

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

First Floor Conference Room
Tom C. Clark Building
205 W. 14th Street
Austin, Texas 78701
Friday, November 1, 2024
(10:00 a.m. Until Adjournment)

The meeting of the Judicial Branch Certification Commission (Commission) was called to order by Judge William Sowder, Vice Chair, at 10:00 a.m. Members in attendance were Judge William Sowder; Judge Polly Spencer; Velma Arellano; Ann Murray Moore; Don Ford and Mark Blenden. Judge Sid Harle; Judge Glen Harrison; Judge Victor Villarreal were absent (excused).

Staff members in attendance were Megan LaVoie, Administrative Director; Scott Gibson, Commission General Counsel; Veena Mohan, Assistant General Counsel; Sheryl Jones, Deputy Director; Melinda Saucedo, Compliance Manager; Amy Smith, Investigator; Tyees Holcombe, Judicial Regulatory Assistant; and Kaneshia Daniels, Legal Assistant.

Advisory Board Member in attendance via Zoom was Judge Gladys Burwell, Guardianship Advisory Board.

Agenda Item III. Opening Remarks

Judge Sowder welcomed everyone to the meeting. He thanked Jeff Rinard for all the work he has done; his new adventures; and on behalf of the Commission thanked the staff members.

Megan LaVoie introduced herself and thanked everyone for their work. She provided an update on the open JBCC Director position and a time frame to fill the position.

The JBCC staff introduced themselves and provided a brief description of their job duties.

Sheryl Jones thanked the Commission members for their service and thanked the Compliance Department for their hard work. Ms. Jones provided an overview of the Licensing Departments FY '24 performance. They have processed 8,453 applications; 4,328 were guardianship registrations; 1,441 were new certifications, licenses, and registrations; 2,684 were renewals of all the programs. They administered 365 total exams; 99 LCI oral exams; 188 LCI written exams; 78 Guardianship certification written exams. In FY '24 there were 6,902 active licenses, certifications, and exams; 2,320 were court reporters; 261 court reporting firms; 3,532 process servers; 454 professional guardians; 34 guardianship programs; 301 court interpreters.

Agenda Item IV. Approval of Prior Meeting Minutes

The August 2, 2024, minutes were approved.

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

Agenda Item V. Compliance Hearings before the Commission

Process Servers Certification

A. In the Matter of Warren Hayes, Cause No. 0464

The Respondent and Complainant were present by Zoom

The Commission dismissed the complaint.
4 in favor, 2 opposed

The Commission convened in closed session at 11:04 a.m. to confer with legal counsel and reconvened in public session at 11:26 a.m.

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

Process Servers Certification

- A. In the Matter of Jenn'J King, Cause No. 0436
Sanction: Reprimand
- B. In the Matter of Troy Hernandez, Cause No. 0498
Sanction: 6- month suspension to begin the date of the Final Order

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

Process Server Certification

- A. In the Matter of Kellen Ige, Cause No. 0476
Sanction: Refuse to renew or approve any application for the Respondent's process server certification beginning on the date of the Final Order
- B. In the Matter of Chris Green, Cause No. 0492
Sanction: Suspension for 6 months effective the date of the Final Order and assess a total administrative penalty of \$3,000 due within 12 months after the date of the Final Order
- C. In the Matter of Frank Prado, Cause No. 0527
Sanction: \$2,000 administrative penalty due within 12 months after the date of the Final Order
Ann Murray Moore recused
4 in favor, 1 opposed

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

Upon proper motion and second, the Commission dismissed the following complaint:

Process Server Certification

- A. In the Matter of Tony Koiner, Cause No. 0650

Agenda Item IX. Administrative Dismissal of Complaints

Upon proper motion and second, the Commission ratified administrative dismissal of the following complaints:

Process Servers Certification

Outside the jurisdiction of the Commission:

- A. In the Matter of Cause No. 0412

No misconduct:

