

PROCESS SERVERS CERTIFICATION ADVISORY BOARD
Meeting Minutes

(Virtual Meeting Conducted by Zoom)
205 W. 14th Street
Austin, Texas 78701
Thursday, May 23, 2024
(1:00 p.m. Until Adjournment)

The meeting of the Process Servers Certification Advisory Board (Board) was called to order by Chairman Eric Johnson at 1:03 p.m. The Chairman and board members, Justiss Rasberry, Rhonda Hughey, and Dan Brouillette, attended by Zoom. Patrick Dyer was not in attendance.

Staff members present by Zoom were Jeff Rinard, Commission Director; Scott Gibson, Commission General Counsel; Veena Mohan, Prosecuting Attorney; Sheryl Jones, Deputy Director; Melinda Saucedo, Compliance Manager; Tyees Holcombe, Judicial Regulatory Assistant; and Kanesha Daniels, Legal Assistant.

Agenda Item II. Opening Remarks

The Commission Director noted it was Mr. Johnson's last meeting and thanked Mr. Johnson for his service to the Board. He also thanked the members for their service.

Agenda Item III. Approval of Prior Meeting Minutes

Upon proper motion by Rhonda Hughey and second by Dan Brouillette, the Board members voted to unanimously approve the July 13, 2023 minutes.

Agenda Item IV. Review and Discussion of JBCC Statutes, Rules and Policies

The Commission Director stated amendments to the *Rules of the Judicial Branch Certification Commission* were adopted by the Supreme Court of Texas on November 23, 2023, to reflect legislative updates and non-substantive changes.

Agenda Item V. Review of Sanction Penalty Matrix

The Commission Director thanked staff for their work on the Sanction Matrix (Matrix). He stated the Matrix was developed to inform the profession about guidelines used to determine appropriate sanctions for violations. The Prosecuting Attorney explained each violation on the Matrix and basis for the corresponding proposed sanction. Upon proper motion by Dan Brouillette and second by Rhonda Hughey, the Board voted to unanimously approve the Matrix and send their recommendation to the Commission for review and possible adoption.

Agenda Item VI. Public Comments

There were no public comments.

Agenda Item VII. Adjournment

The meeting was adjourned at 2:53 p.m.



Justiss Rasberry
Process Servers Certification Advisory Board

08-27-2025

Date