

Municipal Court Administration Association

Annual Meeting

August 23 – 25, 2023

Marina Inn at Grande Dunes
Myrtle Beach, SC

Wednesday, August 23

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

9:00 a.m. – noon **Know Your Role**
COST: \$45

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

This optional session will address the core competencies of a clerk of court — duties that are far greater than simply “being in the courtroom next to the judge and taking payments,” as many members of the public expect.

This session will take an in-depth look at primary business functions, public trust and confidence, operations management, case flow and work flow, strategic planning, leadership and ethics. Gaining more information about what you do will help you redefine your role in your own court, possibly rewrite your job description with more responsibilities, and help with increasing compensation.

Noon – 5:00 p.m. **General Registration**

1:00 – 3:00 p.m. **Concurrent Sessions**

**Concurrent Session I:
Victim Service Provider
Training for Notifiers and
Support Staff**
COST: FREE

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:

**CMS Information Session for
Court Staff**
COST: \$25

Lynitta Key, Call Center Supervisor, Office of Information Technology, South Carolina Judicial Branch

This optional session will provide additional information on many topics relating to the use of CMS software. Send your questions for the session by Friday, August 4 to swhitaker@masc.sc. Key will also take questions during the session.

3:45 – 4:00 p.m. **Welcome and Announcements**
President Kirsten Pressley, Clerk of Court, City of Greer

4:00 – 5:00 p.m. **The City of Charleston’s
Pop-up Court Event**

The Honorable Lindsey Byrd, Municipal Judge, City of Charleston

James Moody, Court Operation Manager, City of Charleston

Getting court-related services to the homeless population is a challenge for many municipalities. The City of Charleston recently partnered with several organizations to host a Homeless Court Resource Fair, a pop-up event that included not only court services, but also other needed services including the Supplemental Nutrition Assistance Program, Social Security, child support and the SC Department of Motor Vehicles. Learn more about how this event came together.

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.



**Municipal Association
of South Carolina**

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

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

Thursday, August 24

- 8:00 a.m. – noon** **Registration**
8:00 – 9:00 a.m. **Exhibitor Breakfast**
9:00 – 11:00 a.m. **Verbal De-escalation
Techniques for Court
Professionals**

Tony C. Taylor, Founder, Tony Taylor Consultants

Municipal court professionals often work with individuals who are scared, angry and upset about their current situations, leading to tense verbal interactions. This session, taught by a former police chief, will help you learn a wide range of techniques including identifying potential signals and triggers, emotional intelligence and empathy, personal safety and conflict resolution.

- 11:00 – 11:15 a.m.** **Break**
11:15 a.m. – 12:15 p.m. **Safety Measures in the
Courtroom: Outfitting Your
Court to Keep You and Your
Staff Safe**

*Lieutenant Jacob Harlow, Emergency Management
Coordinator, City of Cayce*

Protecting the safety of staff and visitors to the municipal court is of the utmost importance. Learn more about how to make your court room and building more secure.

- 12:15 – 1:00 p.m.** **Networking Luncheon**
1:00 – 2:00 p.m. **Effectively Handling Sovereign
Citizens**

*The Honorable Mattison Gamble, Chief Magistrate,
Sumter County*

Encountering individuals who identify as sovereign citizens is a common occurrence for municipal court staff, and it can be very frustrating. This session will provide an overview of the sovereign citizen movement, why these litigants are difficult for clerks and judges, and suggestions on techniques for keeping your courthouse sane while maintaining decorum.

- 2:00 – 2:15 p.m.** **Break**
2:15 – 3:00 p.m. **The Work-in**

*Wendy Bass, Recreation Leader, Certified Fitness
Instructor and Personal Trainer, City of Myrtle Beach*

Sitting at a desk all day takes a toll on your physical and mental well-being. Learn some easy ways to stay energized throughout the day with exercises you can do right at your desk or in your office. Every movement throughout the day matters, so let's get moving!

3:00 p.m. MCAA Happy Hour

Join your colleagues on the terrace across from the ballroom for an afternoon beverage and networking before heading out to explore Myrtle Beach for the evening. Each attendee will receive two drink tickets.

Friday, August 25

- 8:00 – 9:00 a.m.** **Breakfast**
9:00 – 9:45 a.m. **Surviving First Amendment
Audits**

*Eric Shytle, General Counsel, Municipal Association
of SC*

First Amendment audits are situations in which private citizens video record municipal facilities or employees to determine whether the municipality is complying with the First Amendment. These can be difficult situations to manage, and this session will provide an understanding of the laws surrounding these audits and how to react if it occurs in your court.

- 9:45 – 10:30 a.m.** **SC Court Administration
Session**

*Daniel Jones, Deputy Director, SC
Court Administration*

Hear general and legislative updates from SC Court Administration. Jones will also discuss a new general sessions docketing order, as well as bench warrant and jury trial procedures.

- 10:30 – 11:00 a.m.** **Annual Business Meeting and
Door Prizes**
11:00 a.m. **Adjourn**

Continuing Education Credit

SC Commission on CLE and Specialization

Course Number: Applied for

SC Court Administration Magistrates Credits

Course Number: Applied for

Office of Victims Services Education and Certification For Notifiers and Support Staff

Course Number: Applied for

Upcoming Meeting

Spring Meeting

April 12, 2024

Cooperative Conference Center

Registration Information

The registration deadline is **Wednesday, August 16**. Registration fees of \$235 for members and \$250 for nonmembers include meeting registration, educational materials, exhibitor showcase and reception, breakfast on August 24 and 25 and lunch on August 24. The guest registration fee of \$75 includes the exhibitor reception on Wednesday, August 23 and breakfast on August 24 and 25.

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 16. Refunds will not be given after this date.

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

For special needs requests, contact Lea Ann Mitchell at 803.933.1254 or lmitchell@masc.sc by August 16, and we will accommodate if possible.

Accommodations

Special room rates are available at the Marina Inn at Grande Dunes. Make reservations by calling **1.877.913.1333** or **843.913.1333** before **July 23, 2023**. You must let the booking agent know you are with the SC Municipal Court Administration Association group to receive the block room rate. Rooms must be secured with a valid credit card provided at the time of booking.

Marina Inn at Grande Dunes
8121 Amalfi Place
Myrtle Beach, SC 29572
843.913.1333

Room rate: \$149/night plus 15% daily resort fee and tax

Check in: 4 p.m.

Check out: 11 a.m.

Hotel reservation deadline: July 23

MCAA Registration Form

Annual Meeting ♦ August 23 – 25 2023

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

For additional attendees, make a copy of this form.

Registration Fees

Check one:

Member \$235

Includes meeting registration, educational materials, exhibitor showcase and reception, breakfasts and lunch.

Nonmember \$250

Includes meeting registration, educational materials, exhibitor showcase and reception, breakfasts and lunch.

Guest Registration \$75

Includes Exhibitor Reception on August 23 and breakfast on August 24 and 25.

Morning Preconference Session: \$45

Know your Role

Includes registration for the preconference workshop and educational materials. You do not have to register for the entire meeting to attend. This session is on August 23.

Concurrent Preconference Sessions (Choose one)

CMS Information Session \$25

Victims Service Provider \$0
Training for Notifiers

Notifiers need this two-hour training every other year. This required training is free to registered attendees.