

THE ECHO



August 2015

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

Greetings everyone! Where has the summer gone? I hope you've been enjoying some sun and fun! We are well on the way to fall and our conference in Portland, which means more excellent education and networking headed your way as well! I am personally looking forward to seeing you all so please say hi when you get a chance.

Your board has been hard at work finalizing the details for this conference. You will notice the agenda for this conference looks a bit different. Please take some time to review the session descriptions included in this issue of The ECHO. On Sunday, we will have legislative updates in the morning and the rap sessions in the afternoon followed by a class for the entire membership to close the day. On Monday, it's back to dual track classes for your choosing. Tuesday holds two classes for all to attend, including the DMV as the last session. Please join us for the Past President's Reception on Sunday evening. We will be serving light hors d'oeuvres and providing entertainment as opposed to a gift exchange. Way to switch things up!

As always, many of our vendors, who support our scholarship program, will be with us in Portland. They will be joining us for lunch and the Past President's Reception on Sunday and for breakfast and lunch on Monday. Please take some time to visit with them during the scheduled vendor exhibit breaks to find out how they can assist you in providing better service in your court. Many of them have supported us for years so please make them feel welcomed, as always.

We will be electing our new Board of Directors at the Annual Business Meeting on Sunday, October 18th. Are you interested in joining the board? Please consider the opportunity to support and give back to your organization. If you have any questions regarding the responsibilities each board member assumes, please feel free to contact me or any one of the board members. Every board members email is listed on our website, www.oaca.org, under the Officers and Directors tab. The descriptions of the positions that are up for election and the job duties for these positions are in this issue of The ECHO as well. Also included is the Intent To Run form. What are you waiting for? Fill it out! Take the leap, I promise you won't be disappointed. As a side note for consideration, we've recently begun holding board meetings via video conferencing. It's worked out quite well for everyone to be able to attend the meetings without having to travel or be "out of the office" for any length of time.

Continued on next page

President's message continued...

Have you checked out our website, www.oaca.org lately? We are in the process of changing some items and adding more information. We are working toward online registration and membership renewal as well. Is your court hiring? Do you have documents that would be helpful for the membership? Do you have any ideas on how to improve the usability? Our goal is to utilize the website to its fullest, so please share with us what you would like to see on our website! Email Director Allison Sederlin at asederlin@springfield-or.gov any documents or job announcements and she'll be happy to assist you.

I can hardly believe my term as President is almost over. It has gone by too fast and this board has accomplished much in driving this organization forward. I couldn't be prouder of us all. Many personal thanks to you all for your inspiring ideas, dedication, support and most importantly, friendship. It's been quite a year for me, both personally and professionally. I've thoroughly enjoyed each moment we've shared together.

Looking forward to seeing everyone at The Red Lion By The River in Jantzen Beach!

Best regards, Chris

Secretary's Corner



Would you like to attend the OACA conference, but due to budget cuts, may have to miss this year's fall conference? Never fear, OACA is here!

Every year at the fall conference OACA has a group of vendors who come to show us their services and products and meet Oregon's court professionals. We charge a fee for their attendance and encourage them to sponsor breaks and provide tote bags or other variety of items that come up. The fees for the vendor show are placed in a special fund for providing funding support for OACA members who want to attend the conferences but have lack of sufficient funds from their court or organization. We encourage OACA members to apply for the funds, if they truly need them, to attend the excellent training provided at conferences. You must have paid OACA membership fee and show financial hardship.

Scholarship recipients will be required to write an article about a class they attended for The Echo, or other task as assigned. This will be chosen for you, depending on what classes you have registered for. You will also need to submit your signed attendance sheet after the conference to OACA Secretary.

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 pm Friday, September 11, 2015. Please submit completed applications to:

Sue Carlile-Hopper, OACA Secretary
Beaverton Municipal Court
P.O. Box 4755
Beaverton, OR 97079

The application and registration can also be faxed to 503-350-4031 or emailed to: scarlilehopper@beavertonoregon.gov. Please call or email to verify your application was received.

