

**JUDICIAL BRANCH CERTIFICATION COMMISSION**  
**Commission Meeting Agenda**

John H. Reagan Building  
105 W. 15<sup>th</sup> Street, Rm 140  
Austin, Texas 78701  
Friday, September 5, 2014  
(9:00 a.m. Until Adjournment)

- I. Call to Order; Roll Call and Certification of Quorum
- II. Pledge of Allegiance to United States Flag and Texas Flag
- III. Opening Remarks
  - A. Welcome - Judge Lee Hamilton, Chairman
  - B. Remarks - David Slayton, OCA Administrative Director
  - C. Certification Division Report - Jeff Rinard, Certification Division Director
- IV. Discussion, Consideration and Possible Action on Delegation of Duties from the JBCC and OCA Administrative Director
- V. Discussion, Consideration and Possible Action on Matters Relating to the Creation of the JBCC
  - A. Appointment of Advisory Board Members and Proposed Meeting Dates
  - B. Appointment of Complaint Review Committee Members
  - C. Proposed Criminal Conviction Guidelines
  - D. Proposed Complaint Administrative Dismissal Policy
  - E. Proposed Public Meetings Policy
  - F. Proposed Access to Commission Records Policy
  - G. Codes of Ethics for Professions Regulated by JBCC
  - H. Proposed Process Server Curriculum
  - I. Review of Prior Meeting Minutes from FY 2014: Court Reporters Certification Board (CRCB), Process Servers Review Board (PSRB), and Guardianship Certification Board (GCB)
  - J. Proposed JBCC Meeting Dates for the Remainder of FY 2015
  - K. Applicants with Criminal History Deferred from PSRB Application Review Committee
- VI. Discussion, Consideration and Possible Action on Matters Relating to the Transition to the JBCC from the CRCB, GCB, and PSRB
  - A. Pending Cases
    1. Court Reporters
      - a. In the Matter of Gay Richey, Cause No. 14-7260-20 (hearing stage)
      - b. In the Matter of Breann Hays, Cause No. 14-4211-29 (hearing stage)
      - c. In the Matter of Helen Wooten, Cause No. 12-5447-43 (suspension and noncompliance with Final Order)
  - B. Open Complaints for Consideration by Complaint Review Committees
    1. Court Reporters and Court Reporting Firms
    2. Process Servers
      - a. In the Matter of Jason Lightner, Cause No. PS2014-0004
      - b. In the Matter of Sergio Martinez, Cause No. PS2014-0009

- c. In the Matter of Rene Flores, Cause No. PS2014-0010
- d. In the Matter of Adina Pryor, Cause No. PS2014-0012
- e. In the Matter of Donald Glen Wells, Cause No. PS2014-0014
- f. In the Matter of Philip R. Thorne, Cause No. PS2014-0017
- g. In the Matter of Walter Busby, Cause No. PS2014-0018
- h. In the Matter of Jerry Caldwell, Cause No. PS2014-0019
- i. In the Matter of Danny Haney, Cause No. PS2014-0020
- j. In the Matter of Keith Smith, Cause No. PS2014-0021
- k. In the Matter of Samuel Creasy, Cause No. PS2014-0022
- l. In the Matter of James R. Waldrup, Cause No. PS2014-0023

C. Administrative Dismissals

1. Court Reporters

- a. In the Matter of Karolyn Gittinger, Cause No. 14-5723-31

VII. Staff Reports

- A. Michele Henricks, Compliance Manager
- B. Lesley Ondrechen, Licensing Manager

VIII. Public Comments

IX. Report from Chair

X. Adjournment

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Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations are requested to contact Tyees Holcombe at 512/475-4368 or [info@crfb.state.tx.us](mailto:info@crfb.state.tx.us) five (5) working days prior to meeting so appropriate arrangements can be made.