



Pre-Spring 2023

THE
ECHO

Presidents Message

Greetings members!

I hope everyone had a wonderful Holiday and New Year. I can't believe it is that time again to renew our memberships and start thinking about signing up for the Spring conference. I look forward to this time, because I truly can say that I get so much information and knowledge from my fellow attendees as well as from the exceptional speakers. I want to thank all members for supporting OACA. Your board members truly appreciated all your support and want to invite you to join a committee.

If you join a committee, you can have a say in the education that is provided, the conference facility that is chosen and so many other decisions that go into bringing you the best conferences. This also could be your first step in becoming a Vice President. When you become a Vice President you are not alone, you can have a CO-VP and other board members will be there for you as well. Please consider becoming part of the OACA board it is a very rewarding opportunity and you can make a difference. Nominations for office will be taken at the fall conference, but please don't hesitate to reach out if you are interested in a committee or VP position. Please also reach out if you have any questions, your board is here for its members.

I also want all our members to check out the new OACA website. I want to thank Laura Anderson and Darci Roberts for an excellent job making this happen. I truly appreciate their dedication to OACA.

The board is currently hard at work on the spring conference which will be held at the Newport Hallmark Inn April 23 - 25. We are looking at having great speakers and a great venue. Newport is usually beautiful during the spring, and I am hoping we have another great turn out.

OACA, is a wonderful organization and I feel very privileged to be a part of. If you have any questions, please don't hesitate to ask.

With warm regards,

Debbie Arntsen

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 Courts 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.

CONFERENCE CORNER

The Spring conference is just a few months away and will be held at the Hallmark Resort in Newport. Hallmark has made many improvements over the last year and we are confident this conference will be one you do not want to miss! Your Education VP's have coordinated a lot of great topics and speakers, be sure to review the agenda and register at your earliest convenience. I look forward to connecting with you all; OACA conferences are a great way to learn new things and network with others.

The OACA Spring 2023 conference will be held Sunday April 23th through Tuesday April 25th, 2023. All are encouraged to attend the Court Connection Banquet (included with registration) which will be held on Monday night April 24th, 2023. The menu will be a full dinner buffet with roasted local prime rib including the fresh catch of the day and a variety of delicious sides. Be sure to complete your registration form, pay for your 2023 membership dues and conference fees. Please make your hotel reservations early so you can book a room with OACA's reserved room block.

Our Fall Conference will be October 15, 16, 17 2023 at the Agate Beach in Newport. Mark your calendar and save the date!

Looking forward to seeing you all at the 2023 Spring Conference!

*Cheri Coble, Conference Vice President
Eugene Municipal Court*

SAVE THE DATE: FALL CONFERENCE

*October 15th,
16th, & 17th
at NewPort
Agate Beach!!!*

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2023 Spring Conference Hotel Accommodations Information



The 2023 Spring Conference is being held at the Hallmark Resort Hotel at Newport Beach. The address is 744 SW Elizabeth St, Newport OR 97365.

Many of the rooms at the Hallmark Resort Hotel have beautiful ocean views, come with a balcony and have a cozy gas fireplace. Every room has high speed wireless internet and comes equipped with a microwave, refrigerator, coffee maker and flat screen TV. There is an indoor saltwater pool, hot tub, sauna and exercise room. Georgie's Beachside Grill is a full-service restaurant and is on site.

Please make your reservations no later than April 1, 2023. The block of rooms and special OACA rate will only be held until that date. **To make a reservation, call 541-265-2600 and make sure you tell them you are participants of the OACA Spring Conference.**

Traditional One Queen Guestroom is \$ 119.00 plus tax	Limited Edition Two Queen Guestroom is \$139.00 plus tax
Traditional Two Queen Guestroom is \$129 plus tax	Limited Edition King Spa Guestroom is \$149.00 plus tax
Tax Rate is 13.5%	Check in: 4:00 p.m. & Check out: Noon

www.Hallmarkinns.com/newport-oregon.com



OACA SCHOLARSHIPS AVAILABLE!

