

T D C A A

Key Personnel & Victim Assistance Coordinator Seminar

November 6–8, 2019

San Marcos

**Embassy Suites Hotel
& Convention Center
1001 E. McCarty Ln.
San Marcos, TX 78666
800/362-2779**

Rooms are \$134 plus tax (this rate is good until Oct. 15 or the block is sold out, whichever is first). Mention group code "TAA."

The roles filled by both key personnel and victim assistance coordinators (VACs) are vital to the success of any district or county attorney's office. With their administrative efforts and victim outreach, this too-often-unsung group strives daily to keep the wheels of the criminal justice machine turning. At TDCAA's 2019 KP-VAC Seminar, through presentations on such topics as CPS and juvenile deadlines, open records, and the parole process, attendees will learn skills that will allow them to continue their contribution to the overall mission to see justice done.

Registration for this seminar and other information is at tdcaa.com.

RETURN SERVICE REQUESTED

Texas District & County Attorneys Association
505 W. 12th St., Ste. 100
Austin, TX 78701

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Key Personnel & Victim Assistance Coordinator Seminar

Wednesday, November 6

- 1:00 p.m. **Welcome & KP–VS Board Introductions**
- 1:30 p.m. **Case Study: Crisis in Sutherland Springs**
Katie Etringer, Victim Assistance Coordinator, 81st Judicial District Attorney's Office
- 3:15 p.m. **Break**
- 3:30 p.m. **Legislative Update**
Diane Beckham, TDCAA Senior Staff Counsel, & Brian Klas, TDCAA Training Director, Austin
- 5:00 p.m. **Adjourn to Opening Reception (provided by TDCAA)**

Thursday, November 7

Key Personnel Track

- 8:30 a.m. **Human Resources for Employees**
Leslie Dippel, Asst. County Attorney, Travis County
- 9:30 a.m. **Break**
- 9:45 a.m. **Extradition and Detainer Paperwork**
Roberto Ramos, Asst. District Attorney, El Paso County
- 10:45 a.m. **Break**
- 11:00 a.m. **Deadlines for CPS & Juvenile Cases**
Brandon Dakroub, First Asst. County Attorney, Williamson County
- Noon **Lunch (provided by TDCAA)**
- 1:15 p.m. **KP–VS Board Elections**
- 1:30 p.m. **What's in the File and Why**
Marisa Dunagan, Asst. Criminal District Attorney, Collin County
- 2:30 p.m. **Break**
- 2:45 p.m. **Open Records**
Jon English, Prosecutor, Special Prosecution Unit
- 3:45 p.m. **Break**
- 4:00 p.m. **CJIS**
Craig Lopez, CJIS Auditor, Texas Department of Public Safety
- 5:00 p.m. **Adjourn**

VAC Track

- 8:30 a.m. **Basic VAC Training**
Jalayne Robinson, LMSW, TDCAA Victim Services Director, & Cyndi Jahn, Victim Services Director, Bexar County
- 9:30 a.m. **Break**
- 9:45 a.m. **Child Exploitation & Social Media**
Major Brian Baxter, Department of Public Safety, Austin
- 10:45 a.m. **Break**
- 11:00 a.m. **Grant Writing**
Cyndi Jahn, Victim Services Director, Bexar County, & Tracy Viladevall, Victim Assistance Coordinator, McLennan County
- Noon **Lunch (provided by TDCAA)**
- 1:15 p.m. **KP–VS Board Elections**
- 1:30 p.m. **CVC from the VAC perspective**
Katie Etringer, Victim Assistance Coordinator, 81st Judicial District Attorney's office
- 2:30 p.m. **Break**
- 2:45 p.m. **Productive Victim Conversations**
- 3:45 p.m. **Break**
- 4:00 p.m. **the Parole Process**
Libby Hamilton, Victim Liaison, Texas Board of Pardons & Paroles, Austin
- 5:00 p.m. **Adjourn**

Friday, November 8

- 9:00 a.m. **Give Burnout the F.I.N.G.E.R.**
Mark Yarbrough, Retired County & District Attorney, Lamb County
- 10:30 a.m. **Break**
- 10:45 a.m. **Key Personnel Forum**
Moderated by Victoria Downie, Administrative Assistant, Leon County
- 12:15 p.m. **Adjourn**

Registration for this seminar and other information is at tdcaa.com.

This program is funded by a grant from the Texas Court of Criminal Appeals and by the Texas District and County Attorneys Association.

Payment options:

- \$350 Registration** (\$175 Registration fee + \$175 Association fee): For CAs, DAs, CDAs, C&DAs, and their office personnel. The TDCAA fee of \$175 is each participant's share of costs over and above what the grant allows (for example, excess costs of on-site meals and association overhead). In addition, this fee enables TDCAA to lock in discounted hotel rates for participants and entitles them to attend all association functions, including Wednesday's reception and lunch on Thursday.
- \$175 "Training Only" Registration:** For CAs, DAs, CDAs C&DAs and their office personnel. This fee does not allow an attendee to participate in receptions or lunches but entitles the attendee admittance to all training sessions.
- \$500 Registration:** For everyone else.