

AY 2021-2022

End of Year Report

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Municipal Court Clerk Certification Program



TEXAS ★ **STATE**
UNIVERSITY[®]

The rising STAR of Texas



**“A leader is one who knows the way,
goes the way, and shows the way.”**

- John Maxwell

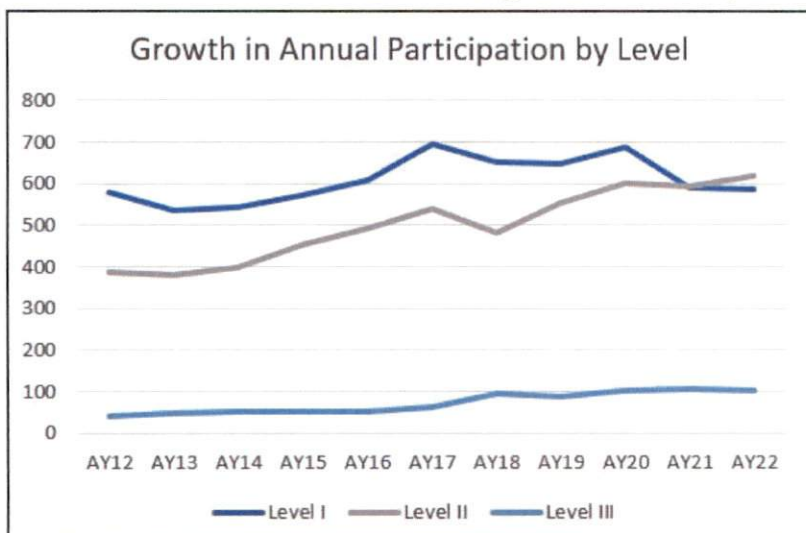
The Municipal Court Clerk Certification Program is sponsored by the Texas Court Clerks Association in cooperation with the Texas Municipal Courts Association, Texas Municipal Courts Education Center, and Texas State University. The Texas Municipal Courts Education Center is funded by a grant from the Texas Court of Criminal Appeals.

AY2022 Participation (As of August 31, 2022)

In AY22, 432 cities participated in the Certification Program, a less than 4% decrease from AY21 (449).

	Newly Certified in AY 20	Newly Certified in AY 21	Newly Certified in AY 22	% Change from AY 20	All Active Clerk Certifications Ending 8/31/22
Level I Certified	102	74	121	63.5%	585
Level II Certified	57	54	59	9%	620
Level III Certified	15	4	3	-25%	103

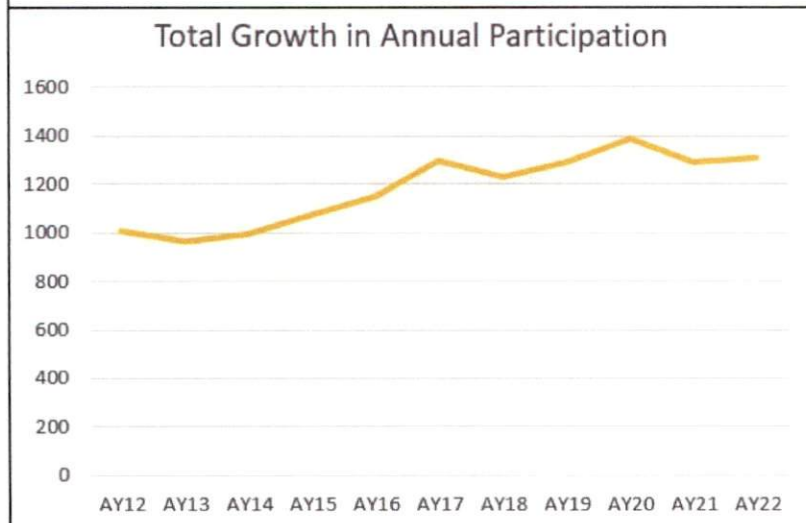
Growth In Certification Program Participation



This year, we experienced a slight decrease in Level III participation. The assessment clinic attendees decreased from 25 participants in AY21 to 21 participants in AY22. TMCEC received 2 journals during AY21. Of the 2 new journals submitted, there was a 100% success rate. 3 people have passed the journal phase and achieved Level III during AY22. Of the 129 Level III clerks, 103 remain active in municipal courts and 26 have become inactive or no longer work in the court field.

The chart above shows annual participation changes within individual levels. The graph to the upper left is a snapshot of program growth trend since AY12. The graph to the lower left displays total participation by year. There has been a 1.24% increase in overall participation in AY22 from AY21.

