

MINUTES

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

MONDAY, NOVEMBER 14, 2016 4:00 PM EST (3:00 PM CST)

EXECUTIVE COUNCIL MEETING

Grand Sandestin Resort, 9300 Emerald Coast Parkway, Miramar, FL 32550 (Azalea Room)

The November 14, 2016 meeting of the Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) was called to order by Executive Council Chair Sharon Bock at 3:00 PM (CST). Chair Bock thanked all in the room and on the telephone for attending the Executive Council meeting. Roll call was taken by John Dew, the Executive Director. Council Members present were the Honorable Sharon Bock, Honorable Bob Inzer, Honorable Ken Burke, Honorable Stacy Butterfield, Honorable John Crawford, Honorable Jeff Smith, Honorable Tim Sanders, Honorable Paula S. O'Neil, and Honorable Kyle Hudson. Honorable Harvey Ruvlin and Honorable Ron Ficarrota were present via telephone. Mr. Dew stated that there was a quorum.

APPROVAL OF AGENDA

Chair Bock noted that the agenda was posted on the CCOC website. Clerk Butterfield made a motion to approve the agenda with a second by Clerk O'Neil. Chair Bock asked if there was any discussion, changes or deletions. Hearing none, the vote was taken and passed unanimously.

APPROVAL OF MINUTES – June 27, 2016 and July 28, 2016

Chair Bock asked CCOC Secretary/Treasurer Clerk Butterfield to present the minutes for approval of the previous meetings. Clerk Butterfield noted that the minutes from June 27th and July 28th were in the packet from page 2 through page 32. Clerk Butterfield made a motion to approve the minutes as submitted. Clerk Sanders seconded the motion. Chair Bock asked if there were any questions concerning the minutes. The vote was taken and the minutes were approved unanimously. The minutes are now a part of the formal meeting.

TREASURER'S REPORT

Chair Bock asked CCOC Council Secretary/Treasurer Clerk Butterfield to present the Treasurer's Report. Clerk Butterfield stated that the Treasurer's Report can be found on page 34 in the packet. She asked if there were any questions. Clerk Butterfield made a motion to approve the report. Clerk Crawford seconded the motion. Chair Bock asked if there was any discussion. Hearing none, the vote was taken and passed unanimously.

Chair Bock presented the CCOC Committee assignments. She noted that there is continuity by keeping the same committee chairs as the current year. There were surveys sent out to all Clerks to see if there was interest to serve on the committees. She invited Clerks who would like to participate in these important committees to please sign up. The Committees are:

Budget Committee:

Chair: The Honorable Stacy M. Butterfield, CPA

Vice Chair: The Honorable Jeffrey Smith, CPA

Performance Improvement and Efficiencies Committee:

Chair: The Honorable Tara Green

Vice Chair: The Honorable Don Barbee

Legislative Committee:

Chair: The Honorable Carolyn Timmann

Vice Chair: The Honorable Ken Burke, CPA

Education Program Committee:

Chair: The Honorable Sharon R. Bock, Esq.

Vice Chair: The Honorable Tiffany Moore Russell, Esq.

Plan of Operations Committee:

Chair: The Honorable Ken Burke, CPA

Vice Chair: The Honorable Sharon R. Bock, Esq.

STANDING WORKGROUPS:

Financial Analysis & Enhancement Workgroup:

Chair: The Honorable Don Barbee

Technology Funding Workgroup:

Chair: The Honorable J.D. Peacock

Clerk Harvey Ruvin asked to be included on the Legislative Committee. Chair Bock told Clerk Ruvin to consider himself appointed.

EXECUTIVE COMMITTEE

Chair Bock began by noting that she is the Chair, Clerk Burke is the Vice-Chair and Clerk Butterfield is the Secretary/Treasurer of the Executive Committee. The Committee met on July 28, September 9, and October 31, 2016. There are three items the Committee addressed that she wanted to report to the Council.

The first item was the need for an organizational study of the CCOC office. The Committee members felt that since such a study was being conducted of the FCCC at this time it would also be beneficial to have a study also of the CCOC office. The CCOC staff sent out a request for invitation and we are currently negotiating with Evergreen Solutions, LLC to conduct the study. This study will review current staffing, compensation, benefits, etc. The study will start soon and hopefully be done early next year. If the study is complete, a presentation with the information will be given at the next Executive Council meeting in February, 2017.

