

Municipal Court Administration Association of SC
PO Box 12109
Columbia, SC 29211-2109

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Who We Are

The Municipal Court Administration Association offers training to court administrators, clerks of court, municipal judges and other city or town employees involved in court administration. The Association focuses on fostering and developing interest in sound court administration, encouraging the most advanced technologies in the field of court administration, and disseminating information to and exchanging ideas among its members. For more information, visit www.masc.sc (keyword: MCAA).

Contact Information

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Accommodations

Hilton Myrtle Beach Resort
10000 Beach Club Drive
Myrtle Beach, SC 29572

Special room rates are available at the Hilton Myrtle Beach Resort. Make reservations by calling 800.876.0010 by **August 4 at 5 p.m.** You must let the booking agent know you are with the Municipal Court Administration meeting to receive the block room rate.

Room rate: \$155 plus tax

Check in: 4 p.m.

Check out: 11 a.m.

Hotel reservation deadline: August 4

Registration Information

The registration deadline is Wednesday, August 21. Registration fees of \$185 for members and \$235 for nonmembers include meeting registration, educational materials, exhibitor showcase and reception, breakfasts, lunch. The guest registration fee of \$50 includes the exhibitor reception and breakfasts on Thursday and Friday.

Online registration is available for the Annual Meeting. Save time and postage by logging on to www.masc.sc (keyword: MCAA) to register. Online registrations must be paid by Visa or MasterCard.

If paying by check, mail completed registration form and check made payable to the Municipal Association of South Carolina to:

MASC
PO Box 12220
Columbia, SC 29211
ATTN: MCAA

Cancellations must be received by 5 p.m. on August 21. Refunds will not be given after this date.

Conference attire is business casual. The session rooms will be cool, so you may wish to bring a sweater or jacket.

For special needs requests, contact Lea Ann Mitchell at 803.933.1254 or lmitchell@masc.sc by August 21, and we will accommodate if possible.

Continuing Education Credit

SC Commission on CLE and Specialization
(Credit hours applied for)

SC Court Administration
Magistrates
(Credit hours applied for)

Office of Victim Services Education and Certification
Notifiers and Support Staff
(Credit hours applied for)

Annual Meeting
August 28 – 30, 2019
Hilton Myrtle Beach Resort
Myrtle Beach, SC

Municipal Court Administration
Association of South Carolina

MCAA

MASC
Municipal Association of South CarolinaSM

1411 Gervais Street
PO Box 12109
Columbia, SC 29211
www.masc.sc

The Municipal Court Administration Association of South Carolina is an
affiliate of the Municipal Association of South Carolina.

Wednesday, August 28

Noon – 5:00 p.m. Registration

1:00 -3:00 p.m. Concurrent Sessions

Concurrent Session I
Victim Service Provider Training for Notifiers and Support Staff

Veronica Swain Kunz, Deputy Director, Crime Victim Ombudsman, Division of Crime Victim Services, South Carolina Attorney General's Office

Crime victims can face specific barriers and dynamics that affect their experience in the court system. This session will provide information about victim notification requirements and what officials can do to increase victim safety and offender accountability.

Concurrent Session II
Court Financials (Cost: \$45)

Steve Blake, CPA, Certified Fraud Examiner, Certified Internal Control Auditor and Certified Global Management Accountant

The financial and compliance aspects of operating a municipal court in South Carolina can be complex. This session will help attendees identify resources to remain current with compliance issues. Attendees will discover the mechanics of fines, assessments, surcharges and fees. They will also discuss specific requirements in the law regarding audited financials and the Uniform Department of Crime Victim Compensation schedule, bonds pending, court deposits and victims fund segregation.

3:15 – 3:30 p.m. Welcome and Announcements

President Lacresha Dowdy, Clerk of Court, City of Clinton

3:30 – 4:15 p.m. Courtroom Security Update

Kelvin Washington, Chief of Police, City of Darlington

Courtroom security continues to be an important topic among the state's cities and towns. Washington will provide updates and information on keeping your courtroom and staff as safe as possible.

4:15 – 4:30 p.m. Break

4:30 – 5:30 p.m. Working With Mentally Challenged Individuals Within the Court System

Trisha Williams, Clinical Services Coordinator, Greater Greenville Mental Health Center

Municipal courts continue to see mentally ill individuals come through the court system on a daily basis, causing unintended disruptions and delays for all parties involved. As a follow up to last year's popular session on recognizing mental illness, this session will continue the conversation on how to ensure these individuals receive fair treatment as they navigate the court system.

