

**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 6, 2022  
(10:00 a.m. Until Adjournment)

The meeting of the Judicial Branch Certification Commission (JBCC or Commission) was called to order by Judge Sid Harle, Chair, at 10:03 a.m., Friday, May 6, 2022. Members in attendance were Judge Sid Harle; Judge William Sowder; Judge Polly Spencer; Judge Victor Villarreal; Velma Arellano; Don Ford; Ann Murray Moore; and Mark Blenden. Judge Glen Harrison was not present.

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

Complaint review committee member in attendance was Justiss Rasberry, Process Servers Complaint Review Committee.

Agenda Item III. Opening Remarks

Judge Harle welcomed everyone to the meeting and thanked everyone for being in attendance.

Jeff Rinard, EPRS director, welcomed everyone back to the meeting and thanked the staff for their hard work. Mr. Rinard announced that Michele Henricks will be retiring on August 31, 2022. Ms. Henricks stated that it has been a pleasure to serve the state of Texas and work with the Commission. Mr. Rinard said the JBCC is working on a national project and making guardianship guides. These guides are meant to be a resource for monitoring and compliance for guardianship cases around the country. The JBCC has also been working with National Open Data Standards and other states to work on data standards.

Agenda Item IV. Approval of Prior Meeting Minutes

The February 4, 2022 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

Process Servers Certification

- A. In the Matter of Adrienne Gholston, Cause No. 0223  
Sanction: Reprimand and assesses an administrative penalty in the amount of \$250, due within 6 months after the date of the Final Order.  
7 in favor, 1 opposed
- B. In the In the Matter of Dion Alexander, Cause No. 0233  
Sanction: Reprimand and assesses an administrative penalty in the amount of \$100, due within 6 months after the date of the Final Order.
- C. In the Matter of Scott Leshar, Cause No. 0242  
Sanction: Reprimand and assesses an administrative penalty in the amount of \$350, due within 6 months after the date of the Final Order.

Agenda Item VI. Approval of Agreed Final Orders - Acceptance by Respondent of Sanction/Administrative Penalty

Process Servers Certification

- A. In the Matter of Peter Dowdle, Cause No. 0215  
Sanction: Reprimand

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:

Process Servers Certification

- A. In the Matter of Michael Nasr, Cause No. 0219
- B. In the Matter of Versie McAdams, Cause No. 0243
- C. In the Matter of Cary Gooch, Cause No. 0259

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. 0374
- B. In the Matter of Cause No. 0399

Court Reporters Certification

- C. In the Matter of Cause No. 0422

Non-Jurisdictional

- D. In the Matter of Cause No. 0410
- E. In the Matter of Cause No. 0427
- F. In the Matter of Cause No. 0411
- G. In the Matter of Cause No. 0414
- H. In the Matter of Cause No. 0421

Agenda Item IX. Request for Reconsideration on Denial of Court Reporter Application for Certification from Applicant Robbie Horton

Robbie Horton attended via phone conference.

The Commission convened in closed session at 10:39am to consider agenda items IX and X.A. and reconvened in public session at 11:05am.

The Commission considered the applicant's request for reconsideration of staff's denial of court reporter application for certification. Following discussion, upon proper motion and second, the Commission voted to reverse the decision and accept the application for certification, with 4 in favor and 3 opposed.

Agenda Item X. Administrative Matters Relating to the JBCC

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

- A. Pending Litigation – *Holmgren and Preferred Legal Services, Inc. v. JBCC, Storycloud et. al.* – Closed Session (or "Confer with Legal Counsel" agenda language)
- B. Delegation of Duties from OCA Administrative Director  
Megan LaVoie, OCA Administrative Director, notified the Commission of delegation of duties to Mr. Rinard. This notification is required per JBCC Rule 3.2(b).
- C. Update on JBCC Examinations  
The JBCC has completed the first online Guardian examination. 35 guardians tested, and 19 passed. There were some glitches with some tests having repeat questions and repeat answers, and these will be fixed. No other issues occurred.
- D. Update on Guardianship Program and Guardianship Registrations  
The JBCC has been working with all the courts to understand the service and understand that the JBCC is here to help them. Guardianship auditors have been in 170 counties and 215 courts, with 63,000 cases looked at. Since 2018, 43,000 guardianship registrations have been registered with the JBCC. In addition, 27,000 guardianship trainings have been completed, and this training is now required for certified guardians. Furthermore, 20,000 criminal histories have been completed since 2018, with about 5,000 criminal histories being completed per year.

E. JBCC Meeting Dates

1. Next JBCC Meeting – Friday, August 5, 2022
2. Proposed Meeting Dates for FY 2023

Following discussion, upon proper motion and second, the Commission voted to accept the proposed meeting dates:

- a. Friday, November 4, 2022
- b. Friday, February 3, 2023
- c. Friday, May 5, 2023
- d. Friday, August 4, 2023

Agenda Item XI. Public Comment

No public comment.

Agenda Item XII. Closing Remarks

Judge Harle thanked everyone for attending the meeting and thanked the staff for their hard work to keep the meetings functioning.

Agenda Item XIII. Adjournment

The meeting was adjourned at 11:16am.

  
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Judge Sid Harle, Chair

August 5, 2022  
Date