



Greetings OACA!

Hopefully you all have been able to enjoy this beautiful summer, making memories with your family and friends. This summer sure seems to be flying by! Your Board has been busy putting the finishing touches on our fall conference at The Hilton Garden Inn in Springfield from October 13-15, 2019.

As many of you are aware, our vendors will be at the conference on Sunday the 13th and Monday the 14th. Plenty of time has been allotted during the day for you to visit their booths, so please make sure you stop by and talk to all of them. It goes without saying that OACA's vendors are integral to our fall conference. But did you know that they sponsor OACA's scholarships for both the fall and spring conferences? If you are in need of financial assistance to attend any of OACA's conferences, please make sure you apply for a scholarship. A huge "Thank You" to our vendors, not just for this upcoming conference, but for their continued support all year round!

Make sure that you check out the conference agenda that is available in this ECHO. Carla Bantz did a great job aligning speakers for our sessions. There are several topics that will be relevant to you and your courts. You will definitely learn something that you can take back to your fellow co-workers.

Make sure that you also take a look at the scrumptious meals that Pam Ganey and Cheri Coble have put together for us all! After a brief attempt of trying something different for our new members, we decided to bring back the new member breakfast on Sunday morning before sessions begin. Our annual business luncheon and elections for the 2020 OACA Board will be held on Sunday as well. If you have any questions about the Board and/or are interested in becoming a Board member, please email me directly at shawn.branson@mcminnvilleoregon.gov. Don't forget to come down to the Court Connections Banquet on Sunday night for your choice of a New York Steak or Stuffed Portobello Mushroom dinner! A good time is always had by all. Bret Lucich will be providing our entertainment and he always puts on a good show!

Pam and Cheri have booked our fall 2020 location in beautiful Bend! To bring all members up to date, here is a complete list of future conferences that have been booked thus far:

04/20/20-04/22/20: Agate Beach-Newport
(our last conference on contract with Agate)

10/11/20-10/13/20: Riverhouse on the Deschutes-Bend

04/25/21-04/27/21: Hallmark Inn-Newport

Cont...

2019 PRE-FALL

OREGON ASSOCIATION FOR COURT ADMINISTRATION
THE ECHO

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.

www.oaca.org

04/24/22-04/26/22: Hallmark Inn-Newport

04/23/23-04/25/23: Hallmark Inn-Newport

That's it for now! I hope everyone enjoys the rest of the summer and I will see you all in October at The Hilton Garden.

All my best, *Shawn*

COURT CONNECTIONS BANQUET

Sunday October 13

Join us for great food, entertainment,
and lots of laughter

HOTEL ACCOMODATION

The 2019 Fall Conference is being held at the Hilton Garden Inn, 3528 Gateway Street, Springfield Oregon, 97477.

All rooms have one king or two queens, microwave, coffee pot, refrigerator and 36 inch screen TV. Complete fitness center, indoor saltwater pool and whirlpool. The hotel features an in-house restaurant and bar serving breakfast and dinner. A list of nearby shops and restaurants is available for those that want to venture out on Monday night.

Please make your reservations no later than **September 18, 2019** to get our special rates. To make reservations, call 541-736-3000 or copy this link into your browser: https://hiltongardeninn.hilton.com/en/gi/groups/personalized/E/EUGORGI-ORACA-20191012/index.jhtml?WT.mc_id=POG

Two Queens guestroom is \$109.00 plus 11.3% tax

One King guestroom is \$109.00 plus 11.3% tax

Total room rate is \$121.31 per night



MEMBERSHIP

Summer is in full swing with family vacations, outdoor activities and beautiful Oregon weather! It's also time to renew your OACA membership if you haven't done so already. Don't miss out on the enriching educational and networking opportunities your membership provides and renew right away!

Have a co-worker in the office that is interested in becoming a member? Don't let them miss out on the awesome opportunities OACA has to offer and don't lose out on the awesome incentives for referring new members. Each current member listed as a referral on a new member application will earn an annual membership for three new referrals in a calendar year or earn a free conference registration for five new referrals in a calendar year!

