

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

(Virtual Meeting Conducted by Zoom)  
205 W. 14th Street  
Austin, Texas 78701  
Friday, November 4, 2022  
(10:00 a.m. Until Adjournment)

The meeting of the Judicial Branch Certification Commission (Commission) was called to order by Judge William Sowder, Vice Chair, at 10:01 a.m., Friday, November 4, 2022. Members in attendance were Judge William Sowder; Judge Victor Villarreal; Judge Glen Harrison; Velma Arellano; Don Ford; Ann Murray Moore; and Mark Blenden. Judge Sid Harle was not present.

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

Complaint review committee member in attendance was Molly Pela, Court Reporters Complaint Review Committee.

Agenda Item III. Opening Remarks

Judge Sowder welcomed everyone to the meeting and thanked the staff for setting up the meeting.

Jeff Rinard, EPRS director, thanked the Commission members for their service and thanked the staff for their hard work. Mr. Rinard discussed staff changes, noting former Deputy Director Michele Henricks has retired. Sheryl Jones is now the Deputy Director and Melinda Saucedo is the Compliance Manager. Mr. Rinard announced two new employees: Amy Smith is the new investigator for the Commission, and Veena Mohan will be joining the Office of Court Administration in mid-November and will be prosecuting the Commission's compliance matters.

Agenda Item IV. Approval of Prior Meeting Minutes

The August 5, 2022 minutes were approved.

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

Agenda Item V. Compliance Hearings before the Commission

Court Reporters Certification

- A. In the Matter of Mickey Gisclar, Cause No. 0419  
Respondent Mickey Gisclar was present by Zoom

The Commission convened in closed session at 11:58am and reconvened in public session at 12:33pm.

Sanction: The Commission revokes the Respondent's court reporter certification for ten years after the date of the Amended Final Order. The Commission assesses an administrative penalty in the total amount of \$1,000 for two statutory violations, specifically Texas Government Code section 154.110(a)(3) and 154.110(a)(4), due within six months after the date of the Amended Final Order.

Upon proper motion and second, the Commission voted 4 in favor and 1 opposed. Mark Blenden abstained due to network connection issues. Velma Arellano was excused from the meeting and did not vote.

- B. In the Matters of Norma Rico, Cause Nos. 0420 & 0425  
Respondent Norma Rico was present by Zoom

Sanction: The Commission assesses an administrative penalty in the amount of \$2,000 total at \$250 for eight violations of rule. The administrative penalty is due within one year after the date of the Final Order. The Commission issues a 12-month suspension, fully probated, contingent on Respondent not having any further disciplinary action, paying the administrative penalty, and contacting individuals that she misrepresented her certification to. Violation of these conditions may result in the revocation of Respondent's certification.

Agenda Item VI. Approval of Commission Disciplinary Action, by Default, and Issuance of Final Order

Guardianship Certification

- A. In the Matter of Michael Jobin, Cause No. 0346  
Sanction: Assess an administrative penalty in the total amount of \$3,900 for ten violations of rule due within one year after the date of the Final Order. Deny any future applications Respondent files for certification as a guardian or provisional guardian.

Agenda Item VII. Approval of Agreed Final Orders – Acceptance by Respondent of Penalty or Sanction

Process Servers Certification

- A. In the Matter of Christopher Sampa, Cause No. 0268

Sanction: Reprimand

Upon proper motion and second, the Commission voted 4 in favor and 1 opposed

- B. In the Matter of Shawn Morgan, Cause No. 0348

Sanction: Reprimand

Agenda Item VIII. Advisory Board Complaint Review Committee  
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 Thomas Lott, Cause No. 0263
- B. In the Matter of Christopher Lewis, Cause No. 0264
- C. In the Matter of Esmeralda Cerceda, Cause No. 0265
- D. In the Matter of Anthony Barnes, Cause No. 0272

Court Reporters Certification

- E. In the Matter of Robin Washington, Cause No. 0276

Agenda Item IX. Administrative Dismissal 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. 0300
- B. In the Matter of Cause No. 0305

Court Reporters Certification

- C. In the Matter of Cause No. 0401
- D. In the Matter of Cause No. 0407
- E. In the Matter of Cause No. 0409
- F. In the Matter of Cause No. 0424
- G. In the Matter of Cause No. 0449
- H. In the Matter of Cause No. 0466
- I. In the Matter of Cause No. 0487
- J. In the Matter of Cause No. 0493

Non-Jurisdictional

- K. In the Matter of Cause No. 0241
- L. In the Matter of Cause No. 0375
- M. In the Matter of Cause No. 0430
- N. In the Matter of Cause No. 0467

- O. In the Matter of Cause No. 0468
- P. In the Matter of Cause No. 0473
- Q. In the Matter of Cause No. 0474
- R. In the Matter of Cause No. 0477
- S. In the Matter of Cause No. 0480
- T. In the Matter of Cause No. 0489
- U. In the Matter of Cause No. 0491
- V. In the Matter of Cause No. 0494

Agenda Item X. Administrative Matters Relating to the Commission

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

- A. Uniform Format Manual Revisions  
Mr. Rinard thanked the Uniform Format Manual (UFM) Committee for their work on the revisions. The UFM was last updated in 2010. Revisions include making the manual current with new legislation and rules, adding examples into the manual, and updating the section regarding technology and how information is transmitted to the courts of appeals. Upon proper motion and second, the Commission voted to post the revisions to the manual to receive public comment for 30 days and recommend to the Supreme Court for approval.  
Janice Eidd-Meadows of the UFM Committee stated that once approved and adopted, the court reporter associations will disseminate the new UFM with the figures as well as highlights to any changes.
- B. Pending Litigation – *Holmgren and Preferred Legal Services, Inc. v. JBCC, Storycloud et. al.* – Closed Session to confer with legal counsel  
The Commission did not meet in Closed Session, as there were no updates.
- C. Update on Commission Examinations  
Mr. Rinard reported that the National Center for State Courts has approved the Commission's online examinations. Mr. Rinard thanked Sheryl Jones for her hard work in getting the process in place. The next exam will be the online Licensed Court Interpreters exam.
- D. Update on Guardianship Program and Guardianship Registrations  
Since 2016, Commission staff have worked with 301 courts in 236 counties, and have reviewed 68,000 case files; of those, 34,000 were active guardianships, 6,600 cases were for deceased individuals under guardianship. After completing an audit, Commission staff is doing follow-ups to see what the counties have done to correct the audits. The first step in the follow-up is a survey which asks what has been done in certain categories and asks for their feedback on the auditors themselves. 104 counties will be receiving a survey.
- E. Commission Meeting Dates
  - 1. Next Commission Meeting – Friday, February 3, 2023

Agenda Item XI. Public Comment

The following individuals provided public comment:

- Tonya Parks

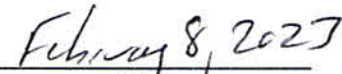
Agenda Item XII. Closing Remarks

Judge Sowder thanked everyone for their attendance.

Agenda Item XIII. Adjournment

The meeting was adjourned at 2:28pm.

  
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Judge Sid Harle, Chair

  
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Date