Welcome to 2023 and what is sure to be another great year with OACA! Our Spring Conference will be here before you know it and we would love to see all of you there! If you are hesitating to sign up due to budget cuts within your organization, we've got you covered. And by "we", I mean our amazing Vendors who continue to shower us with their support. Thank you Vendors!

Are you a current OACA member (with your 2023 membership fees paid in full) and able to show financial hardship? Then we want to hear from you! **All requests for financial assistance must be submitted via the Vendor Scholarship application by applying online at www.oaca.org. Applications and registrations must be received no later than 5pm on Friday, March 3, 2023. There are no exceptions to this date.**

If you are approved for a scholarship, then all we ask is that you write a brief article about a class you have attended for a future edition of The Echo (a quick paragraph about what you learned or your perspective on the class) and/or provide a quick introduction for one of our speakers at the conference itself (read a quick biography and that's it!). Then just submit your signed attendance sheet to me after the conference.

Please submit your completed conference registration (indicating which classes you will be attending) and scholarship application to me at either:

EDanaher@Eugene-or.gov	Fax: (541) 682-5537	Eugene Municipal Court Attn: Erin Danaher 1102 Lincoln St Eugene, OR 97401
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*Please email or call me to verify your paperwork has been received. I *should* be able to receive the scholarship applications via our new OACA website, but it might be helpful to play it safe and send a copy of those to me as well, while we work out any possible kinks in our new system...

Please reach out if you have any questions, see you all in April!

Erin Danaher
OACA Secretary
Eugene Municipal Court

EDUCATION

Hello OACA members! It seems like just yesterday we were meeting in Bend for our Fall Conference, but here we are...ready for SPRING! We are very excited to see you on the (hopefully sunny) beach in April! This conference is all about getting down to brass tacks. We wanted to bring you speakers and topics that sparked conversation and learning around some of our basic operations such as LEDs, safety, and even time management. As always, we hope that you enjoy what we have planned for you!

To kick off our 2023 spring conference, we have a new member breakfast to socialize, meet the OACA board, and a chance to ask questions regarding the conference. Following the breakfast, we have the breakout rap sessions. Please come prepared with questions for a lively group discussion! Next on the agenda, we have an OACA Certification Information Meeting to explain the certification process and answer any questions that you may have. Our first speaker of the conference will be Mary Ellen Baker. She is a speaker, trainer, educator, and founder of The Time Professionals and GoBrainGo, who discovered her life calling in sharing methods to train the brain around the pitfalls of modern-day productivity. For more information about the session as well as a brain skills quiz, visit her [website](#). Then, Grace Wong from the City of Beaverton will provide a training on ethics and the do's and don't's of being a public employee.

On Monday, April 24th, there will be a variety of topics relating to the court system. First, we will have the most awaited topic, legislative updates presented by Judge Erin Zemper from Eugene Municipal Court. And then, we will have a representative from the DMV who will lead a presentation on how to fill out common DMV forms and answer any questions. After lunch, all things LEDS 20/20 will be presented by Leahanna Rosales from the CJIS division of the Oregon State Police. To wrap up the day, Sergeant Chester Lamb will give a training on court safety in unforeseen emergency situations.

On the last day, a discussion on jury trial coordination will be led by Angelita Maciel from the Beaverton Municipal Court. Last but not least, OACA Director, Jillian Viles will give a training on conflict management. We are so excited to bring you this conference and hope that we will see you all there!

--Hannah Burke & Zoren Santiago

CERTIFICATION

Not familiar with OACA's certification program? There is a handout on our website under Education, which explains the certification program requirements and how to submit your certification paperwork. The spreadsheet will assist you with tracking classes and training sessions in the appropriate categories, along with date, type of credit (ex: OACA, NACM, etc.), coursework description and the credits earned. The spreadsheet will calculate for you. It is your responsibility to complete the spreadsheet when submitting your application and paperwork for certification.

For members that have their paperwork ready for any of the 3 levels of OACA certification, please forward to us for review and approval. To assist you, the tracking spreadsheet and application is located on the OACA website.