MEMBERSHIP

Membership is getting ready for our fall conference at The Red Lion in Portland. If you have not renewed your 2015 membership, do it now, so you do not miss out on the great opportunities that OACA offers.

Your membership provides you with outstanding training opportunities!! OACA offers two conferences a year for the membership to network and obtain valuable information to take back to your organization.

Attached in this newsletter is a membership renewal application for 2015, 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 three members in a year and win a free annual membership! Refer five 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.

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. You may submit it electronically to the Membership Vice President, Holly Fenton at Hfenton@cityofsalem.net.



Fall Conference New Member Breakfast

If you are a new member this year, and this is your first conference, please join us for the new member breakfast at the fall conference at The Red Lion in Portland. The breakfast will be held on Sunday morning of the conference and new members are treated to a continental breakfast. It is an opportunity for you to meet other new members, be welcomed by the board and given information regarding the organization.



- ♦ CLASS CONTENT IS BASED ON OREGON LAW
- ♦ CSI WILL NOTIFY THE COURT IF A STUDENT HAS PREVIOUSLY ATTENDED A CSI CLASS.

CLASSES OFFERED IN OREGON

- ♦ Choices 1 – Defensive Driving Classrooms in English & Spanish
- ♦ Choices 1 – Available Online at www.courtsi.com
- ♦ Choices 2 – Ending Aggressive Driving — 8 Hours
- ♦ Alcohol Drug Information School (ADIS)
- ♦ Consumer Awareness – Shoplifting / Bad Check writing
- ♦ Anger Management Skills - 8 & 16 hour programs

**Educational programs developed
to help defendants
“Make Better Choices”**

Court Services Institute courses are based on the Belief that the student will choose productive behaviors if provided with choices . . . that those informed alternatives will motivate change.

CSI's Management Team is very proud of our service to the Oregon Courts and Communities since 2002.

Use CSI's 3 Part Form . . . We will send the court compliance or non-compliance on the deadline date.

Toll Free: 1-866-268-7874. . . . www.Courtsi.com Email: Register@Courtsi.com



Oregon Association for Court Administration

2015 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**

2015 FALL CONFERENCE INFO

The fall conference is just a couple months away. We are bringing lots of interesting topics and speakers you will not want to miss! The agenda is a little different again this year. On Sunday morning Judge Carl Myers will go over legislative updates. The Business Lunch will come next, if you plan on running for a position please put in your intent to run before the business lunch. The rap sessions will start after the business lunch, remember this is a wonderful opportunity to network with each other and gain new knowledge. Sharron Noone will be speaking on workplace communication. I have personally taken a class with Ms. Noone and she is a wonderful speaker, this session should be interesting and useful. All day on Monday we will be offering "MSU Leadership", along with RegJIN training, Conflict of Interest and Unbreakable Rules of Marketing. I believe these sessions will be useful for all to attend, whether you are coming from a Justice, Municipal or State court. On Tuesday, we have Cop Talk and DMV. Please take a look at the registration form and be sure to check mark what sessions you will attend each day. We determine room size and other important decisions based on your response on the registration forms.



There will a lot of fun and laughter as usual for the Past Presidents' Reception on Sunday night! Yes, pictures will be taken and great food will be eaten. We will have some great hors d'oeuvres and we plan on having live entertainment this year. Our plan is to bring in a comedian to entertain this year and not have a gift exchange at this conference. Please stop by and reconnect with old friends and other court personnel or make some new connections. I know for me, working in the court system has been made easier by the connections I have made. Please make sure to RSVP and check the appropriate box on page two of the registration form. We would love to see you there!

We will meet at the Agate Beach Inn in Newport for our 2016 spring conference, April 10th, 11th & 12th. The beach is a favorite destination for many, so close to wonderful restaurants and great shopping. The weather we have had these past many 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 in Portland!

Hotel Accommodations Information

The 2015 Fall Conference is being held at the Red Lion Hotel On the River Jantzen Beach. The address is 909 N Hayden Island Drive. Portland, OR 97217.

