

# THE ECHO



August 2014

## OREGON ASSOCIATION FOR COURT ADMINISTRATION

### ABOUT OACA

Oregon Association for Court Administration is a professional organization committed to excellence. The association was established in 1977 and is Oregon's only organization for court professionals and those interested in the Court of Oregon. Our membership includes Justice, Municipal, Tribal and State Court Staff, students, vendors, active and retired judges, and others who share an interest in Oregon Courts.

### OACA MISSION

The goal of the OACA Board is to provide beneficial and reasonably priced learning experiences. This is done through conferences held biannually, one in the spring and one in the fall. Each conference provides formal training and allows attendees the opportunity to network with people from similar court environments. The Board works very hard to develop the educational agenda for each conference.

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### PRESIDENT'S MESSAGE

Well here we are again...almost time for another conference. I hope that you are enjoying your summer. I am looking forward to seeing you all in Glen Eden Beach at the Salishan in October.

The educational programs that are being offered are the result of the time and energy spent by the Education Committee, led by Education Vice President Debbie Arntsen. Please take some time to review the session descriptions included in this issue of The ECHO. There was a short legislative session in February and hopefully you all have received a copy of the 2014 Oregon Laws, the 2014 Session Law Supplement to 2013 Edition of the Oregon Revised Statutes.

We will be electing our new Board of Directors at the Annual Business Meeting on Sunday, October 5th. I encourage you to become more involved in your organization...run for a position on the Board. The rewards are great and the opportunities are endless. When everyone does their part, the big jobs are handled with relative ease. Talk to anyone on the board or who has been on the board to ask about their experiences. The descriptions of the positions that are up for election and the job duties for these positions are in this issue of The ECHO.

Many of our vendors, who support our scholarship program, will be at Salishan. We have established set times for our members to visit the Vendor Exhibits. They will be joining us for lunch and the Past Presidents' Reception on Sunday and for breakfast and lunch on Monday. Please take the time to visit with them and find out how they can assist you in providing better service in your court. Many of them have supported us for years. Please make them feel welcome.

Conference Vice President Cheryl Stone is busy working with the facility making all the arrangements for the conference which doesn't end until the conference is over. The gift exchange which is during the Past President's Reception and there will be a variety of hors d'oeuvres that will be served. Please remember to bring items for the gift exchange (more information follows). Everyone who attends has a lot of fun. It's a great time to just relax and visit with new and old friends. There is also lots of laughing and teasing. Come and enjoy yourself.

Amy Anderson, Vice President for The ECHO, Resolutions and By-Laws is always developing and changing the look of The ECHO so it keeps our interest while giving us all of the information that we have come to expect. We look forward to seeing each issue. She is exploring new software for The ECHO to allow her to do even more.

### *Presidents Message Continued...*

Carla Bantz, Membership Vice President, is planning our new member breakfast to welcome the new members and introduce them to OACA and all of the board members. This has always been a good first step for a new member. Please introduce yourself to each of the new members and let them know that you are available to help them in any way that you can. Remember what our networking has meant to you and carry on the tradition. Carla also keeps the membership list current and prints all the name tags for the conference attendees, speakers, and vendors.

As well as keeping the minutes for all of the Board Meetings and maintain the records of OACA, Christine Watts, our Secretary is responsible for receiving all applications for Association Scholarships and submitting them to the Education Vice President for determination of funding recommendations to the Board. In preparing the applications, all names and court information are removed from the copies given to the Education Committee for consideration. This takes a lot of time to prepare the documents so be sure to submit your application (found in this edition of The ECHO) along with your membership application and fee (if you are not a member already) as soon as possible.

Director Marlene Leland has been responsible for taking minutes for all of the Committee Meetings and she is also the back up for the Secretary when Christine is unable to attend a meeting. Marlene is leaving the Board at the end of her term this year. Marlene your work on the board and your voice has been very valuable to this organization. Thank you for your service.

Anna Mae Giebe, our Treasurer, is going to be on leave from the board for a few months. By the time you are reading this she hopes to be holding her brand new baby boy. We should have pictures to share at the conference as she will not be there. Bonni Cook, who has been on the board as a director for several years in the past and currently on the Finance Committee, will be stepping in fill the position while Anna Mae is enjoying her new life of absolutely no sleep.

Director Jamie Rhodes and Director Sandra Mills took on the task of researching and proposing a records retention schedule for OACA. Jamie is putting on the final touches so we can adopt a Board Policy and start destroying old records that meet the criteria according to the policy.

We have talked about upgrading our website for some time and it is finally going to happen. Jamie Rhodes and Cheryl Stone contacted vendors to get proposals. After reviewing the proposals, Tin Hoang, Technical Adjunct to the Board, was asked to arrange demonstrations of both products. The Board selected GovOffice Content Management System to create and host our new website. Jamie is coordinating the creation of the new website. We will keep you apprised of the progress as we move forward. We look forward to revealing the new look and layout soon.

After reviewing your comments from the last couple of conferences, Director Holly Brown has been looking for new items for the OACA Store to tempt you with. I think you will be happy with some of the new products.

Director Priscilla Klein has been on leave from the Board since May but she will be she will be back with us in September.

Well, my term as president is almost over. It has been an honor to serve you and represent you once again. To all members of the Board...thank you, thank you, thank you! None of this happens without you and your hard work and dedication to OACA. I look forward to completing my terms as president with a great conference.

Kay Renfro, President and Immediate Past President

## A MESSAGE FROM THE IMMEDIATE PAST PRESIDENT

Make the choice this year to step up and take the plunge, run for office or join a committee but get involved. Maybe you feel overwhelmed by adding the responsibility of being a board member to all of the work you do in your court. If so maybe sharing the board position with another person will work for you. Write that on your Intent to Run Form as someone else may want to share the position as well.

When you are considering running for the board and you find that you cannot attend all of the meetings, let me know and I can see how we can accommodate your needs to attend telephonically or by some other technological means. As Immediate Past President it is my job to bring a slate of candidates to the Board for elections at the Fall Conference. As of this date there are three major positions for which no one has submitted a Intent to Run form. I am still looking for a candidate for President, Education Vice President, and Conference Vice President. Please give me a call if you are interested in supporting OACA as a Board Member.