The increase is likely a direct correlation to the easing of COVID-19 restrictions. Some courts have begun to resume in-person operations, possibly creating a need for more court support personnel and training of those personnel. TMCEC trained more than 300 new clerks in AY22. TMCEC offers a clerk certification exam on the last day of the New Clerks Seminar. Out of the 61 new clerks that tested immediately following the New Clerks Seminar, about 57% passed the Level I exam.

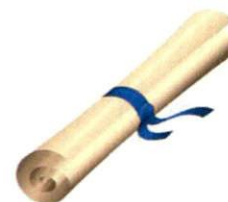


Certification Status

	Certifications Lost AY 20	Certifications Lost AY 21	Certifications Lost AY 22
Active	17	22	58
Inactive	84	52	59
	Fail to Renew AY 20	Fail to Renew AY 21	Fail to Renew AY 22
Active	34	95	116
Inactive	52	28	25

Fun Facts

- The City of San Antonio has the highest number of employees participating in the Certification program with a total of 66.
- The City of Houston has the second highest number of employees participating in the Certification program with a total of 48.
- The City of Arlington has the third highest number of employees participating in the Certification program with a total of 38.
- The City of Fort Worth has the fourth highest number of employees participating in the Certification program with a total of 33.
- 16 Municipal Courts in the state have more than 1 clerks certified at Level III.
- The Cities of Austin, Belton, DeSoto, Friendswood, Georgetown, Katy, Killeen, La Porte, Missouri City, Sherman, Sugar Land, and Westlake currently employ two (2) clerks that have achieved the esteemed Level III designation of CMCC and the cities of League City, Richardson, Round Rock, and Webster currently employ three (3) clerks that have achieved the Level III designation of CMCC.
- There are a total of 33 municipal judges that have achieved clerk certification at any level.



Intern Report



During the summer of the AY22 year, Mariah Brandon, a Criminal Justice student at Texas State University, filled the position of the TCCA-funded Summer Intern. She assisted with grading exams and processing renewals and applications, as well as creating the online practice exams for levels I and II and vetting the questions from the exams, practice exams, and study guides to make sure that they were pertinent and up-to-date.

Certified Municipal Court Clerks (Level III) *This section is in chronological order through 8/31/2021

1 Jennifer Sullivan	27 Bonnie Townsend	53 Jaime Brew	79 Jennifer Hale	105 Lacy Zapalac
2 Connie Crenshaw	28 Lisa Howard	54 Karen Armstrong	80 Paul Rex	106 Krissie Williams
3 Alicia St. Cyr	29 Dianna Faulkenberry	55 Linda Rose	81 Brittany Wright	107 Kathryn Burgett
4 Susie Garcia	30 Terri Neal	56 Brittany Rychlick	82 Rosena Becker-Ross	108 Samantha Sanchez
5 Janell Kucera	31 Amy Bockes	57 Courtney Acklin	83 Kimberly Jozwiak	109 Felicia King
6 Luevada Posey	32 Pam Folsom	58 Sherry Brandt	84 Angela Fleming	110 Margaret van de Plas
7 Carol Gauntt	33 Jo Sacharko	59 Patty Stav	85 Debbie Landrum	111 David Van Raalte
8 Christy Punches Dyer	34 Paralee Norton	60 Rosemary Bell	86 Kendra Beverly	112 Christine McMains
9 Kathryn Wells-Vogel	35 Luanne Anders	61 Melissa Strickland	87 Laurence Glick	113 Brenda Watkins
10 Jeanie Roumell	36 Catherine Leloux	62 Shannon Wagner	88 Courtney Broussard	114 Andrea Goff
11 Tracie Glaeser	37 Teresa Borcik	63 Kaylee Brune	89 Abril Lamb	115 Stephanie Stevens
12 Julie Kubeczka-Day	38 Rachel Frasier	64 Valerie Bryant	90 Jacob Wetzel	116 Stacy Martin
13 Karen Renfrow	39 Leona Clay	65 Claudia Lemon	91 Amanda Cox	117 Brandy Berry
14 Phyllis Mathison	40 Rene Moses	66 Sarah Friberg	92 Melinda Weller	118 Daniela Soria
15 Cynthia Wells	41 Fawn Mackey	67 Christina Dahse	93 Jennifer Dorsett	119 Humberto Ramirez
16 Deborah Jessup	42 Clifton Deryl Corley	68 Lisa Davis	94 Claudia Quintero	120 Alma Coronado
17 Krystal Strong	43 Kimberly Kierce	69 Lee Ann Oliver	95 Jennifer Billings	121 Norma West
18 Rhonda Kuehn	44 Lesa Keith	70 Jessica Utton	96 Roxanne Benitez	122 Terry Teri
19 Maria Busche	45 Delena Franklin	71 Sally Forbus	97 Malia Elkins	123 Aimee Roe
20 Elaine Brown	46 April Christiansen	72 Janis Fletcher	98 Tracy Ventura	124 Faviola Rodriguez
21 Elaine Bourgoin	47 Jennifer Bozorgnia	73 Carla Bonham	99 Veronica Mickell	125 Yolanda Kvaal
22 Amanda Degan	48 Mary Jane Grubb	74 Patti Jo Towne	100 Lenore Stone	126 Susan Greenwood
23 Cathy Haney	49 Bobbie Spence	75 Jeremy Leonard	101 Gina Trevino	127 Julie McGowan
24 Pat Riffel	50 Landra Solansky	76 Tiffany Totah	102 Ruth Sandoval	128 Tammy Cantu
25 Helen Wo	51 Christine Valdovino	77 Erin Westmoreland	103 Delia Schertzer	129 Kyndall Harris
26 Lei Holder	52 Jannell Williams	78 Amy Baldwin	104 Michelle Alexander	