If you have any non-OACA credits, such as computer software training or community college classes that would pertain to one of the categories, fill out the outside training credit request. This information, along with proof of training, will need to be submitted at the time of certification. If you have any questions, feel free to email us or come speak with us at the conference. --Hannah Burke & Zoren Santiago

MEMBERSHIP

Happy New Year everyone! The April Spring Conference is getting closer and closer, and your Board members are working hard to put together a fun and educational conference for everyone to enjoy!

Don't forget to renew your OACA membership for 2023. Remember, membership is only valid for one year, and you must renew annually.

Don't miss out on the incredible opportunities that membership provides, including, but not limited to:

- Enriching education
- Access to the members-only section on of the OACA website
- Discounted conference registration fees
- Ability to network with other court professionals

At this time, you can only complete the membership application process online. If you need assistance submitting your application, please contact Maria Nguyen, Membership Vice President.

Let's increase our membership numbers and share our organization with other court professionals. Refer a friend! Refer three new members and earn one free annual membership. Refer five new members and receive one complimentary conference registration! For a referral to qualify, it must be received within the same calendar year. Also, the referred member must either have a current or renewal membership with an active membership type. That's a huge incentive, so make sure each new member provides your name on their application.

If you have any questions regarding your OACA membership or the mentorship program, please get in touch with me at (503) 718-2787 or email me at maria.nguyen@tigard-or.gov.

MENTOR PROGRAM

OACA needs mentors! Become a mentor and have a hand in shaping someone's future by sharing your knowledge and experience! Not only is this an opportunity to nurture new talent, but this is also an opportunity to develop leadership and communication skills and build personal and professional growth. Also it provides a sense of fulfillment that comes with giving back to our profession and organization.

Is this your first time attending a conference? Need a mentor? Mentors will accompany you to two classes on the first day of the conference to help you navigate the schedule of activities. It's also a valuable opportunity to build networking relationships and to help you gain the wisdom and perspective of other court professionals.

If you would like to volunteer as a mentor or you are a new OACA member and would like a mentor, please make sure you complete the mentorship portion of your online conference application. Although the mentorship program is only during the conference, the value last's a lifetime!

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OREGON ASSOCIATION FOR COURT ADMINISTRATION

2023 Spring Conference April 23, 24 & 25, 2023 Hallmark Resort

Hotel, Newport, Oregon,

744 SW Elizabeth St. Newport, OR 97365,

1-855-391-2484

SUNDAY, APRIL 23

CONFERENCE AGENDA

8:00am – 9:00am

NEW MEMBER BREAKFAST

9:00am – 10:30am

MUNICIPAL COURT RAP SESSION (Traffic & Misdemeanor)

MUNICIPAL COURT RAP SESSION (Traffic Only)

JUSTICE COURT RAP SESSION

10:30am – 11:00am

BREAK

11:00am – 12:00pm

CERTIFICATION INFORMATION

12:00pm – 1:30pm

LUNCH

1:30pm – 3:00pm

BRAIN-BASED TIME MANAGEMENT

Speaker: Mary Ellen Baker

3:00pm – 3:30pm

BREAK

3:30pm – 5:00pm

ETHICS

Speaker: Grace Wong

MONDAY, APRIL 24

8:00am – 9:00am

CONFERENCE AGENDA

BREAKFAST

Registration Desk Open

9:00am – 10:00am

LEGISLATIVE UPDATES

Speaker: Judge Erin Zemper

10:00am – 10:30am

BREAK

10:30am – 12:00pm

DMV FORMS

Speaker: DMV Representative

12:00pm – 1:30pm

LUNCH

1:30pm – 3:00pm

LEDS 20/20

Speaker: Leahanna Rosales

3:00pm – 3:30pm

BREAK

3:30pm – 5:00pm

SAFETY TRAINING

Speaker: Sgt. Lamb

6:00pm

COURT CONNECTION BANQUET

TUESDAY, APRIL 25

CONFERENCE AGENDA

7:30am – 8:30am

BREAKFAST

Registration Desk Open

8:30am – 10:00am

JURY TRIAL COORDINATION

Speaker: Angelita Maciel

10:00am – 10:30am

Break and Hotel Check Out

10:30am – 12:00pm

CONFLICT STYLES AND MANAGEMENT

Speaker: Jillian Viles

12:00pm

END OF OACA CONFERENCE



For nearly forty years, Chaves Consulting, Inc (CCI) has consistently delivered flexible, cost effective, easy to use software and hardware solutions meet or exceed our customers' expectations and reduce workload for court staff. Our MAJIC (Municipal and Justice Courts' Information Computing) software application is being utilized by over 90% of Oregon Justice Courts in the State of Oregon.