The second item was the approval of a one-time bonus for several CCOC staff. Chair Bock commended the CCOC staff for their hard work. Like a number of Clerk's staff and state employees there have been no raises provided over the last several years. This is the same case with the CCOC employees. The Committee members noted the CCOC staff in July worked numerous hours beyond the regular work week due to the extensive budget process. Clerk Butterfield noted as an example one staffer worked an extra 160 hours in July without any additional benefit. She explained that there was a position vacant, the Budget Director's position, during a very critical time when the budget was trying to get submitted, reviewed, and analyzed. Also one staff member was out sick during this time which required the other employees to take up that person's duties. Therefore the existing staff was called upon to go above and beyond the normal number of hours in the month of July. Clerk Burke noted due to the constriction of the budget cycle, the staff had to work hours in order to get the information back out to the Clerks timely. He wanted to emphasize that it is for recognition of exceptional service this year. Mr. Dew reminded the Council members that he has documentation which was provided to the CCOC Secretary/Treasurer outlining the work done by those staff and the reason the performance warranted a bonus. He noted he would share the details with anyone seeking this information and thanked the Committee for recognizing the hard work done by staff.

The last item discussed by the Committee was the need to ensure the accuracy of any budget related information provided to the Legislature well as the process. The Budget and Legislative Committees will be working together so that the data given to the State Legislature whether it is collectively or individually, it will be fully vetted by the two committees. It was also decided because of the complexities of the work we do as Clerks, instead of just sending data as a data drop, CCOC would also include the details on the methodologies used and any caveats with the information. There will also be added a place holder on all the documents informing that the data came from the CCOC. If there are questions from legislators or legislative staff, they can call CCOC for clarification.

These were the tasks that the Executive Committee took on and Chair Bock asked if there any questions. Clerk O'Neil had a question about the Executive Committee making decisions without needing a quorum vote from the Executive Council. Chair Bock explained that in the Plan of Operations allows the committee to do the business and then report to the Council. The committee only meets four times a year. Committee meetings are noticed and notes are taken. It is a proper meeting under our process.

BUDGET COMMITTEE

Chair Bock asked Clerk Butterfield to report on the Budget Committee which met on October 13th, 2016. Clerk Butterfield gave a summary of the items that were discussed.

15/16 BUDGET YEAR

For the CFY15-16 that just ended, the committee went over outstanding items. Clerk Butterfield provided a review of the revenue history for Clerks for that year. Clerk Butterfield started with actual revenues to projected revenues. Beginning of the year revenue projections were a higher number than what we re-projected in April. On page 60 in the packet, you can see we actually ended the year with \$382.5 million in revenues collected. The original revenue projection by Clerks in June 2015 was at \$412.5 million which was a huge difference than what actually came in. Clerks submitted their operational budget in the fall and lowered their projected revenue to \$404 million. In April, the Budget Committee had to come back and actually reduce the budget to clerks based on the available revenue with re-projections of \$381.4 million.

Next is the settle-up issue which is due January 25, 2017. Clerk Butterfield wanted the Council to see the charts on page 62 and 63. The first chart is the money that is due to the Trust Fund from Clerks' offices. It is a combination of unspent appropriations and/or revenue projection dollars above re-projected revenues. That net is \$8.9 million that needs to be submitted to the Trust Fund by Clerks. You now have to look at the money that is due to Clerks from the Trust Fund. The next chart shows that there is \$2.3 million due from the Trust Fund to Clerks. That is a calculation where revenue projections came in less or above and in most cases it was less than what was collected locally in the Clerks' offices and then any unspent appropriations. The net of those two numbers is \$6.6 million and that is the amount of money that can be carried forward into next year. We asked Clerks of the \$8.9 million to go ahead and send your money to the Trust Fund now and not wait until January 25th. The money is needed to make disbursements to funded Clerks in this fiscal year. Many Clerks' offices have remitted that money and Clerk Butterfield thanked those Clerks.

The third item to discuss was jury funding which the Legislature restored to the Clerks at the beginning of the state fiscal year. There has been one quarter's worth of money, \$2.9 million that was available to Clerks. The Clerks submitted their requests which was more than the \$2.9 million and the funding was based on a pro rata share. There was a report of actual expenditures for that same time period. As expected the actual expenditures were more than the \$2.9 million. The report can be found on page 69 with expenditures of \$3.4 million. And as we move into this quarter, the money has been requested. This is ongoing not quarter by quarter. Mr. Dew noted that since the funding is on a state fiscal year basis which goes from July through June that Clerks can carry over any unspent dollars from the quarter of August through September.

