



EXECUTIVE COUNCIL MEETING

June 22, 2020

JD Peacock, II
OKALOOSA COUNTY
EXECUTIVE COUNCIL CHAIR

Jeffrey R. Smith, CPA, CGMA
INDIAN RIVER COUNTY
VICE-CHAIR

Tiffany Moore Russell, ESQ.
ORANGE COUNTY
SECRETARY/TREASURER



STACY BUTTERFIELD, CPA
POLK COUNTY

JOHN CRAWFORD
NASSAU COUNTY

TODD NEWTON
GILCHRIST COUNTY

LAURA E. ROTH
VOLUSIA COUNTY

HARVEY RUVIN, ESQ.
MIAMI-DADE COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

**ANGELINA "ANGEL"
COLONNESO, ESQ.**
MANATEE COUNTY
SENATE APPOINTEE

VACANT
HOUSE APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

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GENERAL COUNSEL

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EXECUTIVE COUNCIL MEETING June 22, 2020

Meeting time: 9:00 AM to 12:00 PM

Conference Call Line: 415-655-0001; Access code: 160 277 9431

Meeting link: <https://flccoc.webex.com/flccoc/j.php?MTID=m3c53353fd66b361fea49b01d4edd28f4>

Meeting number: 160 277 9431 Password: ECMeeting

- Call to Order.....Hon. JD Peacock
- InvocationHon. John Crawford
- Roll Call.....Hon. JD Peacock
- 1) Introduction and Agenda ApprovalHon. JD Peacock
 - 2) Approve Minutes from 4/14/20, 4/27/20, & 6/5/20 Meetings.....Hon. Tiffany Russell
 - 3) Treasurer's Report & Proposed Work Plan.....Hon. Tiffany Russell
 - a) Review & Approval of the CCOC Office Budget Report for
CFY 19-20 through May
 - b) Proposed CFY 20-21 CCOC Office Budget & Contracts
 - 4) Committee and Workgroup Reports
 - a) Budget Committee.....Hon. JD Peacock
 - b) PIE CommitteeHon. Tara Green
 - c) Legislative Committee.....Hon. Carolyn Timmann
 - d) Revenue Enhancement CommitteeHon. Tiffany Moore Russell
 - e) Electronic Notification Platform WorkgroupHon. JD Peacock
 - 5) Report on TCBC..... Hon. Judge Ficarrotta
 - 6) Review of Tentative EC Meeting Schedule for CFY 20-21.....John Dew
 - 7) Setting of CCOC Annual Corporation Meeting.....Hon. JD Peacock
 - 8) CCOC 2020 Council Election ResultsJohn Dew
 - 9) Election of CCOC Executive Council LeadershipGeneral Counsel Joe Boyd
 - 10) Other Business.....Hon. JD Peacock

DRAFT MINUTES

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

APRIL 14, 2020 3:00 PM EDT

EXECUTIVE COUNCIL MEETING

Via WebEx and Conference call

The April 14th, 2020 meeting of the Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) was called to order by Executive Council Chair Clerk JD Peacock at approximately 3:05 PM EDT. Council Members present during the meeting were the Honorable JD Peacock, Honorable Jeff Smith, Honorable Tiffany Moore Russell, Honorable Stacy Butterfield, Honorable Angel Colonnese, Honorable John Crawford, Honorable Ron Ficarrotta, Honorable Todd Newton, Honorable Laura Roth and the Honorable Harvey Ruvin. Clerk Moore stated that there was a quorum. Invocation was given by Clerk John Crawford. Chair Peacock welcomed all to the meeting.

APPROVAL OF AGENDA

Chair Peacock began by saying that because this is an emergency meeting under CCOC's current Plan of Operations, it will require Council members to authorize the continuation of the meeting. There was less than a seven-day notice. At this point, he asked if a Council member would make a motion to allow the continuance of the meeting. Clerk Colonnese made the motion. Clerk Roth seconded it. The vote was taken, and the motion passed unanimously.

The Chair thanked all that have been part of ongoing calls and communications. The CCOC is making sure that they are communicating our situation to the partners as well as doing everything they can to understand either the Federal legislation and/or the HR legislation. The team is working every communication channel that they can find. We have some great business partners in the Legislature, the Legislative staff, the different partners in OSCA and the Judiciary. These are the times when the relationships that we have built with others really come into play and as the Chair he would like to thank all of those on our team that have been reaching out and having those conversations. He thanked our business partners for being receptive to our phone calls during these trying times. While we in the Court system have a very essential function to our government, we want to make sure that we are cognizant of the fact that presently the Governor's office and all the decision makers are making life and death decisions. We want to make sure when we are having those conversations that we are cognizant of that fact and we want to make sure we are not in the way of those important emergency matters. While everyone has been very receptive to our concerns, we still need specific data to give those stakeholders.