Kay Renfro, Immediate Past President

## Secretary's Corner

We all know the proverbial wallet continuously keeps getting tighter, budgets and training funding are normally the first to be cut. That's why OACA has funds available to help with attending the Conference. Apply today! All we ask is you participate in helping this organization by writing an article about a class you attend for The Echo.

There is no set limit to the amount that can be requested by any one person but it must be for actual expenses for attending the conference. Because of the ethics laws all amounts approved will be issued to your city, county or state for expenses not you personally.

All requests must be submitted on the Vendor Scholarship application (provided in this issue of The ECHO or on the OACA website) and must be received by **5:00 p.m. Friday, August 29, 2014.** **For more information and to see the new requirements see the Vendor Scholarship information sheet included in this issue.** If you have any additional questions please call OACA Secretary, Christine Watts at 503-434-2348. Please submit your completed applications to:

Christine Watts, OACA Secretary, McMinnville Municipal Court, 230 NE 2<sup>nd</sup> Street, McMinnville OR 97128. The application can also be faxed to 503-435-5787 or emailed to [wattsc@ci.mcminnville.or.us](mailto:wattsc@ci.mcminnville.or.us). Please call to verify your application was received.

# CREDITS

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**OACA Annual Business Meeting  
Sunday, October 20th, 2013  
Sun River, Oregon**

**PRESIDENT**, Kay Renfro- Present

**PAST PRESIDENT**, Kay Renfro- Present

**EDUCATION VICE-PRESIDENT**, Debra Arntsen - Present

**CONFERENCE VICE-PRESIDENT**, - Shawn Branson – Present

**ECHO, RESOLUTION & BY-LAWS VICE-PRESIDENT**, Amy Anderson - Present

**MEMBERSHIP VICE-PRESIDENT**, Carla Bantz - Present

**TREASURER**, Jan Henry - Present

**SECRETARY**, Christine Watts - Present

**DIRECTORS:**

Bonni Cook - Present

Marlene Leland - Present

Anna Mae Gliebe - Present

Holly Brown - Present

Jamie Rhodes - Present

**Call To Order:**

President Kay Renfro called the meeting to order at 12:26 p.m. President Kay Renfro welcomed everyone to the conference and thanked the vendors for attending the conference.

**Determination of quorum:**

Secretary Christine Watts affirmed a quorum of OACA members were present.

**Reading of the 2012 Annual Business Meeting minutes:**

President Kay Renfro announced the first order of business would be the reading of the minutes of the last annual business meeting. Because the meeting minutes were printed and distributed at each table, President Kay Renfro asked if someone would make a motion to waive the reading of the minutes. Joyce Denver made a motion to waive the reading of the minutes. Robin White seconded the motion. Everyone was in favor. The minutes were accepted as presented.

**Education Vice President's Report:**

President Kay Renfro called for the Education Report. Education Vice President Debra Arntsen had nothing to report.

**Conference Vice President's Report:**

President Kay Renfro called for the conference report. Conference Vice President Shawn Branson reminded members of the Past President Reception starting at 6pm and encouraged everyone to attend. She announced she is looking at booking the fall 2014 Conference at Salishan Resort. President Kay Renfro asked members if they would like to go to Salishan in the fall. A showing of hands indicated members would be interested in attending a conference there.

**Membership Vice President's report:**

President Kay Renfro called for the Membership Report. Membership Vice President Carla Bantz reported OACA has twelve new members at the conference and thanked everyone for attending the new member breakfast.

**Secretary's Report:**

President Kay Renfro called for the Secretary's Report. Secretary Christine Watts had nothing to report.

**Treasurer's Report:**

President Kay Renfro called for the Treasurer's Report. Treasurer Jan Henry reported that a copy of the Treasurer's Annual Report is included on everyone's thumb drives. She also reported the check book balance was \$52,996.51 but did not include the cost of this conference. The total income for 2012 was \$43,036.98 and the total expenditures were \$42,416.47. She asked members to see her if they had any questions.

**Old Business:**

President Kay Renfro called for Old Business. President Kay Renfro expressed her concern for the future of the organization. She explained how certain members have remained as board members for years because no one is interested in getting involved. She encouraged everyone's support and input to help keep the organization thriving. Cheryl Stone recommended changing by laws to set up a rotation of positions, such as going from becoming a director, then rotating to a Vice President position and onto President. Kay reminded people that after being in a position for a certain amount of time people tend to get burned out. She also encouraged people to sign up for committees.

**New Business:**

President Kay Renfro called for New Business. Teresa Baxter asked if anyone would be interested in setting up a Caselle's users group and she would organize it.

**Nominations for Office:**

Past President Kay Renfro affirmed with Secretary Christine Watts there was a quorum of OACA members present for the voting of a new board. President Kay Renfro reminded members you must be a current paid member in good standing, or an honorary member to vote for the board.

Nominations for OACA President were opened. The nominee submitted from the committee was Kay Renfro, Beaverton Municipal Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for OACA President were closed.

Nominations for OACA President were opened. The nominee submitted from the committee was Kay Renfro, Beaverton Municipal Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for OACA President were closed.

Nominations for OACA Education Vice President were opened. The nominee submitted from the committee was Debra Arntsen, Beaverton Municipal Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for OACA Education Vice President were closed.

Nominations for OACA Conference Vice President were opened. The nominee submitted by the committee was Cheryl Stone, Eugene Municipal Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for OACA Conference Vice President were closed.

Nominations for OACA Echo, Resolution, and By-Laws Vice President were opened. The nominee submitted by the committee was Amy Anderson, Hillsboro Municipal Court. No nominations were made from the floor. Nominations for OACA Echo, Resolution, and By-Laws Vice President were closed.

2013 Annual Business Meeting Cont.

Nominations for OACA Treasurer were opened. The nominee submitted by the committee was Anna Mae Gliebe, Beaverton Municipal Court. No nominations were made from the floor. Nominations for OACA Treasurer were closed.

Immediate Past President Kay Renfro reported the nominations for five (5) Board Directors were opened. The five nominees submitted by the committee were Priscilla Klein, Lincoln City Municipal Court, Marlene Leland, Lebanon Municipal Court, Sandra Mills, Junction City Municipal Court, Jamie Rhodes, Lafayette Municipal Court, and Holly Brown, Salem Municipal Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for the five (5) Board Directors were closed. Nominations for OACA Directors were closed.

OACA Membership Vice President and Secretary positions were not opened this year as they are two year positions and elected in even numbered years.

