

Executive Committee Meeting

April 20, 2017

Summary Minutes of the April 20, 2017 CCOC Executive Committee Meeting

The CCOC April 20th Executive Committee meeting was advertised in advance. The meeting was held at 12:00 PM via a telephone conference call.

CCOC Executive Assistant Mary Baker called the roll. Present were Chair Sharon Bock, Vice-Chair Ken Burke, and Secretary/Treasurer Stacy Butterfield. Mr. Dew indicated there was a quorum.

Chair Bock called the meeting to order and thanked those in attendance. Clerk Ken Burke moved to approve the draft agenda and Clerk Stacy Butterfield seconded the motion. The agenda as provided and advertised was approved. Clerk Butterfield moved to approve the minutes from the February 13, 2017 Executive Committee meeting. Clerk Burke seconded the motion. The minutes were approved with no revisions.

Chair Bock began a discussion on the Organizational Study conducted by Evergreen Solutions, Inc. She said the goal of today's meeting is to will discuss and where feasible make recommendations to take to the Executive Council at the June 12, 2017 meeting. She called upon Nicole Fingerhut, Deputy Legal Counsel for Palm Beach County to discuss her assessment of the study since she had been working with the vendor and CCOC on the project. Ms. Fingerhut noted three areas for discussion:

1. Reclassification of job titles. Budget Managers to Budget Analysts, IT Director to IT Services Manager, and Database Administrator to Database Analyst. Also the reclassified Database Analysis would have the position moved from under the supervision of the IT Director to the Budget and Communications Director.
2. Pay grade align with the State. Bring salaries to the minimum percentile and where possible bring some salaries to the mid-point.
3. Pay policy philosophy to be determined.

Mr. John Dew, Executive Director followed with his thoughts on the study. He noted that he agrees with most of the recommendations. He appreciated that the feedback from staff. The following are thoughts relayed by staff:

1. CCOC had a good working environment.
2. They enjoyed the work they do.
3. They have an appreciation of their co-worker's efforts.

Mr. Dew commented he disagreed with revising the Budget Manager titles to Analyst and cited the reason. The Executive Committee said that they could examine that issue further.



Our Mission:

As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

Chair Bock began the discussion for the recommendations to be presented to the Executive Council. The discussion format followed the study's general recommendations. Clerk Butterfield made a motion to accept the recommendations. Clerk Burke seconded. Vote was taken and the motion passed. Below is the Executive Committee's recommendations to the Executive Council:

1. General recommendations (4.1) The Committee embraced the general recommendations found on page 9 of the study concerning having the CCOC further embrace flexible work weeks and work schedules for its employees. The Committee noted the Executive Director should develop a flexible work schedule for staff.
2. Organizational Chart (4.2) The Committee generally accepted the organizational chart found on page 10 of the study which renamed the IT Director's position to IT Services Manager; renamed the Database Administrator's position to Database Analyst and moved that position under the Budget and Communication's Director; and renamed the Budget Manager's position to Budget Analyst. Chair Bock noted that the Council in working with the Executive Director could revise these as agreed upon at any time.
3. Compensation (4.3) The Committee accepted the general pay plan. They agreed, as the report provides, that the pay for CCOC employees should align with the State's and in particular Tallahassee's market. The eventual goal is to pay the CCOC employees a wage that will prevent the employees from being trained in a skill only to be hired away by others due to better pay. However the ultimate goal of this happening depended on the dollars being available. The Committee recommended that for now those staff below the minimum recommended salary ranges in the report at least be brought up to the minimum. Any other increases would have to be reviewed at another time with the consultant report being a starting point for such a review.

Chair Bock asked Clerk Burke to comment on the Corporation Plan of Operation since it has not been reviewed by the Council since 2013. Clerk Burke noted that he had not had a chance to work on this, but he would have a review with edits for the annual meeting in June.

Chair Bock continued by asking Clerk Butterfield to address the CCOC contracts. The spreadsheet in the packet showing the CCOC contracts and associated information concerning the contracts was discussed. Information included on the spreadsheet were the eight current entities CCOC is contracting with; the services provided; the starting year and extension; the contract or cap amount; the billing type; the number of years under contract; and how much has been paid for the first quarter of the current calendar year. The Committee asked the additional information be provided on the procurement process for each of the contracts and once this information is added that the Committee would then provide this information to the full CCOC Executive Council in June. Clerk Burke made a motion to present this to the Executive Council. Clerk Butterfield seconded. Motion passed.

The next item discussed were CCOC's Policies. Clerk Burke made a motion for Clerk Butterfield to review the policies with Mr. Dew to determine if they needed to be updated and brought back to the full Council at the June meeting. For example, the Committee discussed the need to include in the CCOC travel policy a set limit amount for reimbursement for Clerks and non-CCOC staff staying overnight in a hotel. Currently the

CCOC does set a limit for CCOC staff that is similar to the State's policy. Clerk Butterfield seconded the motion. Motion passed.

Clerk Burke followed with a discussion on the New Case Count Business Rules. He noted that there were many hours put into the final copy. He thanked those that had worked on this. He made a motion to accept the Business Rules. Clerk Butterfield seconded. The motion passed.

There was no other business. Clerk Butterfield made a motion to end the meeting. Clerk Burke seconded. The motion passed and the meeting ended at 1:25 PM.