

2024 MACA

Spring



CONFERENCE

Empowering Change by
Breaking Down
Barriers

MAY 20-24
MARGARITAVILLE RESORT
LAKE OF THE OZARKS

SPRING

Details

Single: \$119
Suite 1 bed: \$185
Suite 2 bed: \$243

Hotel Information

Margaritaville Lake Ozark
494 Tan-tar-a Drive
Osage Beach, MO 65065

To make reservations click here:
[MACA booking link.](#)

**RESERVATIONS MUST BE MADE
ON OR BEFORE APRIL 19, 2024
FOR THE LISTED RATE.
USE CODE CRTR TO GET THE
CONFERENCE RATE.**

NEW COURT CLERK TRAINING

Monday, May 20

Separate registration required for Monday
Lunch included

Presented by MCEC

All are welcome to join members of the Municipal Clerk Education Committee (MCEC) to unpack the mysteries of being new to the judiciary, talk legislation and how it impacts us, learn about the profession you are in, lots of time for questions and answers. This day long session is geared towards clerks with less than 5 years of experience but serves as a great refresher for more seasoned clerks as well. There is a separate registration and fee for this session.

*New
in 2024!*

Mental Health Session

Court and PA's Welcome - Lunch included

A blended course with a certificate upon completion. The session will cover common signs and symptoms of mental health challenges. Common signs and symptoms of substance use challenges. How to interact with a person in crisis. How to connect a person with help. Expanded content on trauma, substance use and self-care.

DRESS CODE: BUSINESS CASUAL

Guidelines: casual slacks, casual/sport shirts, dresses or skirts. No jeans or shorts. Temperatures will vary in meeting rooms. For personal comfort, we strongly suggest dressing in layers and bringing a jacket or sweater with you.

CEU Information/Certificates

We will be utilizing Flexiquiz for CEU Certificates this year. This is a program that requires you to take a simple 7 question quiz at the end of each session. As you take the quiz and pass (you will have 3 chances and you must get 70% correct to pass) you will be automatically emailed your certificate. You will be responsible for keeping your certificates. Belinda will not be doing reprints. She will have record of your hours from Flexiquiz after you pass the quizzes. There will be a link on the Conference App in each session that will open once the session is over. You will need to click on it, type in your name and email and take the quiz and upon completion you will immediately be emailed your certificate. You are responsible for keeping it for certification/maintenance requirements.

Available Hours for this conference: 25 for Monday Evening through Friday - 35 max including Sunday/Monday sessions.

Participants may request a transcript of a all training hours by using the transcript request form found online along with a fee of \$15.00.



CA Agenda

SUNDAY, MAY 19

- 5 - 7pm Early Registration
- 7 - 9pm Circle of Knowledge Networking Event

MONDAY, MAY 20

- 7:30am - 4:30pm Registration
- 8am - Noon Court Clerk New Clerk Training or Mental Health Session (Separate Registration Required)
- Noon - 1pm Lunch
- 1 - 5pm New Clerk Training or Mental Health Session (Continued)
- 5:30 - 6:30pm Presidential Welcome Reception
- 6:30 - 7:30pm Regional Breakout Sessions

TUESDAY, MAY 21

- 7:30AM - 4:30pm Registration
- 8 - 9am Presidential Welcome & Civic Project Presentation
- 9 - 10:15am All In
- 10:30am - Noon PA & Court Communication
- Noon - 1pm Lunch
- 1 - 3pm Evolution of Court Administration
- 3:15 - 4:30pm In Custody Warrants
- 4:30 - 5:30pm Early voting

WEDNESDAY, MAY 22

- 7:30am - 4:30pm Registration
- 7 - 8am Voting
- 8 - 9am MACA Business Meeting
- 8am - 3pm One on One Accounting Sessions (RSVP for Appointment)
- 9 - 10:15am Award Presentations
- 10:30 - Noon Debt Collection
- Noon - 1pm Lunch & Election Results
- 1 - 2pm Tips, Tricks & Helpful Hints for Finance
- 2 - 2:45pm Unclaimed Property
- 3 - 5pm A Night in the Life of Municipal Court (Streaming)
- 7 - 11pm Social