Immediate Past President Kay Renfro closed the nominations.

Member Kathy Cunningham motioned to accept the 2013-2014 Officers and Directors be elected as presented by acclamation. Candace Ashby seconded the motion. The motion carried unanimously.

Conference Vice President presented President Kay Renfro with flowers and a plaque thanking her for her continual service and dedication to OACA. All vendors present approached the podium and introduced themselves. President Kay Renfro introduced each board member and presented them with appreciation gifts. President Kay Renfro presented retiring Secretary Jan Henry with a gift from the board members.

**Adjournment:**

President Kay Renfro declared the 2013 Annual Business Meeting adjourned at 12:50 p.m.

Respectfully submitted,

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Christine Watts, OACA Secretary

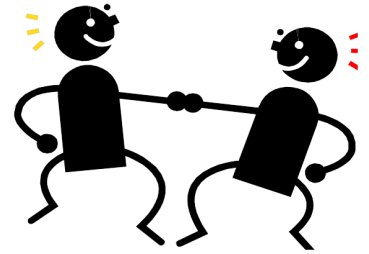
The minutes were approved at the \_\_\_\_\_Board meeting by,

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Kay Renfro, OACA President

## EDUCATION

Over these past years I have enjoyed being your Education Vice President. With that said, I have decided that this is my last year in this position. I plan on continuing to be a part of OACA either by being a member, being on a committee or being part of the board in another position. I am encouraging anyone who wants to run for the Education Vice President to do so and fill out the intent to run form. It has been a very rewarding endeavor and I have learned more than I ever thought possible.



Bring your fresh ideas and run today for this rewarding position. Did you know you and a friend can run for a board position and be co-vice presidents? Share the load and remember that I will still be available to help in any way I can.

Debbie Arntsen  
Education Vice President

## MEMBERSHIP

Membership is getting ready for another conference in the fall at the beautiful Salishan Resort. If you have not renewed your 2014 membership, do not miss out on the great opportunities that OACA offers. Your membership provides you with the most outstanding training opportunities that you could ever hope to obtain. OACA offers two conferences a year for the membership to network and obtain valuable information to take back to your courts. Attached in the ECHO newsletter is a membership renewal application for 2014, please fill it out and return it with your renewal fee.

OACA always welcomes new members and encourages our members to recruit new members from their colleagues and acquaintances. An incentive for recruiting new members is that the association offers some valuable rewards. **Refer 3 members in a year and win a free annual membership! Refer 5 new members and win a conference registration!** Just make sure the new member you refer writes your name on their application as the person who referred them.



### Fall Conference New Member Breakfast

If you are a new member this year, join us for the new member breakfast at the fall conference in Salishan. The breakfast was held on Sunday morning of the conference and the new members are treated to a continental breakfast. It is an opportunity for new members who attended the conference to be welcomed by the board and given information regarding the organization.

### CHANGING ADDRESSES



#### Do you have a new address or name?

Please help us keep our membership information current by contacting us if you have had a name, address, phone number or email change. You can make the change on your membership application renewal form or complete the address change form on our website. You may submit it electronically to the Membership Vice President, Carla Bantz at [bantzcc@milwaukieoregon.gov](mailto:bantzcc@milwaukieoregon.gov).



# Oregon Association for Court Administration

## 2014 OACA Membership Application

The Oregon Association for Court Administration is a professional organization developed to provide educational opportunities for those individuals interested in the ongoing improvement of the administration of the courts in the State of Oregon. By your signature below, you signify your understanding that your membership in OACA is subject to the By Laws of the Association.

**Please fill out application how you would like it to appear on all documentation:**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Court or Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Fax

☐ First – Time Member

☐ Renewal

☐ Active \$50.00

☐ Associate \$50.00

☐ Student \$20.00

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Referred By (Please print clearly)*

Annual dues are per calendar year (January 1 through December 31) and must accompany this application. Membership in OACA is transferable if dues are paid with public funds and person terminates position. Make check payable to OACA, and forward the application and dues to:

**OACA TREASURER  
Anna Mae Gliebe  
PO Box 4755  
Beaverton, OR 97076  
Ph: 503.526.2358**



# CONFERENCE

It finally feels like summer and I hope that you all have had some great vacations and time spent with family and friends!

Our fall conference will be here shortly and we are going to Salishan . Salishan Resort is stunning and the beach is breathtaking. There is a spa and fitness center, aquatic and recreation center and just too many things for me to list here that you can do while you are there. Please be sure to check out their website ([www.salishan.com](http://www.salishan.com)) so you can see everything that will be available to you as a guest of the resort and take a look at the room options. The facilities, meals, education and location are top notch. You do not want to miss out on this one!

The 2014 Fall Conference is being on October 5th, 6th, and 7th, 2014. The address to the resort is 7760 Highway 101 North, Gleneden Beach, Oregon and the reservation phone number is 800-452-2300 or 888-SALISHAN. Salishan Resort has very nice accommodations for us and stunning views! Please make sure that you check it out the website for all the amenities!

Once again we are going to have a great time at the Past Presidents Reception on Sunday night! This event has grown and grown in attendance each conference. The theme for the gift exchange is "Go Green". The **"Go Green"** theme is meant to encourage organic, made from recyclable materials or eco-friendly gifts. If you want to join in please bring a wrapped **"Go Green"** themed item worth no more than \$20.00 aggregate value. If you don't want to participate in the gift exchange but still want to come and socialize, please do! Everyone is welcome and it's a fun way to end the first day of conference plus there will be an array of mouthwatering hors d'oeuvres and snacks. I do rely on the numbers of the people who do say that they are attending so that I can order enough food. So please, if you are planning on attending, make sure to RSVP and check the appropriate box on page 2 of the registration form.



While at the conference please consider volunteering to serve on a committee. The sign up lists are right there on the registration desks. Committee is the best place to start if you are even remotely interested in serving on the board. You have a front row seat to the "behind the scenes" workings of the organization. Committee work can be as much or as little of your time that you want to give. And it never hurts to try something new. Most who are on committees find they really like being involved with the OACA board.

Our spring conference is at Agate Beach Inn on April 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>, 2015. We are considering a combined WA/OR conference in Portland Oregon for Fall 2015. More to come on this opportunity.

