



PRESIDENT'S MESSAGE

Greetings OACA members!

I hope everyone is enjoying the summer months and getting some time off work, to relax and rejuvenate. I know you all have been hard at work getting your courts caught up and trying new and innovated ways to hold court. The OACA board has been hard at work putting together the Fall Conference. This year the conference is at the Riverhouse in Bend, Oregon, on Oct 9 – 11, 2022. **Please be aware of the deadlines for conference registration and hotel rooms.** The conference registration deadline is September 23, 2022. After the deadline, conference registrations will not be available; no late registrations will be accepted. Please make note that the Riverhouse's hotel registration deadline is September 9, 2022. Also, your membership must be current for this year before you register for the conference.

We are happy to inform you that once again, conference vendors will be with us at the Riverhouse. Please remember to stop by their booths and reconnect with them, as it seems like forever since they have joined us. There will be time to catch up and see what they have to offer. Also, please remember to thank them for supporting OACA! Without the vendors we would not be able to offer as many scholarships as we do.

In this issue we have our Conference agenda, registration details, and scholarship information. We all can benefit from educational and networking opportunities, so if your court is tightening their budgets, please submit a scholarship request. It is important to have all our members at the conference, so if you need a scholarship, please apply.

The OACA Board will conduct the annual business meeting at this fall conference. Part of this includes Board elections to fill the following open positions: Secretary, Membership Vice President, ECHO and Bylaws VP and Director positions. These are great volunteer opportunities, so if you have ever wanted to be more involved in OACA, now is the time. OACA is a great organization and offers excellent opportunities for its members, such as education, networking and helping to advance careers. Please take the time to really think about becoming a Board member and contributing your experience and expertise to OACA.

I look forward to seeing everyone at the Fall conference and have a great summer.

All my best,

Debra Arntsen

President

2022 PRE-FALL

THE ECHO
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 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

CONFERENCE UPDATE

I hope you are all having a wonderful summer! Fall is just around the corner and I am working on all the details related to our October conference. I am looking forward to seeing you all and connecting again! Our Fall conference will be held at the The Riverhouse in Bend.

The OACA Fall 2022 conference will be held Sunday October 9th through Tuesday October 11th, 2022. Our Court Connection Banquet will be held on Monday night October 10th, 2022. The menu will be a full dinner buffet with Prime Rib, Salmon, yummy salads and delicious sides.

Don't forget to sign up on your online registration form, pay your membership dues and make your reservations early!

Our Spring Conference will be April 23, 24 & 25, 2023 at the Hallmark in Newport. Mark your calendar and save those dates!

Looking forward to seeing you at the Fall Conference!

Cheri Coble, Conference VP –Eugene Municipal Court

HOTEL ACCOMODATIONS

Conference Dates: October 9, 2022 – October 11, 2022

The 2022 Fall Conference is being held at The Riverhouse in Bend. The address is 3075 N Hwy 97 Bend, Or 97703.

Many of the rooms at The Riverhouse have private balconies with property views. Every room has Wi-Fi and comes equipped with a microwave, refrigerator, coffee maker and flat screen TV. There is an indoor (and an outdoor) heated pool and spa, plus a Fitness Center. Currently is a full-service restaurant/lounge and is on-site.

There are no elevators for second floor rooms, so if this is a concern, please be sure and request a first-floor room.

Please make your reservations no later than September 9, 2022. The block of rooms and special OACA rate will only be held until that date. To make a reservation, call 541-639-3481 and make sure you tell them you are participants of the OACA Fall Conference.

Room Rates and Tax:

Deluxe Guestroom (non-view)
is \$ 115.00 plus tax

Tax Rate is 12.0%

Superior Guestroom (river view)
is \$115.00 plus tax

Hotel Check-in is 4:00 PM
Check-out is 11:00 PM

Hotel Website: www.riverhouse.com

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!

OACA needs mentors! Become a mentor and have a hand in shaping someone's future by sharing your knowledge and experience! The program is an opportunity to nurture new talent, develop leadership and communication skills, and build personal and professional growth. It also provides a sense of fulfillment that comes with giving back to your profession and organization. What does being a mentor involve? Mentors accompany mentees to two classes on the first day of the conference to help navigate the schedule of activities. It's painless and easy to start giving your time and building networking relationships. If you're interested, contact me anytime before the upcoming conference to get started.

Need to complete your membership application? Membership is only valid for one year, and you must apply each year. You can only complete the membership application online. Don't hesitate to contact me, your Membership Vice President, Mary Quinn, if you need assistance.

Don't forget! The 2022 Fall Conference in Bend will be here before you, or any new members you recruit, know it. OACA always welcomes new members and encourages others to recruit their court colleagues and acquaintances. Each active member that refers three new members in a calendar year will earn one free annual membership. Or active members can earn one free conference registration by referring five new members in a calendar year! That's a huge incentive, so be sure the new member provides your name on their application.