UPDATE ON CLERKS' REVENUE SITUATION

Chair Peacock updated the revenue situation of the Clerks. He stated that the CCOC team continues to look at every piece of revenue data. There have been a great many surveys received last week as well as the initial report for the last 15 days of March. Jason Welty, as the lead CCOC staffer, will start developing spreadsheets and data to understand exactly where everybody is. Right now, we do not have specific information because we have gone through a March that other than the last week show normal type numbers. He continued that we will be able to see the numbers that are going to tell us the most about the revenue situation for the first 15 days of April. The report that Jason's going to get us next week along with the EC reports will give us both the data to tell us where we are and provide a

strong foundation on forecasting near term into the next several months. As far as the revenue data, we will be going into some additional details when we get to the Guidance Memo that is presented as a draft to the Council.

Chair Peacock indicated that Jason, Jason's team, John Dew as well as the partners at the FCCC are watching all the different numbers. We will be getting the specific numbers from the reports that will be coming in this Monday the 20th. The spreadsheet will capture where the Clerks are at the start of each month based on what is reported in your EC report. Then we can use the revenue information per 15 days to forecast out into the near future and then into the future. We want to make sure that it is as accurate as possible. We had to buy time to get us to a point to where that data would be there and by the 20th of next week, we feel like that we are going to have sufficient data to bring back to the Council. The spreadsheet will show where everybody is from a cash perspective. We want to make sure that the Council understands precisely across all Clerks where everybody is at the beginning of March and where we anticipate everybody will be at the beginning of April as well as the beginning of May. He asked if any of the Council members had questions. There were none.

UPDATE ON RESEARCH AND COMMUNICATIONS

The Chair turned the meeting over to Jason Welty to give the briefing. Jason thanked the Chair and everyone joining the meeting today. He continued that one of the things that CCOC is doing is looking at the CARES Act and trying to break it down. He continued that he is working on making sure that he is getting as much information from as many different sources as possible. CCOC can provide the Clerks some additional information to help not only from the standpoint of the direct federal funding for state and local governments, but also there are multiple pieces in the CARES Act and the Families First Coronavirus Relief Act. We hope to send out some additional information on all the things that have come down from the feds. He stated that CCOC continues to monitor this but also with the potential 4th Relief Act that is being discussed in Washington. Chair Peacock thanked him. The Chair wanted to emphasize that Clerks and clerk staff that have data points to please communicate those to Jason. We have asked the Clerks and staff if you have heard something we do not know, or you think we do not know, please let us know.

CCOC GUIDANCE MEMO

After working with staff this week, the Chair felt it was time the Council needed to meet and provide some guidance to Clerks as the official budgeting arm of the Court Operations for the Clerks across the State. He said that it was time for him to get some feedback from staff and put together a Guidance Memo. This is a draft memo to start the conversation with Council members because it is his intention for this to be a product from the Council. He wanted to give the Council a chance to weigh in and add and subtract whatever you feel like. He wanted to start with a couple of things that he has been operating under as the Chair. The Chair is only one vote of the Council and is not in charge. It is his job to lead and get the conversation started. The Council makes the decisions. He started the discussion by stating that there have been a lot of conversations with our business partners and stakeholders. These have included conversations with the Governor's office and with the Legislative staff. Every time one of those conversations has happened, there has been a receptive ear. They understand that we have a significant issue. Those initial conversations have ended, but when we have some actual numbers about each Clerk's situation, that is the time when we can continue those conversations.

From his perspective, the State Court function of the Clerks is the state's responsibility. It is a state function according to the Constitution. In the funding shortfall that is going to happen because of loss of revenue over the next few months, that is going to be something that we are going to have to have

assistance from our State partners. The Chair stated that we do not have the resources to basically fix it ourselves. The short duration between now and when we are going to open the doors again, there are too many complications. Right now, we are buying time. He sees this currently as a cash flow situation for at least this quarter, the third quarter of the county fiscal year. We do not know yet what it is going to look like from a revenue perspective when the gates open back up and all the filings start happening in June or July if that is even the timeframe. We know that when it opens, there will be a lot of civil cases and things are going to spin back up again. There is a lot of work that is being pent up right now. We need to be ready to support the system. We are buying time with cash flow to keep everyone whole through at least the third quarter until we get to some sort of solution from our state partners. They know just like we do that there is a problem. We have got to be able to buy time to know the exact specifics of that problem at least in the short term for this current quarter. The Chair continued stating that CCOC is developing specific revenue impacts that can be forecasted out. He believes that the data that we are going to get out of the EC report for March, as well as the first 15 days of April, is going to give us the tools we need to forecast out until June on what everyone's cash position will be.