## **Conference Hotel Accommodations Information**

The 2014 Fall Conference is being held at Salishan on October 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>, 2014. The address to the resort is 7760 Highway 101 North, Gleneden Beach, Oregon and the reservation phone number is 800-452-2300.

Salishan has very nice accommodations for us and stunning views! The website for the resort is [www.salishan.com](http://www.salishan.com). Please make sure that you check it out! The rooms and accommodations are absolutely gorgeous and have all the amenities that you could ask for.

To get the reduced rate, you must make your reservations no later than September 15, 2014. Make sure that you mention you are with OACA when you make your reservation. The block of rooms and the special OACA rate will only be held until that date. It is very important to make your reservations as soon as you can. **There is a certain amount of rooms that are being held for OACA and I have to notify Salishan if we are not utilizing all of the rooms. If you do not make your reservation by September 15<sup>th</sup>, there is a chance that there will not be a room available.**

The room rates are listed below:

Traditional is \$94.00 per night (excluding tax and fees).

Deluxe is \$124.00 per night (excluding tax and fees).

Premier is \$154.00 per night (excluding tax and fees).

## **2014 FALL CONFERENCE MENU**

### **Sunday Coastal Cobb Salad or Chicken Picatta (plated):**

Coastal Cob Salad: Oregon Bay Shrimp, Dungeness Crab, Apple-Wood Smoked Bacon, Tomato, Crumbled Egg with Local Bleu Cheese Dressing; includes fresh baked demi rolls, chef's choice of dessert

Chicken Picatta: Herbed Creamed Orzo with Caper-Butter Sauce; chef's choice dessert; includes house salad, fresh baked demi rolls, and chef's choice of vegetable

\*All lunch buffets include coffee, lemonade and iced tea.

### **Sunday Evening Past President's Reception (aka Hospitality Suite):**

- Phyllo Cups with crab, bay shrimp, or roasted red pepper and sherry, basil and smoked provolone
- Mini Quiche,
- Pesto and ricotta cheese stuffed mushroom caps,
- Meatballs with Stone Mustard Demi-Glace,
- Dungeness crab cakes with tomato cudiola,
- Assorted Dim Sum and Pot Stickers with dipping sauces,
- Chef selection of assorted deluxe canapes,
- Chips and salsa,
- Vegetable tray and
- Fresh Fruit tray.

**Remember to bring your  
theme gift for the Gift Exchange**

### **Monday Great American Breakfast:**

- Farm fresh scrambled eggs with Tillamook cheddar cheese, o'brien potatoes, apple-wood smoked bacon, country link sausage, assortment of breakfast breads, pastries and sliced fresh seasonal fruit display.  
\*Includes fresh brewed coffee, fruit juices, and teas.

### **Monday Kernville Buffet:**

- Organic local greens with a selection of dressings and condiments, dilled cucumber and fennel salad, Salishan house-made clam chowder, filet of pacific salmon with pinot gris-butter sauce, grilled chicken breast with marsala-mushroom jus, herbed rice pilaf, oven roasted vegetables, rolls and hot marionberry cobbler. \*All lunch buffets include coffee, lemonade and iced tea.

### **Tuesday Sourdough French Toast Plated Breakfast:**

- Farm fresh scrambled eggs, apple-wood smoked bacon, maple syrup and berry compote, fresh seasonal fruit, assorted house-made scones, coffee, tea, and juices.



# PAST PRESIDENTS RECEPTION

## SUNDAY NIGHT 6:00 P.M.

### "Go Green"

Organic - Recyclable Materials - Eco-friendly

### GIFT EXCHANGE

NO MORE THAN \$20.00 AGGREGATE VALUE

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GIFT EXCHANGE...NO PROBLEM!!!!

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Spring 2015  
OACA Conference  
Agate Beach Inn  
Join us at the beach!!



SPRING CONFERENCE DATES : APRIL 12<sup>th</sup>, 13<sup>th</sup> and 14th, 2015

**Oregon Association for Court Administration  
Fall 2014 Conference Agenda  
October 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> 2014  
Salishan  
7760 Highway 101 North, Gleneden Beach, OR 97388**

**Sunday, October 5<sup>th</sup> 2014**

8:00 a.m. – 12:00 p.m.	Conference Registration
8:00 a.m. – 6:00 p.m.	Vendor Exhibits
8:15 a.m. – 9:00 a.m.	New Member/1 <sup>st</sup> Time Attendee Breakfast
9:00 a.m. – 9:30 a.m.	MSU/OACA Certification Information Meeting
9:30 a.m. – 10:00 a.m.	Vendor Break
10:15 a.m. – 11:45 a.m.	Municipal Court Rap Session (Traffic & Misdemeanor) Municipal Court Rap Session (Traffic Only) Justice Court Rap Session State Court Rap Session
12:00 p.m.—1:15 p.m.	Business Luncheon – Provided
1:30 p.m. – 3:00 p.m.	Bridging the Generational Gap Speaker: Carol French & April Lewis
3:00 p.m. -- 3:30 p.m.	Vendor Break
3:30 p.m. - 5:00 p.m.	Bridging the Generational Gap
5:00 p.m. – 6:00 p.m.	Vendor Exhibits
6:00 p.m. – 9:00 p.m.	Join us in Honoring Past Presidents Reception Everyone welcome!

**Monday, October 6, 2014**

7:15 a.m. - 8:15 a.m.	Continental Breakfast
8:00 a.m. - 9:00 a.m.	Registration
8:00 a.m. – 5:00 p.m.	Vendor Exhibits
8:30 a.m. – 10:00 a.m.	Essential Components of Courts MSU Speaker: Jim Woodward
	OR
8:30 a.m. – 10:00 a.m.	Dealing with the Mentally Ill Speaker: Brian Wolff, LCSW, CADC II
10:00 a.m. – 10:30 a.m.	<b>Vendor Break</b>

**Monday, October 6, 2014 Cont.**

10:30 a.m. – 12:00 p.m.

**Essential Components of Courts MSU**

Speaker: Jim Woodward

OR

10:30 a.m. – 12:00 p.m.

**Dealing with the Mentally Ill**

Speaker: Brian Wolff, LCSW, CADC II

12:00 p.m. – 1:15 p.m.

**Lunch Provide**

1:30 p.m. – 3:00 p.m.

**Essential Components of Courts MSU**

Speaker: Jim Woodward

OR

1:30 p.m. - 3:00 p.m.

