

JUDICIAL BRANCH CERTIFICATION COMMISSION

Commission Meeting Agenda

Third Court of Appeals
Price Daniel Sr. Building
209 W. 14th Street, Room 101
Austin, Texas 78701
Friday, May 1, 2015
(10:00 a.m. Until Adjournment)

The Judicial Branch Certification Commission (JBCC) will convene as posted to deliberate and take formal action, if necessary, on the following agenda items:

- 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. Certification Division Report - Jeff Rinard, Certification Division Director
- IV. Approval of Prior Meeting Minutes – November 21, 2014 & January 23, 2015
- V. Closed meeting to consult with legal counsel on contemplated litigation
- VI. Reporting Requirements & Noncompliance with Compliance Order considered by JBCC on January 23, 2015
 - Court Reporters and Court Reporting Firms
 - A. In the Matter of Helen Wooten, Cause No. 12-5447-43
- VII. Approval of Determination for Disciplinary Action by JBCC & Issuance of Final Order – complaints considered by JBCC on January 23, 2015
 - Court Reporters
 - A. Gay Richey, Cause No. 14-7260-20
 - B. Breann Hayes, Cause No. 14-4211-29
 - Process Servers
 - C. Wanda Dowlearn, Cause No. CPS-15-04802-002
 - D. William Richardson, Cause No. CPS-15-02055-012
 - E. Jason Lightner, Cause No. PS2014-0004 - continued from January 23, 2015

VIII. Advisory Board Complaint Review Committee Recommendations to Dismiss Complaints

Court Reporter Certification Complaint Review Committee – April 1, 2015:

- A. In the Matter of Laura Bailey, Cause No. CSR-15-04475-016
- B. In the Matter of Jennifer Hunter, Cause No. CSR-15-06745-019
- C. In the Matter of Diana Vargas, Cause No. CSR-15-05872-022
- D. In the Matter of Meanette J. Salgado, Cause No. CSR-15-04210-026
- E. In the Matter of Ruthye W. Cox, Cause No. CSR-15-06883-027
- F. In the Matter of Lisabeth Kellett, Cause No. CSR-15-04416-028

Process Server Certification Complaint Review Committee – April 6, 2015:

- G. In the Matter of Brandon Gipson, Cause No. PS2014-0025
- H. In the Matter of Brandon Gipson, Cause No. CPS-15-09714-006
- I. In the Matter of Gerard Hudspeth, Cause No. CPS-15-10812-020
- J. In the Matter of John Holiday, Cause No. CPS-15-08367-023
- K. In the Matter of Debra Aldape, Cause No. CPS-15-05183-040

IX. Advisory Board Complaint Review Committee Recommendations for Disciplinary Action

Court Reporter Certification Complaint Review Committee – April 1, 2015

- A. In the Matter of William Felix Thompson, Cause No. CSR-15-01076-024

Process Server Certification Complaint Review Committee –April 6, 2015

- B. In the Matter of Vincent Zubras, Jr., Cause No. CPS-15-06091-025

X. Administrative Matters Relating to the JBCC

- A. Proposed Process Server Certification Code of Conduct
- B. Proposed Process Server Curriculum and Examination
- C. Proposed Licensed Court Interpreter Code of Ethics
- D. Proposed Guardianship Certification Code of Ethics
- E. Status Update on Proposed Court Reporter Code of Professional Conduct
- F. Statistics on Guardianship Annual Reporting to the JBCC
- G. Selection of Alternate Complaint Review Committee Members
- H. JBCC Meeting Dates
 - 1. Proposed JBCC Meeting Dates for FY2016
 - 2. Next JBCC Meeting – August 7, 2015

- XI. Court Reporters Certification Advisory Board Recommendation considered on March 26, 2015
 - A. Request for Reconsideration of a Denial of a Request for Endorsement to be a Certified Court Reporter in Texas for Lisa Blanks-Arizona Certification
- XII. Public Comments
- XIII. Report from Chair
- XIV. Adjournment

The Commission may meet in closed session on any agenda item listed pursuant to Section 7(a) ((2) of the Board’s Public Meetings Policy, which states that the Commission may conduct a closed meeting to consult with its attorney on a matter in which the duty of the attorney to the Commission under the State Bar Disciplinary Rules of Professional Conduct clearly conflicts with the Commission’s Policy.

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 jbcc@txcourts.gov within five (5) working days prior to meeting to make appropriate arrangements.