The attached Guidance memo has a couple of draft concepts in it. First, is information that Jason put together on the CARES Act and how we currently think that is going to apply. The belief is the CARES Act is not going to provide a solution for lost revenue. It is probably going to come through the State or local governments to Clerks or through the Clerks of the big counties. We do not know at this point what is going to replace lost revenue. It may come from somewhere else. That is in the first section of the memo.

The Chair continued with the second section which is associated with the court-related expenditures. The section discusses what the Clerks need to be tracking as related to expenditures for COVID 19. Also, there are four bullet points of direction from the CCOC. One, offices need to be reporting timely on the data points that are needed at this critical point. Two, we need to start the discussion if you have a current vacancy, hold that position temporarily until we get through this unless it is a critical position related to your court-related functions. The third is to minimize operational expenses. If there is something that you can put off, we are requesting that you do that. The fourth bullet is to be thinking from a cash management perspective in your offices. What kind of plan do you have if help is slow in coming and what is your cash flow perspective on how to get through the next several months?

The Chair noted that this is a state funding concern. If you can find a cash solution short term from your county or from funds that you are able to do an accounting loan internally that is not a long-term solution that is a short-term cash solution. He feels that those costs need to be recouped. It is not a responsibility of the county or your trust fund or your recording revenue to pay for the court function.

At this point the Chair opened the meeting for Council comments, suggestions, changes that you feel you would like or just scrapping it and starting over. Clerk Roth wanted to thank CCOC for the Guidance Memo and she could not agree with it more. She stated that it sounds like we are going to need some long-term help from the partners. She thinks the Memo is fine. The only thing that she would add is if there was any consideration that when it comes to the CARES Act funds, that the CCOC could take on a role of collecting data from Clerks on what claims maybe valid under the CARES Act and then maybe making a claim on behalf of all Clerks for distribution. The Chair said that was good suggestion and that he had not thought of that. At this point he does not know if he has a specific answer. He would suggest taking it to the team.

Chair Peacock put line numbers on the document so members could refer to the text easily. He asked all to look at line #78 on the third page of the memo, "it will authorize the staff in consultation

with the Chair to provide timely information as we get it and as it is verified to all the Clerks." That line is not intended for the Chair to take unilateral action. He is not intending to do that, nor does he have the authority to do that. It is more intended to give us the ability to get verified information out to everybody as quickly as possible. He knows that the FCCC is doing the same and we did not want to have a delay.

The final concept in the memo is a decision that he felt like the Council needed to make all the decisions related to the FY 19-20 budget status whether it be a cash flow amendment or a budget amendment or other specific action taken by the Council to handle the short term funding cash flow issues. It will be handled by the Council as opposed to being vetted through the Budget Committee. The reasons are, first, we do not have time to make quick decisions when we do that. Second, the size of the group of the Budget Committee would cause some timing issues. We also get into where we have Sunshine concerns. The Council is a Sunshine body and our Budget Committee is a Sunshine committee. That is the guidance that he wanted to put in and get the consent of the Council. We, as the Council will make those specific decisions and it will not be vetted through the Budget Committee due to those factors. Additionally, in that paragraph he is requesting that the Council support the idea that as a Council we are going to do everything within our authority with the Trust Fund and the CCOC budget authorities to keep everybody funded through the quarter. The reason he placed that in there was he believed with the data that is collected now and the data that Jason will have next week will allow us to project out everybody's cash situation with some estimates at the beginning of each month through the next three months. With that information, he believed that we have the resources to temporarily adjust those Clerks who are going to have a cash flow cliff and we will work a month at a time on this. He noted that there is going to be a point in time that Clerks are going to hit the cash flow cliff. The surveys showed that. The spreadsheet with the data will give us the specific information points that will tell us specifically when those things are going to happen. He hopes that he and the staff can bring the spreadsheet back to the Council around the 22nd. We should have the data to have a CCOC Council meeting and have a suggested solution for short term funding adjustments to get us through May. And then we would do the same for June. This is a short-term cash flow situation and is dependent upon help coming at some point in the future from our partners. He believes that we will have the data to do that and he feels strongly that we stay whole between now and certainly through this quarter. He asked the Council members to ask questions or give comments.

The Chair opened the discussion to the Clerks on the call. He continued that after we have had a chance for everybody to speak then he is going to ask for the Council for support to ratify this memo. It will be a directive from the Council to the Clerks. Clerk Butterfield wanted clarification on the last paragraph. She asked if what he is suggesting is that you are going to bring back to the Council some sort of plan that includes either budget amendments or cash flow solutions to fully fund all the Clerks through June 30th. Is that your intent to have an actual meeting when you have that solution? Chair Peacock said that she had stated it as what he anticipates in monthly chunks.

He then opened the floor up to staff members from Clerks' offices who might have questions. He then asked if anybody from the public had any questions.

