

MINUTES

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

MONDAY, JUNE 12, 2017 4:05 PM CDT

CCOC ANNUAL CORPORATION MEETING

Panama City Beach, Florida

The June 12, 2017 Annual Meeting of the Corporation of the Florida Clerks of Court Operations Corporation (CCOC) was called to order at 4:05 p.m., CDT by Executive Council Chair Clerk Sharon Bock.

ROLL CALL

Clerks in the audience and on the telephone are all voting members of the CCOC Corporation. Chair Bock asked both the Clerks in the audience and on the phone to identify themselves and say their name and the county they represent. Chair Bock thanked all for attending.

APPROVAL OF THE AGENDA

Chair Bock had one request that Clerk Burke's report on the Plan of Operations be moved under Number 5 – Proposed Corporation Budget for CFY 17/18 making it Number #6. Tentative Council Meeting Dates would be Number #7 and the Election of CCOC Executive Committee would be Number #8. Clerk Green made the request in the form of a motion. Clerk Butterfield seconded the motion. Chair Bock asked if there were any questions. The vote was taken and passed unanimously.

SWEARING IN OF NEW EXECUTIVE COUNCIL MEMBERS

Chair Bock thanked the eleven Clerks who indicated they were interested in serving on the CCOC Executive Council. The Clerks who were sworn in were Clerk Todd Newton, Group 1; Clerk Tara Green, Group 2; Clerk Stacy Butterfield, Group 3; and Clerk Pat Frank, Group 4. All took the oath and were introduced as the newest members of the Council by Chair Bock. Clerk Frank noted that she was very humbled to be elected and wanted Clerks to contact her if they have any ideas or thoughts they would like to be brought forward.

CHAIR'S REPORT

Chair Bock started her report by stating the mission and reason the CCOC was created was to provide the analytics from the data that each Clerk provides to the CCOC. The data that is collected tells the Clerks' story about their offices. Chair Bock thanked the Executive Committee of Clerk Burke, Vice Chair and Clerk Butterfield, Secretary/Treasurer. She noted that the Committee had worked hard this year to keep the Council and Clerks informed as to what was going on and to make decisions that moved the Clerks forward with the State Legislature. She continued by thanking Clerk John Crawford, Clerk Todd Newton, Clerk Jeff Smith, Clerk Tara Green, Clerk Ken Burke, Clerk Stacy Butterfield, and Clerk Harvey Ruvin. She thanked

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Clerk Paula O'Neil, who was appointed by the House; Clerk Kyle Hudson, who was appointed by the Senate; and Judge Ron Ficarrota, who is the Supreme Court Appointee.

Chair Bock highlighted the accomplishments and achievements for the year by the CCOC Committees.

The Budget Committee which Clerk Stacy Butterfield oversees. The committee oversees the entire budget process including proposals and the Clerks' budget reduction. They are in charge of the peer groups. Clerk Butterfield has spent countless hours in Tallahassee trying to educate the Legislature on what it is the Clerks do. She thanked Clerk Burke who led the New Case Count Workgroup. We had weighted workloads, but not on a per case basis. The Workgroup identified the new cases and moved toward assuring uniformity for all 67 Clerks.

The PIE Committee is led by Clerk Tara Green and continues to build the framework that is needed to identify what Clerks are doing, how they are doing it and if they are productive and efficient. She is head of the statewide collection initiative. Clerk Green has also spent countless hours in Tallahassee this year trying to educate the staff and State Legislature on what Clerks do.

Clerk Don Barbee leads the Budget and Financial Analysis Group and has the good fortune of working with great Clerks' staff. The group has been working on the sub-cases and creating the accurate picture of the Clerks' workload. She thanked him for a great job.

The Legislative Committee is chaired by Clerk Carolyn Timmann. Chair Bock stated that legislation is the life blood of what it is we do as Clerks and CCOC. This year under Clerk Timmann's leadership, the committee prepared impact statements to take to the State Legislature and to circulate among the Clerks. This provided a professional analytic that helped the Legislature understand what it is we are presenting to them because the Clerks business is so complicated. The committee responded consistently to questions and some of them within a moment's notice.

She continued by thanking Clerk JD Peacock and his work on the Technology Funding Committee and noted that it is a work in progress.

She thanked Clerk staff for their dedication and forward thinking they provide to the CCOC. We reach out to Clerk finance staff because they know the numbers and relate to the whys and the wherefores. She commended the Clerks for their staff and the public service that the staff does.

Chair Bock thanked John Dew, Executive Director and his staff. She thanked Joe Boyd, COCC's General Counsel for his guidance.

In 2014, at the beginning of her CCOC chairmanship, there was a strategic planning meeting in Palm Beach County. At that time, it was decided that we had three strategic directions that the Council would like to go. The first one was CCOC communicating more because the Council thought that with communication that would build collaboration and ultimately we would build partnerships so that we were all moving in the same direction. Chair Bock felt we have moved the needle quite a bit in that area. It was also stated the funding model needed to be kicked off in a strategic direction. We are looking for stability and predictability. The reason for stability and predictability is because we all strive for operational excellence.