16/17 BUDGET YEAR

For the 16-17 fiscal year, Clerks requested more than \$466 million. The Budget Committee worked throughout the summer and had a needs based budget recommendation of \$459 million. However, Clerk Butterfield noted that we are limited by the revenue available and that is projected to be only \$422 million. On August 1 the CCOC met the statutory deadline and submitted to the Legislative Budget Commission (LBC) a request of \$422 million. This request was approved by the LBC at their September meeting. The individual allocations are there and the calculations of the funded versus depository Clerks had been made based on that individual allocation for each clerk's budget. For the operational budget, the only budget at the moment in the PABS system is the original budget the clerks submitted as of June 1st. That was the \$469 million figure. We will still need for Clerks to submit an operational budget for the 16-17 budget year that will get us to the \$422 million approved budget. Those forms are going to change from previous years. As we went through the summer process and last year's process that is the one thing that keeps coming back is the need for more transparent and accountable data. We are going to be asking for information and those operational budget forms will gather the data that is needed to be able to address Clerks' needs and actual costs. The forms will be going out soon. The revised expenditures and collection report (EC Report) form that includes each Clerks approved budget amounts has been completed and sent to clerks.

17/18 BUDGET YEAR

Clerk Butterfield asked Mr. Jason Harrell to summarize the State's fiscal outlook so the Council and Clerks could be aware of the situation heading into the 2017 Legislative session. Mr. Dew introduced Mr. Harrell as the CCOC's new Budget and Communications Director. He comes from the Florida House of Representatives where he was the Deputy Director for the Majority Office and prior to that worked for the Governor in the Office of Planning and Budgeting.

Mr. Harrell began by noting that moving into the next fiscal year and the next budget cycle, there is only a \$17 million surplus. That is a big change from recent years where there was upwards of a billion dollar surplus. The Legislature's Revenue Estimating Conference is also projecting a deficit in the following two years. The Legislature will be taking action in the upcoming session to reduce state budgets and take actions to change the projections in the upcoming years. There will be a tighter fiscal outlook in Tallahassee in the upcoming session. Clerk Butterfield noted that the bottom line in the upcoming session is that we have a need and we have to serve that need, but realize that the clerks are going to be competing with other entities with similar needs as well.

Clerk Butterfield continued with the Peer Groups for 17-18. When we go through the budget process and as required by Statutes, there is a comparison of Clerk to Clerk in their peer group when the budget process is ongoing. It was decided that every two years there would be a review of the peer groups to

make sure that the appropriate Clerks are being compared to one another. Last time it was done was two years ago. So prior to any comparisons before the next budget process, we need a review of the peer groups. The contract with a company, Economist Inc., is in the packet to be approved today. The statutes say that it is by comparison of population and cases.

Clerk Butterfield moved on to 2017-18 budget process, forms and timeline. Timeline discussion was first. As we moved along this year, the time to do the review and make recommendations was so condensed that the Budget Committee would like to consider having Clerks submit their budget request earlier than the June 1st statutory date. There is a potential budget timeframe proposal on page 81 of the packet. As you can see, looking at around May 1st to have the submittal of the budget request. We have an August 1st requirement to have it to the LBC. That will give the Budget Committee the months of June and July to have their peer group reviews and have the final recommendations to the Council for the LBC process. Clerk Butterfield will be looking for approval of this general timeline.

Out of all the Budget Peer group meetings, a list was made of all the items and summarized as to what the committee would like to research and address this year. Several of these items have already been tackled. At the Budget Committee meeting there were three workgroups that were established and found in the packet on page 82. The first workgroup is counting new cases consistently and will be led by Clerk Burke. The second workgroup will look at a base budget concept as an additional tool or resource for comparisons and will look at some concepts of establishing a base budget for all Clerks. Clerk Timmann and Clerk Smith are taking on that workgroup. The third workgroup will look at the cost and the whole concept of health care insurance. Clerk Childers will be leading that workgroup.