MAJIC's web-based solution now includes:

- DMV approved abstract prints
- Electronic interfaces with: ODOT, Department of Revenue, County Sheriffs' Offices, Collection agencies and other entities.
- CCI provides credit card processing at no-charge/ no fee to cities and counties, so defendants can make on-line payments for bail or fines.
- The E-ticketing interface with the Oregon State Police has been completed on a statewide basis and CCI is currently working with several entities to create those same interfaces with County Sheriff and City Police Departments.
- We will be introducing a totally new Small Claims Module in 2022 including a sneak peak at the Fall OACA Conference!

MAJIC provides for automatic allocation of assessments according to court-defined schedules and includes toll-free Help Desk services. Court user groups set priorities and share costs for training and upgrades. When new legislation requires software upgrades, CCI is dedicated to providing those upgrades prior to when the new legislation takes effect. The recently enacted Section 6B Amount is a good example of how CCI meets and exceeds customer expectations with software enhancements and support.

Our hosted Software as a Service model means no upfront costs and no new computer hardware to purchase. All you need is a stable connection to the internet and we do the rest!

CCI focuses on serving Oregon local government agencies and is committed to providing consistently high quality customer service to all of our users. CCI's proven solutions for state and local governments also include customer call center, billing, payment processing, accounts receivable and other out-sourced back office services.

Call 1-800-435-4633 for more information. Visit our websites to learn more.

www.chavesconsulting.com & www.synergydcs.com



2023 SPRING CONFERENCE MENU

Sunday New Member Breakfast – Great Start

Seasonal Fresh Fruit & Berries
Assorted Individual Yogurts
Bob's Red Mill Granola
Biscuits & Gravy
Mini Assorted Quiches
Bacon and Sausage
Coffee, Hot Tea & Assorted Fresh Juices

Sunday Lunch – Heceta Bay

Chicken Fajitas
Pork Carnitas
Flour Tortillas, Shredded Lettuce, & Cheese
Pico de Gallo & Sour Cream
Southwest Green Salad
Spanish Rice & Refried Beans
Chef's Choice Dessert
Coffee, Iced Tea & Lemonade

Monday Breakfast – Fun in the Sun

Seasonal Fresh Fruit & Berries
Assorted Muffins & Danishes
Texas French Toast
Breakfast Potatoes
Veggie Scrambled Eggs
(Spinach, Tomatoes, Cheddar, and Onions)
Bacon and Sausage
Coffee, Hot Tea & Assorted Fresh Juices

Monday Lunch – Seaside Deli Buffet

Clam Chowder
Chef's Choice Pasta Salad
Fresh Green Salad
Sandwich Bar:
Sourdough & Wheat Bread, Cheddar & Jack Cheeses
Deli Sliced Ham, Turkey and Roast Beef
Chef's Choice Dessert
Coffee, Iced Tea & Lemonade

Monday Dinner – West Coast Feast

Artisan Charcuterie Board
Fresh Catch of the Day
Roasted Local Prime Rib
Rice Blend
Fresh Steamed Seasonal Vegetables
Fresh Green Salad
Baked Bread
Chef's Choice Dessert
Coffee, Iced Tea & Lemonade

Tuesday Breakfast – Newport Beach

Seasonal Fresh Fruit & Berries
Assorted Muffins & Danishes
Breakfast Potatoes
Scrambled Eggs with Tillamook Cheddar Cheese
Bacon and Sausage
Coffee, Hot Tea & Assorted Fresh Juices

**Snacks and beverages will be provided on Sunday and Monday afternoon breaks*

Guests or Ala Carte Meals: *(price includes 20% service charge)*

Sunday New Member Breakfast \$27.60
Sunday Luncheon \$33.60
Monday Breakfast \$26.40
Monday Luncheon \$32.40
Monday dinner \$60.00
Tuesday Breakfast \$22.80