- B. In the Matter of Cause No. 0541
- C. In the Matter of Cause No. 0566
- D. In the Matter of Cause No. 0586
- E. In the Matter of Cause No. 0587
- F. In the Matter of Cause No. 0591
- G. In the Matter of Cause No. 0592
- H. In the Matter of Cause No. 0594
- I. In the Matter of Cause No. 0601
- J. In the Matter of Cause No. 0662

- K. In the Matter of Cause No. 0694
- L. In the Matter of Cause No. 0697
- M. In the Matter of Cause No. 0700
- N. In the Matter of Cause No. 0701
- O. In the Matter of Cause No. 0704
- P. In the Matter of Cause No. 0709
- Q. In the Matter of Cause No. 0738

Court Reporters Certification

No misconduct:

- A. In the Matter of Cause No. 0572
- B. In the Matter of Cause No. 0581
- C. In the Matter of Cause No. 0589
- D. In the Matter of Cause No. 0604
- E. In the Matter of Cause No. 0686
- F. In the Matter of Cause No. 0688
- G. In the Matter of Cause No. 0690
- H. In the Matter of Cause No. 0691
- I. In the Matter of Cause No. 0692
- J. In the Matter of Cause No. 0708
- K. In the Matter of Cause No. 0725

No misconduct and outside the jurisdiction of the Commission:

- L. In the Matter of Cause No. 0582
- M. In the Matter of Cause No. 0597

Guardianship Certification

No misconduct and outside the jurisdiction of the Commission:

- A. In the Matter of Cause No. 0521

No misconduct:

- B. In the Matter of Cause No 0657
- C. In the Matter of Cause No. 0693

Professions Not Regulated by the Commission

Outside the jurisdiction of the Commission:

- A. In the Matter of Cause No. 0525
- B. In the Matter of Cause No. 0616
- C. In the Matter of Cause No. 0720
- D. In the Matter of Cause No. 0732
- E. In the Matter of Cause No. 0740

Agenda Item X. Requests for Reconsideration of Administrative Dismissal of Complaints

Upon proper motion and second, the Commission voted to affirm its previous decision to ratify administrative dismissal and deny reconsideration.

- A. In the Matter of Cause No. 0531
- B. In the Matter of Cause No. 0533
- C. In the Matter of Cause No. 0576
- D. In the Matter of Cause No. 0588
- E. In the Matter of Cause No. 0604

The Complainant attended the meeting in person

The Commission voted to combine this complaint with the newly submitted complaint and go back through the administrative process.

- F. In the Matter of Cause No. 0634
- G. In the Matter of Cause No. 0669

Agenda Item XI. Administrative Matters Relating to the Commission

- A. Pending litigation – *Judicial Branch Certification Commission, et al. v. Holmgren and Preferred Legal Services, Inc.*
Scott Gibson let the Commission know the plaintiff has a new attorney and has until Nov 12th to respond to our petition.
- B. *Code of Ethics and Minimum Standards for Guardianship Services*
Veena Mohan outlined amendments proposed by the Guardianship Advisory Board and an amendment proposed by staff. Commission referred the matter to the advisory board for further consideration.
- C. *Certified Guardians and Guardianship Programs Sanction Matrix*
Will be sent back before the Guardianship Advisory Board for further review.
- D. *Uniform Format Manual Update*
The Commission’s proposed amendments to the manual are pending before the Supreme Court.
- E. Next Commission Meeting- Friday, February 7, 2025

Agenda Item XII. Public Comment

The following individuals provided public comment:


- Tod Pendergrass, PSC (via email)
- Lucile Wyatt, TEXDRA President (via Zoom)
- Sonia Trevino, CSR (via Zoom)

Agenda Item XIII. Closing Remarks

There were no final remarks made.

Agenda Item XIII. Adjournment

The meeting was adjourned at 12:44 p.m.



Judge Sid Harle, Chair

February 24, 2025

Date