If you have any questions regarding your OACA membership or the mentorship program, please get in touch with me at (503) 786-7520 or email me at quinnm@milwaukieoregon.gov.

Mary Quinn, Membership VP—Milwaukie Municipal Court



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EDUCATION

Hello OACA Members! I hope you are all having a wonderful Summer so far! It is hard to believe, but our next conference is just around the corner. We are busy at work preparing the best speakers and topics we can for you. Let's go through what you can expect!

Starting off the conference on Sunday, we will be doing something a little different than we did in the Spring. We are having an "All Courts Rap Session". It will be a session to specifically focus on topics that are common for all courts before we break out into our court groups. Please make sure to bring all your questions and knowledge to share with your fellow clerks! We find this is a valuable time to learn a lot from each other. After lunch, we are planning on having a Court Clerk 101 class taught by Sarah Callegari, which will take us from the beginning to the end of a traffic citation. Next, we will be hearing from Emily Taylor, a Breathing Coach, who will give us tools to alleviate work stress and how to achieve mindfulness at the workplace.

On Monday, we will start out with Judge Miranda Summer who will be speaking on Accessibility in the Courtroom. We are also planning on having Judge Ramon Pagan speak about his work in the Court of Appeals, followed by a presentation from Sue Carlile-Hopper about the Appeals process from a clerk's perspective. After lunch on Monday, Eugene Municipal Court Judge Gregory Gill will give a presentation about their Community Court. We will finish Monday with a presentation about the dos and don'ts of legal advice from Judge Steve Todd.

On Tuesday, we are planning presentations about LEDs as well as a DMV Q&A Panel. So please bring your questions for them!

We hope our agenda sounds exciting to all of you! We will keep you informed of any changes that come up and hope to see you in October!

Hannah Burke & Zoren Santiago, Education VP's—Beaverton Municipal Court

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CONFERENCE AGENDA

Sunday October 9, 2022

8:00 a.m. to 12:00 p.m.	Conference Registration
8:15 a.m. to 9:00 a.m.	New Member Breakfast / Ask The Board OACA Certification Information Facilitator: Debra Arntsen
9:00 a.m. to 10:00 a.m.	All Courts Rap Session Facilitator: Katie Leigh
10:00 a.m. to 10:30 a.m.	Break
10:30 a.m. to 12:00 p.m.	Municipal Court Rap Session (Traffic & Misd.) Facilitators: Sue Carlile-Hopper & Darci Roberts Municipal Court Rap Session (Traffic Only) Facilitators: Linette Moncayo & Maria Nguyen Justice Court Rap Session Facilitators: Laura Anderson
12:00 p.m. to 1:30 p.m.	Business Meeting Lunch
1:30 p.m. to 3:00 p.m.	Court Clerk 101 Speaker: Sarah Callegari
3:00 p.m. to 3:30 p.m.	Break
3:30 p.m. to 5:00 p.m.	Breathing Coach Speaker: Emily Taylor

Monday October 10, 2022

7:00 a.m. to 8:00 a.m.	Breakfast Registration Desk Open
8:00 a.m. to 9:00 a.m.	Accessibility in Court Speaker: Judge Miranda Summer
9:00 a.m. to 10:00 a.m.	Court of Appeals 101 Speaker: Judge Ramon Pagan
10:00 a.m. to 10:30 a.m.	Break
10:30 a.m. to 12:00 p.m.	Appeals for Court Clerks 101 Speaker: Sue Carlile-Hopper
12:00 p.m. to 1:30 p.m.	Lunch
1:30 p.m. to 3:00 p.m.	Eugene Municipal Community Court Speaker: Judge Gregory Gill
3:00 p.m. to 3:30 p.m.	Break
3:30 p.m. to 5:00 p.m.	Legal Advice / Procedural Fairness Speaker: Judge Steve Todd
6:00 p.m.	Court Connection Banquet

Tuesday October 11, 2022

7:30 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 10:00 a.m.	LEDS 101 Speaker: LEDS Panel Host: Sue Carlile-Hopper
10:00 a.m. to 10:30 a.m.	Break and Hotel Check Out
10:30 a.m. to 12:00 p.m.	DMV Question & Answer Panel Host: Debra Arntsen
12:00 p.m.	End of OACA Conference



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

MAJIC's web-based solution now includes:

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

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

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

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

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

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CONFERENCE MENU

Sunday New Member Breakfast

Riverhouse Signature Buffet

Assortment of Freshly Sliced Seasonal Fruit
Assortment of Breakfast Pastries and Muffins
Greek Yogurt with Bob's Red Mill Granola,
Dried Fruit
Scrambled Eggs
Roasted Red Bliss Potato with Peppers and Onions
Country Sausage Links
Coffee, Hot Tea & Assorted Fresh Juices

