



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

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Minutes of August 21st CCOC Budget Committee Meeting

Approved by the Budget Committee on January 9, 2019.

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**.

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.

2. Agenda Item 2 - 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 3 – CFY 2018-19 Budget Options

For the first time in almost a decade, the Budget Committee will determine the methodology to allocate additional revenue to the Clerks. On August 9, 2018, the Budget committee met via a workgroup conference call to discuss the options they would consider at the full committee meeting on August 21, 2018. The options discussed were:

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

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.

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.

This information was presented to the Budget Committee and discussed at length during the workshop time.

Clerk Butterfield made a motion to use Option 4 – 3.82% increase over current CCOC budget for all clerks. A second was made by Clerk Vick. During discussion it was requested that clerks have an opportunity to come before the budget committee should they have a concern about the method selected. August 29, 2018 at 10 AM via conference call was selected. **The motion passed unanimously.** The CCOC will email out the document that will be presented to the Executive Council for their approval.

4. 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.

There will be a full budget review within the next year that will discuss a timeline, criteria etc., which will be developed over the next few months.

5. Agenda Item 5 – Similarly Situated Clerks

Florida law requires the Florida Clerks of Court Operation Corporation to prepare a cost comparison of similarly situated clerks of court and identify the budget of any clerk that exceeds the average budget of similarly situated clerks by 10 percent. As part of this process, CCOC undertakes a review of the peer groups every two years. CCOC historically has hired a consultant to review the “peer groups” to assure fairness in comparing “similarly situated clerks” due to changes in population, cases, and other relevant factors.

Clerk Smith made a motion to keep the current peer groups for 2 years before bringing back for reconsideration. A second was made by Clerk Connell. Motion passed unanimously.

6. Agenda Item 6 – Future Expenditure Data Collection

Detailed budget request data is collected during the Original Budget and Operational Budget submission process by court division; however, during the fiscal year,

expenditure data is only collected as a single monthly total. The lack of data makes the CCOC unable to respond to requests for expenditure details. Without this information, CCOC cannot be responsive to requests by the legislature, which stunts our progress for developing an adequate clerk budget. Expenditure data is also important to verify the budgets that are approved by the CCOC. Finally, this data will be utilized to provide a more accurate method of determining cost, which is an instrumental piece when determining budget requests.

Clerk Burke nominated Clerk Vick to select a workgroup of clerk staff to work along with CCOC to develop a recommendation to bring back before the committee.

A motion was made by Clerk Burke, seconded by Clerk Vick. The motion passed unanimously.

7. Agenda Item 7 – Other Business

Gadsden County contact the CCOC regarding a cash flow issue they were having. As they are a funded county, the CCOC contacted Broward County to ask if they would be willing to forego the amount they receive from the trust fund because their revenues were coming in strong. As this all gets balanced during settle-up, Broward County elected to receive \$198,000 less from the trust fund for September 2018. Gadsden County will receive \$198,000 additional dollars from the trust fund. As this is a cash flow issue, not budgets are impacted.

A motion was made by Clerk Burke and seconded by Clerk Butterfield. Motion passed unanimously.

After no further comments or questions, Clerk Burke adjourned the meeting.