Clerk Smith had two comments. He began by mentioning the CARES Act and that the GFOA sent out something today that it only applies to jurisdictions with populations of more than 500,000. That is only going to help a few. He does not know how much that is going to be a benefit. He had a second concern about taking the Budget Committee out of the process. He understands the timing, but does the CCOC by-laws allow for those procedures? Chair Peacock said that the Council body makes the decisions and the Budget Committee is the body that makes the recommendations. The Chair stated

that he will research that to double check. His assumption is that the Budget Committee made the recommendation on the current budget and at this point we are making amendments related to this specific situation. Clerk Butterfield wanted to follow up on what Clerk Smith said that the CARES Act only applied to over 500,000. She asked if you know or does staff know if that is a correct assumption? The Chair asked Jason if the initial CARES Act stated that counties or cities over a certain population could go directly to the Federal Treasury while other entities smaller than would have go through a State or other avenue. Jason stated that was correct. Jason continued that cities and counties that have a population of over 500,000 can go directly to the Treasury. The way the Cares Act money is split up is that 55% is going to the State and 45% of it will go to the local governments. He said that Florida is in line to get about \$8.3 billion and 45 % is going to the 12 biggest counties in Florida directly. The other counties and cities will have to go through the State's process to get their money. Basically, the money break-down will be out of the \$8.3 billion however much the population is of those 12 counties over 500,000 that will determine how much the State has. He does not have the exact figures and Treasury has not released how they are going to implement that either. He thinks that this will come out in their final guidance.

There was a question via Chat on the WebEx meeting. The question was, will the decisions made be a public meeting of the Council? The Chair said he anticipates as we get the data together and we are able to put it into a logical spreadsheet that shows what the data supports, what are the assumptions, and how we formulate some solutions from a staff perspective, it will be time for making decisions. We will be timely in posting this kind of decision making for you to review. There will be a notice for a public meeting. We will bring those short-term solutions to the Council for discussion, debate, and public comment prior to taking any action.

Another Chat question was are you considering specific criteria for funding solutions for example relating to donor or deficit county? There has not been a discussion with staff yet on the criteria for treating donor or deficit counties differently. We are currently operating in how we keep everybody funded from month to month through this quarter. The measures right now are trying to forecast who is going to have a cash deficit problem starting each month and to try to address that first from a third quarter perspective. He thinks a broader yearlong budget conversation will have those kinds of discussions. The immediate concern is cash flow to keep the Clerks operational.

The next question was are you having criteria on services to continue? The Chair does not think that there has been a conversation with staff on which service or services that would be picked. Based on the Governor's order and based on his understanding of the Constitution, the role the Clerks have in the court system and based on the work we are currently doing, he feels like everything we do related to the court function is an essential constitutional function. He does think at this point we need to be selective on what pieces are going to be funded or not.

The next question was what will guide the adjustment? Initially, he said is how do we keep Clerks healthy as we adjust to the shortfall in revenue for the next couple of months.

The last question had to do with adjusting the deficit to make the Clerks whole. He was not quite sure of the question. He thinks the term whole is a yearlong kind of solution. He is not talking about that yet because we do not know the numbers yet to talk about a yearlong number either globally across all of this or specific across individual Clerks. We will be closer to that data after the 20th when the reports are turned in. He talked about specific actions that the Council will need to take to keep the Clerks functioning from month to month through this quarter. Obviously, that leaves lots of conversation to talk about the whole year long.

The Chair received a text message from Judge Ficarrota. He stated that he looks forward to the Courts and OSCA working with the Clerks. He also added a brief note that he knows that Chris Hart of the FCCC has been working closely with Lisa Kiel of OSCA and they have been receptive to conversation. It really has been a team effort across a lot of business partner relationships.

Clerk Forman had a question on whether the 19-20 budget will sustain most offices until the end of the third quarter. The Chair answered that is a question that we need more data to answer. He is confident that we have the cash flow to begin May. April will be the benchmark for the decline in revenue. Jason will get the first 15 days of revenue for April next week. He thinks that will be the low point and Jason will be able to forecast that out for a couple of months. The goal is to look at each month individually and if we must find a way to adjust, we have a distribution from the Trust Fund that takes place on May 5th. That is a little over \$2 million that will be distributed to the funded clerks. They are going to be looking if somebody has got the cash flow and does not need that payment right now, we may be able to find a way inside of that distribution to fund the Clerks that have a specific cash flow crunch. That is not intended to be an adjustment to your budget authority. This is just a temporary cash flow maneuver that the Chair feels like the Council can take. He thinks that we can do that for the next two months. The data will tell us that. Obviously, what we are doing is pushing the hole in the revenue as far out as we can to give us time to find a solution. None of these actions solve anything. All they do is keep the Clerks funded from month to month.