**Vegan entrees can be substituted for buffet meat entrees upon special request. A la carte prices may vary.*



BOARD BIO'S –LEARN ABOUT YOUR LEADERS

Board members are voluntary positions, some are for one year and some two year terms. The positions open up yearly, and the board nominates or affirms those that have sent in an “intent to run form”. The Past President (currently Shawn Branson), is the contact person on positions available. We do the elections each year at the Annual Board Meeting during OACA Fall Conference. If you don’t want to commit to a year or two, try joining a committee. If you have questions, or are interested in running for a board position, you can contact Shawn, or any board member to get connected. We also have our Board Directory to contact any of us at the end of the ECHO newsletter. -Sue Carlile-Hopper, ECHO, Resolutions & Bylaws Vice President.

Maria Nguyen, Membership VP-- Hello everyone, my name is Maria Nguyen and I am your Membership VP. I currently work for the City of Tigard as a Senior Court Clerk and have been here for about a year and a half. My outside interest includes spending time with my family and friends doing various activities such as hiking, dancing, and traveling to new places in the world. I am an avid reader and enjoy learning new things.

Maria Nguyen
Tigard Municipal Court

Mandy Balcom, Director-- I have been the Court Administrator for the Coburg Municipal Court for 9 years. I started my court career back in 2000 with the Springfield Municipal Court after I received my Criminal Justice degree. I am not going to lie, the court is not where I was originally headed as far as a career, but once I was there, I never looked back. I have been attending OACA conferences since 2005 and I love networking with other court staff to see what may and may not work for me. I am an office of one (besides the Judge) and I am all about finding better and more efficient ways to run my court.

When I am not wrapped up in the Court world, I can be found hanging out with my family on our little farm. I have a husband who just recently retired from the Lane County Sheriff’s Office and I have 2 daughters, ages 15 & 18. Our family also consists of 7 dogs, 2 cats, a cow, a pig, 2 goats and about 15 chickens out in the country. We love to travel in our RV, ride ATV’s and attend our girls’ sporting events, which keeps us pretty busy.

Mandy Balcom
Coburg Municipal Court

Secretary-- Hello again OACA! For those that don’t know me, my name is Erin Danaher and I work for the Eugene Municipal Court. I have been an OACA Member and Director since 2019 and am now your new Secretary. Please bear with me as I learn my new role 😊

I started with the City of Eugene back in the summer of 2015 and have been in my position as the In-Court Unit Lead Worker for seven years now. Prior to that, I got started on my path in the criminal justice system as an office assistant and legal secretary with the Clark County Prosecutor’s Office up in Vancouver, WA.

Outside of work, I am an exhausted mother of three boys (Grayson, Westley and Wyatt, ages 6, 4, and 2), and enjoy playing rec level soccer with my husband, Kevin, as well as going on long walks and hikes. I am really looking forward to our spring conference and my guilt-free time away at the beach. Hope to see everyone there and get to know more of you all!

Erin Danaher
OACA Secretary
Eugene Municipal Court

BOARD BIO'S –LEARN ABOUT YOUR LEADERS

Katie Leigh, Director— Welcome! I know I can speak for the entire board when I say we're glad you've chosen to be a part of OACA! My name is Katie Leigh. I'm one of your directors. I've been a OACA member since 2019. I'm the senior clerk for Linn County Justice Court. We're located in Lebanon. Our court handles a little bit of everything. Violations, criminal and civil charges. If you're an experienced clerk or new to the game, I don't have to tell you each day is a new adventure! I think that's why I find being a clerk so interesting. When you see me at conference don't be afraid to reach out or ask questions. I'm always happy to help. When I'm not working, I enjoy spending time with my husband, 3 kiddos and our one-eyed dog.

