

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

(Virtual Meeting Conducted by Zoom)
205 W. 14th Street
Austin, Texas 78701
Friday, November 6, 2020
(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, Chair, at 10:03 a.m., Friday, November 6, 2020. Members in attendance were Judge Sid Harle; Judge William Sowder; Judge Victor Villarreal; Judge Polly Spencer; Judge Glen Harrison; Velma Arellano; Don Ford; Ann Murray Moore; and Mark Blenden.

Staff members in attendance were Jeff Rinard, EPRS Director; Scott Gibson, JBCC General Counsel; Michele Henricks, Deputy Director of Regulatory Services; Sheryl Jones, Licensing Manager; Melinda Saucedo, Investigator; Tyees Holcombe, Judicial Regulatory Assistant; Rachel Davis, Legal Assistant, and Veena Mohan, Assistant Attorney General.

Complaint review committee member in attendance was Melissa Perez, Process Servers Complaint Review Committee.

Agenda Item III, Opening Remarks

Judge Sid Harle welcomed everyone to the meeting. Judge Harle recognized staff's hard work in ensuring the meeting ran smoothly.

Director Jeff Rinard thanked staff for working hard prior to the start of the Texas Legislative Session in January 2021, and for working hard to ensure the Commission meetings run efficiently. Mr. Rinard also mentioned that the Court Reporters' written exam and skills test are now online and scheduled to start next month. Staff is also doing testing to bring the Guardianship exam online.

Agenda Item IV, Approval of Prior Meeting Minutes

The August 7, 2020 minutes were approved.

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

Agenda Item V. Approval of JBCC Disciplinary Action, by Default, and Issuance of Final Order from Complaints

Process Servers Certification – March 5, 2020

- A. In the Matter of Jamie Lively, Cause Nos. 0127 & 0174
Sanction: Administrative Penalty of \$500 per each of the 9 rule violations for a total of \$4500, due 6 months after the date of the Final Order.

- B. In the Matter of Gregory Williams, Cause No. 0142
Sanction: If certified by the November 6, 2020 Commission meeting, revocation of certification for a period of one year after the date of the Final Order. If not certified, the Commission will refuse to renew certification or issue a new certification for a period of one year after the date of the Final Order. Completion of a 7-hour pre-certification civil process service education course approved by the Commission upon reapplication of certification.

- C. In the Matter of Mark Williams, Cause No. 0143
Sanction: Revocation for a period of one year after the date of the Final Order. Completion of a 7-hour pre-certification civil process service education course approved by the Commission upon reapplication of certification.

- D. In the Matter of Marc Maier, Cause Nos. 0146 & 0152
Sanction: Revocation of certification for a period of two years commencing upon the date of the Final Order.

Agenda Item VI. Approval of Agreed Final Orders – Acceptance by Respondent of Sanction/Administrative Penalty

Upon proper motion and second, the Commission voted to approve Agreed Final Orders for the following complaints:

Process Servers Certification –December 12, 2019

- A. In the Matter of Matthew Tan, Cause No. 0135
Sanction: Reprimand

- C. In the Matter of Ajaz Khan, Cause No. 0149
Sanction: Suspension of certification, fully probated for a period of six months after the date of the Final Order; Completion of a 7-hour pre-certification civil process service education course approved by the Commission within six months after the date of the final order.
One no vote.

Upon proper motion and second, the Commission voted to table the following Agreed Final Order until the February 5, 2021 Commission Meeting:

- B. In the Matter of Ariele London, Cause No. 0144

Agenda Item VII. Advisory Board Complaint Review Committee & Staff
Recommendations to Dismiss Complaints

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

Court Reporters Certification – September 4, 2020

- A. In the Matter of Janet Wright, Cause No. 0211
- B. In the Matter of Trashuna Salaam, Cause No. 0218
- C. In the Matter of Louise Steckler, Cause No. 0237

Process Servers Certification – September 10, 2020

- D. In the Matter of Carolina Meza, Cause No. 0154
- E. In the Matter of Arrington Strickland, Cause No. 0158
- F. In the Matter of Kimberly Gonzalez, Cause No. 0167
- G. In the Matter of Kirsten Kirby, Cause No. 0178
- H. In the Matter of David Lanoue, Cause No. 0185

Agenda Item VIII. Administrative Dismissal of Complaints

Upon proper motion and second, the Commission ratified administrative dismissal of the following complaints:

Court Reporters Certification

- A. In the Matter of Cause No. 0200
- B. In the Matter of Cause No. 0204
- C. In the Matter of Cause No. 0246

Guardianship Certification

- D. In the Matter of Cause No. 0105
- E. In the Matter of Cause No. 0279
- F. In the Matter of Cause No. 0280

Agenda Item IX. Request for Reconsideration on Administrative Dismissal of
Complaints

Upon proper motion and second, the Commission affirmed its previous decision to ratify administrative dismissal of the following complaints:

Court Reporters Certification

- A. In the Matter of Cause No. 0255
- B. In the Matter of Cause No. 0271

Agenda Item X. Administrative Matters Relating to the JBCC

Jeff Rinard, EPRS Director, gave an update on the following agenda items:

- A. Update on New Apprentice and Provisional Court Reporter Certifications

Mr. Rinard recognized Licensing Manager Sheryl Jones for her hard work on getting the Apprentice and Provisional Court Reporter Certifications up and running in JBCC's system. At least 10 people have expressed interest in these new certifications.

B. Report on Court Reporter Reciprocity Outreach – California

Staff met with California's board and provided information on our examinations. Staff is working with California on our first reciprocity agreement to be used as an example for other state reciprocity agreements.

C. Status on Guardianship Program and Guardianship Registrations

Regarding status, the Guardianship team has 16 auditors conducting audits in 14 counties. 6,000 cases have been reviewed in Harris County and once case audits are completed, cases will be reviewed again for quality assurance purposes so accurate information is provided to the courts. Our GAFEDP team has reviewed about 45,000 guardianship case files which includes co-guardians, approximately 23,000 active cases. The team is also reviewing files for guardianship registrations and making sure their information matches and is updated in our JBCC system. 17,000 guardianship trainings have been completed by guardians, with new rules that went into effect September 1st to make training mandatory for applicants to become a certified guardian. 12,000 criminal history checks have been conducted on guardians.

D. Update on JBCC Examinations

Provided in the opening remarks.

E. JBCC Meeting Dates

1. Next JBCC Meeting – Friday, February 5, 2021

Agenda Item XI. Public Comment

The following individuals provided public comment:

- Tod Pendergrass
- Art Richardson
- Jordan Elder

Agenda Item XII. Closing Remarks

Judge Harle thanked the staff and told everyone to stay safe.

Agenda Item XIII. Adjournment

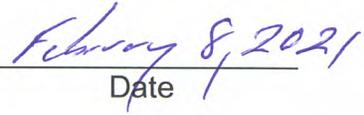
The meeting was adjourned at 11:13 am.

JUDICIAL BRANCH CERTIFICATION COMMISSION
Minutes of the Meeting

November 6, 2020



Judge Sid Harle, Chair



Date