Chair Peacock said he has followed every text and the chat. He wanted to finish by saying that we are trying to buy time. That is the goal until we understand what the actual impact is and where a potential solution comes from and how that comes to us. We want to make sure we have good data and it is understood and we can validate it. We do not want to have conversations with our partners without having good data that supports what we are trying to say. He knows that we have had conversations about different options. For example, like the revenue that goes to the GR or the revenue that goes above your 1/12. Some of those ideas he thinks are worth pursuing as solutions and we are vetting them to see if they are something that we can present effectively. He wants to go to our partners at the State with a solution, not just a problem, but a solution. He believes that staff has heard those comments and are weaving them into conversations. His request is that you not take a unilateral action locally as a Clerk as it is related to a statutory obligation or an obligation of the CCOC's Plan of Operation. It must be vetted before taking that kind of action. There has been a lot of ideas that are floating around. It is a good thing. We are looking under every rock to find a solution. The Council needs a chance to weigh in and present options and talk to stakeholders to make sure that we have had good vetting and conversations. The Council is going to take every effort to keep the Clerks whole and funded from month to month until we can find a solution. There may be a time when we must take some dramatic actions. It is not today.

At this point, there were no other comments. The Chair asked the Council to ratify the Guidance Memo to be sent out by the staff to all Clerks and Clerk finance staff. He opened the floor for a motion. Clerk Colonnese made a motion to ratify the memo. Clerk Newton seconded the motion. The Chair asked if there was any debate and hearing none, he asked for a vote. The motion passed unanimously.

He thanked all for getting on the call and taking the time to listen. We know that everyone is busy. He thanked the CCOC staff.

Chair Peacock's final point is during these times the Clerks' employees look to the Clerk to provide consistency and provide compassion. He appreciates the team and all the Council members and Clerks and staff. The meeting was adjourned.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

April 27, 2020 3:00 PM EST

EXECUTIVE COUNCIL MEETING

Via WebEx and conference call

The April 27th, 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 3:00 PM ET. Clerk Crawford began 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 Ficarrotta. Clerk Peacock thanked Judge Ficarrotta for being on the call and Judge Ficarrotta acknowledged the importance of the judiciary and clerks working together.

APPROVAL OF AGENDA

Due to this being an emergency meeting the Agenda was not sent out timely, so Clerk Peacock asked for a formal adoption of the agenda and motion for having the meeting. Clerk Harvey made the motion and Clerk Colonnese seconded the motion. No debate or questions on the motion. With no objections the meeting and the agenda was adopted unanimously as presented.

APPROVAL OF MINUTES

Clerk Peacock offered to delay adopting the adoption of the minutes for the February 25th and March 25th meetings because they were lengthy and there was a short timeframe for the Council members to review. Clerk Russell motioned to approve the minutes from both meetings and Clerk Roth seconded the motion. No debate or questions on the minutes. With no objection the minutes were approved as presented.

ADJUSTMENTS TO DOR DISBURSEMENTS

Clerk Peacock brought to order the first topic of discussion: the short-term tactical response to the cash cliff due to decreased revenue. Clerk Peacock's goal is for the Council to use the resources they have before the cash cliff catches up. The Council must work on solutions for the budget year. State partners recognize that there is an issue and the CCOC is trying to get facts to present to them. This is step one in the facts process. Jason Welty and team put together estimates based on information in the Expenditure and Collection (EC) Reports. Clerk Peacock started with questions from staff, clerks and staff members at CCOC.

Clerk Peacock first wanted to address some questions he has received from Clerks or their staff to clarify where we are starting from. The timing of revenue as compared to expenses for Clerks is the first point of clarification. Revenue from September 2019 through August 2020 pays for expenses from October 2019 through September 2020. Last month's revenue pays for this month's expenses as this month's revenue is collected. Clerk Peacock

identified that it can be a confusing concept as it took him several years on the Budget Committee to fully understand why it is done that way.

Clerk Peacock's first goal as well as the Council's goal was to stay solvent through the 3rd quarter of the CFY (June 2020). The second was to use resources available as a Council to accomplish the first goal, and the third was to work with partners at FCCC, OSCA, the Courts, Governor's Office, Legislature – staffers and legislators, to find an emergency fund stabilization solution that gets the Clerks through the year. He said he felt confident that the advocacy team was working towards that goal.

Clerk Peacock explained the cashflow and temporary solution being offered. He walked through the components based on actuals reported in interim revenue reports (IRR) and explained how we look at each Clerk individually. This information was coming fast paced and based off metrics from EC reports and from 04/20 as well as IRR. He apologized that it was not sent out until late Friday, but it was late because staff was working late to make sure everything was well vetted.

Clerk Peacock ran some numbers on his own and then compared to what Jason had done separately to validate against one another. The goal was to understand everybody's cash position at April 1st (Column M of the spreadsheet). This comes from everyone's EC report and includes seven months of revenue including September 2019 and inclusive of expenditures for six months starting in October 2019. It also includes disbursements from the Trust Fund for funded counties and excess revenues that goes back to the trust fund (1/12th calculation).