Sunday Lunch – The Hot Italian

Classic Caesar Salad
Caprese Salad
Baked Penne: Italian Sausage, Spinach,
Roasted Tomato Sauce,
Fresh Mozzarella, Parmigiano Reggiano
Chicken Marsala: Chicken Breast with Mushroom
Marsala Sauce
Roasted Cauliflower: Red Pepper Marinara
Garlic Bread
Dessert: Cannoli
Coffee, Hot Tea and Iced Tea

Monday Breakfast – Riverhouse Platinum Buffet

Assortment of freshly sliced seasonal fruit
Assortment of breakfast pastries and
muffins with butter
Bob's Red Mill Oatmeal
Greek Yogurt with Bob's Red Mill Granola
Scrambled eggs with Tillamook cheese
Hash browns
Applewood Smoked Bacon
Coffee, Hot Tea & Assorted Fresh Juices

Monday Lunch – Mariachi Madness

Grilled Corn & Black Bean Salad
Jicama Cilantro Salad
Crispy Corn Tortilla Chips
Refried Pinto Beans
Spanish Rice
Marinated Grilled Beef
Cheese Flautas
Sides: Lettuce, Tomato, Shredded Cheese,

Salsa, Sour Cream, Guacamole
Crispy Berry Churros
Coffee, Hot Tea and Iced Tea

Monday Banquet Dinner – Buffet Made Your Way

Slow Roasted Prime Rib
Rosemary Au Jus & Horseradish Cream
Herb Crusted Pan Seared Salmon
Meyer Lemon Beurre Blanc
Chef's Selection of 3 Cold Salads
Chef's Selection of Seasonal Sides
Bread and Butter
An Assortment of Desserts
Stumptown Coffee, decaf and Fine Teas

Tuesday Breakfast – Riverhouse Signature Buffet

Assortment of Freshly Sliced Seasonal Fruit
Assortment of Breakfast Pastries and Muffins
Greek Yogurt with Bob's Red Mill Granola,
Dried Fruit
Scrambled Eggs
Roasted Red Bliss Potato with Peppers and Onions
Applewood Smoked Bacon
Coffee, Hot Tea & Assorted Fresh Juices

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

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

Guests or ala carte meals:

(price includes 24% service charge)

Sunday New Member Breakfast \$33.48
Sunday Luncheon \$39.68
Monday Breakfast \$38.44
Monday Luncheon \$39.68
Monday Dinner \$60.76
Tuesday Breakfast \$33.48



OACA FALL CONFERENCE OCTOBER 2022



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SCHOLARSHIP INFORMATION



Happy Summer everyone! It took its time getting here this year, but I am loving the sunshine! Fall will be here before we know it – I cannot believe its August already! We are gearing up for Fall Conference at the River House in Bend, Oregon. For some courts, sending their staff to attend can be costly, especially if it has been a struggle from the impact of the pandemic. OACA can help!

OACA has a scholarship to help those in need to attend these conferences. A few things must be in place to qualify. You must be up to date with your OACA membership fees and show financial hardship. Thanks to our Vendors and their wonderful support, we can provide these scholarships to you. Do not forget to thank the Vendors when you see them!

As a scholarship recipient, you will be required to write an article for the Echo about what you learned from the conference, and/or be asked to host a workshop. We thought it would be interesting to hear the perspectives from different individuals – just a short paragraph about what you learned or what you can take back to your court. Hosting just entails introducing the speaker and reminding the audience to silence their cell phones. You can read this from paper – easy! ***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 26, 2022. 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!!!***

Kim Carrier, Secretary—Happy Valley Municipal Court

CERTIFICATION

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

For members that have their paperwork ready for any of the 3 levels of OACA certification, please forward to us for review and approval. To assist you, the tracking spreadsheet and application is located on the OACA website. If you have any non-OACA credits, such as computer software training or community college classes that would pertain to one of the categories, fill out the outside training credit request. This information, along with proof of training, will need to be submitted at the time of certification. Sue Carlile-Hopper, OACA Director, is assisting with the certification applications. If you have any questions, feel free to email us or come speak with us at the conference.

*Hannah Burke & Zoren Santiago,
Education VP's—Beaverton Municipal Court*

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

ELECTION INFORMATION

The following are position descriptions for the 2022 Officer and Director positions that will be open for election at the OACA Fall Conference.

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 Vice President

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

- Editing and managing the production of the Association's newsletter, The ECHO;



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Alice Ray-Graham, Chief Marketing Officer



ELECTION INFORMATION (continued)

- 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.

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 Education 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!

Intent to Run forms are located at www.oaca.org and should be sent to Shawn Branson, Immediate Past President

Officers and Directors 2022

PRESIDENT

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asederlin@springfield-or.gov

Are You In The Know?

Stay current with OACA events, question forum, conference materials, legislative updates, job openings and more!

Check out the Member Access section on www.oaca.org today.