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OPERATIONS CORPORATION

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Minutes of July 9th CCOC Budget Committee Meeting

Approved by the Budget Committee on July 23, 2019.

The Budget Committee of the Clerks of Court Operation Corporation (CCOC) held a workshop followed by a meeting in ChampionsGate, FL on July 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 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. 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. Prior to the meeting, Clerk Childers, Clerk Hand, and Clerk Spencer notified CCOC that they had conflicts and would not be able to attend in person.

Members present for the workshop: Clerk Burke, Clerk Smith, Clerk Bexley, Clerk Butterfield, Clerk Connell, Clerk Cooney, Clerk Crawford, Clerk Godwin, Clerk Green, Clerk Moore Russell, Clerk Peacock, Clerk Spencer, Clerk Timmann, and Clerk Vick

Absent from Workshop: Clerk Bock, Clerk Childers, Clerk Hand, and Clerk Spencer

Present for meeting conference call: Clerk Burke, Clerk Smith, Clerk Bexley, Clerk Butterfield, Clerk Cooney, Clerk Crawford, Clerk Green, Clerk Peacock, Clerk Moore Russell, Clerk Timmann, and Clerk Vick

Absent from conference call: Clerk Bock, Clerk Childers, Clerk Connell, Clerk Godwin, Clerk Hand, and Clerk Spencer

Clerk Burke thanked CCOC staff members Jason Welty and Marleni Bruner for their work leading up to this meeting. He also thanked the case counting workgroup led by Clerk Cooney for their hard work. He thanked the budget committee members for hard work during the workshop time. He reminded callers that even though there is

not call-in for workshops, they are open to the public and several clerk's offices were present during the workshop.

2. Agenda Item 2 – Agenda

Doug Isabelle, CCOC Deputy Executive Director had a death in the family and was unable to attend. His presentation on Revenue Impacts was not given. He will give that during the workshop time on July 23, 2019.

3. Agenda Item 3 – Approval of Minutes

The minutes from the February 19, 2019 meeting were presented for approval. **Motion to approve the minutes was made by Clerk Smith, seconded by Clerk Timmann. The motion was approved unanimously.**

4. Agenda Item 4 – Revenue Trend Report

Jason Welty, CCOC Budget and Communications Director, gave an update on the latest revenue trends, including the revenue report for May.

5. Agenda Item 5 – Discussion on Budget Decisions

Much discussion was held during the workshop regarding the increase that clerks could expect for the overall budget for CFY 2019-20.

A motion was made by Clerk Smith and seconded by Clerk Green to take a portion of the increase and allocate an across the board percentage to everyone's current Operational Budget. No discussion, no nays, motion was approved unanimously.

Pat Frank wanted to know how the allocation would be done and Clerk Burke told her a certain percentage.

Clerk Green made a motion that everyone's Operational Budget be increased by 3% and the motion was seconded by Clerk Vick. No discussion, no nays, motion was approved unanimously.

There are 4 counties who are receiving new judges. There was discussion during the workshop time that these counties may not have budgeted for those new judges in the budget submission. There is an increased workload and each county will need some appropriation to support those new judges.

Clerk Smith made a motion to appropriate some funding to these counties for the new judges and it was seconded by Clerk Butterfield. No discussion, no nays, motion was approved unanimously.

Clerk Timmann made a motion that the amount appropriated by for 1 FTE at the average FTE cost per county, and the motion was seconded by Clerk Butterfield. No discussion, no nays, motion was approved unanimously.

Clerk Cooney reviewed the work that the case counting workgroup has been doing regarding those who were 3 standard deviations out per court division. He reported that all counties contacted were super helpful and that not all anomalies were incorrect.

Clerk Cooney felt that a certain amount of funding should be allocation based on the case counts. There was discussion during the workgroup about the case counts in Civil Traffic possibly being weighted too high.

A motion was made by Clerk Cooney to take a portion of the dollars after the 3% increase and after the amount allocated for new judges to allocate based on the case counts with Civil Traffic removed, the motion was seconded by Clerk Butterfield. No discussion, no nays, motion was approved unanimously.

There was much discussion at the workshop that if there was enough money, a portion should be set aside to have the clerks make individual requests for additional funding if there was still a need after the prior disbursements.

A motion was made by Clerk Butterfield that the remainder of the funds be used for all clerks to have an opportunity to request additional funds based on the needs in their county, to meet timeliness standards or for Collections. Criteria for this would be discussed and set at the July 23rd meeting. Motion was seconded by Clerk Cooney. No discussion, no nays, motion was approved unanimously.

Clerk Smith requested that Clerk Burke further explain the rationale behind the previous motions. Clerk Burke explained that this was a very thoughtful approach to allocating the additional funding that will be available. An across the board increase gives everyone something, then the additional amount for the 4 counties getting additional judges met their basic need for funding. Then distributing dollars based on case counts shared more of the pie, and still left funding for specific needs. Some counties may be cash strapped with limited recording dollars. Submissions will be subjected to questions and stringent review.

Clerk Frank was glad that there would be definition for the requests and wanted to know how much funding would be available. It is anticipated that about \$5M would be available. Clerk Frank wanted to make sure there was some time of prioritization would take place. Clerk Burke said those items would be discussed at the meeting on the 23rd. Some ideas would be funding for new technology, help funding costly Administrative Orders, additional locations, etc. All requests would need to be presented with evidence and data as support. A template will be developed for everyone to use.

6. Agenda Item 7 – Other Business

Clerk Smith thanked Clerk Burke for leading the charge, the good meeting, and the idea to keep everything at a philosophical level so that once a number is known it can be applied.

Clerk Burke reminded everyone that the next meeting would be at the Alachua County Justice Center in Gainesville on July 23, 2019. Marleni Bruner would send out information.

Clerk Burke asked if there was any new business. Seeing none, Clerk Burke adjourned the meeting.