The action items today can be found on page 49. Clerk Butterfield summarized the Summary of Budget Actions:

- 1) Approval of CFY 2015-16 Settle-Up Calculations. CCOC staff to follow-up with Clerks owing excess to request that they remit dollars early to the trust fund.
- 2) Approval of CFY 2016-17 Operational Budget Forms with the ability for Chair Butterfield to work with CCOC staff on any additional, minor changes.
- 3) Approval of CFY 2016-17 EC Report Form.
- 4) Approval for CCOC staff to begin a peer group study contract.
- 5) Approval of work groups being established in the following CFY 2017-18 areas: budget forms and timeline, base budget concept, analyzing Clerks' benefits, and addressing the issue of counting cases consistently.
- 6) Approval for Chair Butterfield to work with CCOC staff to prioritize and organize workgroups for the list of additional studies and research projects that were discussed.

Clerk Butterfield made the motion to approve the six action items. Clerk Smith seconded the motion. Chair Bock asked if there was any discussion. Hearing none a vote was taken. The motion passed.

PERFORMANCE IMPROVEMENT AND EFFICIENCY (PIE) COMMITTEE

Chair Bock asked Clerk Green to give the PIE Committee report. The first item on the agenda is the 3rd Quarter Performance Measures Report. Clerk Green noted that there were more corrective action plans in the third quarter compared to the second quarter with a huge increase in action plans for collections. She continued by stating that in fact, 73% of the action plans were in the collections arena. A trend is starting that if the Clerks go up in one performance measure, they are then sliding in another performance measure. Clerk Green asked for a motion to approve the performance measure report and post them on the CCOC website. Clerk Butterfield made the motion and it was seconded by Clerk O'Neil. Chair Bock asked for a vote and the motion passed unanimously.

Clerk Green continued with the second item being the approval to send out the Collection Agency Report and Continuing Case Report to the Clerks for them to complete. This report goes out on December 1st and it will be used as input to the Budget Committee as extra data. An approval is all that is needed to send those reports for inputs out for distribution. These were included in the packet. Clerk O'Neil made the motion and Clerk Inzer seconded. Chair Bock called for a vote and the motion passed unanimously.

Clerk Green followed with the Performance and Accountability Clerk (PAC) Framework. There has been a lot of progress and it is actually the workgroup that has been working through PAC Framework. At one of the last meetings on October 27th and 28th, the workgroup finalized the task level. The workgroup has broken it down into program services, activities and tasks, a hierarchy of what clerks do. The three programs being criminal, civil, and traffic. There are nine services – Case Processing, Revenue Collections and Distribution, Financial Processing, Request Records & Reports, Provide Pro Se Ministerial Assistance, Technology Services for External Users, Mandated Reporting Services, Jury Management, and Administration. Next is activities and you start to get the idea of the number of tasks that are needed to do to complete each activity. For example, case processing under services which happens to be one of the larger ones, the first is to create and maintain the court records, where there are 196 listed tasks in order to complete that one activity.

The next steps are continuing to work on the legal authority tied to the tasks the Clerks do and testing a costing methodology. It takes time to do these tasks so we are wanting to determine the cost? The workgroup is documenting how long it takes to do certain tasks. We are going to see if we can come up with a way to tie resources to the time it takes to get it done.

The workgroup is going to meet again on December 12th and 13th to continue on the legal authority as well as another agenda item that will be brought up later. In January and February, we will be identifying what duties Clerks have and what revenues are associated with them and what duties the Clerks have that have no revenue associated with them. Chair Bock asked if anyone had any questions. She noted that Clerk Green was not asking for a motion, but a vote of confidence that the workgroup is

headed in the right direction. Clerk O'Neil agreed that it was wonderful to have a clerk's duty explained clearly.

The next agenda item is related to weighted workload measurement methodology. The same workgroup is working with this also. The approach is to try to hone in on weighted caseloads by sub case types with a little more detail. The list that was initially used is right off State Reporting System (SRS) case types along with 17 additional case types. The workgroup will look at weighting 1 through 10 by division and look at these cases at a sub case type level to try to further define a weight. Basically, looking for feedback if this is an exercise worth the time to keep trying to flush out the weighted workload measure. It is going to be co-dependent on Clerk Burke's work as far as counting cases. The workgroup is trying to think of a step up approach once the counting cases and business rules are in place and understood, then the group would have a link to those cases and could apply that and might have a clearer weighting on a sub case type. She is looking for some direction from the council on moving forward on the weighted workload measure and come back with an update. Clerk Inzer made the motion and Clerk O'Neil seconded to move forward with not only the case counts but also with the weighted workload. Vote was taken and the motion passed. Chair Bock thanked Clerk Green for her work and all on the workgroups.

