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OPERATIONS CORPORATION

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Minutes of December 12th 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 10:00 AM. CCOC staff member Jason Welty called roll. Members in attendance included: Chair Burke, Clerk Connell, Clerk Cooney, Clerk Crawford, Clerk Hand, Clerk Moore Russell, Clerk Peacock, Clerk Spencer, and Clerk Vick. Joining the call later were Clerk Childers and Clerk Butterfield.

2. Agenda Item 2 – Clerk Burke made a motion to change the agenda and review the minutes from August 21st at the next in-person meeting. **No objections. Motion was approved unanimously.**

3. Agenda Item 4 – Case Counting Plan

Clerk Burke indicated that the basis for everything we do with the weighted workload measure and cost per case requires that the clerks count their cases in a uniform manner throughout the state. If everyone does it differently, we cannot make apples to apples comparisons. We need consistency in case counting so we can analyze anomalies and provide explanation.

A clerk may not know that they are counting cases differently. Gary Cooney and Denise Bell have worked extensively on this issue. This case counting plan has been developed by the CCOC staff along with Gary Cooney, Denise Bell, and Ken Burke.

Gary Cooney, the new clerk of Lake County, began working on this issue two years ago to make sure everyone understood the business rules and knew how to apply them. The rules were vetted through a staff workgroup. Due to legislative action, the results did not get implemented but now with another year of data it is time to move forward. Some counties impacted by Hurricane Michael did not get final numbers in at the time of the meeting.

A very large matrix was built to compare the court divisions. The PIE Committee provided the weights of the cases and subcases. Some counties need help to categorize cases at the subcase level to get full credit of the work they do. The latest population estimates from the University of Florida's Bureau of Economic and Business Research (BEBR) are being used along with case counts as reported to the CCOC. A standard deviation formula was developed and looked at those who are three standard deviations out.

The group would like to put together a workgroup with case counting expertise to go interview each county who is an outlier. The group would verify that the business rules are being followed and look for explanation to the variances. Denise Bell, Chief Deputy of Lake County, did not have anything further to add.

Cindy from Indian River asked to review the matrix. Clerk Cooney will email to the CCOC and those who asked. Clerk Vick asked which counties were impacted by being 3 standard deviations out. Clerk Cooney indicated that every county has at least 1 sub case type that is 3 standard deviations out. Clerk Vick also wanted everyone to hear why this is vital to not only the budget process but the legislative process. Jason Welty indicated that this data is vital because the legislature will want to know how we made comparisons and what criteria did we use. We will be able to stand before a committee and explain our weighted workload process as one factor that we used for establishing our budgets. The legislature wants justification for what we say our needs are.

Clerk Vick expressed her concern for how vital this information is for our legislative agenda and messaging. If we are asking for funds for no-fee cases, it is important that we can demonstrate the need, explain the anomalies and differences. We must be timely and responsive to legislative staff. Therefore, we need this information accurately from all clerks.

Clerk Moore Russell stated that we don't project cases at the sub case type when developing our budgets. She asked if we would start requiring projections at the sub-case level and would we eventually start assigning dollars based on sub-cases. Jason Welty indicated that the Budget Committee could discuss if they wanted to go to that level for assigning dollars. Clerk Burke indicated that we are trying to get case counting accurate so that we are uniform in our approach. The PIE Committee is working on weighting the cases and then assigning dollars to the cost to perform those cases and how would it work at the sub-case level; however, it is still in its infancy in development.

Mike, from Orlando, commented that we did not submit case projections for this fiscal year, CFY 2018-19, or the upcoming fiscal year. Clerk Ellspermann wanted to know if the way in which cases are counted depends on the State Attorney in your area files cases, and is it considered when looking at the case counts. Clerk Burke indicated that this is exactly what we will find out through this process. Pinellas was a county that counted their cases differently until they transferred to the established business rules. Denise Bell indicated that they tried to account for these differences in the business rules, but they expect to find legitimate reasons for the differences and then let the committee determine how to handle it equitably going forward.

Clerk Frank wanted to know if Administrative Orders (AOs) were considered. Clerk Burke indicated that only if it impacts case counting; however, they have not yet seen where AOs impact case counts. Clerk Butterfield referred to Mike from Orlando's comment and indicated that we will use actual cases over projections when we review using case counts.

Greg from Wakulla would like to see their numbers to start preparing to look for items. Denise will call and work with Wakulla on their issues. Clerk Peacock would like all budget committee members to receive the spreadsheet.

Clerk Butterfield made a motion to approve the plan as presented in the meeting packet, with a second from JD Peacock. Motion passed unanimously.

4. Agenda Item 5 – Next Budget Committee Meeting

Two dates were presented: January 8th or January 9th. It was decided that the meeting will be in person, in Tallahassee on Wednesday, January 9, 2019. Many members were already planning to be in Tallahassee for Legislative Committee Week. It will begin with a workshop meeting (that will not have call-in capabilities) followed by a formal meeting which will have call-in capabilities.

Clerk Burke asked the CCOC to contact the FCCC to use their facility, as well as provide options for accommodations. The meeting will cover more meatier items and will have a lot of work to get done. A budget workgroup was formed that includes Clerk Hand, Clerk Moore Russell, Clerk Childers, and will be led by Clerk Smith. The will bring forward recommendations on the process, timeline, number of meetings, anomaly areas, cost drivers, etc.

5. Agenda Item 6 – Other Business

Executive Council will be meeting in January to review and approve any actions from the Budget Committee. Executive Council will meet next week to cover things that need to be addressed before December 31st such as CCOC contracts.

With no further comments or questions Clerk Burke adjourned the meeting.
