



**Arkansas County Clerks' Continuing Education Conference**  
**Hilton Garden Inn Little Rock Downtown**  
**322 Rock St.**  
**Little Rock/Pulaski County**  
**April 5-7, 2023**

**Wednesday April 5, 2023**

*(Guest rooms will be reimbursed from County Clerk Cont. Ed. Funds)*

- 4:30 p.m. **CONTINUING ED. BOARD MEETING – Pinnacle Ballroom**
- 5:30 p.m. **EXECUTIVE BOARD MEETING – Pinnacle Ballroom**
- 6:00 p.m. **DINNER ON YOUR OWN** *(Reimburse up to \$25 with paid receipt)*

**Thursday April 6, 2023**

*(Guest rooms will be reimbursed from County Clerk Cont. Ed. Funds)*

- 6:30 a.m. – 8:00 a.m. **BREAKFAST** – (included in room rate) **Garden Grill**
- 8:00 a.m. – 8:45 a.m. **REGISTRATION** (At Hotel)
- 8:45 a.m. **BUS DEPARTS FOR STATE CAPITOL**
- 9:30 a.m. – 11:30 a.m. **STATE CAPITOL TOUR**
- 11:45 a.m. **RETURN TO HOTEL** (Little Rock Coaches)
- 12:00 – 1:30 p.m. **LUNCH – AGASSI 7**
- 1:30 p.m. – 3:00 p.m. **LEGISLATIVE AUDIT – WHAT TO LOOK FOR & HOW TO PREVENT FRAUDULENT CLAIMS WITH EXAMPLES.**  
Mr. Jimmy Locke, Senior Auditor, Arkansas Legislative Audit  
Mr. Jimmy Archer, CPA, Audit Manager, Arkansas Legislative Audit
- 3:00 p.m. – 4:30 p.m. **MEET AND GREET WITH VENDORS**
- 6:00 p.m. **DINNER – ON YOUR OWN** – *(Reimburse up to \$25 with paid detailed receipt)*

**Friday April 7, 2023**

- 6:30 a.m. – 8:30 a.m. **BREAKFAST** – (included in room rate) **Garden Grill**
- 8:30 a.m. – 9:00 a.m. **REGISTRATION – Pre-function Area**
- 9:00 a.m. **WELCOME & ANNOUNCEMENTS – Pinnacle Ballroom**  
*Doug Curtis, Association President and Saline County Clerk*
- 9:00 a.m. – 9:30 a.m. **COUNTY CLERKS ROUNDTABLE Q & A**  
*Phyllis Rhynes, Greene County Clerk*  
*Margaret Darter, Faulkner County Clerk*

- 9:30 a.m. – 10:00 a.m.      **SMALL ESTATES**  
*Pam Ennis, Pope County Clerk*  
*April Duff, Randolph County Deputy Clerk & Election Coordinator*
- 10:00 a.m. – 10:15 a.m.      **BREAK**
- 10:15 a.m. – 11:30 a.m.      **ASSOCIATION BUSINESS**  
*Drawing for Attendance Prize – Must be present to win.*

## Thank you to all our Valued Sponsors

---

### BRONZE SPONSORS

Absolute Solutions      Election Systems & Software  
 Apprentice Information Systems

### BREAK SPONSORS

Financial Intelligence      Kofile

**Reimbursement:** To be approved by the Continuing Education Board and paid from the County Clerks Continuing Education Fund administered by the Auditor of State’s Office. **Email reimbursement forms to: Julia Burrier at [julia.burrier@auditor.ar.gov](mailto:julia.burrier@auditor.ar.gov). You may also fax reimbursement forms to Julia’s attention at 501-371-2143.**

Mileage:	One vehicle per county @ .52 per mile
Room rates:	April 6 & 6, up to two rooms per county at \$109 single/119 double*plus tax. *Or prevailing govt rate.
Dinner:	April 5 & 6, Reimburse \$25 with itemized receipt
Breakfast:	Included in Room Rate
Lunch:	County Clerk Association Event – Non reimbursable.
Breaks:	As required, direct billed
Parking:	Valet Parking, \$15 overnight; \$10 daily
Meeting Space:	As required, direct billed.
Speaker fees:	As required, direct bill/Reimburse AAC
Audio Visual:	As required, direct billed.
Transportation:	As required, direct billed
Transportation: Hotel/Capitol/Hotel	As required, direct billed Little Rock Coaches
Incidentals:	As required, direct billed