THURSDAY, MAY 23

- 7:30am - Noon Registration
- 9 - 10am The Problem Log or How to Prepare for Your Court Review
- 10:15 - 11am Docketing Preserving the Record or
- 10:15 - Noon Translating Your Worth - What's Data Got to do With It?
- 11am - Noon Probation
- 11am - 3pm Vendor Hall Open
- Noon - 1:30pm Lunch with Vendors
- 1:30 - 3:30pm Active Shooter Training
- 3:45 - 4:30pm Ordinances and Statutes
- 4:30 - 5pm Raffle Baskets Awarded

FRIDAY, MAY 24

- 9 - 10:30am Do You Work with the Living Dead?
- 10:30 - Noon Professionalism Across Social Media for the Workplace

PA Agenda

SUNDAY, MAY 19

5 - 7pm Early Registration
7 - 9pm Circle of Knowledge Networking Event

MONDAY, MAY 20

7:30am - 4:30pm Registration
8am - Noon Mental Health Session
(Separate Registration Required)
Noon - 1pm Lunch
1 - 5pm Mental Health Session (Continued)
5:30 - 6:30pm Presidential Welcome Reception
6:30 - 7:30pm Regional Breakout Sessions

TUESDAY, MAY 21

7:30AM - 4:30pm Registration
8 - 9am Presidential Welcome & Civic Project Presentation
9 - 10:15am All In
10:30am - Noon PA & Court Communication
Noon - 1pm Lunch
1 - 3pm Evolution of Court Administration
3:15 - 4:30pm In Custody Warrants
4:30 - 5:30pm Early voting

WEDNESDAY, MAY 22

7:30am - 4:30pm Registration
7 - 8am Voting
8 - 9am MACA Business Meeting
9 - 10:15am Award Presentations
10:30 - Noon PA Portal, PAMS & Updating Charge Codes
Noon- 1pm Lunch & Election Results
1 - 5pm Joint Sessions with Judges' Conference
7 - 11pm Social

THURSDAY, MAY 23

7:30am - Noon Registration
9 - Noon A Day in the life of a PA
11am - 3pm Vendor Hall Open
Noon - 1:30pm Lunch with Vendors
1:30 - 3:30pm Active Shooter Training
3:45 - 4:30pm Ordinances and Statutes
4:30 - 5pm Raffle Baskets Awarded

FRIDAY, MAY 24

9 - 10:30am Do You Work With the Living Dead?
10:30 - Noon Professionalism Across Social Media for the Workplace

All In
Gian Paul Gonzalez

Challenge to Live Life ALL IN: Importance of Being ALL IN TODAY In Order To Be AND Get Ready For the FUTURE.

Did You Know?

How do we preserve the integrity of our separate judiciary responsibilities while getting the information that we need in order to complete our jobs effectively? This session will help you to understand what information we can share & why or why not.

In Custody Warrants
Keith Cheung

What's an in custody warrant? What part does the prosecutor do? What part does the court perform? You'll find out in this informative session.

Evolution of Court Administration
Marianne Warren, Tracy Fisher & Courtney Whiteside

The perception of court management has evolved for both court personnel and prosecutor's assistants. In this session, you'll get a deeper understanding of how the changes have impacted us as professionals and where we are headed.

A Night in the Life of Municipal Court
Streaming from Judge's Conference

Four separate cases will be presented as examples of what happens in municipal courts. After each segment, there will be time for questions and comments. Look forward to an interactive, fun presentation.

Active Shooter Training
Rich Wagner & Tracey Anderson

Powerful session that will include practical instruction about what to do if an active shooter incident happens. It will include the personal testimony of a city staff member who actually dealt with the aftermath of a tragic incident.

Ordinances & Statutes
JoAnn Cova

Laws impact how we process cases. In this session, you'll get a better understanding about ordinances and statutes.

