

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

Third Court of Appeals  
Price Daniel Sr. Building  
209 W. 14th Street, Room 101  
Austin, Texas 78701  
Friday, February 2, 2018  
(10:00 a.m. Until Adjournment)

The meeting of the Judicial Branch Certification Commission (JBCC or Commission) was called to order by Judge Sid Harle, Vice-Chair, at 10:04 a.m., Friday, February 2, 2018. Members present were Judge Sid Harle; Judge Migdalia Lopez; Judge Polly Spencer; Velma Arellano; Don Ford; and Mark Blenden. Judge Lee Hamilton, Chair; Judge Ben Woodward; and Ann Murray Moore were not in attendance.

Staff members present were Jeff Rinard, Certification Division Director; Scott Gibson, JBCC General Counsel; Michele Henricks, Compliance Manager; Tyees Holcombe, Judicial Regulatory Assistant; Jilian Stengle, Investigator; Chris Nelson, Licensing Specialist; Socorro Herrera, Administrative Assistant; and Veena Mohan, Assistant Attorney General.

Complaint review committee members present were Jamie Maclean, Chair of the Complaint Review Committee and the Guardianship Certification Advisory Board.

Agenda Item III, Opening Remarks

Judge Harle welcomed everyone to the meeting.

Jeff Rinard, Certification Division Director, gave a status update on the JBCC.

Agenda Item IV, Approval of Prior Meeting Minutes

The November 3, 2017 minutes were approved.

Assistant Attorney General Veena Mohan presented agenda items V, VI, VII, VIII, IX, X, XI, and XII.

Agenda Item V, Disciplinary Hearing

Process Servers Certification:

A. In the Matter of Vincent Zubras, Jr., Cause No. 79-PS-2016  
Vincent Zubras, Jr. appeared in person. KC Ashmore, counsel for respondent, and witness Lance Levan appeared by phone.

Upon proper motion and second, the Commission voted to postpone the matter until the commission meeting on August 3, 2018.

Agenda Item VI, Approval of JBCC Disciplinary Action, by Default, and Issuance of Final Orders by JBCC from Complaints Considered on November 3, 2017

Upon proper motion and second, the Commission voted to approve disciplinary actions and issuance of Final Orders in the following matters:

Court Reporters Certification:

- A. In the Matter of Lisa Ramos, Cause No. 53-CSR-2017 (Judge Harle recused himself)  
Sanction: Public reprimand and complete 2.5 hours of continuing education in rules and ethics within 6 months after the date of the Final Order.
- B. In the Matter of Leticia Escamilla, Cause No. 55-CSR-2017  
Sanction: 6-month probated suspension with no violations committed during the probated suspension period. Complete 5 hours of continuing education in rules & ethics within 6 months after the date of the Final Order.

Process Servers Certification:

- C. In the Matter of Santos Ronje, Cause No. 42-PS-2017  
Sanction: Reprimand and complete 7-hour precertification civil process service education course within 6 months after the date of the Final Order.
- D. In the Matter of Eugene Flores, Cause No. 47-PS-2017  
Sanction: Reprimand and complete 7-hour precertification civil process service education course within 6 months after the date of the Final Order.
- E. In the Matter of David Stanfield, Cause No. 52-PS-2017  
Sanction: Reprimand and complete 7-hour precertification civil process service education course within 6 months after the date of the Final Order.

Guardianship Certification

- F. In the Matter of Jorge Deleon, Cause No. 87-CG-2016  
Sanction: An administrative penalty is assessed in the amount of \$1,400 for 4 out of 5 violations of Commission rules, and is due within 1 year after the date of the Final Order. Complete 5 hours of continuing education in guardianship law and ethics within 1 year after the date of the Final Order.
- G. In the Matter of Melinda Jones, Cause No. 77-CG-2017  
Sanction: Private reprimand and assess an administrative penalty in the amount of \$2,000 due within one year after the date of the Final Order.

Complete 5 hours of continuing education in guardianship law and ethics within 1 year after the date of the Final Order.

Licensed Court Interpreters: December 14, 2017  
H. In the Matter of Rangel Espinosa, Cause No. 11  
Sanction: Reprimand

Agenda Item VII, Approval of JBCC Disciplinary Action, with Acceptance by Respondent of Imposed Sanction and/or Administrative Penalty, and Issuance of Final Order from Complaints Considered on November 3, 2017

Upon proper motion and second, the Commission voted to approve disciplinary actions and issuance of Final Orders in the following matters:

Process Servers Certification

- A. In the Matter of Rock Robinson, Cause No. 54-PS-2017  
Sanction: Reprimand and complete 7-hour precertification civil process service education course within 6 months after the date of the Final Order.

