



BUDGET COMMITTEE MEETING

December 12, 2018

Stacy Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

Tara S. Green
CLAY COUNTY
VICE-CHAIR

JD Peacock, II
OKALOOSA COUNTY
SECRETARY/TREASURER



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BUDGET COMMITTEE MEETING

December 12, 2018

Meeting: 10:00 AM

WebEx

<https://flccoc.webex.com/flccoc/j.php?MTID=mfaf9ca87adc4ff5ff093c5cde5ea95d8>

Meeting number: 730 175 829

Join by video system

Dial 730175829@flccoc.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

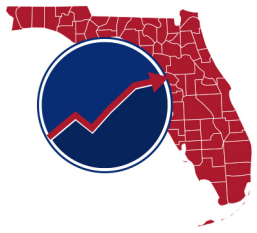
(240) 454-0887

Access code: 730 175 829

- 1) Call to Order and Introduction Ken Burke
- 2) Approve Agenda..... Ken Burke
- 3) Approve Minutes of August 21, 2018 Meeting Jason Welty
- 4) Case Counting Plan Gary Cooney and Denise Bell
- 5) Approve Next In-Person Meeting Ken Burke
 - a) Possible Date: Tuesday, January 8, 2019
 - b) Possible Locations: Tallahassee, Orlando, Pinellas
 - c) Meeting Topics: REC Issues, Budget Process/In-depth Review, Settle-Up Report, etc.
- 6) Other Business Ken Burke

Committee Members: Ken Burke, CPA, Chair; Jeffrey Smith, CPA, Vice-Chair; Stacy Butterfield, CPA; Tom Bexley; Sharon Bock, Esq.; Pam Childers, CPA; Kellie Connell, CPA; Gary Cooney, Esq.; John Crawford; Greg Godwin; Tara S. Green, Carla Hand, CPA, CGFO; Kyle Hudson; Tiffany Moore Russell, Esq.; JD Peacock; Donald C. Spencer; Carolyn Timmann; and Angela Vick

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.



Agenda Item 3 Minutes of August 21st CCOC Budget Committee Meeting

Committee Action: Review and approve with amendments as necessary.

The Budget Committee of the Clerks of Court Operation Corporation (CCOC) held a workshop followed by a formal meeting in Daytona Beach, FL on August 21, 2018. An agenda and materials were distributed in advance of the meeting and posted on the CCOC Website. Provided below is a summary of staff notes from the meeting. These staff notes are designed simply to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold** text. All action items based on committee direction are in **red** and **bold text**.

Prior to the phone call Budget Committee meeting a workshop was held to discuss the same issues.

1. Agenda Item 1 - Call to Order and Introduction

The meeting was called to order at approximately 11:00 AM. CCOC staff member Jason Welty called roll. Members in attendance included: Chair Burke, Clerk Butterfield, Clerk Bexley, Clerk Childers, Clerk Connell, Clerk Crawford, Clerk Hand, Clerk Hudson, Clerk Russell, Clerk Peacock, Clerk Smith, Clerk Spencer, Clerk Timmann, and Clerk Vick. Absent members were Clerk Bock, Clerk Godwin, and Clerk Green.

The CCOC introduced Jason Welty as the new Director of Budget and Communications.

2. Agenda Item 3 - Minutes of April 27th Meeting

A motion to approve the minutes from the April 27th meeting was made by Clerk Childers and seconded by Clerk Vick. No comments, edits, or changes were made. Motion was approved and passed unanimously.

3. Agenda Item 4 – CFY 2018-19 Budget Options

The CCOC is facing an increase in total revenue available to allocate for CFY 2018-19. The Budget Committee met on August 9th via a workgroup conference call to discuss options to consider at the full Committee meeting on August 21, 2018. The CCOC developed multiple options for the Budget Committee to consider.

1. Option 1: Allocate a proportionate share to each peer group and provide an equal share among peer groups.
2. Option 2: Incremental FTE Allocation
3. Option 3: Full Budget Review
4. Option 4: Across the board allocation

The consensus on the call was that CCOC would provide additional information for a second workshop on August 21, 2018 for options 4 and 2. In addition, the committee asked for option 2 to be split up and looked at under two different scenarios; 2a Allocating FTE without Civil Traffic and 2b Allocating FTE with Civil Traffic.

A motion was made by Clerk Butterfield to go with Option 4, an across the board increase of 3.82%, seconded by Clerk Vick. The floor was opened for discussion including those on the phone. Motion was approved and passed unanimously.

The document will now be sent to the Executive council for their approval at their next meeting.

5. Agenda Item 4 – Next Budget Committee Meeting
(Tentative) Conference call, August 29, 9 AM – Noon, EDT

A tentative conference call meeting for August 29th has been scheduled but meeting will be canceled if no one wants to call in.