5:30 – 6:30 p.m. Exhibitor Showcase and Reception

Thursday, August 29

8:00 a.m. – noon Registration Open

8:00 – 9:00 a.m. Breakfast With Exhibitors

9:00 – 9:45 a.m. SC Office of the State Auditor Engagements: What to Expect and How to be Prepared

Sue Moss, Director of State Audits, SC Office of the State Auditor

Having an agreed-upon procedures engagement from the Office of the State Auditor can be a frightening process for a court and its staff. This session will include information on what to expect and how to ensure that your office is prepared.

9:45 – 10:00 a.m. Break

10:00 – 10:45 a.m. Fingerprints, Direct Indictments, Dispositions and Expungements

Melody Hudson, Computerized Criminal History Supervisor, SC Law Enforcement Division

New procedures are being implemented at SLED to help courts and law enforcement agencies process fingerprints, direct indictments, dispositions and expungements. Hudson will address the changes to ensure that all items are being reported to SLED correctly.

10:45 – 11:00 a.m. Break

11:00 a.m. – noon SC Court Administration Updates

Renee Lipson, Staff Attorney, SC Court Administration

It can be challenging to keep up with new legislation and case law that affects municipal courts. The SC Court Administration will provide updates, including any policy and procedural changes.

Noon – 1:00 p.m. Lunch

1:00 – 2:30 p.m. Drive Time with the SC Department of Motor Vehicles

Shirley Rivers, Director of Driver Services, SC Department of Motor Vehicles

Municipal courts are facing challenging issues and questions along with changes to state regulations. Pick up valuable information and answers to your questions during this interactive session with the DMV.

2:30 – 2:45 p.m. Break

2:45 – 3:45 p.m. Confidentiality in Court Administration

Maintaining a secure and confidential environment is important in any office, but especially so in a court setting. This session will address confidentiality issues and how to avoid putting your city or court in danger of lawsuits or other disciplinary actions.

3:45 – 5:00 p.m. MCAA Pub Trivia

End your day with a fun and interactive trivia session that combines the fun of a pub atmosphere with learning.

Friday, August 30

8:00 – 9:00 a.m. Breakfast

9:00 – 10:30 a.m. Roundtable Discussions

Back by popular demand! Join your colleagues for a relaxed roundtable session to address best practices and get your questions answered on various topics.

10:30 – 11:00 a.m. Annual Business Meeting

11:00 a.m. Adjourn

Registration Form

MCAA Annual Meeting

August 28 – 30, 2019

Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill)

Full name (example: William J. Smith, Jr.) Mr. Ms. Dr.

Title New

Local government/business name

Guest Information

Guest's first/last name

City/State

Contact Information

Birth month/day Last four digits of SSN
This combination of numbers is used as the official's personal identification number to access online services, simplify event registration and ensure proper recording of participation in Association training programs.

Local government/business name

Preferred mailing address New Type: Municipal Business

City/State Zip

Preferred phone New Type: Municipal Business Mobile

Email address New

Registration Fees

- | | Qty | Amount |
|--|-------|----------|
| <input type="checkbox"/> Member | \$185 | \$ _____ |
| <i>Includes meeting registration, educational materials, exhibitor showcase and reception, breakfasts and lunch</i> | | |
| <input type="checkbox"/> Nonmember | \$235 | \$ _____ |
| <i>Includes meeting registration, educational materials, exhibitor showcase and reception, breakfasts and lunch</i> | | |
| <input type="checkbox"/> Court Financials 101 | \$45 | \$ _____ |
| <i>Includes registration for the preconference workshop and educational materials. You do not have to register for the entire meeting to attend.</i> | | |
| <input type="checkbox"/> Victim Service Provider Training | N/C | \$ _____ |
| <i>Notifiers need this two-hour training every other year. This required training is free to registered attendees.</i> | | |
| <input type="checkbox"/> Guest – Reception and Breakfasts | \$50 | \$ _____ |
| <i>Includes exhibitor reception and breakfasts. Does not include lunch.</i> | | |

TOTAL \$ _____