FUNDING TECHNOLOGY WORKGROUP

Chair Bock called upon Clerk Peacock the Chair of the Technology to go over what his group has been doing. He began with saying that along with Clerk Green's PAC Framework study and using the Maturity Model tool that the Technology committee at FCCC there is going to be two different angles for strategy to cost out the return on investment for technology. He believes proving the return on investment for automation through technology is where we are going to be able to get proper funding. With the PAC drilling down on the costing out the task, and then we see how automation can be used for that task. That is the return on investment. Over the next year, there will be a long term solution for technology spending and the return on investment. In the near term, it might be helpful to have something for this Legislative session from a strategy standpoint. He identified the loss of the 10% funding to operational costs and how the loss of those dollars for automation averages about \$8 million a year statewide. This is a small piece that we can communicate to the Legislature as a loss toward development of automation which could have been an immediate return on investment. Clerk Peacock will be working with Mr. Harrell as well as the Legislative Committee on the FCCC side to see if we can get a small piece for technology that was lost with the 10% dollars.

Chair Bock stated that the technology funding piggy backs with the PAC Framework and New Case counts. You drill down and see where technology is a most effective tool for that particular case type.

Clerks need to be proactive in asking state legislators for technology money. This will move the Clerks a little bit forward which is what we have been trying to do and technology is something tangible. Chair Bock asked if there were any questions for Clerk Peacock. There were none. She thanked him for his report.

CCOC CONTRACTS

Chair Bock moved on to the CCOC contracts that are in your packet starting on page 139. Mr. Isabelle began by explaining that Section 28.35 (4), Florida Statutes authorizes the CCOC to pay expenses as necessary to perform the official duties and responsibilities of the corporation. There were five contracts for the calendar year 2016 awarded for annual financial audit, internal auditing, clerk education, technology, and budget services. In 2017, these contracts are available for an extension and he is seeking approval of the Council. The CCOC staff have reviewed the performance of the contractor's work thus far in 2016 and are recommending the contracts be extended through 2017. All the vendors have agreed to the 2017 contract extensions at their current rate and current services. Clerk Inzer made the motion to extend each of these contracts from January 1 through December 31st 2017. Clerk Butterfield seconded. Clerk O'Neil had a question. She asked if Joe Boyd was under contract. Mr. Dew stated that he is under contract but is not part of the process of an annual extension. There were no more questions and the vote was taken. The motion passed unanimously.

Mr. Isabelle continued noting that there were three new contracts he is seeking approval on. Each of the contracts are found as part of the meeting packet. The first contract is for the hiring of Evergreen Solutions to conduct an organizational study of the CCOC office. The second contract is for the hiring of the Economists Incorporated to conduct the Peer Group Review Study. The final contract is with Krizner Group to be on a retainer for human resources training and consulting as needed. There was no discussion, and vote was taken and passed unanimously.

CLERKS' ROLE IN COLLECTIONS DISCUSSION

Chair Bock moved on to the next item on the agenda which was a draft letter to Florida Supreme Court Chief Justice Labarga on the Clerk's Role in Collection. Assuring effective collection to hold individuals accountable to the ruling by the court is something that the Clerks and Courts jointly want to do. Chair Bock was going to suggest that the Financial Analysis Workgroup headed by Clerk Barbee may be a great committee to bring back to the Council a report after looking at all these ideas. Collections are a big issue and are going to come up in this year's legislative session. Not only the amount Clerks are collecting, not only the amount assessed, but also whether the collection process is being properly executed and whether or not it is fair. Chair Bock would like to turn this over to the Financial and Analysis

Workgroup to report back to the Council. In the meantime she felt it was important to have a meeting with the Chief Justice to communicate better and clarify the roles of the Judges and Clerks concerning collection.