6. Agenda Item 5 – Similarly Situated Clerks

A motion was made by Clerk Smith to keep the Similarly Situated Clerks to 12 Peer Groups for the current fiscal year. Motion was seconded by Clerk Connell. After some discussion a vote was taken. Motion was approved unanimously.

There will be a full budget review within the next year. That review will be done on CFY 2018-19 budget data. Over the next few months, a timeline will be discussed, criteria for review will be developed, etc.

7. Agenda Item 6 – Future Expenditure Data Collection

The CCOC presented a need to collect expenditure data with more detail than currently collected. The Budget Committee appointed Clerk Vick to develop with CCOC staff and a workgroup of clerk office staff.

A motion was made to form the budget expenditure workgroup led by Clerk Vick by Clerk Burke. The motion was seconded by Clerk Vick. Motion approved and passed unanimously.

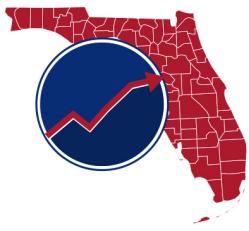
8. Agenda Item 7 – Other Business

John Dew, CCOC Executive Director, brought an issue to the Budget Committee on behalf of Gadsden County. He noted that the Gadsden issue came about due to less revenues being available locally than projected. There was a request for an additional \$198,000 to be provided to Gadsden County from the CCOC Trust Fund for the month of September.

This was not an expenditure issue, only a cash flow problem. Broward County is offering to receive less from their Clerks' Trust Fund distribution. This does not give up any of their expenditure cap. They can do this because they had more local revenues come in than projected and don't need the Trust Fund dollars for the last month.

A motion was made and approved unanimously to change the distribution schedule to reduce Broward and increase Gadsden by \$198,000 for September.

Clerk Burke adjourned the meeting.



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AGENDA ITEM 4

DATE: December 12, 2018
SUBJECT: Case Counting Process and Calendar
COMMITTEE ACTION: Approve the case counting process and calendar

OVERVIEW: Through the work of the PIE Committee, CCOC collects caseload data at a detailed level and includes subcase types, which were previously uncollected. The necessity to collect this detailed data came as the Clerks began to pushback on the narrative about caseload being equal to workload. The collection of caseload data at the subcase level is utilized in the weighting of case types to show outside entities that not all cases are the same and caseload does have a 1-to-1 correlation to workload.

As part of the budget development process for the CFY 2019-20 budget submission, the budget committee is reviewing how counties record and categorize their cases and subcases. This information will be vital for the budget committee as it considers various budget analyses that utilize case count data, such as the weighted benchmark budget.

The purpose of this case counting review is to ensure Clerks are properly counting their cases and to provide technical assistance to any Clerk that may need help in ensuring their cases accurately reflect what is happening in their county.

COMMITTEE ACTION: Approve the case counting process and calendar

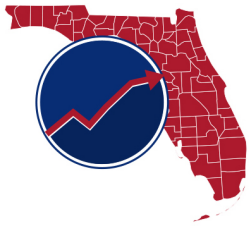
LEAD STAFF: Jason Welty, CCOC Budget & Communications Director

ATTACHMENTS:

1. Case Counting Process Calendar

Case Counting Process:

Task	Responsible Person	Date Due
Identify case anomalies by county	Gary Cooney	Nov 30
Simple Fix Identification	Denise Bell	Dec 7
Develop skill sets needed for site visits by criminal, civil and traffic	Denise Bell Work Group	Dec 14
Contact with counties for simple fix	Denise Bell Ken Burke Gary Cooney	Dec 31
Identify counties that need site visits	Denise Bell Ken Burke Gary Cooney	Dec 31
Site visit recruitment (clerk staff)	Ken Burke	Dec 31
Development of Orientation WebEx	Denise Bell Work Group	Dec 31
Development of Checklist for clerks to prepare for site visit	Denise Bell Work Group	Dec 31
Several Sessions of Orientation for site visit teams by WebEx	Denise Bell Work Group	Jan 1 to Jan 25
Site visits to clerks' office	Ken Burke	During the month of February
Site visits reports to Clerks	Teams	One week after visit
Response by Clerk	Clerk	One week after the report is received



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AGENDA ITEM 5

DATE: December 12, 2018
SUBJECT: Next In-Person Meeting
COMMITTEE ACTION: Provide Direction

OVERVIEW:

The next Budget Committee meeting will be in person. Chair Burke would like to committee to consider Tuesday, January 8, 2019.

Possible locations for consideration: Tallahassee, Orlando, or in Pinellas County

Possible items for discussion: REC issues, the budget process and upcoming in-depth review, the results of the settle-up report, etc.

COMMITTEE ACTION: Provide Direction

LEAD STAFF: Jason Welty, CCOC Budget & Communications Director

ATTACHMENTS: None

AGENDA ITEM X
