

# Training / Seminar Approval Form

Department Name: CJO

Seminar Name: 2023 County Court Assistants Training Conference

Purpose: Training

Place: San Marcos, TX

Date: \_\_\_\_\_

**Who Will Be Attending:**

Rachel Sittler  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

- |  |  |
|--|--|
| <input type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training |
| <input type="checkbox"/> Improve work performance      | <input type="checkbox"/> Required certification  |

**Attach Registration Form and Complete the following information:**

Amount of registration \$ 125.00 Date registration is due \_\_\_\_\_

- Return check to department head  
 Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

\_\_\_\_\_

COMMISSIONERS COURT

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

JAN 23 2023

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: **Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Rachel Sitler**

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**From:** do-not-reply@county.org  
**Sent:** Tuesday, January 17, 2023 9:44 AM  
**To:** Rachel Sitler  
**Subject:** Confirmation

**\* External sender - use caution with links or attachments \***

Dear Ms. Rachel Sitler,

Thank you for your recent online submission. Here are confirmation details for your records.

**Order Number:** 241864

**Order Date:** Jan 17, 2023 9:37 AM

**Bill To:** Ms. Rachel Lea Sitler

**Order Total:** 125.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number Rachel.

Item	Price	Qty	Total
2023 County Court Assistants Training Conference - Ms. Rachel Lea Sitler <i>When:</i> Feb 15, 2023 - Feb 17, 2023 <i>Where:</i> Embassy Suites By Hilton San Marcos Hotel 1001 E. McCarty Ln. San Marcos, TX 78666 United States	125.00	1	125.00

*Registration option:* Feb 15, 2023 - Conference Registration-I agree to pay voluntary fee

<b>Item Total</b>	125.00
<b>Item Grand Total</b>	125.00
<b>Transaction Grand Total</b>	125.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to [rsitler@johnsoncountytexas.org](mailto:rsitler@johnsoncountytexas.org).

# County Court Assistants Training Conference

February 15 - 17, 2023

Embassy Suites by Hilton San Marcos Hotel, Conference Center  
1001 E. McCarty Ln.  
San Marcos, TX 78666



**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=23JCATC>)

For more information, contact [Ashley Royer \(mailto:ashleyr@county.org\)](mailto:ashleyr@county.org) or [Regan Williams \(mailto:reganw@county.org\)](mailto:reganw@county.org) at (800) 456-5974.

## Wednesday, Feb. 15

- |                |   |
|----------------|---|
| 11 a.m.-5 p.m. | <b>Registration Desk Open</b>   |
| 1-1:15 p.m.    | <b>Welcome &amp; Introductions</b>  |
| 1:15-2:15 p.m. | <b>How to Maximize Support for Your County Judge</b><br><i>Speakers: Ms. Candy Estrada, Executive Assistant, Bee County<br/>Ms. Charlene Graff, Judicial Administrative Assistant, Harrison County<br/>Ms. Jan Pigford, Court Assistant, Houston County<br/>Ms. Vanessa Watkins, Court Assistant, Carson County</i> |
| 2:30-3:30 p.m. | <b>First Amendment Audits and Open Carry in the Courthouse</b><br><i>Speaker: Hon. Darren Jackson, Law Enforcement Consultant, TAC</i>  |
| 3:45-4:45 p.m. | <b>Commissioners Court Meeting Procedures and Decorum</b><br><i>Speaker: Mr. Drew Williams, Associate General Counsel, TAC</i>  |
| 4:45-6 p.m.    | <b>Welcome Reception</b>  |

## Thursday, Feb. 16

- |             |   |
|-------------|---|
| 6:30-9 a.m. | <b>Breakfast in Atrium</b><br><i>The hotel provides a free breakfast buffet each morning in the Atrium. Please plan to eat breakfast before coming to the morning sessions. Breakfast will not be provided in the meeting room.</i> |
|-------------|---|

- 7:30 a.m.-5 p.m.                    **Registration Desk Open**
- 8-9 a.m.                                **County Court Standing Orders, Local Rules and Procedures**  
*Speakers: Hon. Stephanie Davis, Judge, Comanche County*  
*Ms. Connie Harrison, Administrative Assistant, Blanco County*  
*Ms. Lauren VanDeventer, Executive Assistant, Chambers County*
- 9-10 a.m.                                **County Court Docket Management**  
*Speaker: Mr. Jeff Rinard, Director of Enterprise Planning & Regulatory Services, Office of Court Administration*
- 10:15-11:15 a.m.                    **Mental Health on the Judge's Motion**  
*Speaker: Hon. Curtis Parrish, Judge, Lubbock County*
- 11:30 a.m.-12:45 p.m.              **Working Lunch**  
*Roundtable discussion by county population size.*
- 1-2:30 p.m.                              **Bail Reform Overview**  
*Speakers: Hon. Stephanie Moreno, Judicial Program Manager, TAC*  
*Hon. Tramer Woytek, Judicial Resource Liaison, TAC*
- 2:45-3:45 p.m.                        **Indigent Defense Plan**  
*Speaker: Mr. Joel Lieurance, Texas Indigent Defense Commission*
- 4-5 p.m.                                 **The 12 Mighty Geese**  
*Speaker: Mr. Mark Warren, Training Consultant, TAC*
- Friday, Feb. 17**
- 6:30-9 a.m.                              **Breakfast in Atrium**  
*The hotel provides a free breakfast buffet each morning in the Atrium. Please plan to eat breakfast before coming to the morning sessions. Breakfast will not be provided in the meeting room.*
- 7 a.m.-noon                              **Registration Desk Open**
- 8-9 a.m.                                 **Cybersecurity Training**  
*Speaker: Mr. Robert Ruiz, Associate Director of Risk Management Services, TAC*
- 9:15-10:15 a.m.                        **Interlocal Agreements and Memorandums of Understanding**  
*Speaker: Mr. Eric Magee, Attorney, Allison Bass & Magee*
- 10:30-11:30 a.m.                       **Public Information Act and Records Retention**  
*Speaker: Ms. Katherine Howard, Associate General Counsel, TAC*

*\*Agenda is subject to change. Please check back for updates.*

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 1/17/2023 DEPARTMENT: CJO

PERSON SENDING REQUEST: Rachel Sitler

Person(s) Name Attending: 1. Rachel Sitler  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 1 (Please add any special requirements)

Hotel Name: Embassy Suites by Hilton San Marcos Hotel Conference Center

Hotel Address: 1001 E. McCarty Ln. City: San Marcos State: TX Zip: 78666

Hotel Telephone #: 512-392-6450

Function Attending: 2023 County Court Assistants Training Conference

Date of Check in: February 15, 2023

Date of Check out: February 17, 2023