Remember, the membership application process can now only be completed online. Please contact me, your Membership Vice President Mary Quinn, if you are not able to submit your application online and you need assistance.

If you have any questions regarding your OACA membership, please contact me at (503) 786-7520 or email me at quinnm@milwaukieoregon.gov.

Mary Quinn, Membership VP—Milwaukie Municipal Court

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EDUCATION

Hello everyone, it seems like the summer season has flown by and fall is fast approaching. Our Fall conference is just around the corner and I have scheduled a variety of speakers.

Sunday morning, we are starting off with a new member breakfast; all new members to OACA are welcome to come join us to find out what OACA has to offer and meet the board. Then you will be welcomed to the conference and the Board will be introduced and make announcements along with answering any questions about OACA. This will be a great way to kick off the conference and be able to meet new members and old friends.

Also, on Sunday we will have Legislative update and a speaker on Sovereign Citizens. Our luncheon will be our annual business luncheon where we will hold elections for board positions. If you are interested in running for the board, there is further information in the ECHO. Then we will close Sunday with the ever-popular Court Connection Banquet and Entertainment.

On Monday we have a full day with a speaker from the State of Oregon on ethics, Rap sessions, Court Clerk 101 and ending the day with Management 101.

On Tuesday, we have a speaker on the Homeless Brain and ending the conference with a wrap up and joint RAP session.

Carla Bantz, Education VP—Milwaukie Municipal

CERTIFICATION

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

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.

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 me (bantzcz@milwaukieoregon.gov) or come speak with me at the conference.

Carla Bantz, Education VP—Milwaukie Municipal

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**Oregon Association for Court Administration
Fall 2019 Conference Agenda
October 13th - 15th, 2019
Hilton Garden Inn**

Sunday, October 13th

8:00 a.m.	Conference Registration Opens
8:15 a.m. to 9:15 a.m.	New Member Breakfast All new members welcome
9:30 a.m. to 10:15 a.m.	Welcome to the Conference Announcements & Certification
10:30 a.m. to 12:00 p.m.	Legislative Update <i>Speaker: Judge Carl Myers</i>
12:00 p.m. to 1:15 p.m.	Business Luncheon Provided
1:30 p.m. to 3:00 p.m.	Sovereign Citizens <i>Speaker: Ben Byrne</i>
3:00 p.m. to 3:30 p.m.	Vendor Break
3:30 p.m. to 5:00 p.m.	Sovereign Citizens <i>Speaker: Ben Byrne</i>
6:00 p.m. to 9:00 p.m.	Court Connection Banquet and entertainment

Monday, October 14th

7:30 a.m. to 8:15 a.m.	Breakfast Provided
8:30 a.m. to 10:00 a.m.	Ethics <i>Speaker: Tammy Hedrick</i>
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 12:00 p.m.	Municipal Court (Traffic & Misd) Rap Session Municipal Court (Traffic Only) Rap Session Justice Court Rap Session
12:00 p.m. to 1:00 p.m.	Lunch Provided
1:15 p.m. to 3:00 p.m.	Court Clerk 101 <i>Speaker: Cheryl Stone</i>
3:00 p.m. to 3:30 p.m.	Vendor Break
3:30 p.m. to 5:00 p.m.	Management 101 <i>Speaker: Deborah Ingledew</i>

[Dinner on your own](#)

Tuesday, October 15th

8:00 a.m. to 8:45 a.m.	Breakfast Provided
9:00 a.m. to 10:30 a.m.	Homeless Brain <i>Speakers: Stephen Goins</i>
10:30 a.m. to 11:00 a.m.	Break and Hotel Check Out
11:00 a.m. to 12:00 p.m.	End of Conference Wrap up with Joint Rap Session



**DON'T FORGET
TO REGISTER FOR
THE CONFERENCE AT
OACA.ORG**

2019 Fall Conference Menu

OCTOBER 13, 2019-SUNDAY NEW MEMBER BREAKFAST (A LA CARTE \$17.70)

Freshly baked muffins, danish and croissants with butter and jam.
Scrambled eggs with cheese and chives. Bacon and sausage.
Seasonal fruit and berries.
Juice, Milk, Coffee and Assorted Hot teas.

