



The County & District Clerks' Association of Texas
Virtual Executive Board Meeting
Meeting Date: June 26, 2024 @ 10:00 A.M.
MEETING MINUTES

(Documentation provided during this meeting is attached hereto)

Call to Order- Julie Smith, CDCAT President at 10:03 A.M.

Roll Call- Jennifer Wright, Secretary

Officers

- ☒ President – Julie Smith, Potter County Clerk
- ☒ Vice President – John Warren, Dallas County Clerk
- ☒ Treasurer – Sandra Roblez, Yoakum County District Clerk
- ☒ Secretary – Jennifer Wright, Jeff Davis County & District Clerk
- ☒ Immediate Past President – Patti Henry, Chambers County District Clerk
- ☒ Parliamentarian - Karren Winter, Archer County Clerk

GUESTS

Kevin Stewart, Attorney
Jay Williamson, CDCAT Lobbyist
Karen Gladney, CDCAT General Counsel
Shawn Bogard, District Clerk Ochiltree County
Cheryl Jones, District Clerk Brown County
Terri Ross, County Clerk Upshur County
Brenda McKanna, County Clerk Moore County

A quorum is present.

Invocation - John Warren, Vice President

Pledges to the American and Texas Flags - Sandra Roblez, Treasurer

Discussion, Consideration and Approval of the following items as needed:

1.) To consider and act upon hiring of legal counsel/advisor for CDCAT. **John Warren moves that we accept letter of retainer for Kevin Stewart. Second by Sandra Roblez. All in favor. Motion carries.**

2.) To consider and act upon approving agreement, setting rate of pay and start date for legal counsel/advisor. **Patti Henry makes a motion that we recommend to the Board to pay Kevin Stewart \$4,000.00 a month annually. John Warren seconds. All in favor. Motion carries.**

- This will go July 1, 2024, through June 30, 2025

3.) To consider and act upon 2024-2025 committee appointments – Vice President John Warren.
Julie Smith makes a motion to approve the active members on the committee list for 2024-2025. So, second by Patti Henry. All in favor. Motion carries.

New Business

4.) ACTION ITEM: Any other new business.

5.) Adjourn. **Julie Smith Adjourned the meeting at 10:20 A.M.**

Submitted on the 26th day of June 2024.



Jennifer Wright
Jeff Davis County and District Clerk
Secretary, County and District Clerks' Association of Texas

From: karen gladney <karengladney@yahoo.com>
Sent: Friday, May 31, 2024 6:00 PM
To: County Clerk - Julie Smith <JulieSmith@co.potter.tx.us>
Subject: Re: Kevin Stewart

Julie, I had a very good visit with Kevin. I'll share a few of my take-aways from our lunch meeting.

Kevin has a clear understanding of the role and responsibilities of a general counsel. I appreciate his ability to discuss legal matters without resorting to legalese. As you know, that's a rare trait within the legal community.

I am impressed by his verbal and written communication skills as well as his breadth of knowledge and experience.

I read some of Kevin's legislative drafts and am confident that his writing skills would serve the clerks well. His drafts reflect his thorough grasp of the Legislative Council's bill-writing style and protocols. I believe that he can be an asset to CDCAT's legislative efforts.

In short, I believe that Kevin would meet the association's expectations for its general counsel.

Please know that you can call me if you have other questions.

With kind regards, kcg

LAW OFFICES OF KEVIN C. STEWART

KStewart@KCSLawOffices.com

807 Brazos Dr., Ste. 401
Austin, Texas 78701

(512) 698-8908

BIOGRAPHY

Kevin Stewart has been running his own law firm since 2017, providing legislative, regulatory, and general counsel services to a wide array of trade association clients. He also provides ethics and compliance services to elected officials. Mr. Stewart attended The University of Texas at Austin for both undergraduate and law degrees, focusing his studies on legislative process, the administrative law, and statutory interpretation.

SERVICES OFFERED

Legislative Counsel

- Drafting client bills, amendments, and riders
- Monitoring other bills filed
- Providing plain-language analyses of bills
- Identifying germane vehicles for client legislation
- Drafting points of order on opposed bills

Regulatory Counsel

- Monitoring the Texas Register
- Providing regulatory updates
- Drafting rule comments
- Drafting rule petitions for proactive agenda
- Monitoring attorney general opinion requests

General Counsel

- Contract review
- Drafting bylaws and other policies
- Board training on fiduciary duties and policies

Ethics Counsel

- Notifying client of PAC filing deadlines
- Reviewing PAC reports
- Explaining fundraising rules

PROFESSIONAL EXPERIENCE

Author, Texas Legislative Law Handbook

The Texas Legislative Law Handbook includes guidance on legislative drafting, points of order, statutory interpretation, and administrative law. It is currently being used in law school and political science classes.

Member, State Bar Advisory Commission on Legislative Law Certification

Member since 2017.

EDUCATION

Juris Doctorate, The University of Texas School of Law, Austin, Texas

Relevant Coursework includes:

- Legislative Law Clinic
- Executive Branch in Texas
- Statutory Interpretation
- Legislative Process and Procedure

Bachelor's in History, The University of Texas, Austin, Texas

I appreciate the opportunity be considered for this position, and I would be happy to discuss it further or address any questions that may arise. Please do not hesitate to contact me by phone or email at your convenience.

Sincerely,

Kevin Stewart

THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

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LETTER OF RETAINER

This letter will serve as an agreement between The County & District Clerks' Association of Texas and Kevin Stewart for legal services in matters that arise before the Texas Legislature. The Association is retaining Kevin Stewart for the purpose of providing legal advice and legal-related legislative services.

Ms. Gladney agrees to provide the following scope of work:

- Draft legislation as directed by the Legislative Committee;
- Prepare talking points on the drafts;
- Interact with the Texas Legislative Council on Association legislation where approved as a contact person, if needed;
- Participate in conference calls and clerk meetings related to any legislation;
- Communicate regularly with Jay Williamson and Nanette Forbes on legislative issues;
- Meet with the Association's Legislative Committee as required;
- Assist with analysis of enacted bills affecting county and district clerks;
- Accompany Jay Williamson and clerks to sponsor's office to assist in explaining the draft legislation, if needed;
- Review and analyze other proposed legislation affecting county, district and combination clerks;
- Accompany Jay Williamson and clerks to a legislator's office to assist in explaining how other proposed legislation may affect county, district and combination clerks, if needed;
- Other tasks mutually agreed upon by the Association and Kevin Stewart.

The agreed price for the scope of work is \$4,000 per month beginning July 1, 2024, and continuing through June 30, 2025.

Julie Smith, CDCAT President
*Signed on behalf of the County and District
Clerks' Association of Texas*

Date

Kevin Stewart

Date