Katie Leigh

Linn County Justice Court ,Court Clerk
P.O. Box 283/ 30 East Maple St.
Lebanon, OR 97355
541-258-5777

Sue Carlile-Hopper, ECHO, Resolutions, & ByLaws Vice Preident—I have been with OACA for awhile serving as your Secretary for 4 years, many years as a Director, committee member and now I am your ECHO, Resolutions & ByLaws VP! This is my first ECHO newsletter to do in my new role. I will say it was not as easy as I thought as there is advertising, articles, and trying to get it to fit in the right spot is very hard. However, I love to be a part of the OACA board and I am looking forward to this new role.

I have worked at Beaverton Municipal Court for 24 years. All my court experience has been with Beaverton Municipal Court. We do criminal misdemeanor cases, and traffic. Most of my experience is in criminal court. I am currently doing appeals (Court of Record), public record requests (audio and paper), Jury Coordinator, bankruptcy, and set asides. Now that I am getting older, I am enjoying using my camp trailer/RV (35 feet, 3 slides, and a fireplace) and being gone for longer periods of time on my “pretend retirement” trips. I get to go to nice RV parks, or state campgrounds and pretend to be retired (one day it will come). In the meantime, Court is where you will find me.

Sue Carlile-Hopper
Beaverton Municipal Court

Zoren Santiago, Education Co-Vice President— I am a specialty court coordinator for the City of Beaverton Municipal Court. I am new in this position, and I am looking forward to learning from all of you. In 2013, I began my career as a court clerk in one of the superior courts in California and moved to Oregon in 2018. For fun, I watch a lot of YouTube. Also, I like to travel and enjoy restful weekends.

This is my second year as Education co-Vice President. I appreciate all the feedback and suggestions regarding the content of our conferences. Keep them coming and I would encourage everyone to fill out survey forms and class suggestions list – it's how we learn about what you want! Thank you for your commitment to OACA!

Zoren Santiago
Beaverton Municipal Court

BOARD BIO'S –LEARN ABOUT YOUR LEADERS

Hannah Burke, Education Co-Vice President— I am the data entry clerk for the Beaverton Municipal Court's criminal courtroom. I started working in the court system in December of 2019 and was able to learn how to do my job just in time for the pandemic to change everything! Being a member of OACA and attending conferences has been so valuable during this time. I am always astonished with the inventive solutions other courts have to our common problems.

I am very excited to be entering my second year of being co-VP of Education. I learn something new every conference that we plan. Please continue to suggest class and speaker ideas on our surveys and in person/email! It is very valuable to hear what our members need from us. Outside of work, I enjoy board games and reading a good book. In fact, one of my goals this year is to read all the books that I own that I haven't read yet. Wish me luck!

Hannah Burke
Beaverton Municipal Court

Debra Arntsen, President— As your president I wanted to give you a little background information on myself. I work for the Beaverton Municipal Court as a Court Operation Supervisor. I have been with the court for 15 years this March. I have been an OACA member since 2010. At my first conference I gave a presentation on our compliance court and how we set them up. I have been the Education Vice President off and on for many years. I have also been the Conference Vice President for a term.

I have been married for 33 years, I have two grown children and a 5-year-old granddaughter, that I am lucky enough to take to school each morning. My granddaughter and I enjoy going to the park, going to the beach, camping, and gardening.

As President of OACA I look forward to serving our members, to the best of my abilities.

Debra Arntsen
Beaverton Municipal Court

Laura Anderson, Information Technology Co-Vice President— My name is Laura Anderson and I co-chair the position of Vice President of Information Technology. This is my first year serving on the OACA board. I am the Court Manager of the Clackamas County Justice Court. I have been at the Justice Court for 11 years. Enjoy my job and enjoy helping people. I have 3 grown children and my youngest just graduated from PSU. In my spare time I enjoy gardening, hiking and beekeeping.

Laura Anderson
Clackamas County Justice Court

Cheri Coble, Conference Vice President— Hello fellow OACA members! I have been on the OACA board since Fall 2018 and I am currently the Conference Vice President. I am originally from Eastern Washington and my family relocated to the Eugene area in 2010. I have worked for Eugene Municipal Court for 10 years and am currently a Court Operations Supervisor. I have 15 years of collective court experience. I find court work very interesting and rewarding and it has been a great experience taking my court work to the next level by participating in OACA! As the OACA Conference VP, I oversee all of the details related to OACA's conferences including: scouting out Hotel venues, setting up new or rescheduled contracts, working with contracted hotels to organize OACA's conference needs and coordinating entertainment for our Court Connections Banquet. Outside of work you will find me with my family, shuttling kids to sports (14Y & 11Y), reading, hiking and stealing away on occasion to the beach. I look forward to seeing you all at our Spring conference!

