



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

Stacy Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

Tara S. Green
CLAY COUNTY
VICE-CHAIR

JD Peacock, II
OKALOOSA COUNTY
SECRETARY/TREASURER

JOHN CRAWFORD
NASSAU COUNTY

HARVEY RUVIN, ESQ.
MIAMI-DADE COUNTY

VACANT
HOUSE APPOINTEE

PAT FRANK
HILLSBOROUGH COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

TODD NEWTON
GILCHRIST COUNTY

KYLE HUDSON
HOLMES COUNTY
SENATE APPOINTEE

JOE BOYD
GENERAL COUNSEL

PAULA S. O'NEIL, PH.D.
PASCO COUNTY

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

Minutes of January 9th CCOC Budget Committee Meeting

Approved by the Budget Committee at their meeting on February 19, 2019.

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 Tallahassee, FL on January 9, 2019. 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 by Clerk Ken Burke. Jason Welty called the roll. Members present: Clerk Burke, Clerk Bexley (attended workshop, joined conference call late), Clerk Butterfield, Clerk Childers, Clerk Cooney, Clerk Crawford, Clerk Green, Clerk Hand, Clerk Moore Russell, Clerk Peacock, Clerk Spencer, Clerk Timmann, and Clerk Vick.

Absent: Clerk Smith, Clerk Bock, Clerk Connell, Clerk Godwin, Clerk Hudson

Clerk Thurmond attended the meeting, as well as several staff members from various counties.

Clerk Burke thanked CCOC staff members Jason Welty and Marleni Bruner for their work leading up to this meeting. He also thanked the budget committee members for taking seriously their role on the Committee.

2. Agenda Item 3 – Approval of Minutes

The Minutes from the August 21, 2018 and December 12, 2018 meeting were presented for approval. A minor correction was made to the December 12 minutes during the workshop. **A motion to approve both minutes was made by Clerk Cooney and seconded by Clerk Childers. Motion was carried unanimously.**

3. Agenda Item 4 – REC

Clerk Burke reminded the committee that the clerks' court-related budget is dictated by revenue projections from the Revenue Estimating Conference (REC), not based on what the needs of each clerk is to run their offices. The revenue projection for clerks set by the REC in August 2018 is the basis for the CCOC budget for CFY 2018-19. The REC met in November and projected an increase for the current fiscal year. The Budget Committee is taking steps to monitor these revenue projections. The next REC meeting will be in late January or early February. The Budget Committee will consider if any necessary action is required at the next budget committee meeting. The Budget Committee is doing this in conjunction with policy makers in the Legislature. No questions. No motion was taken.

4. Agenda Item 5 – Status of Settle-Up

CCOC Staff Member Marleni Bruner, Senior Budget Manager, presented the latest Settle-up amounts during the workshop. Clerk Burke presented this item and referred to the document contained in the meeting packet. The Budget Committee Chair will continue to work with CCOC staff to finalize the amounts, as was approved at the December 12, 2018 meeting. No questions. No motion was taken.

6. Agenda Item 6 – Budget Process for CFY 2019-20

Clerk Burke informed the Committee that there would be a communication from Clerk Butterfield, CCOC Chair, regarding the budget process for CFY 2019-20. That communication will go over what the committee will be doing this year, the in-depth review of each clerk's budget, it is an information gathering process with no pre-conceived notions. The CCOC Budget Committee wants to collect as much information as possible to tell each clerk's story and the efficient running of your offices. The Committee wants to be sure to gather the information in a uniform way. There was significant discussion on this item during the workshop.

A Workgroup comprised of Clerk Smith, Clerk Childers, Clerk Moore Russell, and Clerk Hand have begun to formulate a plan for this in-depth review mentioned in Agenda Item 6. The workgroup has presented a timeline, the most notable item being May 1 for submission date instead of June 1. This will allow for an orderly review of budgets. Gives the CCOC more time to review the budgets and finalize an amount.

Clerk Peacock made a motion to approve the schedule, seconded by Clerk Cooney. Adopted without objection.

7. Agenda Item 8 – Other Business

Case Counting Initiative – Clerk Burke, Clerk Cooney, and Denise Bell (Lake) have been the workgroup members working on this project. Clerk Cooney presented that the purpose of the initiative is to make sure all clerks are following the Business

Rules in the same manner and to make sure all the cases are in the appropriate subcase category. This will allow the subcases to be weighted properly. Any counties having a subcase type that is more than 3 standard deviations out will be reviewed and contacted for explanation. The review is not to say there is a right way or a wrong way, just that everyone is doing it the same way.

Clerk Butterfield thanked Clerk Cooney and Denise for their work on this project and Ken for his work starting this project years ago. The process and timing have been laid out and Clerk Butterfield indicated that at the December meeting it was approved to develop this process but feels a formal motion to adopt the schedule is needed.

Clerk Butterfield made a motion to adopt the case counting project schedule as laid out in the meeting packet and was seconded by Clerk Cooney. No discussion. Adopted without objection.

Clerk Burke called for any other business. None was brought forward. Clerk Burke called for any comments. None were mentioned. Clerk Burke adjourned the meeting.