**A-Z of Criminal Court Processes**

Speaker: Chris Owen

3:00 p.m. - 3:30 p.m.

**Vendor Break**

3:30 p.m. - 5:00 p.m.

**Essential Components of Courts MSU**

Speaker: Jim Woodward

OR

3:30 p.m. – 5:00 p.m.

**E- Courts**

Speaker: Daniel Parr

**Tuesday, October 7, 2014**

7:15 a.m. - 8:15 a.m.

Continental Breakfast

7:00 a.m. – 7:30 a.m.

Registration

8:30 a.m. - 10:00 a.m.

**Appeals**

Speaker: Tira Van Loo & Chris Steifer

10:00 a.m. - 10:30 a.m.

**Break and Hotel Check Out**

10:30 a.m. – 12:00 p.m.

**DMV**

Speakers: Lori Morris, Driver Transaction Manager,  
Susan Schliph, Driver Suspension Manager  
Dani Harp, Driver Suspensions Technical Support  
Chris Joli, Driver Records Manager  
Cathy Wilkes, Conviction Specialists  
Kelly Kercheski, DMV Manager

12:00 p.m.

**End of OACA Conference**

## Fall 2014 Class Descriptions

### **Bridging the Generational Gap (Personal/People Skills)**

This fun and interactive workshop will examine the ways in which generational differences challenge organizations, both internally and in terms of external customer service. It will examine workplace relationships, the delivery of culturally appropriate customer service, workplace management, and productivity issues by comparing and contrasting values, beliefs, work ethics, and attitudes about technology in the four generational groups. We will also discuss strategies to build cultural bridges across generational gaps.

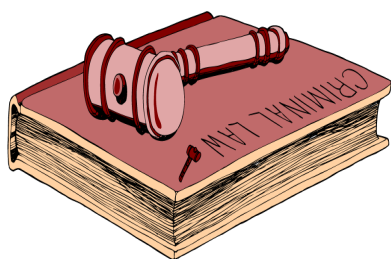
### **MSU-Essential Components of Courts (Judicial Organization & Theory)**

This course provides an introduction to the essential components of court administration that enhance judicial decision making, services and programs that support the adjudication process, and infrastructure needs unique to the judicial system. This presentation on essential components is organized by how and when they contribute to the judicial process in the categories of case preparation, adjudication, and enforcement. Underlying these categories are court infrastructure requirements that make up the physical environment and cross-cutting issues that impact all stages of the judicial process.

Students will receive credit for **five contact hours** once the *End of the Course Exercise* and the *Essential Components of Courts Evaluation* have been successfully submitted. Students interested in a more in-depth treatment of essential components of courts should consult the credit-bearing courses of Judicial Administration.

### **Dealing with the Mentally Ill (Personal/People Skills)**

Learn how to better address one of the most common challenges faced by law enforcement and public safety personnel today—Encounters with the mentally ill. In this class you will learn to recognize the signs and symptoms of the mental illness; communication techniques when encountering the mentally ill, how to better de-escalate high-anxiety encounters and what to do in a crisis to decrease the need for force.

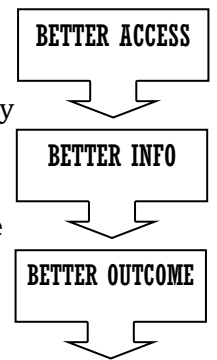


### **A – Z of Criminal Court Process (Judicial Organization & Theory)**

This session is designed to help court personnel understand the reason behind the procedure. Whether you are working in a Municipal Court in Oregon or a felony trial court in New York, many of the same principles and processes apply. This is intended to be an interactive course and the goal is to take some of the mystery out of the “what and why” of criminal procedure.

### **E-COURTS (Operational Systems Management)**

As technology advances, courts around the country are finding new ways to combine technology and business process to create a more efficient court system. Learn how the Oregon circuit courts are taking advantage of new technology to provide better access, better information, and better outcomes to court users and the public as well as the lessons learned throughout the Oregon eCourt project.



### **APPEALS (Legal/Court Procedures)**

This presentation will go over how to file an appeal and what the courts responsible is when an appeal is filed in Circuit Court. This presentation is for courts who are not a court of record, but will be a very interesting and informative presentation for everyone

### **DMV (Legal/Court Procedures)**

This session will consist of the following DMV employees; Lori Morris – Driver Transaction Section Manager Susan Schlipf – Driver Suspension Manager Dani Harp – Driver Suspensions Technical Assistant Chris Joli – Driver Records Manager Cathy Wilkes – Conviction Specialist (Driver Records) and Kelly Kerchesski (DMV Manager). they are coming to share information and answer any questions that we may have. As many of you know Sandra Walker retired last year, what you might not know is that Kelly Kercheski has moved to a new department in DMV. So I am happy that so many individuals from DMV will attend our conference so we may keep the great communication with DMV that we have had over these many year.

Thank you to everyone for your wonderful ideas for OACA presentations. I want to encourage everyone to send me their ideas at [darntsen@beavertoregon.gov](mailto:darntsen@beavertoregon.gov).

Below are some classes I am considering for upcoming conferences.

#### **Spring 2015**

MSU Purposes & Responsibilities of Courts  
Victim's Rights  
What is Legal Advise  
Customer Services on the Front Lines  
Legislative Updates

#### **Fall 2015**

MSU Leadership  
Habits: Friend or Foe?  
Community Courts  
Functions of the Legislature  
Introductions to Courts



FALL 2014 CONFERENCE REGISTRATION FORM  
OREGON ASSOCIATION FOR COURT ADMINISTRATION  
Salishan, Gleneden Beach, OR      October 5th, 6th, and 7th, 2014

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Court / Agency: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

- ☐ Full conference registration (member \$175 / non-member \$240) \$ \_\_\_\_\_  
\*Full registration includes Sunday luncheon, Sunday Past President's Reception, Monday Breakfast,  
Monday luncheon, Tuesday Breakfast.  
**\$50.00 Late Fee** (Registration after the September 5, 2014 deadline) \$ \_\_\_\_\_

**Friendly Reminder !**

If you haven't paid your annual membership dues yet, please complete the Membership Application and attach the application with an additional \$50.00 along with this registration form and conference fees. Thank you !

