for Kendall County.

A native Texan, Mr. Turner was raised in the north Texas town of Vernon. He is the co-author of the books Lone Star Justice: A Comprehensive Overview of the Texas Criminal Justice System and The Municipal Judges Book.

He is currently an advisory committee member on the Texas Judicial Council's Juvenile Justice Committee which is charged with assessing the impact of school discipline and school-based policing on referrals to the municipal, justice, and juvenile courts and identifying judicial policies or initiatives that work to reduce referrals without having a negative impact on school safety; limit recidivism; and preserve judicial resources.