OCTOBER 13, 2019-SUNDAY LUNCH (A LA CARTE \$24.78)

Soup De Jour with an assortment of breads and rolls.
Tossed green salad with choice of 2 dressings.
Bow Tie Pasta salad; potato salad with bacon and egg; pickled cucumbers, tomato and red onion salad.
Fresh deli sliced meats: ham, roast beef, turkey, sliced swiss, cheddar and provolone cheeses.
Lettuce, tomato, onion and pickles.
A fresh selection of desserts. Ice tea, coffee and assorted Hot teas.

OCTOBER 13, 2019-SUNDAY (Break-Snack 3:00 PM)

Assorted sodas and cookies

OCTOBER 13, 2019-SUNDAY BANQUET DINNER (A LA CARTE \$41.30)

Freshly baked rolls and butter and tossed green salad with dressing.
New York Steak, garlic mashers, seasonal vegetables or Stuffed Portobello Mushrooms with fresh roasted vegetables and couscous set in a pool of tomato basil sauce.
Chocolate Mousse Dessert. Ice tea and no host bar.

OCTOBER 14, 2019-MONDAY BREAKFAST (A LA CARTE \$20.06)

Muffins, danish and croissants with butter and jam.
Assorted Yogurt and a variety of cold cereal and fresh fruit.
Sliced ham and cheddar cheese muffins. Scrambled eggs with cheese and chives, bacon and sausage.
Seasoned breakfast potatoes. Cinnamon french toast with butter and maple syrup.
Juice, milk, coffee, and assorted hot tea.

OCTOBER 14, 2019-MONDAY LUNCH (A LA CARTE \$27.14)

Chicken picatta topped with a caper cream sauce.
Caesar salad with parmesan cheese croutons and creamy Caesar dressing. Mushroom and black olive salad.
Tricolor tortellini salad. Penne pasta with zucchini, tomato, mushrooms and green onions. Rice Pilaf.
Fresh vegetables and warm garlic bread.
Assortment of freshly made desserts. Ice tea, brewed coffee and assorted hot teas.

OCTOBER 14, 2019-MONDAY (Break-Snack 3:00 PM)

Assorted sodas and Fresh made Hummus Station

OCTOBER 14,2019-MONDAY-DINNER ON YOUR OWN

OCTOBER 15, 2019-TUESDAY BREAKFAST (A LA CARTE \$21.24)

Freshly baked muffins, danish and croissants with butter and jam. Scrambled eggs with cheese and chives.
Bacon and sausage. Biscuits and Gravy. Seasonal fruit and berries. Juice, Milk, Coffee and Assorted Hot teas.

SAVE THE DATE!

OREGON ASSOCIATION FOR COURT ADMINISTRATION SPRING CONFERENCE

APRIL 20-22, 2020

AGATE BEACH INN

NEWPORT OREGON



OACA MEMBERS...need to update your contact information with OACA?

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quinnm@milwaukioregon.gov with your updated information.



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SCHOLARSHIP INFORMATION



Hello my fellow OACA members! Where is the summer going!? I hope all is well with everyone and you are enjoying the amazing NW summer! The OACA Fall Conference will be here before we know it and we look forward to seeing everyone in Eugene soon!

OACA is aware and understands that sending staff to this conference can be a financial burden on some courts. We are here to help you! OACA wants to make it possible for every court employee to have a chance to attend these conferences.

OACA has a scholarship to help those in need to attend these conferences. A few things must be in place in order to qualify. You must be up to date with your OACA membership fees and also show financial hardship. Thanks to our Vendors and their wonderful support, we are able to provide these scholarships to you. Our Vendors will have their booths at the fall conference, so please make sure you stop by and say “hello” and thank them.

