

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

(Virtual Meeting Conducted by Zoom)  
205 W. 14th Street  
Austin, Texas 78701  
Friday, August 6, 2021  
(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 10:06 a.m., Friday, August 6, 2021. Members in attendance were Judge Sid Harle; Judge Polly Spencer; Judge Glen Harrison; Velma Arellano; Don Ford; Ann Murray Moore; and Mark Blenden. Judge William Sowder and Judge Victor Villarreal were not in attendance.

Staff members in attendance were 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. Jeff Rinard, EPRS Director, was not in attendance.

Complaint review committee members in attendance were Justiss Rasberry, Process Servers Complaint Review Committee, and Kim Tindall, Court Reporters Complaint Review Committee.

Agenda Item III. Opening Remarks

Judge Harle welcomed everyone to the meeting.

Agenda Item IV. Approval of Prior Meeting Minutes

The May 7, 2021 minutes were approved.

Agenda Item V. Update on Pending Notices of Violation for Commission Meeting on November 5, 2021

Michele Henricks, Deputy Director of Regulatory Services, provided an update on an influx of complaints. JBCC currently has 18 guardian complaints and 5 process server complaints with notices of violations in process. Due to high volume, seeking to have these matters before the commission on November 5<sup>th</sup>. Complaints will be presented as 9 complaint pairs, 1 against the guardian and 1 against the program, for ease of review. In addition, 5 process server notices of violation are in process, for a total of 23 notices of violation in process. Don Ford requested all 3 members of the Guardian Complaint Review Committee attend the Commission meeting when considering the complaints. Ms. Henricks said

she would suggest it to the Committee at their next meeting.

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

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

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

Process Servers Certification

- A. In the Matter of Rayquel Branch, Cause No. 0216
- B. In the Matter of Shanita Fobbs, Cause NO. 0217

Court Reporters Certification

- C. In the Matter Sharon Huck, Cause No. 0231
- D. In the Matter of Autrey Legal Solutions, Cause No. 0269
- E. In the Matter of Autrey Legal Solutions, Cause No. 0273

Agenda Item VII. Administrative Dismissals of Complaints

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

Process Servers Certification

- A. In the Matter of Cause No. 0369

Court Reporters Certification

- B. In the Matter of Cause No. 0302
- C. In the Matter of Cause No. 0324
- D. In the Matter of Cause No. 0343

Guardianship Certification

- E. In the Matter of Cause No. 0361

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

Upon proper motion and second, the Commission voted to affirm its previous decision to ratify administrative dismissal of the following complaint:

Court Reporters Certification

- A. In the Matter of Cause No. 0258

Agenda Item IX. Request for Reconsideration on Denial of Process Server Application for Certification from Applicant Freddie Anastasi

Freddie Anastasi attended via Zoom.

The Commission convened in closed session at 10:26 am and reconvened in public session at 10:45am.

Upon proper motion and second, the Commission voted to affirm staff's denial of the application with 4 in favor and 3 opposed.

Agenda Item X. Administrative Matters Relating to the JBCC

Michele Henricks, Deputy Director of Regulatory Services, gave an update on the following agenda items:

- A. Proposed JBCC Rules Pertaining to Guardianship
  - 1. Code of Ethics and Minimum Standards Section 21(c) – Management of Multiple Guardianship Cases  
This changes the reporting requirement to JBCC director on maximum number of wards assigned to them from 50 to 40. The Commission approved the rule change to post for public comment and forward to the Texas Supreme Court for consideration and adoption.
  - 2. JBCC Rule 7.2(b) – Requirement for Obtaining Guardian Certification – adding new option for fulfilling educational prerequisite  
This rule change adds a new option for fulfilling educational prerequisites. A provision for guardians who provide services on behalf of the Health and Human Services Commission is also added. The Commission approved the rule change to post for public comment and forward to the Texas Supreme Court for consideration and adoption.
  - 3. Add “Guardianship Program” to Code of Ethics and Minimum Standards  
This concerns changes in the Code of Ethics and Minimum Standards where the term “guardianship program” is inserted in the rules for purposes of clarification. The Commission approved the rule change to post for public comment and forward to the Texas Supreme Court for consideration and adoption.
- B. 87th Legislative Session Update
  - 1. HB 3774 – Court reporter definition expanded to include Apprentice and Provisional Court Reporters  
This item expands the definition of court reporters to include new categories of court reporter certifications, apprentice and provisional. The Commission approved the rule change to post for public comment and forward to the Texas Supreme Court for



- consideration and adoption.
2. SB 615 – FBI checks required for out-of-state guardians  
Informational item - no action by the Commission.
  3. SB 1129 – OCA to establish 24-hour guardianship mediation training course  
The Commission approved the rule change to post for public comment and forward to the Texas Supreme Court for consideration and adoption.
  4. HB 79 – Creates associate judges and guardianship specialty courts  
Informational item - no action by the Commission.
- C. Update on Court Reporter Reciprocity Outreach  
Six states that are interested in reciprocity with Texas are California, Iowa, Mississippi, New Jersey, New Mexico, Oklahoma. Immediate communication is with California, who continues to review the Texas exam and Texas certification requirements. The California representative met with the JBCC Licensing Specialist this week and will be contacting the Texas Court Reporters Association on additional information concerning the exam.
- D. Update on JBCC Examinations  
JBCC is exploring using the BlackBoard electronic platform for the Licensed Court Interpreter and Certified Guardian written exams. BlackBoard is currently used by the Forensic Science Commission for their exams.
- E. Proposed Fee Increase for Court Reporter Examinations  
OCA recently issued a Request for Proposal (RFP) for the Court Reporter Examinations. The Texas Court Reporters Association (TCRA) is the current vendor. TCRA is requesting a \$50 increase in the examination fee for part A of the exam, and a \$25 increase for part B of the exam. Upon proper motion and second, the Commission voted to approve the proposed increase in exam fees and post for public comment, to forward to the Texas Supreme Court for consideration and adoption.
- F. Update on Guardianship Program and Guardianship Registrations  
Jeff Rinard, EPRS Director, will provide an update on this item at the November meeting.
- G. JBCC Meeting Dates
1. Next JBCC Meeting – November 5, 2021

Agenda Item XI. Public Comment

The following individuals provided public comment:

Kim Tindall

Agenda Item XII. Closing Remarks

Judge Harle thanked JBCC staff for all their hard work.

Agenda Item XIII. Adjournment  
The meeting was adjourned at 11:06am.



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Judge Sid Harle, Chair

*November 8 2021*  
Date */*