

**JUDICIAL BRANCH CERTIFICATION COMMISSION
MINUTES OF THE MEETING**

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

The meeting of the Judicial Branch Certification Commission was called to order by Judge Lee Hamilton, Chair, at 9:00 a.m., Friday, September 5, 2014. Members present were Judge Lee Hamilton, Chair, Judge Ben Woodward, Judge Sid Harle, Judge Polly Spencer, Judge Migdalia Lopez, Velma Arellano, Mark Blenden, Don Ford, and Ann Murray Moore.

Staff members present from OCA Certification Division - Jeff Rinard, Director; Katie Bond, General Counsel; Michele Henricks, Compliance Manager; Lesley Ondrechen, Licensing Manager; Pedro Villarreal, Investigator; Tyees Holcombe, Judicial Regulatory Assistant.

Staff member present from the Office of the Attorney General - Veena Mohan, Assistant Attorney General.

Agenda Item III, Opening Remarks. Judge Lee Hamilton, Chair, introduced David Slayton, OCA Administrative Director and Jeff Rinard, Director, Certification Division to give their respective reports.

Agenda Item IV, Delegation of Duties from the JBCC and OCA Administrative Director. OCA Administrative Director David Slayton delegated duties to Jeff Rinard, Certification Division Director. Mr. Slayton retained the duty to issue Cease and Desist Orders.

Upon proper motion and second, the Commission voted to give the responsibility of issuing subpoenas to David Slayton, OCA Administrative Director.

Agenda Item V, Matters Relating to the Creation of the JBCC

A. Appointment of Advisory Board Members and Proposed Meeting Dates. Appointments of Advisory Board members and tentative meeting dates were announced by Jeff Rinard.

B. Appointment of Complaint Review Committee Members. Upon proper motion and second, appointments to the Complaint Review Committees were made subject to acceptance by members. Appointments are for one-year terms.

C. Proposed Criminal Conviction Guidelines. Upon proper motion and second, the Commission voted to approve the Criminal Conviction Guidelines with proposed changes, and refer Guidelines to the JBCC Advisory Boards for review, study, and recommendations.

D. Proposed Complaint Administrative Dismissal Policy. Upon proper motion and second, the Commission voted to approve the Complaint Administrative Dismissal Policy, and refer policy to the JBCC Advisory Boards for review, study and recommendations.

E. Proposed Public Meetings Policy. Upon proper motion and second, the Commission voted to approve the Public Meetings Policy.

F. Proposed Access to Commission Records Policy. Upon proper motion and second, the Commission voted to approve the Access to Commission Records Policy.

G. Codes of Ethics for Professions Regulated by JBCC. Upon proper motion and second, the Commission voted to refer matters concerning codes of ethics for each profession to their respective Advisory Boards for review, study, and recommendations.

H. Proposed Process Server Curriculum. Upon proper motion and second, the Commission voted to refer the Curriculum to the Process Server Advisory Board for review, study, and a recommendation.

I. Prior Meeting Minutes from FY 2014. The following minutes were recognized by the Commission: Court Reporters Certification Board (CRCB), August 15, 2014; Process Servers Review Board (PSRB), June 6, 2014 and August 15, 2014; and Guardianship Certification Board (GCB), July 18, 2014.

J. Proposed JBCC Meeting Dates for the Remainder of FY 2015. Upon proper motion and second, the Commission voted to approve the following meeting dates for fiscal year 2015; September 5, 2014, January 23, 2015, May 1, 2015, and August 7, 2015, with meetings beginning at 10:00 a.m.

K. Applicants with Criminal History Deferred from PSRB Application Review Committee. Upon proper motion and second, the Commission voted to direct staff to send letters to parties for the purpose of obtaining additional information

that was requested by the Committee and upon receipt, make a decision in the matters using the criminal conviction guidelines approved today by the JBCC.

Agenda Item VI. A & B, Matters Relating to the Transition to the JBCC from the CRCB, GCB, and PSRB. Michele Henricks, Compliance Manager, provided a status report on complaint matters transferred to the JBCC to include two court reporter complaints with committee recommendations for sanctions and one court reporter matter to be set for a hearing to inquire into noncompliance with terms and conditions pursuant to a Final Order issued by the Court Reporters Certification Board. Twelve process server complaints are currently open and under investigation.

C. Administrative Dismissals In the Matter of Karolyn Gittinger, Cause No. 14-5723-31. Michele Henricks, Compliance Manager gave a report. The Commission voted to ratify the administrative dismissal.

Agenda Item VII, Staff Reports. Michele Henricks, Compliance Manager, and Lesley Ondrechen, Licensing Manager, introduced themselves and gave a brief overview of their respective functions.

Agenda Item VIII, Public Comments. Public comments were received from Tod Pendergrass, Process Server; Chris Corsbie, Director of Clear Word Interpreting; Timothy Quinn, Process Server and representative of Texas Association of Licensed Investigators; and Keith Oakley, representative of Texas Process Servers Association.

Agenda Item IX, Report from Chair. Judge Lee Hamilton, Chair, gave a report.

Adjourned at 10:50 a.m.



Judge Lee Hamilton, Chair

1-23-15

Date