Red Lion Hotel On the River Jantzen Beach has very nice accommodations for us and beautiful river views! The website for the hotel is www.redlion.com/reservations Check it out!

The following rooms are available

- Single or double occupancy Standard is \$95.00 per night
- Single or double occupancy Premium is \$105.00 per night

Each additional adult is \$10.00 per room, per night + Tax rate is 14.5%

All rooms have beds (of course), featuring premium pillow top mattresses, private balconies, free wireless internet access, refrigerator, microwave, coffee makers and 32" LCD televisions. There is an outdoor pool, whirlpool, and outdoor tennis courts available at the hotel. There also is a full service restaurant and lounge on site.

Please make your reservations no later than September 28th, 2015. The block of rooms and the special OACA rate will only be held until that date. To make reservations, please call 503-283-4466 or <https://resweb.passkey.com/go/OACA2015> and make sure you tell them you are with the OACA group when you call.

2015 FALL CONFERENCE MENU

New Member Breakfast – Continental Breakfast

Sunday Rose City lunch buffet

Your choice of Grilled Flank Steak or BBQ spiced, bone in roasted Chicken. Served with your choice of either green salads or pasta salad and garlic mashed potatoes, Boyd's regular & decaffeinated coffee, stash herbal teas and ice tea.

Sunday Evening Past President's Reception

Antipasto & Crostini

Grilled peppers, squash, zucchini, asparagus, pickled onions, roasted artichokes, roasted baby mushrooms, assorted cured olives, marinated mozzarella fresca, hand-crafted artisan cheeses, sweet cappicola, fennel salami, prosciutto, sopressata salami, smoked salmon, sliced baked baguettes, garbanzo bean puree, herbed goat cheese spread, roasted garlic tomatoes, vegetable caviar, olive tapenade, artichoke lemon pesto, spanakopita with lemon-basil aioli.

Monday Hayden Island Breakfast

Scrambled eggs with cheddar cheese, green onions, pork sausage links, sausage gravy with buttermilk biscuits, roasted fingerling potatoes with onions, peppers, croissant and toast station with white & wheat breads, english muffins, gluten free bread, butter and jam. Also, included fresh sliced fruits, seasonal berries, whole apples & bananas, chilled orange, apple & cranberry juice, Boyd's regular & decaffeinated coffee, stash herbal teas.

Monday Butcher Block Deli lunch buffet

Build your own salad bar: mixed greens, baby spinach, carrots, peas, radishes english cucumbers, grape tomatoes, bacon bits, chopped eggs, sunflower seeds, black beans, shredded cheddar cheese, ranch herbed vinaigrette, roasted apple vinaigrette. Herb roasted turkey, roast beef, Applewood smoked ham, salami, cheddar cheese, swiss cheese, lettuce tomatoes, grilled portabella mushrooms, sliced cucumbers, roasted Pepper strips, pickles rustic bread, mayo, stone ground mustard, Dijon mustard, vegan mayonnaise, Boyd's regular & decaffeinated coffee, stash herbal teas & iced tea.

Tuesday Hayden Island Breakfast

Chiaquiles with polenta & tortilla cake chorizo sausage, poached egg, dailey's honey cured thick bacon, Applewood smoked ham with rootbeer glaze, Yukon gold hash browns with green onions, cinnamon rolls with cream cheese icing and toast station with white & wheat breads, english muffins, gluten free bread, butter and jam. Also, included fresh sliced fruits, seasonal berries, whole apples & bananas, chilled orange, apple & cranberry juice, Boyd's regular & decaffeinated coffee, stash herbal teas.

We are already looking toward Fall Conference! You will notice some different selections this time around. There will be two tracks for Monday, with the MSU Leadership course being offered by Jackalyn Rainosek. We have a variety of locally important topics. You may be looking at the line-up wondering how some of the classes will apply to you. We believe there is always something you can take away from a course, even if it isn't directly linked to what you do currently in your jurisdiction. You never know what tomorrow holds-some of this will come in handy! So please come and enjoy the Fall Conference offerings. We have DMV; Oregon Ethics Commission with Conflict of Interest; Portland Police RegJIN project; Tualatin Police with Cop Talk; League of Oregon Cities trainer with a presentation on Workplace Communication; an award-winning author; Legislative Updates; and our own rap sessions. So much good information! And we always have a great time! See you there!