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She noted that is part of the frustration that Clerks have when they are not adequately funded. Lastly, the data that the Clerks provide through surveys is the core of information. The Clerks' partnership with CCOC is absolutely essential. The work of the CCOC is very complex and she would like to invite the Clerks and their staff to join committees and monitor the work of the CCOC. Chair Bock concluded by saying that this was her last meeting as Chair. She is president-elect of the FCCC under the incoming president Clerk Johnson. Looking at the work that Clerk Johnson has done to prepare for being president, she knows that it is a big job. Because of that, she will be stepping down. She said that the fourteen years she has spent looking at what the CCOC has done has absolutely been wonderful. She served on every committee, sat on the Council and was the Chair for the last three years. She is anxious to watch where the COCC will go next. That concluded her remarks and she asked if there were any questions. Clerk Butterfield thanked Chair Bock for her leadership. She stated that there is a lot more to accomplish but we have a great framework.

APPROVAL OF MINUTES

Clerk Butterfield noted that there was one correction for the record. On page 3 of 67, under the Treasurer's and Financial Report, the second sentence said that Clerk Burke noted the internal audit was an unmodified opinion. It should say external audit. She would like to make that correction to the minutes. Otherwise, she made a motion to approve the minutes. Clerk Burke seconded the motion. There was no discussion. The vote was taken and the motion passed.

TREASURER'S AND FINANCIAL REPORT

Clerk Butterfield stated that there were three pieces to the report. First, there is the Financials statement audit, which is the audit of the corporation for County Fiscal year 15-16. That is included in the report from Lanigan & Associates, a certified CPA firm. The statement was a clean opinion which is an unmodified opinion. Next is CCOC's 15-16 year-end financial report is covered in the financial statement in the auditor's report. She noted that CCOC was again in great shape. Clerk Burke asked if there was a policy on how many years the same auditing firm is used? Mr. Dew stated that after the final contract extension is allowed, the CCOC will put out a new bid. Clerk Butterfield stated that this needs to be stated in the Policies and Procedures that we are looking to bring forward. The third part is the current 16-17 financial report. She asked if there were any questions. Clerk Butterfield made a motion to accept all three of reports. Clerk Burke seconded. Chair Bock asked if there were any questions. Hearing none, the vote was taken and the motion passed.

CORPORATE BUDGET FOR 17-18

Chair Bock asked Clerk Butterfield to give the report. The proposed budget is a continuation budget from the previous year. There are some adjustments for the Evergreen study but it all was contained within the total amount of the continuation budget. She moved to approve the proposed budget. Clerk Burke seconded the motion. There were no questions and the vote taken. The motion passed.

PLAN OF OPERATIONS

Chair Bock noted that the Plan of Operations had not been reviewed since 2013. She thanked Clerk Burke and his committee. Clerk Burke stated that some revisions needed to take place to reflect new statutes. There is a combination of administrative corrections. There are a couple of substantive changes to the Plan of Operations. He did say on Page 1, we do have a Scribner's error. In Section 1.4, Corporate Powers and Duties, on item A it references Statute 28.47, it should be 28.37. These were all sent out to the Clerks in advance. He asked if there were any questions. There were no questions and Clerk Burke moved that the Plan of Operations with the submissions of the changes, which are in this report and which has been distributed to everyone be accepted. Clerk Butterfield seconded the motion. Chair Bock asked if there were any questions or discussion. Hearing none, the vote was taken. The motion passed. Clerk Burke acknowledged Mr. Boyd for his assistance.

ELECTION OF THE CCOC OFFICERS OF THE EXECUTIVE COUNCIL

Chair Bock called upon Joe Boyd, CCOC's General Counsel. He noted that there were three officers to be elected. Those are the Chair, Vice Chair and Secretary Treasurer. He opened the floor for nominations for the Chair of the CCOC Executive Council. Chair Bock pointed out that the Executive Committee selection is only voted on by the Executive Council members. Mr. Boyd stated that new Council members could vote. Clerk Frank nominated Clerk Butterfield for Chair. Clerk Butterfield declined for this year. Clerk Frank then nominated Clerk Burke. Clerk O'Neil nominated Clerk Butterfield for Vice Chair. For Secretary/Treasurer, Clerk Butterfield nominated Clerk Green. Clerk Frank moved that the nominations close. Clerk Butterfield seconded the motion. The slate was Clerk Burke for Chair, Clerk Butterfield for Vice Chair and Clerk Green for Secretary/Treasurer. The Executive Council with new members voting elected the slate. The new officers were sworn in by Chair Bock.

Chair Bock turned the meeting over to the new Chair to end the meeting. Chair Burke thanked Clerk Bock for her exceptional leadership that she has given CCOC over the past several years.

There was no other business. A motion to adjourn and a second were given. The meeting was adjourned.