

REGIONAL CLERKS SEMINAR

Hilton Waco

113 South University Parks Drive • 254-754-8484

June 10 & 12, 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 (Wednesday)

June 12, 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?**
David Hamilton, Prosecutor, City of Reno – Lamar County
- 9:40 – 10:35 a.m. **Internal Controls: Keeping Tabs on the Court’s Cash**
Leah Huff, Former Municipal Court Administrator and Court Implementation Consultant,
Keller
- 10:50 – 12:00 p.m. **Fun with Fees**
Katie Tefft, Program Director, TMCEC
- 12:00 – 12:50 p.m. **Lunch**

	JUVENILES	PROCEDURES
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	The MVP of Jury Trials Tammy Odom, Deputy Court Clerk, City of Sweeny
2:05 – 2:55 p.m.	Dealing with JNAs (Juveniles Now Adults) Mark Goodner, Program Attorney & Deputy Counsel, TMCEC	Dissecting DSC* Leisa Hardin, Court Administrator, City of Mansfield
3:05 – 3:55 p.m.	Transfer of Juvenile Cases Shelai Mullins, Juvenile Case Manager, City of McKinney	So You Think You Can’t Be Sued? A Primer on Immunity for Clerks Katie Tefft, Program Director, TMCEC
4:05 – 5:00 p.m.	Talking to Your Town (DRSR)* Brenna McGee, TxDOT Grant Administrator & Program Attorney, TMCEC	Alive @ 25* Renee Koog and Erik Grasse, Sergeants, Georgetown Police Department Professional Standards Division

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 & 12, 2013

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FACULTY BIOGRAPHIES

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 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. She 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. She 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. She has been the TMCEC Level I & Level II Facilitator since 2004.

Ms. Brown has been awarded by her peers with the 2009 Excellence Award at TCCA Annual Conference in Abilene for her selfless and outstanding contributions to her profession and her colleagues.

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.

ERIK GRASSE

Erik Grasse began his civilian Law Enforcement career in 1995 in AZ after serving 9 years as a Security Policeman in the USAF. During his time at both the Mesa and Phoenix Police Departments he served in the positions of Patrol Officer, Field Training Officer, Community Action Officer, Bicycle Officer, Property Crimes Detective, Sex Offender Detective and Child Crimes Detective. During his time in AZ he instructed Burglary Investigations, Crime Prevention through Environmental Design, Crime-Free Multi Housing, and various other Community related programs. Erik received numerous commendations

and accolades while in AZ and in 1999 he was awarded a Lifesaving Medal for performing CPR on an 18 month old after she was pulled out of a pool.

Sergeant Grasse began with the Georgetown Police Department in 2006. He served in the position of Patrol Officer until transferring to the Motor Unit in 2007. During his time on the motor unit he was certified as an Advanced Accident Investigator and responded to and investigated all of the fatal traffic accidents that occurred in the city. He promoted to Sergeant in 2012 and is currently a Patrol Supervisor. He is a member of the departments Leadership Team, Uniform Committee and Awards Committee. Erik is a member of the Dive Team and is a certified Master Underwater Criminal Investigator. He is certified as an instructor through TCLEOSE and teaches the Transportation Code and Accident Investigation at the CAPCOG Academy. He is also a Fitness Instructor, member of the Honor Guard and certified ALERT and Simunitions Instructor. Additionally, Erik is a certified Instructor for the Alive @ 25 Program through the National Safety Council and the Texas Education Agency.

During his time in Georgetown he has received multiple commendations, 2 Lifesaving Medals and in 2009 he received one of the highest awards in the state, the State of Texas Medal of Valor.

DAVID HAMILTON

David Hamilton has been a licensed lawyer in Texas for over 30 years, spending most of that time in private practice. For the last 10 years, Mr. Hamilton has served as City Attorney for City of Reno, Lamar County. Mr. Hamilton began his career as a law enforcement officer, while attending undergraduate and law school at Texas Tech University. He holds the Advanced Law Enforcement License, as well as the Instructor's Certification from the Texas Commission on Law Enforcement Officer Standards and Education. After law school, Mr. Hamilton served as a briefing attorney for the Court of Criminal Appeals in Austin, then began his legal career, which has included five years as a felony prosecutor. A member of the National Order of Barristers, Mr. Hamilton has participated in every type of criminal case, from traffic tickets to capital murder. In addition to his faculty duties with TMCEC, Mr. Hamilton is a member of the State Bar Committee on Child Abuse and Neglect.

Born in Lubbock, Mr. Hamilton's published articles include "Multiple Personality Disorder: Competency and the Insanity Defense" and "Expert Witness Testimony."

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.

LEAH HUFF

Leah Huff has recently joined Gila, LLC d/b/a MSB as a Business Development Executive. She is a former court administrator for the City of Southlake, Texas and a law office administrator/paralegal with Taylor, Olson, Adkins, Sralla & Elam, LLP (a municipal law firm located in Fort Worth), and most recently worked with Tyler Technologies (public sector software company) to implement the INCODE software for courts in Texas and other states. Ms. Huff was on the TCCA Conference committee for over three years and served as a director at large, she is currently a level two Certified Texas Court Clerk, and still serves as a speaker for the TMCEC. This background has given her extensive knowledge on court systems, technology, and the legal environment.

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

RENEE KOOG

Renee Koog is a nine-year veteran of law enforcement and began her career with the Phoenix Police Department in Phoenix, Arizona in April of 2002. During her career there, she was assigned to Patrol Operations in the Cactus Park and Desert Horizon Precincts. While on patrol, she assisted the Vice Units with prostitution stings and the Neighborhood Enforcement Teams (NET) with Community Policing concepts—CPTED and Crime Free Multi-Housing. She was a certified AZPOST Instructor, certified detective, and instructor for the Charlie Check First Child Safety Program.

Sergeant Koog began working for the Georgetown Police Department in March of 2007. She is currently assigned to the Professional Standards Division and Training Unit. She holds multiple certifications, which include: Master Peace Officer, TCLEOSE Instructor, NASRO Advance School Resource Officer, and Attorney General's Gang Investigator. Sergeant Koog was recognized as an Honor Graduate at the Alive at 25 Instructor Program, graduated with honors from the Austin Police Department's Intermediate Leadership Academy, and was named Officer of the Year in 2010.

Sergeant Koog instructs on numerous topics including Gang Investigation, Alive at 25, School Safety, Traffic Safety, Careers in Law Enforcement, Nationwide Train the Trainer Alive at 25, and was requested to instruct at the APD Leadership Academy.

BRENNA McGEE

Brenna McGee is the TxDOT Grant Administrator for the Texas Municipal Courts Education Center. Ms. McGee received her Bachelor's Degree with honors in Government from Georgetown University in Washington, D.C., and her Juris Doctorate in May of 2012 from The University of Texas School of Law. While in law school, Ms. McGee was the Managing Editor of the *American Journal of Criminal Law*, a student attorney in the National Security and Actual Innocence Clinics, and an appellate law clerk at the Travis County Attorney's Office. She has also interned with Texas Advocacy Project, Southwest Key Programs, U.S. Senator Mark Pryor of Arkansas, Texas State Senator Leticia Van de Putte of San Antonio, and U.S. District Court Judges George P. Kazen in Laredo and Kathleen Cardone in El Paso.

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.

Ms. Mullins 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.

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.