Past Presidents Reception



**Please join us for the Past
on Sunday night, in the**

**Lounge. Live entertainment will be provided, along with
laughter, good company and tons of fun.**

**Presidents Reception
Jantzen Beach**

OACA STORE



Ink Pens - \$1.00



Neck Wallet - \$5.00



Black Sweatshirt -
\$40.00



Retro OACA Pen -
\$1.00



Pullover Sweatshirt - \$35.00



Pullover Sweatshirt -
\$35.00



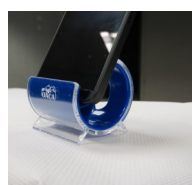
Messenger Bag -
\$15.00
(Includes cell phone
holder)



Portfolio - \$15.00
(Includes cell phone
holder)



Blanket - \$15.00
(Includes cell phone holder)



Mark your calendars to attend the



Spring 2016

OACA Conference

Agate Beach Inn

Join us at the beach

Spring Conference Dates:

April 10th, 11th & 12th, 2016

Oregon Association for Court Administration
Fall 2015 Conference Agenda
October 17 – 19, 2015
Red Lion, Jantzen Beach
Portland, OR

Sunday, October 18	Vendor Exhibits open 8:00 a.m. – 6:00 p.m.
8:00 a.m. – 12:00 p.m.	Conference Registration
8:15 a.m. – 9:00 a.m.	New Member/1 st 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.	Legislative Updates (Judicial Organization & Theory) Speaker: Judge Carl Myers
12:00 p.m. - 1:15 p.m.	Business Luncheon – Provided
1:30 p.m. - 3:00 p.m.	All rap sessions: (Legal & Court Procedures) Municipal Court Rap Session (Traffic & Misdemeanor) Municipal Court Rap Session (Traffic Only) Justice Court Rap Session State Court Rap Session
3:00 p.m. - 3:30 p.m.	Vendor Break
3:30 p.m. – 5:00 p.m.	Workplace Communication (Personnel/People Skills) Speaker: Sharron Noone
5:00 p.m. – 6:00 p.m.	Vendor Exhibits
6:00 p.m. – 9:00 p.m.	<i>Join us in Honoring Past Presidents Reception. Everyone welcome!</i>

Continued on next page....

Monday, October 19

Vendor Exhibits open 8:00 a.m. – 5:00 p.m.

7:00 a.m. - 8:15 a.m.

Continental Breakfast

8:00 a.m. - 9:00 a.m.

Registration

8:30 a.m. – 10:00 a.m.

MSU Leadership (Personnel/People Skills)

Speaker: Jackalyn Rainosek

OR

8:30 a.m. – 10:00 a.m.

RegJIN (Operational Systems Management)

Speaker: Jerry Schlesinger and Jon Yochim

10:00 a.m. – 10:30 a.m.

Vendor Break

10:30 a.m. – 12:00 p.m.

MSU Leadership - Continued

OR

10:30 a.m. – 12:00 p.m.

Conflict of Interest (Judicial Organization & Theory)

Speaker: Tammy Hedrick, OR Ethics Commission

12:00 p.m. – 1:15 p.m.

Lunch Provided

1:30 p.m. – 3:00 p.m.

MSU Leadership - Continued

OR

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

Unbreakable Rules of Marketing (Personnel/People Skills)

Speaker: Cathey Armillas

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

Vendor Break

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

MSU Leadership - Continued (Personnel/People Skills)

OR

3:30 p.m. – 5:00 p.m.

Unbreakable Rules of Marketing - Continued

Speaker: Cathey Armillas

Tuesday, October 20

7:00 a.m. - 8:15 a.m.

Continental Breakfast

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

Cop Talk - Youth and Drug Trends (Elective)

Speaker: Kevin Miller and Brian Miller

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

Break and Hotel Check Out

10:30 a.m. - 12:00 p.m.