Then Jason used the first 15 days of April revenue as a basis to calculate April anticipated revenue by clerk. The next column shows the month of April monthly trust fund distribution to the funded clerks. Then added together expected revenue and trust fund distribution (Column P). From an expenditure standpoint, Jason estimated expenditures for April based on lesser of either the average first 6 months expenditures or average of the remaining budget authority for the final 6 months (whichever was lower). Most people had a lower average for first 6 months.

Once the math was done on April's calculation it becomes the anticipated cash position on May 1st. The question becomes, "Can you make the first payroll? Can you make the second payroll?" Column R shows the counties highlighted in orange that we anticipated that may not make first payroll or certainly not the second until a distribution from CCOC comes out (around May 5th). Next add in expected expenditures to get cash carry forward number for June.

We have tried to find a way that you have cash carry forward plus expected revenue in June that will carry you through to the end of June. Once you get to July 1, Column Z shows your anticipated cash position. Counties highlighted in red do not anticipate on July 1 there will be enough money to make July payroll.

The deficit number in column Q is the revenue that came in against the expected expenditure, not to budget authority or it would have been a bigger number. That is a \$14 M

deficit at May 1. Then, moving forward there is almost a \$31 M deficit for June 1. When you follow that through there is over \$48 M revenue shortfall through the 3rd Quarter.

These numbers help Jason and the advocacy team that communicate with stakeholders by giving them a number. This number shows that in 3 months there will be a funding deficit of almost \$50 M. Clerk Peacock is asking to adjust the monthly TF distribution from the normal monthly distribution to what is on this spreadsheet. They have found a way to use that distribution (a little over \$4.1 M in the trust fund) and adjust what normally goes out to help get everybody to July 1.

Counties listed in Column T will receive a distribution from the CCOC Trust Fund. Some counties that would normally get a distribution from the TF will not get a distribution if it seemed that a county had sufficient cash flow at June 1 without a cash flow distribution in May. The distribution for May is being used to make sure that the Clerks that were going to have a cash flow cliff before July 1 get help. That turned out to be \$2,764,000 for the distribution around May 5.

We will have about \$4.3 M of state trust fund authority left for the two months of the SFY. This gives a \$1.5 M in TF balance to utilize to shore people up come the June distribution if we need to. We will get better numbers May 20 to replace estimates and use the remaining balance to catch people up that won't make it through June. Request to the council is to authorize staff to change the distribution schedule with DOR so that they will distribute to the clerks in Column T as outlined in the spreadsheet.

Clerk Peacock opened it up to Council members to ask questions, get clarifications, or make suggestions. Clerk Butterfield thanked them for their work on a complicated spreadsheet and the time needed to work on such a project to keep everyone operating until June 30. She brought up the revenue projections used in Column N, F and W. Clerk Butterfield wanted to ask Clerks to report early and update sooner rather than later to get actual April numbers. And she pointed out the trend of bringing in less revenue each month but maintaining a monthly expenditure of approximately \$34 M which means most Clerks will be out of money by July, and the problem will just grow bigger and bigger.

Clerk Peacock stated that Clerk Butterfield was accurate and that more information sooner is better. We have a tight timeline for DOR as they wanted the distribution numbers last week, but Clerk Peacock wanted to speak with the Council before sending those over. The \$25 M is effectively the remaining balance statewide. As the team communicated with legislative staffers, they wanted to know about individual Clerks. Even those who may have a positive balance at July 1 will run out of money quickly and they will be in the same situation as the ones in red.

Clerk Peacock asked if anyone has any further questions or comments. Clerk Roth spoke up and thanked Clerk Butterfield for her questions and comments to the timing. She understands that it is a tight timeframe to work with DOR to carry out the distributions quickly. She received an email from Ken Burke and wanted to express his concerns to the Council as he had another call and may not be on the line yet. Clerk Roth understands that timelines and why this was being brought up to the Executive Council for decision; however,

Clerk Burke raised concerns that the only approval was the Executive Council and not first stopping at the Budget Committee where there is more vetting and vigorous debate. Clerk Roth is putting forward the request of Clerk Burke to reconsider allowing the Budget Committee to meet on this issue. Clerk Peacock thanked Clerk Roth for her comments and took the blame for this issue being brought to the Executive Council level because of emergency that we are in to get this done. When there will be a yearlong budget decision, he would entertain moving that to the Budget Committee first. Right now, Clerk Peacock feels in this emergency situation we are trying to stay solvent from month to month. Once there is a solution identified it may not be the entire deficit and CCOC may have to make hard decisions and push these to the Budget Committee for full debate. It would be on a tight timeframe as this is an emergency action that is just getting us to July. If we get to June without a basic understanding of what the solution will be, we will have to take dramatic steps in the current fiscal year.

