AGENDA ITEM CA11

Travel Approval Form

Department: County Clerk

Event Name: 2025 CDCAT Winter Conference

Location: Denton, Texas

Event Dates: February 3-6, 2025

Purpose:
- ☑ Required Continuing Education/Certification
- ☑ Job Training
- ☐ Other: _____

Court Decision:
This section to be completed by County Judge's Office

Johnson County ★ APPROVED ★ Commissioners Court

12-09-24

Name of Attendees:

April Long

Sarah George

Required Documents Checklist:

✶✶ Same-Day Travel - Commissioners Court Approval is not required ✶✶

Overnight Travel

- ☑ Travel Approval Form
- ☑ Registration Information or Confirmation
- ☑ Itinerary, Agenda, or Breakdown
- ☑ Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- ☐ Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- ☐ Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head: April Long

Approved in CC on 9/11/2023

Nikki Ortegon

From: do-not-reply@county.org
Sent: Wednesday, November 13, 2024 9:03 AM
To: Nikki Ortegon
Subject: Confirmation

You don't often get email from do-not-reply@county.org. Learn why this is important
CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

Dear Ms. Nikki Ortegon,

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

If you have registered for the County & District Clerks' 2025 Winter Conference, click here for the hotel room block details.

Order Number: 265598
Order Date: Nov 13, 2024 8:56 AM
Bill To: Ms. Nikki Ortegon
Order Total: 200.00
Payment Method: You will be billed for the balance due - Purchase Order Number .

Item	Price	Qty	Total
2025 County & District Clerks Association Winter Conference - Hon. April Long *When:* Feb 3, 2025 8:00 AM - Feb 6, 2025 12:00 PM *Where:* Embassy Suites By Hilton Denton Conference Center 3100 Town Center Trail Denton, TX 76201 United States *Registration option:* Feb 3, 2025 8:00 AM - Registration *Program Items:* • Feb 3, 2025 1:00 PM: Breakout by Population	200.00	1	200.00

Item Total	200.00
Item Grand Total	200.00
Transaction Grand Total	200.00

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

Nikki Ortegon

From: do-not-reply@county.org
Sent: Wednesday, November 13, 2024 10:16 AM
To: Nikki Ortegon
Subject: Confirmation

You don't often get email from do-not-reply@county.org. Learn why this is important
CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

Dear Ms. Nikki Ortegon,

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

If you have registered for the County & District Clerks' 2025 Winter Conference, click here for the hotel room block details.

Order Number: 265711
Order Date: Nov 13, 2024 9:38 AM
Bill To: Ms. Nikki Ortegon
Order Total: 200.00
Payment Method: You will be billed for the balance due - Purchase Order Number .

Item	Price	Qty	Total
2025 County & District Clerks Association Winter Conference - Ms. Sarah George *When:* Feb 3, 2025 8:00 AM - Feb 6, 2025 12:00 PM *Where:* Embassy Suites By Hilton Denton Conference Center 3100 Town Center Trail Denton, TX 76201 United States *Registration option:* Feb 3, 2025 8:00 AM - Registration *Program Items:* • Feb 3, 2025 1:00 PM: Breakout by Population	200.00	1	200.00

Item Total	200.00
Item Grand Total	200.00
Transaction Grand Total	200.00

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

2025 County and District Clerks' Association of Texas Winter Conference

February 03, 2025 - February 06, 2025 multi-day

08:00 AM - 12:00 PM

Embassy Suites by Hilton Denton Convention Center
3100 Town Center Trl.
Denton, TX 76201

Contact Luz Hinojosa or Sam Burke at (800) 456-5974.

