

## John Dew

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**From:** John Dew  
**Sent:** Friday, February 10, 2017 5:57 PM  
**To:** Sharon R. Bock; Ken Burke; Stacy M. Butterfield, CPA  
**Cc:** FL CCOC Staff; Fingerhut, Nicole; Diana Johnson; Shannon Ramsey-Chessman; Morrison-Evans, Nancie; Karen Lamb; Carol Allen; Joe Boyd (joerboyd@boydllaw.net); Rob Boyd  
**Subject:** CCOC Executive Committee Meeting Call-in number and code  
**Attachments:** Draft AgendaExecutive Council MeetingFebruary 27.pdf

Good Afternoon CCOC Executive Committee Members.

Your conference call is scheduled for 2pm on Monday, February 13<sup>th</sup>. The purpose of the meeting is to review the draft agenda for the CCOC February 27<sup>th</sup> Council meeting and discuss the items on the agenda; determine if other items should be included or current items deleted; determine what materials you would like provided to the members; and give other general direction to CCOC staff as needed. (Draft Council Meeting Agenda is attached.)

The call in number and code is 1 (904) 512-0115, Code 412463.

The meeting has been announced on the CCOC Website and posted on the door at our office place of business.

Thanks and have a good weekend.

John Dew  
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# FLORIDA CCOC

Clerks of Court  
Operations Corporation



**Honorable Sharon R. Bock, Esq.**

Palm Beach County  
*Chair*

**Honorable Ken Burke, CPA**

Pinellas County  
*Vice Chair*

**Honorable Stacy Butterfield, CPA**

Polk County  
*Secretary/Treasurer*

**Honorable Bob Inzer**

Leon County

**Honorable Jeffrey R. Smith, CPA**

Indian River County

**Honorable John Crawford**

Nassau County

**Honorable Harvey Ruvin**

Dade County

**Honorable Tim Sanders**

Madison County

**Supreme Court**

**Honorable Ron Ficarrotta**  
13<sup>th</sup> Judicial Circuit Judge

**Senate**

**Honorable Kyle Hudson**  
Holmes County

**House**

**Honorable Paula S. O'Neil Ph.D**  
Pasco County

**Joe Boyd, Esq.**

General Counsel

**John Dew**

Executive Director

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## Summary Minutes of the 10/31/16 CCOC Executive Committee Meeting

The CCOC October 31<sup>st</sup> Executive Committee meeting was advertised in advance. The meeting was held at 3:30 PM via a telephone conference call.

CCOC Executive Director John Dew 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 Butterfield moved to approve the minutes from the September 9, 2016 Executive Committee meeting. Clerk Burke seconded the motion. The minutes were approved.

Chair Bock began a discussion concerning the contract with Economist Incorporated (E.I.). She will sign the contract today. Clerk Burke and Clerk Butterfield gave their approval to sign. Mr. Dew explained the process that after the contract signing, E. I. will meet with clerks and staff and begin the study. The report will be done by the end of January, 2017. Clerk Burke asked if there would be an interim report before the final report is issued. Mr. Dew affirmed that there would be an interim report.

The next item to be discussed was the Organizational Study and the contract with the vendor Evergreen, Inc. Mr. Dew noted that a timeline and contract will be worked on and the study will be ready by the end of January, 2017. Mr. Isabelle will work on the contract and get it to Chair Bock.

Clerk Burke opened a discussion about sending a letter to Justice Labarga concerning collections and judges' role. Clerk Butterfield said that the Budget Committee approved this. It was decided that this would be put on the Executive Council agenda.

The committee continued discussing the providing of data to the legislature and making sure that the legislative staff has an explanation to any questions they might have about the data. Mr. Harrell, CCOC's Budget and Communications Director, noted that he would be providing a summary with the data in order to control the takeaway points. Chair Bock added that CCOC contact information with the data would be helpful. Further discussion included that the website Florida Transparency had incomplete data. Mr. Harrell reported that he is working on a quick overview "Getting to Know Clerks".

**Mission Statement:** "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."

In the upcoming year, new members will be added to CCOC committees. Clerk Butterfield, Chair Bock and Mr. Dew will be working on this.

Chair Bock noted that the Plan of Operations were being looked at by a committee set up by Clerk Burke. Mr. Dew will check with General Counsel to see if the whole corporation will need to vote on all recommended changes.

Mr. Dew brought forward that Mr. Harrell felt that graphic artist help was needed since no staff has that expertise. Chair Bock thought this was a good idea and encouraged Mr. Dew to reach out and see what the cost would be.

There was no further items to discuss. Clerk Butterfield made a motion to adjourn. Seconded by Chair Bock. The meeting adjourned at 4:10 PM.

DRAFT

## Agenda

Executive Council Meeting

February 27, 2017

**Date:** February 27, 2017

**Subject:** Executive Council Meeting Agenda

- Call to Order..... Sharon Bock
- Roll Call ..... CCOC Staff
- Approval of Agenda and Welcome ..... Sharon Bock
- 1) Swearing in of New Executive Council Members..... Joe Boyd
- 2) Approval of November 14<sup>th</sup> 2016 Council Minutes Pg.----- Stacy Butterfield
- 3) Treasurer's Report Pg.---- Stacy Butterfield
- a. Financial Statement (Audit) CFY 15/16
  - b. CFY 16/17 Monthly Financial Report
- 4) Report from CCOC Committees .....
- a. Executive Committee Pg.--- Sharon Bock
  - b. Budget Committee Pg.--- Stacy Butterfield
  - c. PIE Committee Pg.--- Tara Green
  - d. Legislative Committee Pg.--- Carolyn Timmann
  - e. Funding Technology Committee Pg.--- JD Peacock
  - f. Other
- 5) CCOC Organizational Study Pg.--- Sharon Bock
- 6) Update on Clerks' Role in Collections Pg.--- Sharon Bock
- 7) Report on Clerks' CFY 15/16 CCOC Trust Fund and Revenue Trend Pg.- John Dew
- 8) Update on TCBC Issues Pg.--- Ron Ficarrotta
- 9) Other Business



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