Agenda Item VIII, Advisory Board Complaint Review Committee and Staff Recommendations to Dismiss Complaints

Upon proper motion and second, the Commission voted to dismiss the following complaints:

Process Servers Complaint Review Committee – November 9, 2017

- A. In the Matter of John Choate, Cause No. 71-PS-2017  
B. In the matter of Chris Green, Cause No. 78-PS-2017

Licensed Court Interpreters Complaint Review Committee – December 14, 2017

- C. In the Matter of Edith Pross, Cause No. 82-LCI-2017 (with comment)  
D. In the Matter of Jimmie Davis, Cause No. 4  
E. In the Matter of Cecilia Lopez-Flores, Cause No. 10

Agenda Item IX, Process Servers Certification – Complaints Withdrawn

Upon proper motion and second, the Commission voted to dismiss the following withdrawn complaints:

- A. In the Matter of Ron Harris, Cause No. 50-PS-2017  
B. In the Matter of Ron Harris, Cause No. 51-PS-2017  
C. In the Matter of Ron Harris, Cause No. 60-PS-2017  
D. In the Matter of Ron Harris, Cause No. 61-PS-2017

Agenda Item X, Advisory Board Complaint Review Committee Recommendations for Disciplinary Action

Upon proper motion and second, the Commission voted to accept committee recommendations for disciplinary actions in the following matters to be approved for issuance of Final Order at the next Commission meeting:

Process Servers Complaint Review Committee – November 9, 2017

- A. In the Matter of Melissa Woodward King, Cause No. 57-PS-2017  
Proposed Sanction: Reprimand and complete the 7-hour precertification civil process service education course approved by the Commission within 6 months after the date of the Final Order.
- B. In the Matter of Richard Rodriguez, Cause No. 76-PS-2017  
Proposed Sanction: Reprimand and complete the 7-hour precertification civil process service education course approved by the Commission within 6 months after the date of the Final Order.

Licensed Court Interpreter Complaint Review Committee – December 14, 2017

- C. In the Matter of Isabelle Rios, Cause No. 49-LCI-2017  
Proposed Sanction: Reprimand.
- D. In the Matter of Toni Jo Rideout, Cause No. 72-LCI-2017  
Proposed Sanction: Reprimand and assess an administrative penalty in the amount of \$500 to be paid within one year after the date of the Final Order.

Agenda Item XI, Administrative Dismissal of Complaints

Upon proper motion and second, the Commission ratified administrative dismissals in the following matters:

Court Reporters Certification

- A. In the Matter of Cause No. 84-CSR-2017 (cross reference XII.A.)
- B. In the Matter of Cause No. 88-CSR-2017

Process Servers Certification

- C. In the Matter of Cause No. 32-PS-2017
- D. In the Matter of Cause No. 63-PS-2017
- E. In the Matter of Cause No. 65-000-2017
- F. In the Matter of Cause No. 75-PS-2017
- G. In the Matter of Cause No. 86-PS-2017

Guardianship Certification

- H. In the Matter of Cause No. 20-CG-2017
- I. In the Matter of Cause No. 39-CG-2017
- J. In the Matter of Cause No. 83-CG-2017

Agenda Item XII, Request for Reconsideration on Administrative Dismissal of Complaints

Upon proper motion and second, the Commission affirmed the administrative dismissal previously ratified by the Commission in the following matter:

Court Reporters Certification

A. In the Matter of Cause No. 84-CSR-2017

Agenda Item XIII, Request for Reconsideration on Denial of Process Server Application from Applicant LaQueena Gonzales

LaQueena Gonzales appeared in person.

The Commission convened in executive session at 11:44 a.m. and reconvened in public session at 11:52 a.m.

Upon proper motion and second, the Commission voted to reverse denial of the initial application for certification submitted by LaQueena Gonzales and allow her to be certified as a Process Server. Commissioner Mark Blenden abstained.

The Commission recessed at 12 pm and reconvened at 12:30 pm.

Agenda Item XIV, In the Matter of Pablo Ortega, Cause No. 46-PS-2016 – Noncompliance with Final Order

Upon proper motion and second, the Commission voted to set the matter for a hearing.

Agenda Item XV, Administrative Matters Relating to the JBCC

Jeff Rinard, Certification Division Director, gave an update on the following matters:

- A. Recommendation on Proposed Rules of the Judicial Branch Certification Commission: Following request for public comment, upon proper motion and second, the Commission voted to send the proposed rules to the Supreme Court for adoption, incorporating public comments that were agreed upon by staff in the proposed rules. Along with the proposed rules, all public comments received during the 30-day public comment period, are to be submitted to the Supreme Court for review.
- B. Guardianship Compliance Project: Approximately 26,000 guardianship files have been reviewed to date in courts throughout the state.
- C. Legislative Updates Relating to the JBCC
  1. Guardianship Registration:

The training module for family members seeking to be appointed as guardians will be available June 1, 2018.

2. Guardianship Programs Registration:

Registration of approximately 30 guardianship programs throughout the state is effective on September 1, 2018.

D. JBCC Meeting Dates

1. Next JBCC Meeting – Friday, May 4, 2018

Agenda Item XVI, Public Comment

No public comment.

Agenda Item XVII, Closing Remarks from Chair

Judge Harle recognized Jeff Rinard, Michele Henricks, Scott Gibson, and JBCC staff for their assistance in preparing for the Commission meeting.

Agenda Item XVIII, Adjournment

The meeting was adjourned at 12:45 p.m.



Judge Lee Hamilton, Chair

5-4-18

Date