DMV (Legal/Court Procedures)

Speaker:

12:00 p.m.

End of OACA Conference

The JWorks logo features the word "JWorks" in a bold, sans-serif font. The "J" is black, and "Works" is black with an orange swoosh underline. To the right of the logo is a vertical stream of water falling into a pool, creating a large splash and ripples.

Your caseflow is dynamic...
JWorks™ keeps it flowing

JWorks is the first intelligent case and person tracking system with a truly dynamic caseflow management engine that knows:

- what to schedule
- who to notify
- which documents to produce
- what information to request
- when to set task and event deadlines

Customizable dashboards, individual work queues, and instant notifications and alerts keep your court on time and on top of all cases, people, activities, and supporting documents and media.

CourtVIEW
JUSTICE SOLUTIONS

www.courtview.com/oaca
Pete Jensen, Oregon Representative
pete.jensen@courtview.com
Tel: 949.429.0324

Fall 2015 Conference Class Descriptions

Legislative Updates (Judicial Organization & Theory) Judge A. Carl Myers will speak on New Legislation from the 2015 Oregon State Legislative Session, particularly those bills affecting local courts and state trial courts, including HB 3399. His presentation will include explanations on how some important bills got passed. He will also speak to some interesting bills that did not pass and legislative trends that may indicate issues in upcoming sessions. There should be time for questions and general discussion.



Rap Sessions (Legal/Court Procedures) Rap sessions are being held after Legislative Updates and we should have plenty to discuss! Come prepared with questions you would like to ask your peers. This is the perfect time for asking each other how the business of court is handled in different jurisdictions.

Workplace Communication (Personnel/People Skills) Sharron Noone will describe the differences between leaders and managers and the skills needed by supervisors as they work with diverse needs of employees. Short assessments and group discussion will aid participants in using the information.

MSU – Leadership (Personnel/People Skills) Leadership is an exciting opportunity to make a difference in your courts, and to impact the way your courts' function. Dr. Rainosek is famous for making a day long transformative change leadership program an exceptional experience. She will provide participants a significant amount of knowledge about different leadership approaches, and will particularly go into some depth with The Leadership Challenge (TLC) by Jim Kouzes and Barry Posner. TLC is in seventy countries, and TLC materials have been translated into 21 languages. Dr. Rainosek is a Certified Master of TLC.

Every employee of a court system is a leader; often they simply do not realize how they lead daily. Dr. Rainosek will give you excellent examples of how to teach each of your staff and other professionals you encounter how to lead and how their leadership supports a high performing court system. Jackalyn loves to make leadership fun. She also believes that there are enough challenges in courts that leaders must know how to encourage, engage, and motivate others to work collaboratively with others to produce the amount of work that is required in each court.



Participants will walk away with sufficient information about the Five Practices of Exemplary Leadership of TLC (Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, Encourage the Heart), knowledge and an evaluation about how to increase engagement in the courts, a self-assessment concerning your strengths and areas of challenge as a leader, clarity about the difference between leadership and management, how leadership is defined, and some comments about other approaches to leadership from Steven Covey (The Seven Habits), Daniel Goleman (Emotional Intelligence), and multiple leaders comments about Ethical Leadership. Experience and knowledge comes from seeing other leaders exhibit the practices of exemplary leaders; therefore, the participants will have a chance to see a few videos that show what actions exceptional leaders take. Leadership for Transformative Change is a compressed three day program into one day, and gives you as court administrators a burst of energy to support your particular court moving forward.

The Unbreakable Rules of Marketing (Personnel/People Skills) Are you asking yourself why would you need to know anything about marketing? You may be thinking, "I'm not a marketer, so why would it matter?" Here's the thing...you ARE a marketer. We all are. And we are in a constant state of marketing, both on a personal level and a professional level. We use marketing when communicating with supervisors, staff, City Council, press, members of the community, and patrons. The more you're aware, the more you can control how you create a better experience. Not only for yourself, but for others as well. Marketing. It's for everyone.

