



Arkansas Circuit Clerks Continuing Education Conference

Host Hotel: Hilton Garden Inn Little Rock Downtown
322 Rock St.

Meeting Location: Association of Arkansas Counties
Little Rock/Pulaski County
February 19-21, 2019

TENTATIVE AGENDA

MONDAY, February 18, 2019

EARLY BIRD ARRIVAL - OPTIONAL

TUESDAY, February 19, 2019

MEETING TO BE HELD AT AAC

(Guest room to be reimbursed from Circuit Clerk's Continuing Ed. Funds)

10:00 a.m.

CONTINUING EDUCATION BOARD MEETING

– J. H. Baker Conference Room

11:00 a.m.

EXECUTIVE BOARD MEETING

– J. H. Baker Conference Room

NOON

REGISTRATION – AAC Pre-function area

1:00 p.m. – 1:15 p.m.

**WELCOME, PRAYER, PLEDGE OF ALLEGIANCE, AND
ANNOUNCEMENTS**

– J. H. Baker Conference Room

Alice Smith, Association President and Monroe County Circuit Clerk

1:15 p.m. – 2:15 p.m.

HOW TO COMPLETE A GRANT APPLICATION FORM

Sharon Brooks, Sebastian County Clerk & Recorder

Crystal Taylor, Faulkner County Circuit Clerk

2:15p.m. – 2:30 p.m.

BREAK

2:30 p.m. – 3:30 p.m.

FRAUD ISSUES; ISSUES IN THE COUNTY CLERKS OFFICE

Kim Williams, CPA, CFE, CFF Assistant Legislative Auditor

Marti Steel, CPA Deputy Legislative Auditor

3:30 p.m. – 4:30 p.m.

MOTIVATIONAL SPEAKER

6:00 p.m.

DINNER – On Your Own – reimburse \$25 with paid receipt

WEDNESDAY, February 20, 2019 **MEETING TO BE HELD AT AAC**

(Guest room to be reimbursed from Circuit Clerk's Continuing Ed. Funds)

****7:30 a.m. Transportation departs Hilton Garden Inn for AAC – Parking is limited at AAC; we encourage you to ride the bus.**

6:30a.m. – 7:30 a.m.

BREAKFAST

8:00 a.m.

REGISTRATION – Pre-function Area AAC

8:30 a.m. – 9:30 a.m.

LEGISLATIVE SESSION OVERVIEW

Josh Curtis, AAC Government Affairs Director

9:30 a.m. – 9:45 a.m.

BREAK

11:00 a.m. - 11:45 a.m.

ASSIGNMENTS

Sharon Blount Baker, Crawford County Circuit Clerk

11:45 a.m. – 1:00 p.m.

LUNCH – AAC

1:00 p.m. – 3:15 p.m. **HOUSE AND SENATE VISITS**
State Capitol

3:15 p.m. – 3:30 p.m. **RECONVENE AT AAC BUILDING**

3:30 p.m. – 3:45 p.m. **BREAK**

3:45 p.m. – 4:30 p.m. **COURTCONNECT & ADMINISTRATIVE ISSUES**
Michial Armstrong; Lee Lowe, & Diane Robinson - AOC

****4:45 p.m. Transportation departs AAC for return to Hilton Garden Inn - Downtown**

6:00 p.m. **ASSOCIATION DINNER** –location to be determined

THURSDAY, FEBRUARY 21 – MEETING TO BE HELD AT AAC

No Transportation provided on this day

6:30 a.m. – 8:30 a.m. **BREAKFAST**

8:00 a.m. – 9:00 a.m. **REGISTRATION** – Pre-function Area AAC

9:00 a.m. **WELCOME and ANNOUNCEMENTS** – J. H. Baker Conference Room
Alice Smith, Association President and Monroe County Circuit Clerk

9:00 a.m. – 10:00 a.m. **DOMESTIC VIOLENCE - \$25. FINE**
Beth Goodrich, Director, Arkansas Coalition Against Domestic Violence

10:00 a.m. – 11:00 a.m. **ASSOCIATION BUSINESS**– AAC Building
Drawing for \$50 Attendance Prize – Must be Present to Win

11:00 a.m. – 1:00 p.m. **LEGISLATIVE APPRECIATION LUNCHEON** – *AAC Building*

Reimbursement: The following expenses will be submitted to the Continuing Education Board for approval. Expenses will be paid from the County Clerk’s Continuing Education Fund administered by the Auditor of State’s Office. Contact Melanie Jenkins, Auditor of State’s Office, at 501-682-5474 for additional information.

Mileage:	One vehicle per county @ .42 per mile
Room rates:	Executive and Continuing Ed. Board Member only: February 18, 2019
Room rates:	February 19-20, 2019 - One room per county: \$106.00, single - \$10 each addtl. person, + tax
Parking:	\$16.00 + tax per overnight stay
Breakfast:	Included in room rate (\$10 each additional person*)
Lunch:	As required - direct billed or Reimburse AAC
Dinner:	February 19: Reimburse up to \$25 with receipt February 20: Association Dinner. Non-reimbursable
Breaks:	As required, direct bill or Reimburse AAC
Meeting Room:	As required, direct bill
Audio Visual	As required, direct bill
Transportation	As required, direct bill or Reimburse AAC
Incidentals	As required, direct bill