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Minutes of July 23rd CCOC Budget Committee Meeting

Approved by the Budget Committee at their September 20, 2019 meeting.

The Budget Committee of the Clerks of Court Operation Corporation (CCOC) held a workshop followed by a meeting in Gainesville, FL on July 23, 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 workshop was called to order by Clerk Ken Burke with a welcome by Clerk Jess Irby, followed by introductions of everyone present in the room. Jason Welty, CCOC Director of Budget & Communications called the roll. Prior to the meeting, Clerk Butterfield, Clerk Childers, Clerk Connell, and Clerk Moore Russell 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 Cooney, Clerk Crawford, Clerk Godwin, Clerk Green, Clerk Timmann, Clerk Vick

Absent from Workshop: Clerk Bock, Clerk Butterfield, Clerk Childers, Clerk Connell, Clerk Hand, Clerk Moore Russell, and Clerk Spencer

Present for meeting conference call: Clerk Burke, Clerk Smith, Clerk Childers, Clerk Cooney, Clerk Crawford, Clerk Godwin, Clerk Green, Clerk Hand, Clerk Timmann, and Clerk Vick

Absent from conference call: Clerk Bexley, Clerk Bock, Clerk Butterfield, Clerk Connell, Clerk Moore Russell, and Clerk Spencer

Clerk Burke took some time during the workshop to discuss impacts to clerk revenues and Doug Isabelle, CCOC Deputy Director, gave a presentation and took questions.

2. Agenda Item 2 – Agenda

With no objection, the agenda was considered approved as published.

3. Agenda Item 3 – Approval of Minutes

The minutes from the July 9, 2019 meeting were presented for approval. **Motion to approve the minutes was made by Clerk Vick, seconded by Clerk Green. The motion was approved unanimously.**

4. Agenda Item 4 – REC Update

Jason Welty, CCOC Budget and Communications Director, gave an update on the Revenue Estimating Conference. Their previously scheduled meeting was delayed because legislative intent regarding recent law changes needed to be agreed upon. They are expected to meet on clerk revenues in the next week. The three portions that will make up the CFY 2019-20 Budget Authority will be Clerk Revenues, Cumulative Excess Revenues for CFY 2018-19, and Unexpended Budget Authority.

Clerk Burke wanted to know where the confusion came from and Mr. Welty explained that the clerk's bill came late in the legislative process and the principals needed time to discuss the revenue impacts of the bill in the near future and not too distant future.

5. Agenda Item 5 – Budget Allocations

Clerk Burke explained that the Budget Committee worked hard at the last meeting to develop ideas for how the funds would be allocated prior to seeing how individual counties would be impacted.

For the last step of the process, the amount that would be allocated based on specific needs, Clerk Vick requested that measure of accountability and review be included.

A motion was made by Clerk Vick and seconded by Clerk Smith that for the portion of funds allocated for specific need requests, clerks should include accountability measures and a review process of that funding for the Committee to make decisions. No discussion, no nays, motion was approved unanimously.

6. Agenda Item 6 – CCOC and Statutory Requirements

Clerk Burke indicated that this was a topic he wanted to take up when we had final figures to discuss, so the Agenda Item will be deferred until the next meeting.

7. Agenda Item 7 – Request for Additional Funds

During the workshop portion, the two versions of the form were presented by Marleni

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Bruner, CCOC Senior Budget Manager. After discussion, it was decided that Version 2 would be selected for disbursement with training held via WebEx. An email will be sent by CCOC staff. The words “recurring” and “non-recurring” were removed from the form and use terminology of “Special Request”.

A motion was made by Clerk Vick to adopt the form with the outlined revisions with a due date of August 16th, open to all 67 clerks, and was seconded by Clerk Godwin. No discussion, no nays, motion was approved unanimously.

The next meeting will be scheduled once the REC schedules their meeting. Will also be after the 16th so that all forms can be submitted.

Clerk Burke asked for any comments, questions, from the public. Hearing none, Clerk Burke thanked the CCOC Staff and Vice Chair for their work on the Committee then adjourned the meeting.