As a scholarship recipient, you will be required to write an article about a class you attended for the Echo, or other tasks assigned. We also need hosts for our individual workshops, so if you are interested and can help with this, please indicate that on your scholarship form. The tasks will be chosen depending on which classes you are registered for. ***A final requirement is that you will need to submit your signed attendance sheet after the conference to the OACA Secretary.***

All requests must be submitted on the Vendor Scholarship application by applying online at www.oaca.org (conference information/scholarships) and must be received no later than 5pm on Friday, August 30, 2019. There are no exceptions to this date.

Your registration form must be submitted to be considered for scholarship. Please be sure to include which classes you will be attending. It will be forwarded on after the review process.

You may email registration forms to kimc@happyvalleyor.gov or fax them to 503-658-5174 Attn: Kim Carrier. I will receive the scholarship applications via the OACA website.

Registration forms can also be mailed to the following address:

**Kim Carrier
OACA Secretary
Happy Valley Municipal Court
16000 SE Misty Drive
Happy Valley, OR 97086**

Please email me to verify that your application was received.

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BOARD ELECTIONS IN OCTOBER

OACA NEEDS YOU!

COMPLETE YOUR INTENT TO RUN FORM BEFORE IT IS TOO LATE!

This is your time to become more involved in OACA and have a leadership role in the activities of the Association. The Board meets six times a year: once during the month before each conference, once during each conference, and once during the month following the conference. All other communication will be done via email as necessary. The meeting locations are determined by current Board members and attendance may also be done remotely.

Please take a moment to review the list of responsibilities for each position that are included in this issue of the Echo. If you are interested in running for a position on the Board, please complete the Intent to Run form (on our website) and return it to me as listed on the bottom of the form.

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

*Conference Committee

*Finance Committee

*Education Committee

*The Echo Committee

*Resolutions Bylaws Committee

*Membership Committee

*Website Committee

Any member is always welcome to attend Board meetings. Check www.oaca.org for the dates and times of the meetings.

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

Shawn Branson

Immediate Past President

The following are position descriptions for the 2019 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 meetings or conference of the Association, and at all meetings of the Board of Directors;
- Except as otherwise provided in these Bylaws, appoint the chairperson and members of all standing and special committees;
- Be an ex-officio member of all committees; and
- 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, keynotes and workshop speakers, curriculum design, and organization of the educational program for all conferences;
- Conducting surveys of the Association members 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; and
- Working with the Education Committee and other volunteers to recommend applicants for scholarships and all levels of Certification of the Association, 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 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; and
- Working with the Conference Committee and other volunteers to plan banquets, fundraisers, social events, and the audio/visual setup for 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.

Membership Vice President:

The Membership Vice President has primary responsibility for:

- Marketing and managing efforts to increase the membership of the Association;
- Maintaining the membership records and statistics of the Association and report on the membership to the Board at the first board meeting immediately following each conference;
- Prepare an updated membership roster for the annual meeting of the Association;
- Organizing and managing the Mentor Program for new members, events for orientation of new members and first time attendees at conferences; and
- Sending membership certificates to new members.

The Membership Vice President shall assist the other Vice Presidents in the discharge of Association matters. The Membership Vice President is the chair of the Membership Committee.

Echo, Resolutions and Bylaws:

The ECHO, Resolutions and Bylaws Vice President have primary responsibility for:

- Editing and managing the production of the Association's newsletter, *The ECHO*;
- Maintaining a high level of quality and accuracy of *The ECHO*; and
- Working with The ECHO, Resolutions and Bylaws Committee in developing and reviewing proposals for resolutions and changes in the bylaws to be brought to the Board of Directors and the Association's membership.

The ECHO, Resolutions and Bylaws Vice President shall assist other Vice Presidents in the discharge of Association matters. The ECHO, Resolutions and Bylaws Vice President is the chair of The ECHO, Resolutions and Bylaws Committee.