RegJIN (Operational Systems Management) This course is an overview of RegJIN. Regional Justice Information Network (RegJIN) Records Management Systems (RMS) project replaces the existing Portland Police Data System (PPDS), along with increasing the integration between its various components and enhancing its core capabilities.

The new RegJIN RMS will display and share crime related information with over 43 law enforcement agencies that operate within the Portland metropolitan area. The new RMS will enable data sharing within and between the various regional law enforcement agencies, expanding the repository of critical crime data while ensuring data confidentiality in a secure, highly available environment. Half of the law enforcement officers in the state of Oregon were on board to "go-live" on April 14th, 2015. To break it down, that's about 3,000 officers/deputies and nearly 10,000 total users.

Conflict of Interest (Judicial Organization & Theory) Objective: To provide education and direction regarding Oregon Government Ethics law located in Chapter 244. Explain how provisions in ORS Chapter 244 may apply to duties performed as a "public official". In addition, the training will discuss the administrative rules and how they apply to the provisions within Chapter 244. Attendees will:

- Recognize that they are "Public Officials" as defined in ORS 244.020(14) and as such are bound by the provisions in Chapter 244.
- Demonstrate knowledge of the application of the law and when and how the application of exceptions to the rule applies.
- Be able to identify what is prohibited by the rule.
- Recognize others to whom the rule applies.
- Have the opportunity to engage in discussion.

Cop Talk: Youth and Drug Trends (Elective) This presentation will focus on youth drug trends, what is out there, where to find it, how youth abuse it, where they are hiding it and more. There will be visual aids and is designed for the general public to promote awareness so they too can recognize indicators of potential substance abuse.

DMV (Legal/Court Procedures) We will have a panel of people from the DMV to speak to us and answer our questions about DMV policies and procedures. Be ready to bring your questions for DMV experts!

FALL 2015 CONFERENCE REGISTRATION FORM
OREGON ASSOCIATION FOR COURT ADMINISTRATION
Red Lion Hotel on the River, Jantzen Beach Portland - October 18th—20th, 2015

Name: _____ Phone #: _____
Court / Agency: _____ Fax #: _____
Mailing Address: _____
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 21, 2015 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	_____	N/A	N/A
Sunday 10:15a - 11:45a	Legislative Update	_____	\$35	\$55
Sunday 1:30p - 3:00p	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 3:30p - 5:00p	Workplace Communication	_____	\$35	\$55
Monday 8:30a - 5:00p	MSU Leadership	_____	\$75	\$95
Monday 8:30a - 10:00a	RegJIN	_____	\$35	\$55
Monday 10:30a - 12:00p	Conflict of Interest	_____	\$35	\$55
Monday 1:30p - 3:00p	Unbreakable Rules of Marketing	_____	\$35	\$55
Monday 3:30p - 5:00p	Unbreakable Rules of Marketing	_____	\$35	\$55
Tuesday 8:30a - 10:00a	Cop Talk	_____	\$35	\$55
Tuesday 10:30a - 12:00p	DMV	_____	\$35	\$55
Total A La Carte Fees		\$ _____		

To help with providing the information you may want answered at the Rap Session please attach any questions or items of interest to you.

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

- | | | |
|--|--------------------|---------|
| <input type="checkbox"/> Sunday Luncheon | \$30.00 per person | \$_____ |
| <input type="checkbox"/> Monday Breakfast | \$23.00 per person | \$_____ |
| <input type="checkbox"/> Monday Luncheon | \$28.00 per person | \$_____ |
| <input type="checkbox"/> Tuesday Breakfast | \$23.00 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: _____

REGISTRATION DEADLINE: September 21, 2015 (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 503-283-4466 or resweb.passkey.com/go/OACA2015; Red Lion Hotel on the River Jantzen Beach no later than September 28, 2015 to secure our group rate. Be sure to mention that you are with OACA. Refer to the "2015 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 mentor 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 your fellow court clerks for a fun and exciting time. At this conference we will not have a gift exchange, instead we plan on having live entertainment. For your enjoyment we plan on having a comedian come and entertain the group.

