

**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 7, 2020  
(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 10:00 a.m., Friday, February 7, 2020. Members present were Judge Lee Hamilton; Judge William Sowder; Judge Victor Villarreal; Judge Polly Spencer; Velma Arellano; Don Ford; Ann Murray Moore; and Mark Blendon. Judge Sid Harle was not in attendance.

Staff members present were Jeff Rinard, EPRS Director; Scott Gibson, JBCC General Counsel; Michele Henricks, Deputy Director of Regulatory Services; Melinda Saucedo, Investigator; Tyees Holcombe, Judicial Regulatory Assistant; Linda Bravo, JBCC Licensing Specialist; and Veena Mohan, Assistant Attorney General.

Justiss Rasberry, Process Servers Complaint Review Committee, attended the meeting by phone. Kim Tindall, Court Reporters Complaint Review Committee, attended the meeting in person.

Agenda Item III, Opening Remarks

Judge Hamilton welcomed everyone to the meeting.

Director Jeff Rinard thanked staff for their work on preparations for the meeting and introduced Linda Bravo, the new Licensing Specialist for Guardianship Registration.

Agenda Item IV, Approval of Prior Meeting Minutes

The November 1, 2019 minutes were approved.

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

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

**Court Reporters Certification – June 7, 2019**

**A. In the Matter of Lynette Thorpe, Cause No. 0093**

The Respondent attended the meeting by phone and advised that she did not receive the Notice of Violation and is accepting the determination of the complaint review committee. The Chair advised Respondent that an Agreed Order would be sent out following the meeting.

Sanction: Administrative penalty assessed in the amount of \$500 and Respondent is required to complete 5 hours of continuing education with 2.5 hours in rules and ethics. Payment of administrative penalty and completion of continuing education are due within 6 months after the date of the Final Order.

**Process Servers Certification – March 14, 2019**

**B. In the Matter of Tyler Ramsey, Cause No. 0092**

Certification expired November 30, 2019.

Sanction: Refuse to renew for one year from date of Final Order or in the alternative, should Respondent renew during the one-year late renewal period before the Final Order is signed, suspend certification commencing upon the date of the Final Order.

**C. In the Matter of Brittney Woodhall, Cause No. 0099**

Postponed at request of staff due to issues with address.

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

Upon proper motion and second, the Commission voted to approve Agreed Order for the following complaint:

**Process Servers Certification – June 13, 2019**

**A. In the Matter of Lynne Fults, Cause No. 0103**

Sanction: Certification suspended for 6 months; administrative penalty of \$500 is assessed at \$250 per each of 2 rule violations; required to complete the 7-hour precertification civil process service education course approved by the Commission. The administrative penalty is to be paid and the continuing education completed within 6 months after the date of the Final Order.

**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 Complaint Review Committee – December 6, 2019**

**A. In the Matter of Stephanie Hunn, Cause No. 0157**

- B. In the Matter of Judy Fox, Cause No. 0161
- C. In the Matter of Robert Thomas, Cause No. 0164  
A continuance was granted by the Chair and the matter rescheduled for the May meeting.
- D. In the Matter of Meanette Salgado, Cause No. 0172  
Commissioner Anne Murray Moore recused herself.
- E. In the Matter of Cindy Bardwell, Cause No. 0180

Process Servers Complaint Review Committee – December 12, 2019

- F. In the Matter of Peter Johnson, Cause No. 0134
- G. In the Matter of Jesse Villarreal, Cause No. 0137
- H. In the Matter of Deanna Dresco, Cause No. 0141

Agenda Item VIII. Administrative Dismissals 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. 0168
- B. In the Matter of Cause No. 0175
- C. In the Matter of Cause No. 0179
- D. In the Matter of Cause No. 0201
- E. In the Matter of Cause No. 0203
- F. In the Matter of Cause No. 0227

Process Servers Certification

- G. In the Matter of Cause No. 0139
- H. In the Matter of Cause No. 0140
- I. In the Matter of Cause No. 0187
- J. In the Matter of Cause No. 0226

Licensed Court Interpreters

- K. In the Matter of Cause No. 0081
- L. In the Matter of Cause No. 0091
- M. In the Matter of Cause No. 0188

Agenda Item IX. Administrative Matters Relating to the JBCC

Jeff Rinard, EPRS Director, gave an update on agenda items A, C, D. and E.

- A. Court Reporters Advisory Board Efforts to Address Court Reporter Shortage
  - 1. Revisions to JBCC Rules
    - a. Rules Revisions Outline
    - b. Recommendation on Proposed Rules of the Judicial Branch

**Certification Commission**

The proposed rule revisions implement recent legislation regarding licensing exemptions for military spouses, revisions regarding the practice of shorthand reporting, and Commission authority to hear appeals of disciplinary actions before the Forensic Science Commission. The proposed rules also include minor changes and technical corrections.

2. **Reciprocity and Endorsement**  
Approximately 12 states responded to the Commission's outreach to gauge interest on reciprocity with Texas. JBCC will make a report on outreach to other jurisdictions regarding reciprocal certification of court reporters.
3. **Provisional and Apprentice Certifications**
4. **States Substantially Equivalent to Texas**
- B. **TCRA Online Exam for Court Reporters**
  1. **Pam Marcinik, Chair-Testing Advisory Council**  
Pam Marcinik gave a report. The first online written knowledge test was administered on February 1, 2020. Ms. Marcinik expressed that the Testing Advisory Council will be seeking to administer the skills test online with their contract with the Commission expiring in August 2020.
- C. **SB 31-Relating to Establishing a Guardianship Abuse, Fraud, and Exploitation Deterrence Program (GAFEDP)**  
Following some discussion, Chairman Hamilton expressed the importance of follow-up with the courts and the Commission serving as a resource to the courts.
- D. **Guardianship Registration, Training and Criminal History**  
37,000 guardianships have registered online with 13,000 online trainings completed in English and Spanish. In addition, 6,300 background checks have been completed for the courts. The website online training is available to the general public.
- E. **JBCC Meeting Dates**
  1. **Next JBCC Meeting – Friday, May 1, 2020**  
Director Jeff Rinard expressed that May 1, 2020, is the last Commission meeting for Judge Hamilton before he retires from the Commission on June 1, 2020. Mr. Rinard thanked Judge Hamilton for his leadership, service and dedication in serving as Presiding Officer of the Commission which started operations in September 2014.

**Agenda Item X. Public Comment**

The following individuals gave public comment:

- Kim Tindall
- Kelly Hanna
- Rene Moarefi
- Lorrie Schnoor

- Steve Bresnen

Agenda Item XI, Closing Remarks from Chair

Judge Hamilton thanked the Commissioners for traveling to Austin to attend to the important business of the Commission. He also recognized staff and thanked the public for their attendance, expressing appreciation to the court reporters who care about their profession and the legal system.

Agenda Item XII. Adjournment

The meeting was adjourned at 11:28 a.m.



Judge Lee Hamilton, Chair



Date