

# Municipal Court Administration Association of South Carolina

Spring Meeting  
April 12, 2024  
Cooperative Conference Center  
169 Laurelhurst Ave, Columbia, SC

**8:00 – 9:00 a.m. Registration and Continental Breakfast**

**9:00 – 9:05 a.m. Welcome and Announcements**

*Brittany Burns, MCAA President*

**9:05 – 10:00 a.m. Managing Workplace Burnout**

*Christina K. Isenhower, Corporate Consultant, First Sun EAP*

Workplace burnout is real and consequential. It continues to increase, specifically in younger generations. Distinct from vicarious trauma and compassion fatigue, burnout is a sense of being overwhelmed and lacking purpose at work. This session will address the core causes, characteristics and sources of workplace burnout. It will also explore three types of burnout and strategies for managing them all.

**10:00 – 10:15 a.m. Break**

**10:15 – 11:15 a.m. Records and Record Keeping: Best Practices**

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

Managing a municipal court has many high-liability areas, including records management. Small mistakes can lead to major issues for court administrators, their staff and their municipalities. Larson will give a broad overview of records management and touch on best practices for several records-related tasks.

**11:15 – 11:30 a.m. Break**

**11:30 a.m. – 12:15 p.m. Diversion Programs: Step-by-Step**

*Shannon Horton, Director of Diversionary Programs, 14th Circuit Solicitor's Office*

Diversion programs provide an alternative to traditional prosecution and resolves cases to enable offenders of criminal laws to avoid criminal charges and a criminal record. There are a number of different programs available, and Horton will discuss the various options and how to use them most effectively.

**12:15 – 1:00 p.m.**

**1:00 – 1:30 p.m.**

**Networking Luncheon**

**SC Court Administration: General Updates and Expungement Laws**

*Daniel Jones, Deputy Director, SC Court Administration*

Get answers to questions and receive updates from SC Court Administration officials about municipal court processes, procedures and guidelines. Jones will also review the current expungement laws.

**1:30 – 2:00 p.m. Expungements: Step-by-Step**

*Kimberly Poulin, Court Administrator, City of Anderson*

Expungement is the removal of the record of an arrest or conviction so the offense no longer appears on an individual's criminal record. Poulin will discuss what offenses can be expunged, as well as step-by-step instructions for handling expungements.

**2:00 – 2:15 p.m.**

**2:15 – 3:00 p.m.**

**Break**

**Non-Resident Violators Compact: Step-by-Step**

*Kirsten Pressley, Clerk of Court, City of Greer*

The Non-Resident Violators Compact provides a method for the enforcement of certain traffic violations which were previously unenforceable because the defendant did not post bond, did not appear for trial, and could not be located to be brought to trial or pay the fine. Pressley will explain which offenses are covered by the NRVC, and steps to follow when administering this process.

**3:00 – 3:15 p.m.**

**Break**

3:15 – 3:45 p.m.

**Drive Time With the SC  
Department of Motor  
Vehicles: E-Tickets  
Step-by-Step**

*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. Rivers will also go over procedures for submitting E-Tickets.

Submit your questions for Rivers to [swhitaker@masc.sc](mailto:swhitaker@masc.sc) by April 5 at 5 p.m.

3:45 p.m.

**Adjourn**

## Continuing Education Credits

SC Commission on CLE and Specialization  
Course Number: Applied for

## Who We Are

The Municipal Court Administration Association focuses on fostering and developing interest in sound court administration, encouraging the most advanced technologies in the field of court administration, disseminating information and exchanging ideas among its members. For more information, visit [www.masc.sc](http://www.masc.sc) (keyword: MCAA).

## Contact Information

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## Board of Directors

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Municipal Association  
of South Carolina

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[www.masc.sc](http://www.masc.sc)

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

## Registration Information

Online registration is available for the spring meeting. Save time and postage by logging on to [www.masc.sc](http://www.masc.sc) to register. Online registration must be paid by Visa or MasterCard. Registration fees of \$85 for members and \$115 for nonmembers include meeting registration, all educational materials and lunch. **The registration deadline is Friday, April 5.**

Register online at [www.masc.sc](http://www.masc.sc) or mail completed registration form and check made payable to the Municipal Association of SC to:

MASC  
PO Box 12220  
Columbia, SC 29211  
ATTN: MCAA

**Cancellations must be received by 5 p.m. on April 5.**  
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](mailto:lmitchell@masc.sc) by April 5, and we will accommodate if possible.

## Upcoming Meeting

**Annual Meeting**  
August 14 – 16, 2024  
Embassy Suites at Kingston Plantation  
Myrtle Beach

## MCAA Registration Form

Spring Meeting ♦ April 12, 2024

### 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 \$85  
*Includes full-day meeting registration and lunch.*

Nonmember \$115  
*Includes full-day meeting registration and lunch.*