

PROCESS SERVER CERTIFICATION ADVISORY BOARD
Minutes of the Meeting

Office of Court Administration
Tom C. Clark Building
205 W. 14th Street, Rm. 605
Austin, Texas 78701
July 17, 2015
(1:00 p.m. Until Adjournment)

The meeting of the Process Server Certification Advisory Board (Board) was called to order by Patrick Dyer, Presiding Officer, at 1:08 p.m. The members present by teleconference were Presiding Officer Patrick Dyer, Eric Johnson, and Justiss Rasberry. Rhonda Hughey and Mark Vojvodich were not in attendance for the meeting. The staff members present were Jeff Rinard, Michele Henricks, Lesley Ondrechen, Scott Gibson, Veena Mohan and Tyees Holcombe.

Mr. Dyer gave opening remarks and welcomed the Board members.

The Advisory Board reviewed and approved the minutes from the April 14, 2015 meeting.

The Advisory Board reviewed and discussed the Civil Process Service Course Curriculum which had been approved by the Judicial Branch Certification Commission (JBCC) at the May 1, 2015 meeting. Jeff Rinard brought this agenda item back to the Advisory Board after re-formatting, update to legislative changes and some minor corrections. The updated changes to the Curriculum were edited by JBCC General Counsel, Scott Gibson. The Board voted to send the revised Curriculum back to the JBCC for final approval.

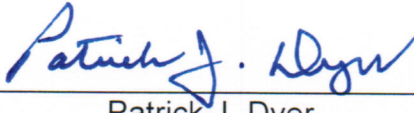
Jeff Rinard introduced Agenda Item V. on the proposed penalty matrix. Mr. Rinard advised that Scott Gibson is in the process of developing a penalty matrix for the process server profession. The matrix will categorize the penalties and sanctions, and classify them by severity and number of violations. This will create consistency for the complaint review committee and the JBCC. The matrix will be on future agenda items for the review and approval of the Advisory Board.

Future meetings dates were not selected.

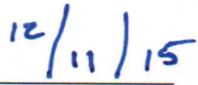
Dennis Cromwell made public comment to the Board. No other members of the public were present at this meeting.

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The meeting was adjourned at 1:34 p.m.



Patrick J. Dyer
Presiding Officer



Date