Secretary:

The Secretary has primary responsibility for:

- Preparing a record of the proceedings of the annual meeting for publication in *The ECHO*;
- Preparing and sending to all Board members the minutes of all meetings of the Board;
- At the direction of the President or the Board of Directors, preparing and sending correspondence on behalf of the Association;
- Receiving all applications for association scholarships, determining initial qualification of applicants, and submitting them to the Board of Directors for determination of funding recommendation to the board;
- Maintaining all official records of the Association except for financial and membership records; and
- Otherwise assisting other Board members in the discharge of their duties.

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 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 these bylaws; and
- Assisting other Board members in the discharge of their duties.

Directors:

All Directors are elected at large from the membership of the Association. The Directors shall serve as members of the Education Committee and shall be responsible for assessing the Association's educational needs and developing and coordinating the educational goals, plans and programs of the Association. In support of these activities, the Directors shall be responsible for conducting membership surveys and evaluating educational presentations at the annual and other meetings or conferences. At the direction of the President or Board of Directors, the Directors shall perform other duties in furtherance of Association purposes and 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 Educations Committee for Certification at a specific level.

Your current Board members would like to thank you for your interest in running for a Board position. Every member's contribution to OACA is what makes it a better organization!



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Alice Ray-Graham, Chief Marketing Officer



Officers and Directors 2019

PRESIDENT

SHAWN BRANSON

McMinnville Municipal Court
230 NE 2nd Street
McMinnville, OR 97128
Work: 503.434.2356
shawn.branson@mcminnvilleoregon.gov

IMMEDIATE PAST PRESIDENT

SHAWN BRANSON

McMinnville Municipal Court
230 NE 2nd Street
McMinnville, OR 97128
Wk.: 503.434.2356
shawn.branson@mcminnvilleoregon.gov

CONFERENCE VICE PRESIDENT

PAMELA GANEY-WELBURN

Brookings Municipal Court
898 Elk Drive
Brookings, OR 97415
Work: 541.469.1114
pganey@brookings.or.us

EDUCATION VICE PRESIDENT

CARLA BANTZ

Milwaukie Municipal Court
10722 SE Main St.
Milwaukie, OR 97222
Work: 503.786.7531
bantz@milwaukieoregon.gov

ECHO, RESOLUTIONS & BY LAWS VP

JAMIE RHODES

Lafayette Municipal Court
PO Box 55
Lafayette, OR 97127
Work: 503.864.2451
jamier@ci.lafayette.or.us

SECRETARY

KIM CARRIER

Happy Valley Municipal Court
16000 SE Misty Drive
Happy Valley, OR 97086
Work: 503.783.3848
kimc@happyvalleyor.gov

MEMBERSHIP VICE PRESIDENT

MARY QUINN

Milwaukie Municipal Court
10722 SE Main Street
Milwaukie, OR 97222
Work: 503.786.7543
quinnm@milwaukieoregon.gov

TREASURER

CANDY ASHBY

Lane County Justice Court
900 Greenwood Street
Florence, OR 97439
Work: 541.997.1649
candy.ashby@co.lane.or.us

INFORMATION TECHNOLOGY VP

ALLISON SEDERLIN

Springfield Municipal Court
230 4th St.
Springfield, OR 97477
Work: 541.744.4180
asederlin@springfield-or.gov

DIRECTOR

SUE CARLILE-HOPPER

Beaverton Municipal Court
PO Box 4755
Beaverton, OR 97076
Work: 503.526.3736
scarlilehopper@beavertonoregon.gov

DIRECTOR

DEBORAH INGLEDEW

Salem Municipal Court
555 Liberty St SE Rm 215
Salem, OR 97301
Work: 503.588.6407
dinglede@cityofsalem.net

DIRECTOR

CHERI COBLE

Eugene Municipal Court
1102 Lincoln St
Eugene, OR 97401
Work: 541.682.5442
cheri.r.coble@ci.eugene.or.us