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**Education Committee Meeting**  
**March 24, 2026**

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## EDUCATION COMMITTEE MEETING

March 24, 2026

Meeting: 10:00 AM – 11:00 AM, Eastern

Location: Virtual through Zoom

Zoom Link: <https://us06web.zoom.us>

Meeting Code: 851 0190 5023; Password: CCOC

- 1) Call to Order and Introduction .....Hon. James M. Swisher
- 2) Approval of Agenda .....Hon. James M. Swisher
- 3) Introduction to the Education Committee .....Jason L. Welty
- 4) Committee Focus Area .....Linzee Buck
- 5) Initial Action Plan & Deliverables .....Linzee Buck
- 6) Open Discussion and Member Input .....Hon. James M. Swisher
- 7) Next Meeting .....Hon. James M. Swisher
- 8) Other Business .....Hon. James M. Swisher
- a) Public Comment

**Committee Members:** James M. Swisher, Sam Bailey, Jody Phillips, Robin “Cissy” Barfield, Roger Eaton, Todd Newton, and Crystal Sconiers



## Education Committee Meeting Attendance March 24, 2026

	Committee Member	Present (On Call)	Absent
1	Honorable James M. Swisher Chair	X	
2	Honorable Sam Bailey		
3	Honorable Jody Phillips	X	
4	Honorable Robin "Cissy" Barfield	X	
5	Honorable Roger Eaton	X	
6	Honorable Crystal Sconiers	X	
7	Honorable Todd Newton	X	



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## AGENDA ITEM 4

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**DATE:** March 24, 2026  
**SUBJECT:** Committee Focus Area  
**COMMITTEE ACTION:** Information Only

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### Overview:

The CCOC Education Committee is focused on strengthening clerk operations through targeted education, standardized resources, and continuous professional development. The committee's work is centered on ensuring consistency, efficiency, and compliance across all Clerk offices statewide.

### Primary Focus Areas

#### 1. Training and Professional Development

The committee will support the development and delivery of relevant training for clerks and staff at all levels. This includes both foundational and advanced topics to enhance operational knowledge and performance.

#### 2. Identification of Gaps in Education and Resources

A key priority is evaluating existing training tools and identifying gaps that impact consistency, efficiency, or compliance. The committee will work to close these gaps through targeted solutions.

#### 3. Onboarding and Continuing Education

The committee will promote standardized onboarding practices for new staff while supporting ongoing professional development to ensure long-term competency and growth.

#### 4. Best Practice Sharing

The committee will facilitate the sharing of proven practices across counties to improve statewide alignment and operational effectiveness.

### Outcome Focus

Through these focus areas, the committee aims to:

- Improve consistency in processes and training statewide
- Enhance operational efficiency within clerk offices
- Support compliance with statutory and procedural requirements
- Provide accessible, practical tools for daily operations

**COMMITTEE ACTION:** Information Only

**LEAD STAFF:** Linzee Buck, Education Coordinator



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## AGENDA ITEM 5

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**DATE:** March 24, 2026  
**SUBJECT:** Initial Action Plan and Deliverables  
**COMMITTEE ACTION:** Information Only

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### Overview:

The CCOC Education Committee will implement a phased approach to establish a strong foundation for statewide training and resource development.

### Initial Action Plan

#### 1. Assess Training Needs

Conduct outreach and gather input from clerk offices to identify priority training needs, gaps, and challenges.

#### 2. Prioritize Key Areas

Evaluate findings to determine high-impact areas for immediate focus, ensuring alignment with operational and statutory priorities.

#### 3. Develop Core Resources

Begin development of standardized training materials, tools, and guidance that can be used across all offices.

#### 4. Establish Frameworks

Create consistent structures for training delivery, onboarding processes, and ongoing education.

### Initial Deliverables

- Recommended priority areas for training development
- Framework for standardized onboarding and continuing education
- Initial tools to support knowledge sharing

### Next Steps

- Continue stakeholder engagement and feedback collection
- Refine and expand training materials
- Collaborate with partners to support implementation

**COMMITTEE ACTION:** Information Only

**LEAD STAFF:** Linzee Buck, Education Coordinator