Do You Work With the Living Dead?
Desi Payne

Do you work with people who drag their feet into work, growl and murmur, give blank stares, aren't engaged with their work, or poison other co-workers with their negativity? Or could you possibly be infected with this epidemic, and you don't know it? You will laugh and learn in this session and get equipped to work with negative people and be happier on the job.

Professionalism Across Social Media
for the Workplace
Adam McChesney

Do you engage on social media through your personal profiles? Impacts of personal social media posting on your career. What is okay to post on social media? And what is not?

Course
Descriptions

COURSE

Descriptions

Debt Collection OSCA

How do you set up a payment plan? What do you do to set up debt collection and what processes go into effect once the debt is turned over to collections?

Tips, Tricks & Helpful Hints for Finance OSCA

If you haven't had a court review, you will. This session teach you about SCR 37.04 A - What are we looking for when we conduct a court review.

The Problem Log OSCA

You'll learn how to track/enter/update in SMC - Suspensions, Revoke, Reinstate, Successfully Complete.

Docketing OSCA

Show Me Courts...show me everything! This docketing session will focus on accurate recordkeeping and what goes where to make sure the public is getting proper access to record information.

Probations (OSCA)

You'll learn how to track/enter/update in SMC - Suspensions, Revoke, Reinstate, Successfully Complete.

Circle of Knowledge Networking Event Shantel White

Come early to spend time networking with fellow clerks throughout the state. Build your network, build your team. Fun, games and networking.

Inclusion in the Courts

In this interactive session you'll be able define what it means to be inclusive, why it is important in our career whether you are in a one person court, supervise, or on staff. You will leave with practical principles to help you provide an inclusive court experience.

Translating Your Worth - What's Data Got to do With it? Courtney Whiteside

If you were asked to define your role in the court, could you do it? Could you quantify the production of your court? Come explore how to have difficult conversations with judicial partners, how to present complex court data in a meaningful way to a partners outside of the judiciary, and how to translate the importance of the court to your governing bodies.

PA Portal, PAMS, Updating Charge Codes Ericka Jones

REJIS and PAMS Computer updates. Erica Jones will talk about the PA portal updates.

A Day in the Life of a PA

Bring your questions and we will be covering all things that the PA Clerk needs to know; Transferring tickets, recommendations, fingerprint cards, retention, subpoena and preparing for a trial docket.

Registration

To Register:

Credit Card: [Click Here](#)

Check: Make payable to MACA and mail

c/o Belinda Pearson, 4878 E. Utica Street, Springfield, MO 65809

Membership Fee and Registration Fee **MUST** be paid prior to attendance.

If you do not have your membership number, you need to contact Melissa Allen at mallen@eureka.mo.us. You will not be allowed to attend without payment. A confirmation letter will be sent approximately two weeks prior to conference.

Your cell phone number will be used for access to the app, an email you can access at conference is being requested as a backup to your cell phone.

Please fill out the complete form.

Name: _____

Cell Phone _____

Email you can access: _____

Member #: _____ Region: _____ Court or PA

First Time Conference Attendee?: Yes No

New Clerk? Yes No

Dietary Restrictions?: _____

Address/City/Zip: _____

Assist with: Door Floor Introductions

Credit card receipts will come from Pearson Travel Planning.

Course Option	Date	Member Rate	Included	Total	
New Clerk or Mental Health	May 20	\$125	Monday Training & Lunch		
Full Conference (Monday Evening - Friday)	May 20-24	\$350	All sessions (except New Clerks) Lunch on T/W/TR		
One Day Only		\$125	Day Attending: T W TH F		
Two Days Only		\$200	Days Attending? T W TH F		
Payment MUST be made prior to attending the conference. If you do not receive a confirmation letter via email showing your payment by May 10th, please email pearsonplanning.maca@gmail.com to verify payment and membership. You will not be allowed to attend if your payment or proof of payment are not received.			If after April 30, 2024 add \$25 late Fee		
			Non Member fee - If not a MACA member and if you do not have your membership number on this form - \$50		
			Grand Total		