Certification Exams

TMCEC and TCCA work together in facilitating exams at TMCEC events. Each site offers all three levels of the exams. This list provides exam locations and testing statistics for TMCEC events, in addition to TCCA testing locations, in AY22.



Test Taking Tips:

Prepare by studying the Municipal Court Guides and answering the questions throughout each chapter, then check answers using the answer keys in the back of each section, take good notes, ask questions, take a break the day before the exam to rest, and most importantly, go into the exam with confidence. You can do this!

Date	Location	Level I	Level II	Level III	Total
9/10/2022	TCCA—Lampasas	7	6	4	17
9/24/2021	TCCA—League City	13	12	8	33
9/24/2021	TCCA—Hurst	15	11	7	33
10/1/2021	TCCA—San Antonio	5	7	4	16
10/25/2021	TMCEC—Tyler	4	3	0	7
11/14/2021	TCCA—San Marcos	13	18	7	38
11/15/2021	TMCEC—Austin	4	2	0	6
12/3/2021	TCCA—Mont Belvieu	6	16	4	26
12/10/2021	TCCA—Hurst	6	3	1	10
12/10/2021	TMCEC—Austin	25	4	4	33
1/5/2022	TMCEC—San Antonio	4	6	3	13
1/28/2022	TMCEC—Pflugerville	0	1	6	7
1/31/2022	TMCEC—Galveston	3	6	0	9
2/14/2022	TMCEC—Houston	9	7	3	19
3/8/2022	TMCEC—Dallas	17	9	3	29
3/28/2022	TMCEC—Dallas	13	10	3	26
4/11/2022	TMCEC—Lubbock	6	2	1	9
5/2/2022	TMCEC—South Padre	17	3	2	22
5/6/2022	TCCA—New Braunfels	3	14	3	20
5/20/2022	TCCA—Gulf Coast	6	11	5	22
6/6/2022	TMCEC—Austin	4	1	2	7
6/20/2022	TMCEC—Houston	10	12	7	29
6/23/2022	TCCA—Fort Worth	24	9	4	37
6/27/2022	TMCEC—Odessa	3	2	0	5
7/22/2022	TCCA—Bryan	3	6	2	11
7/29/2022	TMCEC—Austin	45	6	0	51
8/12/2022	TCCA—Hurst	16	16	3	35
8/19/2022	TCCA—San Antonio	1	4	2	7
8/26/2022	TCCA—Corpus Christi	5	2	1	8
Totals for AY 2022		287	209	89	585
Totals for AY 2021		120	144	49	313
Totals for AY 2020		174	190	43	407
Totals for AY 2019		194	181	61	436

AY 21-22 Certification Program Goals

The following includes progress of goals set for ourselves in Academic Year 2022

- Expand Vocabulary Tools

Continue to expand learning tools through the addition of new legal terminology to increase the total number of vocabulary flash cards.

- Update "Level III Planning Guide"—COMPLETED

This guide was previously called the "Level III Application & Requirements Packet." It will be broken down into a user friendly, updated guide to complete the Level III certification.

- Update Journal Instructions—COMPLETED

Review and revise the Level III Journal Handbook to reflect a more appropriate journal & observation process. This document was created many years ago with little consideration of how the program may change. Revisions to expectations in the journal submittal process was considered during AY22.