Clerk Burke stated that the Clerk is responsible for the collection effort once the Judge sets the fine and fee. The big issue that was brought up at the Budget Committee and he noted to Judge Ficarrota that it is not meant any ill intent, but there is interference by the magistrates, judges, etc. The Judges will say you have 90 days to pay, etc. They should be saying your fine is \$400 go see the clerk. Judge Ficarrota stated that he agreed with Clerk Burke and that the role of the Judge is to assess the fine or cost and the collecting is up to the Clerk. That is how he has always run it. It is certainly something he could look into. Clerk Burke continued that it was asked of Chair Bock to communicate with the Chief Justice that each role needs to be respected and it is hard for the Clerks to do their collection effort when the Judge makes up the payment plan criteria. Clerk Burke made a motion to write a letter to the Chief Justice stating that the legislature looked to the Clerks for this role and asking for any assistance in communicating this to the judiciary. Clerk Sanders seconded. Judge Ficarrota noted that there is a Chief Judges' meeting in December and he would be glad to put this on the agenda. It would be good for Chair Bock to write the letter and put it on the Chief Justice's radar. Chair Bock wanted to make it clear that the Council sees this as two different issues. One is internal issue of getting Clerks to be uniform and the other is external issue of having the courts and the Clerks be uniform in the application of clearer intent and wording of the Florida Statutes.

A vote was taken on the motion and it passed unanimously.

REPORT ON CLERKS' TRUST FUND

Chair Bock called upon Mr. Dew to give the report on the Clerk's Trust Fund. On page 177, as you heard earlier for CFY 15-16 there was enough dollars in the trust fund to provide to the funded Clerks. The CFY 16-17 outlook is that there are settle up dollars that will help. That is necessary because the amount of money needed for the funded Clerks each month is less than the amount of revenue coming in from the depository Clerks.

Mr. Dew also wanted to point out the revenue trends. If you look at revenue trends and the case trends, the cases for CFY 15-16 compared to the previous year are down 5.6 %. The revenues are down just over 4.5% from the previous year. Also the revenue trend by division when you look at the amount of dollars that come in by each division, revenue trends show that civil traffic revenues account for 27% of the total revenues collected in CFY 15-16. When you look at the revenues per case, circuit civil revenues

per case are \$412 compared to juvenile delinquency case of \$3. We have the data now to show by all 67 Clerks by month. The last item to point out is the Revenue Estimating Conference will be meeting November 16th. The Revenue Estimating Conference determines what they project will be available for Clerks. Mr. Isabelle has been working with many staff on the numbers and the revenue projection was \$386.2 million in July. We do not think that this will be going up and just wanted you to be aware of this. It may go down slightly. After we get the number Wednesday, it will be sent out to all the clerks. Mr. Dew asked Mr. Isabelle what he projected and he stated about a 1% decrease to about \$382.3 million. This is the CCOC recommendation but the Revenue Conference may be different. The dollar amounts need to be looked at from current conditions. That ended the report.

Chair Bock thanked Mr. Dew. Clerk Inzer asked if civil citations programs are showing an expansion in other cities and counties. He has not seen much in the way of articles since last year. Mr. Dew said that he had not seen any articles lately either. Lakeland has a civil citation program. Clerk Butterfield stated that she has not been capturing any data. Clerk Inzer feels that this should be monitored because it has a significant impact on the Clerks' revenues.

UPDATE ON TCBC ISSUES

Chair Bock asked Judge Ficarrotta to please give his report. He began that the Trial Court Budget Commission met on August 11th to address budget issues coming up and once again they would be focusing on employee pay, case management resources, court interpreter resources, staff attorneys and trial court technology. On November 7th, there was a conference call regarding a senior judge raise from the previous year and funding two cross judicial technology support staff in Tallahassee. He will bring the letter to the Chief Justice in December. He thinks this is another fine example of the courts and clerks working together. That concluded his report. Chair Bock thanked him.

OTHER BUSINESS

There was no other business that was brought forward.

Chair Bock noted that today was the very last meeting for Clerks Tim Sanders and Bob Inzer as members of the CCOC Executive Council. Clerk Sanders is the longest serving member of the council beginning in 2006. He has been chair of the Personnel Committee and the Plan of Operations Committee. Clerk Inzer is the second longest serving clerk and has served since 2008. Chair Bock noted that both have given so much to the CCOC Executive Council and to public service. If it was not for your work, we would not be where we are today. Mr. Dew also thanked both the retiring Clerks and noted how much each has contributed to the success of the CCOC over the years. Clerk Inzer and Clerk Sanders each spoke of their

time on the Council and thanked everyone. Motion to adjourn was made by Clerk Butterfield and seconded by Clerk Crawford. The meeting was adjourned at 4:45PM.