Cheri Coble
Court Operations Supervisor

BOARD BIO'S –LEARN ABOUT YOUR LEADERS

Deborah Ingledew, Treasurer—I have been with the City of Salem for 24 years, the last nine years with the Municipal Court as the Court Administrator. The Salem Municipal Court is one of the largest Municipal Courts in the State of Oregon and adjudicates approximately 63,000 cases comprised of Parking, Traffic, and Criminal Misdemeanors on an annual basis. Additionally, the court also operates as a Call Center and receives and responds to about 58,000 telephone contacts a year. Court is in session five days each week and operates a full time Violation Bureau with a total court staff of 15 technical, Senior Court Operations and Court Operations staff members.

I am the Treasurer for the OACA organization and am responsible for the financial reports, reconciliations, and annual reports to include working with a Certified Public Accountant to complete the annual tax report which is filed with the Oregon Department of Justice for non-profit organizations.

Deborah E. Ingledew

Court Administrator
City of Salem Municipal Court
503-588-6407

Darci Roberts, Information Technology Co-Vice President— My name is Darci Roberts and I am your elected Co-Information Technology Vice-President. This is my first position on the OACA Board, and I have been enjoying serving all of the members. I have worked for the City of Lake Oswego for 16 years. The first 3 years as the legal assistant to the City Prosecutor and then promoted to Court Manager for the past 13 years. Prior to working in the public sector, I was a legal assistant for 16 years at a private law firm. I love working in the court system because each day is a new day. While I have some routine duties, you never know what challenges and/or rewards you will meet when dealing with the public, attorneys, and your Judge. In addition, I am a mother of two. Madeline is 25 and a 911 operator for Washington County and Charlie is 17 and a Senior at Canby High School. On the weekends and in my free time, I love to kayak all over the state, hike and go wine tasting...cheers! I look forward to seeing you all in person this at the conferences.



Darci Roberts
Court Manager | Municipal Court
[City of Lake Oswego](#)
PO BOX 369 | 380 A Avenue | Lake Oswego OR 97034
Direct 503.635.0398 | Main Line 503.635.0217 | Fax 503.697.6570
droberts@lakeoswego.city | www.ci.oswego.or.us

Pamela Pye, Director— I am the senior clerk at the Washington County Justice Court. I have been with the Court for almost 6 years and have worn many hats. We primarily hear traffic violation cases, small claims, and evictions. I attended my first OACA Conference in Spring of 2019. I am brand new to the board and look forward to learning more and sharing my own knowledge.

Pamela Pye
Court Clerk
Washington County – Justice Court

BOARD BIO'S –LEARN ABOUT YOUR LEADERS

Jillian Viles, Director-- I am the Court Administrator for Hermiston Municipal Court. I just celebrated my one-year workaversary with the City at the beginning of the year. Prior to working at the Municipal Court, I worked for 4.5 years as the Treatment Court Coordinator for Umatilla & Morrow Counties. I had the opportunity to develop the program from the ground up and grow it into a successful program. I had always told myself I would never work in government. It's a funny story of how I came into career by chance, but I love it and enjoy the work we do. Prior to working in the court system, I worked in banking focusing on compliance, training and development. When I'm not at work, I enjoy traveling with my husband, working in my garden, quilting, or spending time with my two dogs.

I am excited to be a part of the OACA Board this year. It's a great community with a wealth of knowledge. I was a new member last year and appreciated how the OACA community made me feel welcomed. If you are a new member or feel like you don't know anyone, please feel free to reach out. I've been the one-person department before and know it can be isolating. You are always welcome to sit with me at conference or call/email me if you need to bounce an idea off someone. I look forward to meeting you all at the Spring Conference!



Jillian K. Viles

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Thank you for letting us serve you!

--Your OACA Board

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