- Course of Study—COMPLETED

Develop and publish a promotional handout outlining the recommended order for completing each level and phase of the program, beginning with Level III.

- Texas Map Graphic

Create map visually depicting certification participation by city or region.

- Online Flash Cards—PUT ON HOLD

Find an online flash card site that allows for printing for a cost effective solution to printed flash cards.

- Policy for Releasing Certification Information—COMPLETED

TCCA already has release of information policy.

- Meeting with New Texas State Representative

Hold a meeting to introduce TMCEC and Education Committee Members to the new Texas State Representative.

ONGOING GOALS

- TCCA L3 Mentor Program

Continue to explore and improve formalized mentoring sessions/groups for all levels of certification testing for individuals who prefer more one on one study time. The most immediate need appears to be in the Level III portion of the program, which currently has no study session. This is a TCCA project which is in ongoing development.

- Update Study Guides

The Level I and Level II study guides, flash cards, learning tools and teaching materials continue to be updated to reflect changes from the latest legislative session.

- City and Court Recognition

TMCEC will continue to offer further recognition for cities and courts who participate in the clerks program.

- Uniform Promotional Branding

Continue to develop uniform branding of the clerk program and certification across educational seminars, publications, and media. Develop a recognizable brand associated with the program for use in promotional and recognition materials. Consider additional promotional branding, including applying the seal to more merchandise and using on certification presentation materials.

- Statistical Metrics

Review and create new reports from performance data to reflect program success which can be used in promotional materials, publications and the website. Create metric definition and rules related to how statistics are shown in annual reports and other published items.

- TMCEC Website-Ongoing

Continue to reimagine and update TMCEC website for the Clerk Certification website. Goals are (1) simplify accessibility of program rules, tools, and forms and (2) market the program to city management and a larger demographic. In addition, TMCEC will continue to develop new media to broaden outreach and participation.

- Quarterly Renewal Reminder Notices

Send quarterly notices to those not yet renewed informing them of educational opportunities.

AY22 Level III Assessment Clinic



The agenda for the Level III assessment clinic in Academic Year 2022 was geared toward addressing the concepts from the Level III required reading (14 books), such as diversity, HR management, emotional intelligence, budgeting, and court security, as well as a session to educate participants in professional journal writing. Furthermore, a special focus was placed on the art of making presentations, public speaking, and leadership. Feedback from the participants was very positive. In Academic Year 2023, we will continue to build on these ideas. During the final day of the clinic, participants were asked to set personal goals for completion of Level III. Of the attendees listed below, one, Kyndall Harris, has become Level III Certified (CMCC), and many of the others are currently working on testing, observations and preparing journal submittals.

AY22 Assessment Clinic Graduates

Tamara Arguello-Arredondo, Lakeway

Melisa Laboy, Temple

Matthew Schwartz, Universal City

Sylvia Cobia, Missouri City

Yesenia Luna, Kerrville

Savannah Smith, Freer

Janet Duran, Elgin

Jake Medrano, Arlington

Maria Torres, Dublin

Courtney Folsom, La Porte

Alexander Ocanas, Wylie

Nidia Uriostigui, Fort Worth

Maria Garcia-Ruiz, Piney Point Village

Lynette Rodriguez, La Porte

Karen White, San Antonio

Kyndall Harris, Plano

Rosabelle Rueda, McKinney

Dylynda Herzig, Fort Worth

Kenneth Sam, Houston



Honorable Mention

Certified Clerks, Longest Participation

Name	City	Level	Year Certified at Level I	Years in Program
Nancy Sanford	Crandall	II	12/5/1997	25 years
Shona Bohon	TMCA	II	12/5/1997	25 years
Jeanie Roumell	Westlake	III	12/6/1997	25 years

Certified Judges, By Level

Number of Judges	Level	1st year of participation	Years Certified at Level
10 Judges	I	August 2000	22 years
20 Judges	II	December 1998	24 years
3 Judges	III	October 2004	18 years

Certified Judges, Level III—CMCC

Name	City	Years in Certification Program
Rhonda Kuehn	Malakoff	20
Bonnie Townsend	Luling	19
Erin Westmoreland	Lockhart	11



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The Texas Municipal Courts Education Center (TMCEC) was formed in 1984 by the Texas Municipal Courts Association (TMCA) to provide extensive, continuing professional education and training programs for municipal judges and court personnel. TMCEC is financed by a grant from the Court of Criminal Appeals out of funds appropriated by the Legislature to the Judicial and Court Personnel Training Fund.