Clerk Alvarez-Sowles asked if the surplus clerks would put money into the trust fund going forward. Clerk Peacock assumes that there will be no surplus starting in May, which Jason Welty agreed with. This is due to the revenue shortfall that everyone is experiencing so there would be no excess coming into the trust fund. Clerk Alvarez-Sowles commented that just prior to this meeting she sent updated revenue numbers for Pasco to Jason. Her revenues have dropped significantly, and she asked that CCOC consider the most recent data. Clerk Peacock explains they have built in more numbers to go out in the June distribution to fill in holes they missed in actuals and estimates.

Clerk Alvarez-Sowles is concerned that Pasco won't receive additional money from the TF after the current month. The communication she had with her county to get assistance was reliant upon receiving funds from the trust fund. She states that she understands we are all in this together, but it puts her in a bind locally. Clerk Peacock assured her that we are only adjusting May and June TF distributions. We will examine this each month.

Clerk Peacock stated that he understood the situation and that each Clerk is having to have communication with their county about this issue; some have the relationship to get short term assistance and some don't. He also noted that the court functions are the state's responsibility and he asked that everyone keep track of the funding from other. Also, that we make sure we are communicating all the cost impacts. He states they are trying to make sure each clerk has the cashflow to get them to July 1.

Clerk Butterfield asked if the normal May distribution to funded Clerks would still happen to which Clerk Peacock answered that no, they would not. The only distribution would be as presented on this spreadsheet to get everyone to July 1. Clerk Butterfield also wanted to clarify that this just got everyone through June and that there would still be funds available for a June distribution. Clerk Peacock confirmed that she was correct and that there would be another Executive Council meeting this time next month, if not another one sooner to figure out where the \$1.6 M will go.

Clerk Ruvin asked if we would at some point address whether Clerks would be part of the discussion during special session. Clerk Peacock stated that he has been working on cash

flow and trying to stay solvent. The FCCC legislative and communication team has been leading the efforts to stay in communication with legislative staff and the governor's office.

Clerk Cooney had two points, as Clerk Alvarez-Sowles pointed out these numbers are going to change and asked if the Council would vote on the formula instead of the actual numbers. He also stated if there would be another Executive Council meeting there would be at least one Budget Committee meeting in the interim. Clerk Peacock states that the Council is not being asked to vote on the formula. Clerk Cooney also asked if a date would be set for everyone to reduce or freeze their expenditures as much as possible in preparation for a potential reduction. As we move forward Jason will apply a 10% reduction to May revenues. As the data comes in, we may have to change that assumption. Clerk Peacock is asking that based on the current assumptions, to approve a distribution from the trust fund that we anticipate will keep everyone sufficient in cash flow until the July. Clerk Peacock feels that during this emergency time things are moving too fast to move each step through the Budget Committee prior to the Executive Council.

Clerk Peacock stated that we have a budget cycle we need to get back into for the next fiscal year. He intends to have a Budget Committee meeting via WebEx by mid-May, around the week of May 18th to discuss next year's budget. There are a lot of moving targets when decisions are made and when that budget gets here. We have to make decisions before a special session as it doesn't appear that will happen before July.

Clerk Kinsaul is also seeing reduced reviews and sees the formula and idea and things the other counties may need distributions. Clerk Peacock agreed that if we see numbers drastically change, we can make adjustments. He also stated that Jason would solicit feedback from Clerks and their finance staff if they see things going different than this calculation shows. If you need to, reach out to Jason so he can incorporate that into the projection for your county.

Clerk Colonnese asked if the dire message is being communicated to our partners and higher authorities, to which Clerk Peacock responded that yes, it is part of the broader conversation being had with our advocacy team. Clerk Butterfield agreed that this type of data that we were waiting on and need to have in those conversations. When you state that your revenues have dropped off, the natural question is "by how much?" Clerk Butterfield stated that the more information they have, the better. She stated that while she hears the comments, she thinks we need to engage the Budget Committee when we are talking about allocations to Clerks moving forward, whether July or next year, but this is an adjustment of the distribution for May and we will have another opportunity to deal with June. This is an emergency situation and the numbers are needed to DOR today. She also stated that when everything begins to open up, the funding source may not pick up due to the nature of the funding model, but the workload will.

Clerk Colonnese's second point was that if no assistance comes in that we basically grind to a halt and Clerk Peacock confirmed that is correct. The current goal of the decision today is to get to July 1.