This is my first OACA conference ( )

I am a new OACA member ( )

**Please place an X in the box next to the session you will be attending, including rap sessions.**

For our a la carte attendees, please note the prices on the right. Thank you so much!

Day/time	Session name	I am Attending:	A la carte pricing	
			Member	Non Member
Sunday 9:00a - 9:30a	MSU/OACA Certification Program	_____	\$0.00	\$0.00
Sunday 10:15a - 11:45a	Rap Session - Municipal Court (Traffic Only)	_____	\$35	\$55
	Rap Session - Municipal Court (Traffic/Misd)	_____	\$35	\$55
	Rap Session - Justice Court	_____	\$35	\$55
	Rap Session - State Court	_____	\$35	\$55
Sunday 1:30p - 5:00p	Bridging the Generational Gap	_____	\$35	\$55
Monday 8:30a - 5:00p	Essential Components of Courts (MSU)	_____	\$75	\$95
Monday 8:30a - 12:00p	Dealing with the Mentally Ill	_____	\$35	\$55
Monday 1:30p - 3:00p	A—Z of Criminal Court Process	_____	\$35	\$55
Monday 3:30p - 5:00p	E-Courts	_____	\$35	\$55
Tuesday 8:30a - 10:00a	Appeals	_____	\$35	\$55
Tuesday 10:30a - 12:00p	DMV	_____	\$35	\$55

**Total A La Carte Fees** \$ \_\_\_\_\_

Business Lunch Plated Meal (choose one)      ☐ Coastal Cobb Salad      ☐ Chicken Picatta

Guest or a la carte meals: Please mark which meals you are requesting (price includes a 22% service charge)

- ☐ Sunday Luncheon      \$33.00 per person      \$ \_\_\_\_\_  
☐ Monday Breakfast      \$25.00 per person      \$ \_\_\_\_\_  
☐ Monday Luncheon      \$30.00 per person      \$ \_\_\_\_\_  
☐ Tuesday Breakfast      \$25.00 per person      \$ \_\_\_\_\_

**TOTAL PAYMENT ENCLOSED** \$ \_\_\_\_\_

Do you have any special dietary or other special request? If so, please explain and we will do our best to accommodate you:\_\_\_\_\_

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**REGISTRATION DEADLINE: September 5, 2014 (POSTMARKED DATE).** Registrations received after the deadline date will be assessed a \$50.00 late fee. Request for conference refund must be in writing to the Treasurer. Request for refund must be received ten (10) days prior to the conference for full refund. Request for refund after the ten-day grace period will be forwarded to the Board for review and action.

**Room reservations:** Please call 1-800-547-3922 no later than September 15, 2014 to secure our group rate. Be sure to mention that you are with OACA. Refer to the "2014 Fall Conference Hotel Accommodations Information" page for pricing.

**Are you a new member and/or first time conference participant?** If so, please join the board for breakfast on Sunday morning. Would you like to have a conference "buddy" to help show you the ropes?

- ☐ Yes, please assign me a "buddy" to learn all the ins and outs of conference!

**RSVP! For the Past Presidents Reception:** If you are planning on attending, please RSVP. That way we can make sure there is plenty of food and tables for everyone. If you have never attended the Past Presidents Reception, please come and join in our "Go Green" themed gift exchange (limit gift to \$20 maximum please). The "Go Green" theme is meant to encourage organic made from recyclable materials or eco-friendly gifts. This themed gift exchange is fun and the perfect time to network with peers, and eat some fabulous hors d'oeuvres

- ☐ Yes, I will be attending the reception  
☐ Yes, I will be participating in the gift exchange

**Please be sure to complete the entire registration form and return both pages with payment no later than September 5, 2014 to:**

OACA  
c/o Anna Mae Gliebe  
Beaverton Municipal Court  
PO BOX 4755  
Beaverton, OR 97076

Please make checks payable to OACA.

**OREGON ASSOCIATION FOR COURT ADMINISTRATION  
APPLICATION FOR HARDSHIP SCHOLARSHIP  
SPONSORED BY OACA VENDORS**

Name: \_\_\_\_\_

Court: \_\_\_\_\_

Court Mailing Address: \_\_\_\_\_

Court Physical Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

=====

I am applying for: (Scholarships are not transferable)

\_\_\_\_\_ Registration fee of \$175.00

\_\_\_\_\_ 2 nights (under 100 miles one way) \$225.80

\_\_\_\_\_ 2 Dinners \$44.00

\_\_\_\_\_ 3 nights (over 100 miles one way) \$338.70

\_\_\_\_\_ 3 Dinners 1 Breakfast \$76.00

\_\_\_\_\_ Mileage round trip \_\_\_\_\_ X .285 = \_\_\_\_\_ (Please calculate based on the mileage from your place of employment, not your home address.)

Total requested \$ \_\_\_\_\_

The identity of the applicants is confidential. On the questions below please omit any indication of what court you are associated with or any other remarks that would indicate your identity. If your 2014 membership dues have not been paid, your application will be returned and not processed.

Important! Please do not make hotel reservation yet! If you are awarded a scholarship OACA will make the reservations on your behalf. Note, if you are granted a scholarship for lodging, sharing a room with another conference attendee or upgrades is not allowed. Thank you for your understanding!

Have you applied for an OACA Scholarship before? (Y) (N)

If so, were you awarded a scholarship? (Y) (N) If yes, when \_\_\_\_\_

Scholarships are given out based on the applicant's need. Priority will be given to new applicants, although repeat awards may be given if insufficient numbers of new qualified applications are approved.

Please complete the following questions and note any special circumstances the OACA Board needs to take into consideration (If more space is needed please attach an additional page).

1. Please demonstrate your financial need for this scholarship by submitting a written statement of why you feel you need OACA's financial assistance to attend the conference. This statement shall include a description of the proposed cost to attend the conference.

2. Submit a written statement as to why you want the scholarship and why you deserve it. Include a brief narrative of your background and future career goals.
  