Contact Us

Registration

AGENDA

Monday, February 3

10 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Registration Desk

10 a.m. - 12:30 p.m.: CDCAT Executive Board Meeting (with working lunch)

Noon - 1:30 p.m.: Elections Lunch (must RSVP during online registration)

1:30 - 3 p.m.: Clerk Group Meeting by Population Size – Workflow Process for a Criminal Case

Attendees will divide into groups based on their county population in these three categories: Small (25K and under); Medium (25K-100K); and Large (100K and above). The interactive discussion will address the following topics:

- Blood Warrants
- All Warrants
- Bill of Costs
- Enhanced Misdemeanors or Reduced Felony
- Exhibits

3 - 3:15 p.m.: Refreshment Break

3:15 - 5 p.m.: Criminal Roundtable Discussions

A panel of seasoned clerks will share their knowledge and experiences, and they will answer questions. Sessions will remain in the breakout format by county population: Small (25K and under); Medium (25K-100K); and Large (100K and above).

5 - 7 p.m.: CDCAT Full Board Meeting

7:30 - 8:30 p.m.: Committee Meetings

(optional or to be held virtual prior to conference)

- Education Committee Meeting
- Legislative Committee Meeting
- Bylaws Committee Meeting
- Banking and Finance Committee Meeting
- Community Outreach Meeting

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2025 County and District Clerks' Association of Texas Winter Conference

February 03, 2025 - February 06, 2025 **multi-day**

08:00 AM - 12:00 PM

Embassy Suites by Hilton Denton Convention Center
3100 Town Center Trl.
Denton, TX 76201

Contact Luz Hinojosa or Sam Burke at (800) 456-5974.

Contact Us

Registration

AGENDA

Tuesday, February 4

8 - 5 p.m.: Exhibit Hall Open

8 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Registration Desk

8 a.m. - 5 p.m.: Silent Auction and CDCAT Store

Silent auction and the store will open only during breaks and lunch.

8:30 - 9 a.m.: Opening Ceremony

Welcome • Invocation • Presentation of Colors • National Anthem • Pledges of Allegiance • Sponsor Videos
Moderator: Hon. John F. Warren, Dallas County Clerk; President, CDCAT

9 - 10:30 a.m.: Get Ahead of the Curve: Legislative Insights

Speaker: Panel
Join us for a discussion about current legislation and our strategies for the upcoming 89th legislative session. Stay informed and prepared for the political landscape ahead.

10:30 - 11 a.m.: Refreshment Break With Vendors

11 a.m. - noon: Deep Dive Into Duty, Honor and County: What It Takes to Execute a Conference

Speakers: Panel

Noon - 1:30 p.m.: Lunch on Your Own

Noon - 1:30 p.m.: New Clerk Roundtable and Lunch (by invitation only)

1:30 - 3 p.m.: Keynote

3 - 3:30 p.m.: Refreshment Break With Vendors

3:30 - 5 p.m.: Supreme Court and Office of Court Administration (OCA) Updates

Speaker: Casey Kennedy, Director of Information Services, OCA

5 p.m.: Night on Your Own

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2025 County and District Clerks' Association of Texas Winter Conference

February 03, 2025 - February 06, 2025 multi-day

08:00 AM - 12:00 PM

Embassy Suites by Hilton Denton Convention Center
3100 Town Center Trl.
Denton, TX 76201

Contact Luz Hinojosa or Sam Burke at (800) 456-5974.

Contact Us

Registration

AGENDA

Wednesday, February 5

8 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Registration Desk

8 a.m. - 5 p.m.: Silent Auction and CDCAT Store Silent Auction ends at 3 p.m. break

Silent auction and the store will open only during breaks and lunch.

8:30 - 9 a.m.: Coffee Break in Exhibit Hall

9 - 10 a.m.: Fraudulent Filings: Government Code: 51.901

Speaker: Brian Wolfe, Financial Crimes Investigator, District Attorney's Office, Denton County

10 - 10:30 a.m.: Refreshment Break With Vendors

10:30 - 11:30 a.m.: Superfine-Texas Code 709.001: Mandatory DWI Fine

11:30 a.m. - 1 p.m.: Lunch on Your Own

1 - 2 p.m.: Ethics: How to Keep Your Honor

2 - 3 p.m.: eFile: The Duty of eFile BYOL (Bring Your Own Laptop)

Speaker: Summer Simmons, Chief Deputy County Clerk, Parker Countys

3 - 3:30 p.m.: Refreshment Break With Vendors (Silent auction ends.)