- ☐ Yes, I will be attending the reception

Please be sure to complete the entire registration form and return both pages with payment no later than September 21, 2015 to:

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

Please make checks payable to OACA.

App No. _____

**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) \$190.00 _____ 2 Dinners \$44.00

_____ 3 nights (over 100 miles one way) \$285.00 _____ 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 2015 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)

Please note! If you are awarded a scholarship you will be required to write a session review article for the ECHO. You will be informed which article you will be required to write based on classes you choose on your registration form.

The OACA Vendor Scholarship program was created for current OACA members only. **If your 2015 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 September 11, 2015. Please return application to: Sue Carlile-Hopper, OACA Secretary, Beaverton Municipal Court, P.O. BOX 4755, Beaverton, OR 97076 or email to scarlilehopper@beavertonoregon.gov or Fax 503-350-4031. Please call 503-526-3736 or email to double check that I received your application.









Applications will be reviewed at the September 18, 2015 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!



Toll Free: 877-399-UTRN (8876)
Local: 503-759-7166
Email: courts@uturn180.com
Web: www.uturn180.com

U-Turn180 is celebrating five years of court-and student-oriented customer service. Here are the features and attributes that have made U-Turn180 the best-in-class traffic safety education provider making a difference in Oregon:

-  ***Owned and operated in Oregon since 2010***
-  ***Holding more classroom courses than any other provider, now in seven venues – three serving the Portland Metro area and one each in Keizer, Albany, Springfield and Grants Pass***
-  ***Court efficiencies: No paper forms required; next-day e-reporting***
-  ***Partnering with you and your peers - creating an ever-expanding diversion tracking network - now 56 courts and DMV-ordered drivers***
 - We set industry standards. No other company continuously monitors and declines repeat diversion attendees, enhancing respect for the court***
-  ***Online, web-based classes in English and Spanish (with court approval)***
-  ***Teaching Oregon law and fully analyzing each legislative session's enrolled traffic safety bills for inclusion in both our online and classroom courses***
-  ***Launching a partnership and research study with Oregon courts to determine the true, long-term value and effect of our courses on future violation and crash reduction - an Oregon first!***
-  ***DMV-approved as a traffic safety education provider for the Driver Improvement and Habitual Offender programs***





TIME TO GET INVOLVED

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. We now have SKYPE available for meetings so if you cannot travel to the meeting you can attend via SKYPE. The Intent to Run Form is in this issue of The ECHO as well as the job duties for each position that will be on the ballot for the election that will be held at the fall conference.

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 By Laws Committee
Membership Committee	Website Committee

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

Kay Renfro
Immediate Past President

It's your time!

Now is your time to take the jump and get involved in your organization! Don't be scared! This fall, several board positions are going to be available, including the position of Treasurer. It is a two year commitment. I want to take a moment and share with you my experience. Three years ago I took the jump and began my journey serving as a Director on the board. After serving one year on the board as a Director I wanted to do more and submitted my intent to run form for the position of Treasurer. Serving on the board has given me the opportunity to meet and connect on a personal level with other court professionals throughout the state.

I wouldn't trade this experience for anything! It has been very rewarding – and I'm not just saying that because I have to – I'm saying it because it's the truth. If you have any questions or want to know more about the position, please contact me, and I will be happy to speak with you.

Anna Mae Gliebe
Treasurer
503-526-2358 // agliebe@beavertonoregon.gov

FALL (odd years) ELECTIONS
JOB DUTIES OF OFFICERS AND DIRECTORS

The following are position descriptions for the (odd year) 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; 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, 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.

The ECHO, Resolutions, and By Laws Vice President shall assist other Vice Presidents in the discharge of Association matters. The ECHO, Resolutions, and By Laws Vice President is the chair of The ECHO, Resolutions, and By Laws 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 1st 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 are 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 2015

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:

- ☐ President ☐ Education Vice President ☐ Conference Vice President
☐ Treasurer (2 year term) ☐ The ECHO, Resolutions & By Laws Vice President
☐ Director (There are five positions on the Board of Directors.)

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 (2015 dues paid).