3. Is there any funding available through your court? (Y) (N)  
 Will your city pay for part of your expenses to attend the conference? (Y) (N) If yes, please explain. (e.g. using city car; per diem; other)
  
4. Are you required to take vacation time or other leave to attend the conference? (Y) (N)
  
5. If you are awarded a scholarship you will be required to perform 1 hour of volunteer service in the following areas. Please indicate your preference by ranking the options below: 1-4 (1 being the highest)
   
 \_\_\_\_\_ Host a session (if yes, which one?) \_\_\_\_\_
   
 \_\_\_\_\_ Write a session article (which class) \_\_\_\_\_
   
 \_\_\_\_\_ Speak at the New Member Breakfast \_\_\_\_\_ Facilitating a rap session

The OACA Vendor Scholarship program was created for current OACA members only. If your 2014 membership dues have not been paid, your application will be returned to you. **If you are awarded a scholarship, you will be required to submit proof of attendance to the conference by submitting the OACA Certification Course Credits form showing you attended conference classes within all allotted time slots.** Failure to attend during all allotted time slots and/or not completing volunteer service will result in you having to repay the scholarship award and may disqualify you from receiving any award in the future. See other qualifications and award criteria listed in the Vendor Hardship Scholarship Information sheet.

***I have read and understand that failure to comply with the guidelines of this program will result in a disqualification for consideration.***

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Applications are due no later than Friday, August 29, 2014.** Please return application to Christine Watts, OACA Secretary, McMinnville Municipal Court, 230 NE 2<sup>nd</sup> Street, McMinnville, OR 97128 or email to [wattsc@ci.mcminnville.or.us](mailto:wattsc@ci.mcminnville.or.us) or fax to 503-435-5787. Please call to double check that I received your application at 503-434-2348.

Applications will be reviewed at the September 12, 2014 board meeting; award letters will be emailed to the successful applicants.

**Please submit your completed registration form (be sure to include which classes you will be attending) with your application, it will be forwarded on after the review process. Thank you!**

# Our Safety Courses Can Save Lives!



## *Court Solutions with Classroom or Online Traffic Safety Courses*

**Our Focus is Oregon:** Knowing Oregon's traffic safety laws and how to shed light on responsible driving is what we do. We know why most crashes happen and the community challenges in how to promote safer driving. We have a very strong interest in success – we live here, we work here, and our families drive the same roads as yours.

**Making A Difference:** The courts have a very real opportunity to help change the future behavior of a driver. When you partner with U-Turn180™, know that you have a team of professionals who are dedicated to finding ways to save lives.

**Unparalleled Court Services:** U-Turn180™ is an Oregon company that will help you maximize efficiencies in traffic school processes. Using our statewide attendance tracking system, we auto-check previous students historically across all of our customers and deny registration without your re-approval. We provide top-tier customer service that is second to none and go the extra mile to ensure a quality business relationship:

- Next-day completion reporting helps you clear cases faster, creating additional efficiencies.
- We have numerous city, county and state customers. Ask your peers about our superior service.

**Engaging Traffic Safety Education:** U-Turn180™ provides some of the best and brightest traffic safety education instructors in the Oregon Highway Safety Community. Along with the company's owners, our instructors are part of a dedicated **team** of Oregon Highway Safety practitioners, working to save lives on **our roads**. We know how to make a difference with our real world focused approach to education.

**A Best-in-Class Company:** U-Turn180™ helps your court address local traffic safety problems. Our attention to detail and robust customer service provide a partnership of success. Oregon traffic safety is our passion. Let us help you make it yours.



**TURN180™**  
"WHERE CHANGE BEGINS"

Toll Free: 877.399.8876  
Info: [www.urn180.com](http://www.urn180.com)  
Contact: [courts@urn180.com](mailto:courts@urn180.com)

**BORED? TOO MUCH SPARE TIME?  
(REALITY CHECK...MORE LIKE NO TIME)  
JOIN THE BOARD - OACA NEEDS YOU!**

This is your time to become more involved in OACA and have a leadership role in the activities of the association. The Board meets once a month at different locations throughout the state depending upon where board members live. The Board is exploring the reducing the number of meetings and/or meet using technology rather than in person for some of the meetings.

The Intent to Run Form is in this issue of The ECHO as well as the list of job duties for each position that will be on the ballot for the election that will be held at the fall conference.

If you think you cannot run because you cannot make all of the meetings or it is too far to drive to attend meetings in person; indicate that on your Intent to Run Form so accommodations can be made to have you attend the meetings via conference call or video conferencing.

Are you overwhelmed thinking of running for an officer position on the Board? Talk to me. There may be another member who would like to share the job with you. You could both run as Co-Officials depending upon the position.

You do not have to run for a position on the board to be involved. There is a committee just waiting for your special talents. Committee meetings are set by the Chairperson of the committee as needed.

Nominations Committee  
Finance Committee  
The ECHO Committee  
Membership Committee

Conference Committee  
Education Committee  
Resolutions By Laws Committee  
Website Committee

OACA needs you! Opportunity is knocking! Open the door!

Kay Renfro  
OACA President & Immediate Past President

**The following are position descriptions for the 2014 Officer and Director positions that will be open for election at the OACA Fall Conference.**

**President:** The President shall:

- preside at the annual meeting of the Association, at any special meeting or conference of the Association and at all meetings of the Board of Directors;
- except as otherwise provided in the By Laws, appoint the chairperson and members of all standing and special committees;
- be an ex-officio member of all committees;
- be signatory on any accounts in financial institutions for the Association, and on any contracts or commitments made by the Association or the Board of Directors.

**Education Vice President:** The Education Vice President has primary responsibility for:

- researching and recommending to the Board, conference themes, keynote and workshop speakers, curriculum design, and organization of the educational program for all conferences;
- conducting surveys of the Association membership and all Oregon court judges and staff regarding educational needs and preferences;
- collecting and analyzing the conference session evaluations to maintain the highest possible quality of educational programs at conferences;
- organizing and managing the educational program for all conferences including negotiation with speakers for fees and expenses, recruiting speakers and hosts for all sessions;



- working with the Education committee and other volunteers to recommend applicants for scholarships and all levels of Certification of the Association, acquiring MCLE credits for all conferences, and making certain all membership constituencies are served through conference programs.

The Education Vice President shall assist the President and other Vice Presidents in the discharge of Association matters and in the absence of the President shall assume responsibility for the duties of that office. The Education Vice President is the chair of the Education Committee.

**Conference Vice President:** The Conference Vice President has primary responsibility for:

- researching and recommending conference dates, facilities and locations to the Board of Directors;
- negotiating contracts with hotels or conference facilities for all conferences and educational programs of the Association;
- organizing and managing the physical logistics of all events of each conference;
- working with the Conference Committee and other volunteers to plan banquets, fundraisers, social events, and the audio/visual set up of rooms for educational sessions which are part of the conferences.

