

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

First Floor Conference Room
Tom C. Clark Building
205 W. 14th Street
Austin, Texas 78701
Friday, May 5, 2023
(10:00 a.m. Until Adjournment)

The meeting of the Judicial Branch Certification Commission (Commission) was called to order by Judge Sid Harle, Chair, at 10:01 a.m., Friday, May 5, 2023. Members in attendance were Judge Sid Harle; Judge Polly Spencer; Judge Victor Villarreal; Judge Glen Harrison; Velma Arellano; Ann Murray Moore; Don Ford; and Mark Blenden. Judge William Sowder was present via Zoom.

Staff members in attendance were Jeff Rinard, EPRS Director; Scott Gibson, Commission 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 General Counsel.

Advisory board members in attendance via Zoom were Patrick Dyer, Process Servers Advisory Board; Molly Pela, Court Reporters Advisory Board; and Jamie MacLean, Guardianship Advisory Board.

Agenda Item III. Opening Remarks

Judge Harle welcomed everyone to the meeting and noted the meeting is in a new location, which is open to the public.

Jeff Rinard, JBCC director, thanked the Commission members for their service and thanked the staff for their hard work in preparing for the meeting.

Agenda Item IV. Approval of Prior Meeting Minutes

The February 3, 2023, minutes were approved, with the amendment noting Judge Polly Spencer was present at the meeting.

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

Agenda Item V. Compliance Hearings Before the Commission

Process Servers Certification

A. In the Matter of Shawn Morgan, Cause No. 0344

Respondent Shawn Morgan and his attorney, Ray Shackelford, were present by Zoom.

Sanction: Suspension of certification for 60 days, Order Respondent to complete the seven-hour precertification civil process service education course and assess an administrative penalty of \$700 total, due within 6 months after the date of the Final Order.

Guardianship Certification

- B. Christian Clausen's Request to Surrender Guardianship Certification
Upon proper motion and second, the Commission accepted the voluntary surrender of the guardianship certification for Christian Clausen.
- C. In the Matter of Christian Clausen, Cause No. 0405
This matter will be heard at the August 4, 2023 Commission meeting.

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

Process Servers Certification

- A. In the Matter of Mousa Ramadan, Cause No. 0275
Sanction: Complete the seven-hour precertification civil process service education course approved by the Commission within six months after the date of the Final Order. The continuing education requirement is in addition to continuing education required for renewal of process server certification. An administrative penalty is assessed in the total amount of \$1,000.
- B. In the Matter of Terrance Robinson, Cause No. 0327
Sanction: Reprimand and assess an administrative penalty of \$500
- C. In the Matter of Twana Becker, Cause No. 0332
This matter was deferred for the next Commission meeting.
- D. In the Matter of Bryan Martin, Cause No. 0475
Sanction: Reprimand

Court Reporters Certification

- E. In the Matter of Jonette Jackson, Cause No. 0349
Sanction: Revoke certification for a period of two years, require that Respondent retake the certification exam in order to recertify and complete ten hours of continuing education in rules and ethics prior to recertification.

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

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

Court Reporters Certification

January 20, 2023 Committee meeting

- A. In the Matter of Frances Janezic, Cause No. 0288
- B. In the Matter of Sheryl Stapp, Cause No. 0326
- C. In the Matter of Antionette Reagor, Cause No. 0335

Process Servers Certification

March 23, 2023 Committee Meeting

- D. In the Matter of Rolando Garza, Cause No. 0338
- E. In the Matter of Vivian Smith, Cause No. 0339
- F. In the Matter of Alton Dean Downey, Cause No. 0345
- G. In the Matter of Wayne Hollis, Cause No. 0352
- H. In the Matter of Catherine Howell, Cause No. 0353
- I. In the Matter of Linda Coker, Cause No. 0357
- J. In the Matter of DeVaughn Mitchell, Cause No. 0359
- K. In the Matter of Phillip Hodge, Cause No. 0362
- L. In the Matter of Raeshunda Bonner, Cause No. 0368

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 In the Matter of Cause No. 0381
- B. In the Matter of Cause No. 0386
- C. In the Matter of Cause No. 0518
- D. In the Matter of Cause No. 0544
- E. In the Matter of Cause No. 0545

Licensed Court Interpreters Certification

- F. In the Matter of Cause No. 0537

Guardianship Certification Program

- G. In the Matter of Cause No. 0486
- H. In the Matter of Cause No. 0534

Non-Jurisdictional Professions

- I. In the Matter of Cause No. 0547

Agenda Item IX. 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 complaints:

Court Reporters Certification

- A. In the Matter of Cause No. 0514
- B. In the Matter of Cause No. 0518
- C. In the Matter of Cause No. 0544
- D. In the Matter of Cause No. 0545

Agenda Item X. Request for Reconsideration of Denial of Guardian Application for Certification from Applicant Kristi Worrell

The Commission convened in closed session at 12:26pm and reconvened in public session at 12:35pm.

The Commission considered the applicant's request for reconsideration of staff's denial of guardian application for certification. Following discussion, upon proper motion and second, the Commission voted to reverse the decision and accept the application for certification.

Agenda Item XI. Administrative Matters Relating to the Commission

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

- A. Delegation on Settlement Authority to Director per Rule of the Commission 5.14. This rule gives the Director or the Chair authority to enter into a settlement negotiation prior to hearings. Upon proper motion and second, the Commission voted to approve the delegation of settlement authority.
- B. Update on Court Reporters and Court Reporting Firms Sanctions Matrix – Court Reporters Advisory Board. The complaint review committee and the board are not bound by the matrix, as it is intended as a guideline to create consistency and to put the public on notice. The JBCC will create a matrix for all professions and post these on the JBCC website. Upon proper motion and second, the Commission voted to adopt the penalty matrix.
- C. Approval of Revised Commission Criminal Conviction Guidelines. The JBCC has been updating policies and procedures. Upon proper motion and second, the Commission voted to approve and adopt the revisions as outlined in the handouts provided.
- D. Update on Court Reporters Uniform Format Manual. The Uniform Format Manual has been sent to the Supreme Court for their review and approval.
- E. Guardianship Update. Mr. Rinard has been conducting guardianship training sessions and talking with county judges on guardianship matters.
- F. Commission Meeting Dates
 - 1. Next Commission Meeting – Friday, August 4, 2023

2. Proposed Meeting Dates for FY 2024
 - a. Friday, November 3, 2023
 - b. Friday, February 2, 2024
 - c. Friday, May 3, 2024
 - d. Friday, August 2, 2024

The matter will be taken up for approval at the next meeting.

Agenda Item XII. Public Comment

The following individuals provided public comment:

- Cara Stalzer
- Rick Black
- Julie Belshe
- Hillary Hogue
- Alee Carrino
- Greg Adkins

Agenda Item XIII. Closing Remarks

Judge Harle thanked everyone for their attendance.

Agenda Item XIV. Adjournment

The meeting was adjourned at 1:00 p.m.



Judge Sid Harle, Chair

August 7 2023

Date