Submit this form no later than September 28, 2015 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
email: krenfro@BeavertonOregon.gov

Reasons why you should attend the OACA Conference

To PARTICIPATE in the single most important member activity offered by the Oregon Association of Court Administrators. The OACA Conference is the premier conference for court officials in Oregon.

To LEARN from the experts in Oregon and from across the country. Many dynamic speakers with diverse specialties will be sharing their experiences with you. Imagine the possibilities that could arise from just one new idea!

To EXPLORE emerging concepts in courts and justice systems. National trends, changing demographics and technology are transforming the way courts operate. The OACA Conference will help you gain new insights into these profound changes.

To DISCOVER effective solutions to challenging problems. Don't reinvent the wheel! The challenges your court currently faces may have been successfully handled by another court. The OACA Conference will allow you to find out how others have effectively handled similar situations.

To NETWORK with peers. OACA's Conference offers an ideal climate to meet with court leaders from across the state. Don't miss this unique opportunity to make invaluable contacts.

To SPEAK out on the issues of concern to you and your court. The OACA Conference offers everyone the chance to be an active participant...in workshops, rap sessions, interview panels and on committees. Whatever your views, you'll find receptive listeners—and challenging responses.

To SEE the latest products and services designed to make your job easier. Many exhibits will be available for you to browse through at your leisure. Don't miss this opportunity to learn about products and services in an informal atmosphere.

To GROW professionally. Mere exposure to the vast array of new ideas, court leadership, your peers and colleagues will have an indelible effect on you. Don't miss the opportunity to fulfill your responsibility to yourself.

To ENJOY yourself. Everyone benefits from an occasional break from the everyday routine. *Come join us!*

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Officers and Directors

2014-2015

PRESIDENT

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

IMMEDIATE PAST PRESIDENT

KAY RENFRO

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

CO-CONFERENCE VICE PRESIDENT

DEBRA ARNTSEN

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

CO-CONFERENCE VICE PRESIDENT

TIN HOANG

Beaverton Municipal Court
PO Box 4755
Beaverton, OR 97076
Wk: 503.526.2357
Fx: 503.350.4031
thoang@beavertonoregon.gov

CO-EDUCATION VICE PRESIDENT

CORTNEY COX

8650 SW Tualatin Rd.
Tualatin, OR 97062
Wk: 503.691.3025
Fx: 503.691.6884
ccox@ci.tualatin.or.us

CO-EDUCATION VICE PRESIDENT

MARY SHROLL

8650 SW Tualatin Rd.
Tualatin, OR 97062
Wk: 503.691.3025
Fx: 503.691.6884
mshroll@tualatin.or.us

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

HOLLY FENTON

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

SECRETARY

SUE CARLILE-HOPPER

Beaverton Municipal Court
PO Box 4755
Beaverton, OR 97076
Wk: 503.526.3736
Fx: 503.350.4031
scarlilehopper@beavertonoregon.gov

TREASURER

ANNA MAE GLIEBE

Beaverton Municipal Court
PO Box 4755
Beaverton, OR 97076
Wk: 503.526-2358
Fx: 503.350.4031
agliebe@beavertonoregon.gov

DIRECTOR

CARLA BANTZ

Milwaukie Municipal Court
10722 SE Main St.
Milwaukie, OR 97222
Wk: 503.786.7531
Fx: 503.786.7528
bantz@ci.milwaukieoregon.gov

DIRECTOR

SANDRA BONN

Washington County Justice Court
3700 SW Murray Blvd #150
Beaverton, OR 97005
Wk: 503.846.6603
Fx: 503.846.6604
Sandi.Bonn@co.washington.or.us

DIRECTOR

SANDRA MILLS

Junction City Municipal Court
PO Box 250
Junction City, OR 97448
Wk: 541.998.1113
Fx: 541.998.3140
smills@ci.junction-city.or.us

DIRECTOR

JAMIE RHODES

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

DIRECTOR

ALLISON SEDERLIN

Springfield Municipal Court
230 4th St.
Springfield, OR 97477
Wk: 541.744.4180
Fx: 541.744.3376
asederlin@springfield-or.gov