The Conference Vice President shall assist the other Vice Presidents in the discharge of Association matters. The Conference Vice President is chair of the Conference Committee and a member of the Education Committee.

**The ECHO, Resolutions, and By Laws Vice President:** The ECHO, Resolutions, and By Laws Vice President has primary responsibility for:

- editing and managing the production of the Association's newsletter, The ECHO;
- maintaining a high level of quality and accuracy in The ECHO;
- working with The ECHO, Resolutions, and By Laws Committee in developing and reviewing proposals for Resolutions and changes in the By Laws to be brought to the Board of Directors and the Association's membership.

**Treasurer:** The Treasurer has primary responsibility for:

- maintaining the financial records of the Association;
- preparing and presenting to the Board a comprehensive, annual financial statement by April 1<sup>st</sup> of each calendar year;
- serving as Chairperson of the Finance Committee
- reporting on the current financial status of the Association at each meeting of the Board of Directors and to the membership at the annual meeting
- depositing funds in such financial institutions as are designated by the Board of Directors in an account under the name of the Association;
- withdrawing account funds, execute checks or other drafts and disburse monies in support of official Association business or activities in accordance with the provisions of the By Laws; assist other Board members in the discharge of their duties.

**Directors:** All Directors are elected at large from the membership of the Association and responsible for:

- serving as members of the Education Committee
- assessing the Association's educational needs
- developing and coordinating the educational goals, plan, and programs for the Association
- conducting membership surveys
- evaluating educational presentations
- perform other duties at the direction of the President of Board of Directors in furtherance of Association purposes assist other Board members in the discharge of their duties

One director shall be designated Director of Certification by the President and assigned the tasks of administering the Association's Certification Program including recommending persons to the Education Committee for Certification at a specific level. Other directors are assigned to a board officer.

## NOTICE OF INTENT TO RUN FOR OFFICE 2014

Please complete the following form to run for a position as OACA Officer or Director

Name: \_\_\_\_\_  
\_\_\_\_\_

Court/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Check the position for which you are interested in running:**

- |                                                                                                |                                                          |                                                           |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> <b>President</b>                                                      | <input type="checkbox"/> <b>Education Vice President</b> | <input type="checkbox"/> <b>Conference Vice President</b> |
| <input type="checkbox"/> <b>Membership Vice Presidents (2 year term)</b>                       |                                                          | <input type="checkbox"/> <b>Secretary (2-year term)</b>   |
| <input type="checkbox"/> <b>The ECHO, Resolutions &amp; By Laws Vice President</b>             |                                                          |                                                           |
| <input type="checkbox"/> <b>Director (There are five positions on the Board of Directors.)</b> |                                                          |                                                           |

### **SUMMARY BACKGROUND INFORMATION**

OACA member since: \_\_\_\_\_

OACA positions held: \_\_\_\_\_

OACA committees served on: \_\_\_\_\_

OACA related experience: \_\_\_\_\_

Other service/involvement: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All applicants must be current, active members of OACA (2013 dues paid).**

**Submit this form no later than September 12, 2014 to:**

**Kay Renfro OACA Past President**

**Beaverton Municipal Court**

**P O Box 4755**

**Beaverton, OR 97076-4755**

**Phone: 503.526.2291**

**Fax: 503.350.4031**



# *Officers and Directors*

## *2014-2015*

### **IMMEDIATE PAST PRESIDENT PRESIDENT**

#### **KAY RENFRO**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.526.2291  
Fx: 503.350.4031  
krenfro@beavertonoregon.gov

### **CONFERENCE VICE PRESIDENT**

#### **CHERYL STONE**

Eugene Municipal Court  
1102 Lincoln St.  
Eugene, OR 97401  
Wk: 541.682.5019  
Fx: 541.682.5417  
Cheryl.Stone@ci.eugene.or.us

### **EDUCATION VICE PRESIDENT**

#### **DEBRA ARNTSEN**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.350.4014  
Fx: 503.350.4031  
darntsen@beavertonoregon.gov

### **ECHO, RESOLUTIONS & BY LAWS VICE PRESIDENT**

#### **AMY ANDERSON**

150 E. Main Street  
Hillsboro, OR 97123  
Wk: 503.681.6459  
Fx: 503.681.6282  
amy.anderson@hillsboro-oregon.gov

### **MEMBERSHIP VICE PRESIDENT**

#### **CARLA BANTZ**

Milwaukie Municipal Court  
10722 SE Main Street  
Milwaukie, OR 97222  
Wk: 503.786.7531  
Fx: 503.786.7528  
bantzc@ci.milwaukie.or.us

### **SECRETARY**

#### **CHRISTINE WATTS**

McMinnville Municipal Court  
230 NE 2nd Street  
McMinnville, OR 97128  
Wk: 503.434.2348  
Fx: 503.435.5787  
Christine.Watts@ci.mcminnville.or.us

### **TREASURER**

#### **ANNA MAE GLIEBE**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97355  
Wk: 503.526.2358  
Fx: 503.526.4031  
agliebe@beavertonoregon.gov

### **DIRECTORS**

#### **HOLLY BROWN**

Salem Municipal Court  
555 Liberty Street SE, #215  
Salem, OR 97301  
Wk: 503.588.6139  
Fx: 503.588.6441  
hbrown@cityofsalem.net

### **PRISCILLA KLEIN**

Lincoln City Municipal Court  
PO Box 50  
Lincoln City, OR 97367  
Wk: 541.996.1217  
Fx: 541.996.1263  
pklein@lincolncity.org

### **MARLENE LELAND**

Lebanon Municipal Court  
40 N Second St., Ste 300  
Lebanon, OR 97355  
Wk: 541.258.4218  
Fx: 541.258.4953  
mleland@ci.lebanon.or.us

### **SANDRA MILLS**

Junction City Municipal Court  
PO Box 250  
Junction City, OR 97448  
Wk: 503.541.998.1113  
Fx: 541.998.3140  
smills@ci.junction-city.or.us

### **JAMIE RHODES**

City of Lafayette  
PO Box 55  
Lafayette, OR 97127  
Wk: 503.864.2451  
Fx: 503.864.4501  
jamier@ci.lafayette.or.us