



Municipal Court Administration Association of South Carolina

Annual Meeting
August 24 – 26, 2022
Embassy Suites Kingston Plantation
Myrtle Beach, SC

Who We Are

The Municipal Court Administration Association of SC offers training to court administrators, clerks of court, municipal judges and other city or town employees involved in court administration. MCAA 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

Embassy Suites Kingston Plantation
9800 Queensway Blvd.
Myrtle Beach, SC 29572

Special room rates are available at the Embassy Suites Kingston Plantation. Make reservations by calling **1.800.876.0010** before **July 24, 2022**. You must let the booking agent know the group code (CAA) to receive the block room rate. Rooms must be secured with a valid credit card provided at the time of booking. You can book online at www.kingstonresorts.com but you must also enter the group code online to receive the group rate.

Room rate: 209 plus taxes and fees

Check-in: 4 p.m.

Check out: 11 a.m.

Hotel reservation deadline: July 24

Registration Information

The registration deadline is Wednesday, August 17. Registration fees of \$200 for members and \$235 for nonmembers include meeting registration, educational materials, exhibitor showcase and reception, and lunch. The guest registration fee of \$30 includes the exhibitor reception on Wednesday.

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 17. 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 17, and we will accommodate if possible.

Continuing Education Credit

SC Commission on CLE and Specialization
(Applied for)

SC Court Administration
Magistrates Credits
(Applied for)

Office of Victim Services Education and Certification
Notifiers and Support Staff
(Applied for)



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 24

9:00 a.m. – noon Know Your Role Cost: \$35

Pam Larson, Director of Operations, City of Greenville Municipal Court

This optional session will address the core competencies well beyond those in the general perception of a clerk of court” being in the courtroom next to the judge and taking payments. This session takes a more in-depth look at competencies including primary business functions, public trust and confidence, operations management, case flow and work flow, strategic planning, leadership, and ethics. Having more information about what you do also will help you redefine your role in your own court, possibly rewrite your job description with more responsibilities, and help with increasing compensation.

Note: Those attending “Know Your Role” can pick up their nametags and packets from 8:30 – 9:00 a.m. outside the session room.

Noon – 5:00 p.m. General Registration

1:00 – 3:00 p.m. Concurrent Sessions (Choose One)

**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, SC 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.

3:30 – 3:45 p.m. Welcome and Announcements

President Kimberly Poulin, Court Administrator, City of Anderson

3:45 – 4:45 p.m. Drive Time with the SC Department of Motor Vehicles

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

Gain a better understanding of the proper procedures and documents required by the SC DMV. Submit your questions for the session to swhitaker@masc.sc by August 17 at 5 p.m.

5:00 – 6:00 p.m. Exhibitor Showcase and Reception

Enjoy light hors d’oeuvres while mingling with exhibitors. Each attendee will receive two drink tickets.

Thursday, August 25

8:00 a.m. – noon Registration

8:00 – 9:00 a.m. Exhibitor Showcase Open

9:00 – 9:45 a.m. Freedom of Information Act for Municipal Courts

Eric Shytle, General Counsel, Municipal Association of SC

How should court officials respond to requests for documents and other records in accordance with the SC Freedom of Information Act? Learn more about establishing procedures within the court to properly respond to FOIA requests.

9:45 – 10:00 a.m. Break

10:00 – 11:30 a.m. Recognition and Deescalation Techniques With Individuals Living With Mental Illness

Sherri Cloud, Crisis Intervention Team Coordinator, National Alliance on Mental Illness

Municipal court staff see individuals with a mental illness on a regular basis. This session will help court staff not only identify signs of mental illness, but also learn ways to communicate and deescalate possible volatile situations.

11:30 – 11:45 a.m. Break

11:45 a.m. – 12:30 p.m. Working With Medical Professionals When Assisting Individuals With a Mental Illness in Your Courtroom

Hear from a physician in the mental health field about how you can best assist those coming through your court that need assistance from the medical field in dealing with mental health issues.

12:30 – 1:30 p.m. Lunch

1:30 – 2:15 p.m. Spotlight on Small Courts

Brittany Burns, Clerk of Court, Town of Pine Ridge

Traci Haddock, Court Administrator, Town of Port Royal

Patricia McTeer, Clerk of Court, Town of Hampton

Smaller courts often face unique challenges and difficulties in day-to-day operations. This session will focus on courts with smaller staffs so attendees can learn from each other. All are welcome and encouraged to attend, regardless of your court size!

You must submit your questions and topics to swhitaker@masc.sc by August 10.

2:15 – 2:30 p.m. Break

2:30 – 3:30 p.m. SC Law Enforcement Division Updates

Adam Whitsett, General Counsel, SC Law Enforcement Division

Hear updates from SLED on issues pertaining to municipal courts, with specific information on dispositions and an overview of SLED forms.

6:00 – 8:00 p.m. Dinner Cruise on the Barefoot Queen Cost: \$40 per person

Enjoy a full buffet dinner aboard the Barefoot Queen Riverboat. Ticket includes dinner, the narrated cruise and two drink tickets.

All those who buy a ticket will be entered into a drawing for a prize to be given away during the cruise, courtesy of the City of Beaufort’s Municipal Court and Sarah Farrow. You must be present on the cruise to win.

This is a ticketed event.

Friday, August 26

9:00 – 10:30 a.m. Open Discussion Hosted by the MCAA Board of Directors

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

11:00 a.m. Adjourn

Registration Form MCAA Annual Meeting August 24 – 26, 2022

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 _____

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 <i>Includes meeting registration, educational materials, exhibitor showcase and reception, breakfasts and lunch.</i>	\$200	_____ \$ _____
<input type="checkbox"/> Nonmember <i>Includes meeting registration, educational materials, exhibitor showcase and reception, breakfasts and lunch.</i>	\$235	_____ \$ _____
<input type="checkbox"/> Morning Preconference Session: Know Your Role	\$35	_____ \$ _____
<input type="checkbox"/> Concurrent Session I: Victim Service Provider Training for Notifiers and Support Staff	\$0	_____ \$ _____
<input type="checkbox"/> Concurrent Session II: Court Financials	\$45	_____ \$ _____
<input type="checkbox"/> Dinner Cruise on the Barefoot Queen <i>Ticket includes a full dinner buffet, onboard entertainment and two drink tickets. All attendees and guests must have a ticket to attend.</i>	\$40	_____ \$ _____
<input type="checkbox"/> Guest Registration	\$30	_____ \$ _____
TOTAL		_____ \$ _____