



Hello OACA Membership,

I hope everyone is happy and healthy. You are probably all wondering ‘what is Carla doing back’? After leaving Milwaukie in March, Debbie Arnsten was gracious enough to step in as your President and did a fantastic job. In April, I was fortunate to start a new position with the Tigard Municipal Court as their Court Operations Supervisor. Due to my new job in the court, the Board asked me to come back as your President to finish out my term. I want to thank the Board for their faith in me and asking me to come back as your President.

Now to business. The Board is planning to hold the Fall conference in person at Agate Beach on October 10th thru 12th. The health and safety of our membership are of the utmost importance to the Board; we plan to have tables spread out and face masks and hand sanitizing for all. Also, the conference may look a little different. We will not be inviting vendors to this conference. Our hope is to resume vendors at our conference next year. However, with the Governor’s orders, we may still have to move to virtual Fall conference if the virus gets too bad and we are not allowed to hold it in person. This is not something that we would want, as it has been a long time since we have been together in person to network and receive some great education. We will keep you posted in case of a last-minute change.

For further information on the conference, please see the enclosed Conference and Education sections of this issue. If you need a scholarship to attend the conference, please apply. The information is included in this issue. No one should be left out of receiving great court education due to funding issues.

During this conference, the Board will be conducting our annual meeting and Board elections. If you are interested in joining the Board and shaping the future of OACA, please fill out the Intent to Run form and return it to me at carlab@tigard-or.gov. You can find a list of available positions along with descriptions included in the ECHO.

In closing, thank you to the Board for all you do to keep OACA running and to all of you for supporting this wonderful organization.

Hope to see you all in October!

Carla Bantz

President

2021 PRE-FALL

OREGON ASSOCIATION FOR COURT ADMINISTRATION
THE ECHO

COURT CONNECTIONS BANQUET

Monday October 11 at 6:00 PM
Join us for great food, networking,
and lots of laughter

HOTEL ACCOMODATION

The 2021 Fall Conference is being held at the Agate Beach Inn/Best Western at Newport Beach. The address is 3019 North Coast Hwy, Newport OR 97365.

Many of the rooms at Agate Beach Inn/Best Western have beautiful ocean views and come with a balcony. Every room has high speed wireless internet and comes equipped with a microwave, refrigerator, coffee maker and flat screen TV. There is an indoor pool, hot tub and exercise facility open 24 hours (availability subject to current OHA guidance). There is a full-service restaurant on site and a Cocktail Lounge.

Please make your reservations no later than September 19, 2021. The block of rooms and special OACA rate will only be held until that date. To make a reservation, call 541-265-9411 and make sure you tell them you are participants of the OACA Fall Conference.

Cheri Coble, Conference VP—Eugene Municipal Court

Two Queens Non-oceanfront guestroom is \$102.00 plus tax	One King Non-oceanfront guestroom is \$102.00 plus tax
Two Queens Oceanfront guestroom is \$122.00 plus tax	One King Oceanfront guestroom is \$122.00 plus tax
Tax Rate is 11.3 % until 8/31/21 then moves up to 13.5% starting 9/1/21	Check in: 4:00 p.m. Check out: Noon



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

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

The fall conference is just a couple months away. At this time, we are planning for it to be an in-person conference. We are still working on ideas on how to make this conference available to everyone, just in case you are unable to attend due to COVID. These are unprecedented times and we want to make sure our members get the education they need and deserve.

We are providing lots of interesting topics and speakers that you will not want to miss! Our conference will kick off with individual RAP sessions for all courts—always a popular and informative session. On Sunday afternoon, OACA has a wonderful speaker who will help us Turn our Challenges into Opportunities. On Monday, the speakers will present information on mental health issues and trauma. Then, members will find out how 911 is handling the COVID epidemic. The Board is happy to welcome DMV again for a session, to provide updates and help answers our questions.

We will meet at the Agate Beach Inn in Newport for our 2021 Fall conference. The beach is a favorite destination for many, so close to wonderful restaurants and great shopping. The weather we have had these past years has been picture perfect, so remember to spend a little time at the beach. Thank you everyone and can't wait to see you at the beach!

Debra Arntsen & Emira Vejo, Education VP's—Beaverton Municipal

Please note that at this time OACA is moving forward with an in person event. Should this become impossible, a virtual event will be offered.

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 (darntsen@beavertonoregon.gov) or come speak with me at the conference.

Debra Arntsen, Education VP—Beaverton Municipal

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**Oregon Association for Court Administration
Fall 2021 Conference Agenda
October 10th - 12th, 2021
Agate Beach Inn**

Sunday, October 10th

8:00 a.m.	Conference Registration Opens
8:15 a.m. to 9:00 a.m.	New Member Breakfast All new members welcome
9:00 a.m. to 9:30 a.m.	Welcome to the Conference Certification Information Meeting
9:30 p.m. to 10:00 a.m.	Session Break
10:15 a.m. to 11:45 a.m.	Municipal Court (Traffic & Misd) Rap Session Municipal Court (Traffic Only) Rap Session Justice Court Rap Session State Court Rap Session
12:00 p.m. to 1:15 p.m.	Business Luncheon Provided
1:30 p.m. to 3:00 p.m.	Turn Your Challenges Into Opportunities <i>Speaker: Sharon Lacey</i>
3:00 p.m. to 3:30 p.m.	Session Break
3:30 p.m. to 5:00 p.m.	Turn Your Challenges Into Opportunities <i>Speaker: Sharon Lacey</i>

[Dinner on your own](#)

Monday, October 11th

7:30 a.m. to 8:15 a.m.	Continental Breakfast Provided
8:30 a.m. to 10:00 a.m.	Mental Health <i>Speaker: Judge Britton</i>
10:00 a.m. to 10:30 a.m.	Session Break
10:30 a.m. to 12:00 p.m.	Mental Health <i>Speaker: Whitney Struse</i>
12:00 p.m. to 1:15 p.m.	Lunch Provided
1:30 p.m. to 3:00 p.m.	Mental Health <i>Speaker: Beaverton PD</i>
3:00 p.m. to 3:30 p.m.	Session Break
3:30 p.m. to 5:00 p.m.	9-1-1 <i>Speaker: Rob Poirier</i>
6:00 p.m. to 9:00 p.m.	Court Connection Banquet



Tuesday, October 12th

7:00 a.m. to 8:15 a.m.	Continental Breakfast Provided
8:30 a.m. to 10:00 a.m.	TBA
10:00 a.m. to 10:30 a.m.	Break and Hotel Check Out
10:30 a.m. to 12:00 p.m.	DMV Presentation

SCHOLARSHIP INFORMATION



Hello my fellow OACA members! We cannot tell you how happy and excited we are to be together again in person for the 2021 Fall Conference! We have had some trying times over the last year and a half . With that being said, we understand the impact of the pandemic may have made it difficult for staff to attend this conference and may 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.

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. 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 5:00 pm on Monday, August 30, 2021. 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.

GOOD LUCK!!!

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 at least 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 2021 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.

In order to qualify for the position of President, the individual must be a current, active member of OACA, have held the position of Director for a minimum period of one year, and held a position as Officer for a minimum of two years.

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.

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.

Information Technology Vice President:

The Information Technology Vice President has primary responsibility for:

- Updating and maintaining the association website;
- Work with conjunction of treasurer to coordinate online payments;
- Assisting presenters with setup of audio and visual equipment at conferences;
- Maintaining all association audio and visual equipment.

The Information Technology vice President shall assist the other Vice Presidents in the discharge of association matters.

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!

Officers and Directors 2021

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