

**APPROVED MINUTES
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
June 5, 2020, 10:00 AM EST
EXECUTIVE COUNCIL MEETING**

Via WebEx and Conference call

The June 5, 2020 meeting of the Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) was called to order by Executive Council Chair JD Peacock at approximately 10:00 AM. Clerk Crawford opened the meeting with an invocation. Clerk Russell called the roll. Council Members present during the meeting were the Honorable Peacock, Clerk Russell, Clerk Smith, Clerk Butterfield, Clerk Crawford, Clerk Newton, Clerk Roth, Clerk Ruvin, Clerk Colonnese, and Judge Ficarrota.

INTRODUCTION AND AGENDA APPROVAL

Clerk Peacock recognized all the staff for helping during this time. Even though this meeting was called in an emergency, Clerk Peacock asked for a motion to have the meeting as well as the agenda approved. Clerk Colonnese made the motion to have the emergency meeting and approve the agenda and Clerk Newton seconded the motion. The motion was approved unanimously.

REPORT FROM MAY 27 BUDGET COMMITTEE MEETING

Clerk Peacock began by explaining the purpose of this meeting to the Council. He wanted to be sure everyone understood the current status of budgets and revenues. Clerk Peacock explained the cashflow spreadsheet to everyone on the call and explained that everything was going well until COVID-19 hit. Clerk Peacock opened the floor to the Council for any questions or concerns. No one from the Council had questions.

He showed the Council the timeline for making any current year budget adjustments, as approved by the Budget Committee. The timeline includes the Interim Revenue Reports due by June 10 as well as the EC reports due by the 19th. These due dates allow CCOC staff to have an extra day to process and review the documents. An emergency Executive Council meeting may occur on June 26, 2020. Clerk Peacock opened the floor to the Council for any questions. Clerk Roth agreed with the timeline and thanked Clerk Peacock for working on it. Clerk Butterfield then stated that she also agrees with the timeline and that it should go out as soon as possible.

Clerk Colonnese mentioned that courts will start to reopen by July 1, 2020. Judge Ficarrota also mentioned that each circuit is facing different challenges. His court is scheduled to have jurors on July 6th but they may not be able to return until July 20th. Clerk Butterfield brought up that the direction has been to give local Chief Judges the ability to recognize what works best in their circuits. The impacts of a budget reduction will vary across the state due to this flexibility. Clerk Peacock asked if anyone else had any questions. There were none.

Clerk Russell motioned to approve the timeline and Clerk Butterfield seconded the motion. The Council approved the motion unanimously.

CFY 20-21 BUDGET FORMS

The Budget Committee discussed the CFY 2020-21 Budget Forms at their meeting held on February 19, 2020. Clerk Peacock requested CCOC staff to send the form to the Budget Committee members, so they could review them with their teams and make suggestions or changes. Their recommendations included fixing typos, expanding the Issue Categories on the Budget Issue Request form, and making titles less specific and more universal. Clerks must submit Revenue Projection for CFY 2020-21 as well as the Budget Issue request form. Clerk Peacock asked for approval of the timeline, which includes a July 1 deadline for submission of the Budget Issues Request form. Clerk Peacock then opened the floor to the Council to ask any questions. There were no questions.

Clerk Peacock asked if any Council members opposed the deadline. No council members opposed; therefore, the July 1 deadline was formally adopted.

JUNE TRUST FUND DISTRIBUTION

Clerk Peacock addressed the fact that counties are working from month to month on a cash flow basis. Right now, we are using the CCOC Trust Fund balance to make the month to month cash flow decisions. Clerk Peacock asked the Council if they had any questions or comments on the subject, in which no one did.

Clerk Butterfield motioned to approve the June Trust Fund Distribution and Clerk Colonnese seconded the motion. The Council approved the motion unanimously.

OTHER BUSINESS

Clerk Peacock presented to the Council a short survey to be completed by Clerks regarding how each office is responding to COVID-19. The survey focuses on issues they came across, solutions for them, and how each Clerk's office dealt with revenue and budgets. Clerk Peacock asked if anyone had any questions. Judge Ficarrotta addressed that the courts are dealing with cuts, and they are working on it. Clerk Frank mentioned that we need to provide the legislature with long term funding solutions, so we don't continue each year to have these funding problems. Clerk Timmann pointed out that CCOC did submit the statutory report by Clerk Russell's Revenue Enhancement Committee to the Legislature this past year with such solutions.

Clerk Peacock thanked everyone for their hard work and effort during this time.

The meeting was adjourned at 11:15 AM.