



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

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Minutes of February 19th CCOC Budget Committee Meeting

Approved by the Budget Committee at their July 9th meeting.

The Budget Committee of the Clerks of Court Operation Corporation (CCOC) held a workshop followed by a formal meeting in Tallahassee, FL on February 19, 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 bold **red text**.

1. Agenda Item 1 – Call to Order and Introduction

The meeting was called to order by Clerk Ken Burke. Many members were present in-person for the workshop portion then joined the conference call for the meeting portion. Jason Welty, CCOC Director of Budget & Communications called the roll. Members present: Clerk Burke, Clerk Smith, Clerk Bexley (attended workshop, joined conference call), Clerk Butterfield, Clerk Childers (by phone), Clerk Connell (by phone), Clerk Cooney, Clerk Crawford (by phone), Clerk Green, Clerk Hand (by phone), Clerk Moore Russell, Clerk Peacock, Clerk Spencer, Clerk Timmann, and Clerk Vick.

Absent: Clerk Bock, Clerk Godwin, and Clerk Hudson

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 2 – Approve Agenda

With no objections, the agenda was approved.

3. Agenda Item 3 – Approval of Minutes

The minutes from the January 9, 2019 meeting were presented for approval. **A motion to approve the minutes was made by Clerk Vick and seconded by Clerk Crawford. Motion passed unanimously.**

4. Agenda Item 4 – Settle-Up Report

CCOC Staff Member Marleni Bruner, Senior Budget Manager, presented the settle-up report during the workshop portion of the meeting. During the formal meeting, the report was presented as printed in the packet.

Clerk Smith made a motion to adopt the report as printed. Clerk Cooney seconded the motion. No questions were asked. **Motion passed unanimously.**

5. Agenda Item 5 – Operational Budgets

CCOC Staff Member Marleni Bruner, Senior Budget Manager, presented that the final budget was received but still needs a technical review. All other Operational Budgets have been submitted and technical reviews have been performed. E-mails were sent regarding any issues.

No motion was made.

6. Agenda Item 6 – REC Update

CCOC Staff Member Jason Welty reviewed the latest from the REC regarding Office of Economic and Demographic Research (EDR)'s projections and the outlook for the remainder of the current fiscal year. Projections for CFY 19-20 and CFY 20-21 are stable. EDR holds flat for the next two fiscal years.

Clerk Burke pointed out that the current projections show that clerks will collect approximately \$3 million over current revenue estimates.

No motion was made.

7. Agenda Item 7a – Case Counting Workgroup Update

Clerk Burke, Clerk Cooney, and Denise Bell (Lake) have been the workgroup members working on this project. 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. They are looking for subject matter experts to join the review team. Most auditing functions can be done remotely. So far, they have seen positive results and corrections, with some justifications for outliers. They anticipate finishing the project in April.

No motion was made.

8. Agenda Item 7b – Budget Workgroup Update

Information from the Budget Workgroup can be found in the meeting packet on pages 35 through 80. Clerk Smith, who led the workgroup, presented two surveys the workgroup would like to send to all clerks.

Clerk Peacock made a motion to approve a health insurance survey as presented during the workshop and the motion was seconded by Clerk Butterfield. Clerk Burke reminded everyone that the purpose of the survey was for informational purposes and not to take action. **Motion was approved unanimously.**

A location/branch survey was also presented. It was requested that only those who have an incremental cost associated with their additional branches or locations complete the survey. A question on the form would need to be completed for those who do not have multiple locations or those who do not have incremental costs from additional locations. The expectation is that all counties would submit a response.

Clerk Green made a motion to approve the location/branch survey are explained with a second from Clerk Moore Russell. Motion was approved unanimously.

The workgroup is going through an intense study of costs drivers. No questions were asked. **A motion was made by Clerk Butterfield for the workgroup to continue their review to look at comparisons, variable, and cost drivers. It was seconded by Clerk Spencer and the motion passed unanimously.**

9. CFY 2019-20 Forms

CCOC Staff requested the approval of the CFY 2019-20 Original Budget Request forms and to work with the Chair as needed.

A motion was made by Clerk Cooney and seconded by Clerk Vick to allow CCOC staff to make necessary changes to the CFY 2019-20 Original Budget Request form and direct staff to work with the Budget Chair to finalize the forms. Motion was approved unanimously.

10. Agenda Item 10 – Other Business

Clerk Burke moved to Item D – Study of Ticket Mills, toll violations, and minimum assessments. Changes to tolling procedures have bypassed Clerks and reduce an importance source of revenue. **Clerk Burke requested CCOC Staff, Doug Isabelle, Deputy Executive Director, to work on this project with input from clerk staff.** A motion was made by Clerk Spencer and seconded by Clerk Smith. **Motion passed unanimously.**

11. Agenda Item 7c – Expenditure Workgroup

The Expenditure Workgroup met and decided that changed to the current Expenditure and Collection (EC) form or the creation of a new form at this time would

not be most prudent. The alternative to getting actual expenditures would be to request is as part of Exhibit G on the CFY 2019-20 Original Budget Request form.

Clerk Vick made a motion for CCOC staff to make changes to the CFY 2019-20 form to accommodate the changes requested by the Expenditure Workgroup. It was seconded by Clerk Peacock and the motion passed unanimously.

12. Agenda Item 10 – Other Business

Tools for Trend Reports – presented by staff from Citrus County. Clerks and their staff are encouraged to contact them for further information.

Everyone was reminded that a **PIE Committee** meeting is schedule for February 20, 2019 at the FCCC conference room in Tallahassee. Meeting materials and call-in information can be found on the CCOC's website.

Everyone was reminded that the **FCCC Winter Conference** will be held February 27 – March 1 in Daytona Beach. CCOC will hold their Executive Council meeting on the 26th and also lead two sessions at the conference.

Clerk Burke asked if there was any other business to bring before the Budget Committee with no response from the committee members or those joining by phone. He likewise asked for any questions, with no response form committee members or those joining by phone.

Clerk Vick thanked the members of the Expenditure workgroup and Clerk Burke for his visionary leadership. Clerk Burke thanked her for her comments and pointed out that making budget determinations are important but there are many frustrating factors. He also thanked the partnership between FCCC and CCOC to coordinate the meeting in Tallahassee since it was during session.

Clerk Burke adjourned the meeting.
