

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

Virtual Meeting Conducted by Zoom  
205 W. 14th Street  
Austin, Texas 78701  
Friday, February 2, 2024  
(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. Members in attendance by Zoom were Judge Sid Harle; Judge William Sowder; Judge Polly Spencer; Judge Glen Harrison; Judge Victor Villarreal; Velma Arellano; Ann Murray Moore; Don Ford; and Mark Blenden.

Staff members in attendance were Jeff Rinard, Commission Director; Scott Gibson, Commission General Counsel; Melinda Saucedo, Compliance Manager; Amy Smith, Investigator; Tyees Holcombe, Judicial Regulatory Assistant; Rachel Davis, Legal Assistant; Brian Keenan, Criminal History Specialist; and Veena Mohan, Assistant General Counsel.

Agenda Item III. Opening Remarks

Judge Harle welcomed everyone to the meeting and noted the meeting was being held via Zoom. Judge Harle thanked the staff for their hard work in getting the meeting ready.

Jeff Rinard, Commission director, thanked the Commission members for their service and thanked the staff for their hard work. Mr. Rinard noted that there are 6437 active licensees, which is broken down as follows: 2138 court reporters, 3159 process servers, 465 guardians, 34 guardianship programs, and 403 court interpreters. Certified Annual Reports were due to the Commission on January 31, 2024, and many have been received. The next step is to ensure all reports are received. Staff is also getting ready for the court interpreter licensing exam, and 34 examinees are expected.

Agenda Item IV. Approval of Prior Meeting Minutes

The November 3, 2023 minutes were approved.

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

Agenda Item V. Compliance Hearing before the Commission

Court Reporters Certification

A. In the Matters of Norma Rico, Cause Nos. 0420 and 0425

The Commission voted to approve the settlement received, and Ms. Rico may resume working as a court reporter.

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

Process Servers Certification

- A. In the Matter of Briana Broussard, Cause No. 0370  
Sanction: Reprimand and assess an administrative penalty of \$1500 due within 12 months after the date of the Final Order.

Agenda Item VII. Approval of Agreed Final Order - Acceptance by Respondent of Penalty and Sanction

Guardianship Certification

- A. In the Matter of Ginger Lott, Cause No. 0593  
The Commission voted to reject the agreed order and remanded the case to the Guardianship Complaint Review Committee for further consideration.

Agenda Item VIII. 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. 0441
- B. In the Matter of Cause No. 0450
- C. In the Matter of Cause No. 0462
- D. In the Matter of Cause No. 0621

Court Reporters Certification

- E. In the Matter of Cause No. 0457
- F. In the Matter of Cause No. 0463
- G. In the Matter of Cause No. 0469
- H. In the Matter of Cause No. 0471
- I. In the Matter of Cause No. 0485
- J. In the Matter of Cause No. 0507
- K. In the Matter of Cause No. 0626
- L. In the Matter of Cause No. 0628
- M. In the Matter of Cause No. 0629
- N. In the Matter of Cause No. 0630

Guardianship Certification

- O. In the Matter of Cause No. 0583  
Judge Polly Spencer abstained
- P. In the Matter of Cause No. 0590  
Judge Polly Spencer abstained
- Q. In the Matter of Cause No. 0617
- R. In the Matter of Cause No. 0618
- S. In the Matter of Cause No. 0619
- T. In the Matter of Cause No. 0620
- U. In the Matter of Cause No. 0622

Professions Not Regulated by the Commission

- V. In the Matter of Cause No. 0625

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. 0507

Guardianship Certification

- B. In the Matter of Cause No. 0583  
Judge Polly Spencer abstained
- C. In the Matter of Cause No. 0590  
Judge Polly Spencer abstained
- D. In the Matter of Cause No. 0617
- E. In the Matter of Cause No. 0618
- F. In the Matter of Cause No. 0619

Agenda Item X. Request for Reconsideration of Denial of Application

The Commission convened in closed session at 10:45 a.m. and reconvened in public session at 10:53 a.m. for the following matters:

- A. Process Server Application for Certification from Applicant Douglas Matthys
- B. Guardian Application for Certification from Applicant Sarah Gillette

The Commission considered both applicants' requests for reconsideration of staff's denial of the applications for certification. The Commission did not act on either matter; the applications remain denied.

Agenda Item XI. Administrative Matters Relating to the Commission

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

- A. Update on Commission Rules, Adopted November 17, 2023.  
The Supreme Court adopted the rules on November 17, 2023. Mr. Rinard thanked staff and the Advisory Board for their work.
- B. Update on Guardianship Sanctions Matrix
- C. Update on Process Server Sanction Matrix  
Mr. Rinard reported on items B and C together. The Commission recently approved the sanctions matrix for the Court Reporters. Commission staff is working on the sanctions matrix for the Process Servers and the Guardians. Once complete, they will be presented to their respective advisory boards for their input. After this, the sanctions matrix will be brought before the Commission for review and approval.
- D. Uniform Format Manual Update  
There is no update as of February 2, 2024. The Supreme Court will be having an administrative conference in the coming weeks and Mr. Rinard expects to have an update after the conference.
- E. Guardianship Update.  
Mr. Rinard reports that two new employees, Brandi Holden and Kenisha Daniels, are working on the guardianship registration team. The JBCC has 48,000 active guardianship registrations in the system, and 70,000 total registrations in the system. Mr. Rinard thanked staff for their work on staffing guardianship exams, which are held every three months.
- F. Next Commission Meeting – Friday, May 3, 2024

Agenda Item XII. Public Comment

No public comment.

Agenda Item XIII. Closing Remarks

Judge Harle thanked everyone for their attendance and for their hard work.

Agenda Item XIV. Adjournment

The meeting was adjourned at 11:03 a.m.



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Judge Sid Harle, Chair

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May 3, 2024  
Date