

**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, May 4, 2018
(10:00 a.m. Until Adjournment)

The meeting of the Judicial Branch Certification Commission (JBCC or Commission) was called to order by Judge Lee Hamilton, Chair, at 10:02 a.m., Friday, May 4, 2018. Members present were Judge Lee Hamilton, Velma Arellano; Don Ford; Anne Murray Moore and Mark Blenden. Judge Sid Harle and Judge Polly Spencer attended by phone. Judge Migdalia Lopez was 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, Licensing Manager; Chris Nelson, Licensing Specialist; Socorro Herrera, Administrative Assistant; and Veena Mohan, Assistant Attorney General.

Complaint review committee members present were Kim Tindall, Court Reporters Complaint Review Committee, and Eric Johnson, Process Servers Complaint Review Committee. Justiss Rasberry, Process Servers Complaint Review Committee, attended by phone.

Agenda Item III, Opening Remarks

Judge Hamilton welcomed everyone to the meeting.

Jeff Rinard, Certification Division Director, gave a status update and introduced five new JBCC employees to the Commission.

Agenda Item IV, Approval of Prior Meeting Minutes

The February 2, 2018 minutes were approved.

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

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

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

Court Reporters Complaint Review Committee – March 9, 2018

- A. In the Matter of Sheri Vecera, Cause No. 94-CSR-2017
- B. In the Matter of Minnie Cadena, Cause No. 0014
- C. In the Matter of Monica Crawford, Cause No. 0026

Process Servers Complaint Review Committee – March 15, 2018

- D. In the Matter of Tisha Rowlett, Cause No. 0002
- E. In the Matter of Chris Green, Cause No. 0008

Agenda Item VI – Complaints Withdrawn

Upon proper motion and second, the Commission voted to dismiss the following withdrawn complaints:

Court Reporters Certification:

- A. In the Matter of Sandra Powell, Cause No. 73-CSR-2017
- B. In the Matter of Cindy Sumner, Cause No. 0007

Process Servers Certification

- C. In the Matter of William Rasile, Cause No. 0018

Agenda Item VII, 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:

Court Reporters Complaint Review Committee – March 9, 2018

- A. In the Matter of Jonette Jackson, Cause No. 89-CSR-2017
As amended by the Commission.

Process Servers Complaint Review Committee – March 15, 2018

- B. In the Matter of Charlie Davis, Cause No. 85-PS-2017

Agenda Item VIII, 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. 0006
- B. In the Matter of Cause No. 0012
- C. In the Matter of Cause No. 0036

D. In the Matter of Cause No. 0054

Process Servers Certification

- E. In the Matter of Cause No. 90-PS-2017
- F. In the Matter of Cause No. 91-PS-2017
- G. In the Matter of Cause No. 93-PS-2017
- H. In the Matter of Cause No. 0003

Agenda Item IX, Request for Waiver of Expiration of Provisional Certification of Guardian

Jilian Stengle, Licensing Manager, presented the request. Ruth Y. Lopez appeared by phone.

A. Ruth Y. Lopez, PG-10662

Upon proper motion and second, the Commission voted to approve a 6-month extension for Ms. Lopez's provisional certification that expires on July 31, 2018.

Agenda Item X, Administrative Matters Relating to the JBCC

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

- A. JBCC Rules & Court Reporter Code of Ethics: JBCC Rules and Court Reporter Code of Ethics were approved by the Supreme Court on April 12, 2018.
- B. Guardianship Compliance Project
- C. Legislative Updates Relating to the JBCC
 - 1. Guardianship Registration:
The guardianship training module 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 and Advisory Board Members Terms Expiring 2/1/2019
 - Commission: Judge Lee Hamilton, Judge Polly Spencer, Don Ford
 - Court Reporter Advisory Board: Molly Pela, Whitney Lehmborg Riley
 - Process Server Advisory Board: Justiss Rasberry, Rhonda Hughey
 - Guardians Advisory Board: Judge Gladys Burwell, Jason Armstrong
 - Licensed Court Interpreter Advisory Board: Robert Richter, Jr., Melissa Wallace

E. JBCC Meeting Dates

1. Next JBCC Meeting – Friday, August 3, 2018
2. Proposed JBCC Meeting Dates for FY 2019:
 - Friday, November 2, 2018
 - Friday, February 1, 2019
 - Friday, May 3, 2019
 - Friday, August 2, 2019

Agenda Item XI, Public Comment

- Eric Johnson
- Margaret Rosanne Kayl

Agenda Item XII, Closing Remarks from Chair

Judge Hamilton recognized members of the Commission and the Advisory Boards for their service and thanked citizens in attendance who are interested in the Commission's work. New staff were welcomed to the JBCC.

Agenda Item XIII, Adjournment

The meeting was adjourned at 11:09 a.m.


Judge Lee Hamilton, Chair

8-3-18.
Date