3:30 - 5 p.m.: eFile: The Duty of eFile (continued) BYOL (Bring Your Own Laptop)

Speaker: Summer Simmons, Chief Deputy County Clerk, Parker Countys

6 - 10 p.m.: Red, White and Blue Dinner and Dance

Join us for a festive Red, White and Blue Dinner and Dance! Dress in your patriotic best and enjoy an evening of delicious food, great music and dancing!

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2025 County and District Clerks' Association of Texas Winter Conference

February 03, 2025 - February 06, 2025 multi-day

08:00 AM - 12:00 PM

Embassy Suites by Hilton Denton Convention Center
3100 Town Center Trl.
Denton, TX 76201

Contact Luz Hinojosa or Sam Burke at (800) 456-5974.

Contact Us

Registration

AGENDA

Thursday, February 6

8 - 11 a.m.: Information Desk Open

Location: Registration Desk

8:30 - 9 a.m.: Coffee Break in Foyer

Location: Foyer

9 - 10 a.m.: Building a Culture of Appreciation

Speaker: Debra Aiken, Ed.D., Training and Development Manager, Denton County

10 - 11 a.m.: Protective Orders Processes: From A to Z

Speaker: Stephanie Palacios, Executive Assistant, Hidalgo County

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Nikki Ortegon

From: April Long
Sent: Wednesday, November 13, 2024 9:19 AM
To: Nikki Ortegon
Subject: Fw: Your Feb-03-2025 Confirmation #54671498

Sent via the Samsung Galaxy S22 Ultra 5G, an AT&T 5G smartphone
Get Outlook for Android

From: Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Wednesday, November 13, 2024 9:10:17 AM
To: April Long <along@johnsoncountytx.org>
Subject: Your Feb-03-2025 Confirmation #54671498

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

[X]

Hilton

Hi April
500 Points / Member

See you soon, April Long

Your reservation for Feb-03-2025 has been confirmed.

Confirmation #54671498

Embassy Suites Denton Convention Center

3100 Town Center Trail
Denton TX 76201 US
Maps & Directions>>

+19402433799

3 MON FEB	3 Nights	6 THU FEB
Check In: 3:00 PM		Check Out: 11:00 AM

Add to Calendar

[ ]

Your Room Information

Your Room Information + −

Guest Name:	April Long
Guests:	1 Adult
Rooms:	1
Room Plan:	2 QUEEN BEDS 2 ROOM SUITE
Your Rate Information	ANN CNTY DSTRCT CLRK
Rate per night	
03-Feb-2025 - 06-Feb-2025	159.00 USD
Total for Stay per Room Rate	**477.00 USD**
Taxes	77.07 USD
Mandatory Charge	14.21 USD
Total price for Stay	**568.28 USD**

Modify Your Reservation >>

[ ]

Fairfield Inn & Suites Denton

2900 West University Drive, Denton, Texas USA, 76201

Confirmation

Stay Details

STAY DATES

Mon, Feb 03, 2025 - Thu, Feb 06, 2025

TOTAL FOR STAY

513.60 USD

ROOM TYPE

Guest room, 1 King

ROOMS

1

ADULTS

1

ROOM PREFERENCES

No room preferences were selected.

RATE

Member Rate Flexible

Summary of Charges

1 room for 3 night(s)

Monday, Feb 03, 2025	146.00 USD
Tuesday, Feb 04, 2025	146.00 USD
Wednesday, Feb 05, 2025	146.00 USD
Total Cash Rate	438.00 USD
Estimated Government Taxes and Fees	66.84 USD
State Cost Recovery Fee	8.76 USD

Total for Stay

513.60 USD