Clerk Malloy had a question regarding the \$10 M that had to go back to the state and a clarification on the previous direction on the positions vacant for 180-day being eliminated. He also wanted to know if Clerks would be penalized for shifting positions elsewhere in their budget. Clerk Peacock stated that the 180-day vacancy is part of the Base Budget for CFY 2020-21 so when the Budget Committee meets in May, they can discuss that topic because they already voted to remove that from the base budget. Clerk Peacock asked that he track that information so should funding become available they can be paid back. Clerk Malloy would also be interested in hearing ideas on how others are reducing costs.

Jason Welty addressed the question about the trust fund. He has received many comments on who have three payrolls in April. The extra expenditures can be adjusted with the distribution for June to make sure they can get to the July 1 date. We still have some limited flexibility but if we can get those numbers updated for June distribution.

Clerk Burke thanked Clerk Peacock for his work on this. Clerk Burke stated that everyone is on a hiring freeze. The thought of furloughs or laying off staff is counter production to once the courts get back to full operation. Pinellas County had 3,000 small claims cases that are in the hopper and need to be heard. They have been asked to hold off on suspending licenses and extend payments, but they will have 16,000 cases once that is lifted. The demand on his staff and the Judges once jury trials resume will be great, not to mention evictions which will then become a commerce question. Will the Clerks be a bottle neck on the system because we don't have revenues to operate? He asked if Judge Ficarrotta could address the Trial Court Budget Commission (TCBC) as partners.

Judge Ficarrotta indicated that there are a limited number of trials that can still continue. Then when you bring juries back in some will be leery coming back into enclosed spaces and some have been out of work and coming in will be a hardship. Criminal trials will be the focus and civil will take a back seat for a while. He will bring it up to the TCBC Executive Committee tomorrow and at the full meeting in June. Courts are as essential as essential can be and the Courts can't do their job without the Clerks. Clerk Burke asked if the CCOC could give a report to the TCBC on our dire funding situation and how it works. Judge Ficarrotta said he would pass the request on to the Chair of the TCBC and get back to Clerk Peacock and John Dew.

Clerk Peacock asked if anyone had any further questions, to which no one did. Clerk Butterfield motioned that the distribution for the month of May be adjusted as presented in the spreadsheet. Clerk Smith seconded the motion. With no debate the motion was approved unanimously.

Clerk Peacock said that he would get some dates out to plan the next Budget Committee meeting. We won't be able to meet in person, but it will be a WebEx that will capture the debate amongst the committee members. He asked Budget Committee members to get agenda items to Marleni or Jason so that we can have backup or supporting information available.

Clerk Peacock thanked everyone for their time and attendance. John Dew thanked all the Council and Clerks involved in the call.

Jason asked that everyone with an extra payroll in May needs to get that information to him today so that he can update the spreadsheet for going into June and going into July. These are working documents, and everyone needs to monitor it, if you see issues get those turned in immediately. As you know your numbers get them in as quickly as possible.

Clerk Peacock adjourned the meeting at approximately 4:30 PM.

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 Ficarrotta.

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 Ficarrotta 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.

CCOC Budgetary Report
County Fiscal Year 2019 - 2020
(October 1, 2019 - September 30, 2020)

| | Budget Category Amount | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Year to Date Expenditures | (%) of Budget Expended |
|--|------------------------|-------------|-------------|-------------|--------------|--------------|-------------|-------------|--------------|---------------------------|------------------------|
| CCOC STAFF: | \$874,441.46 | \$64,521.55 | \$64,662.43 | \$64,411.31 | \$69,072.36 | \$65,418.51 | \$63,423.84 | \$65,885.77 | \$59,397.93 | \$516,793.70 | 59.10% |
| Executive Director | \$134,543.00 | \$11,211.92 | \$11,211.92 | \$11,211.92 | \$11,211.92 | \$11,211.92 | \$11,211.92 | \$11,772.51 | \$11,772.51 | \$90,816.54 | 67.50% |
| Deputy Executive Director | \$106,019.00 | \$8,834.92 | \$8,834.92 | \$8,834.92 | \$9,276.66 | \$9,276.66 | \$9,276.66 | \$9,276.66 | \$9,276.66 | \$72,888.06 | 68.75% |
| Budget & Communications Director | \$82,915.00 | \$6,909.58 | \$6,909.58 | \$6,909.58 | \$7,255.06 | \$7,255.06 | \$7,255.06 | \$7,255.06 | \$7,255.06 | \$57,004.04 | 68.75% |
| Budget Manager I | \$37,867.60 | \$3,155.63 | \$3,155.63 | \$3,155.63 | \$3,281.86 | \$3,281.86 | \$3,281.86 | \$3,281.86 | \$3,281.86 | \$25,876.19 | 68.33% |
| Budget Manager I | \$46,865.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Budget Manager I | \$46,865.00 | \$3,905.42 | \$3,905.42 | \$3,905.42 | \$4,061.63 | \$4,061.63 | \$4,061.63 | \$4,061.63 | \$4,061.63 | \$32,024.41 | 68.33% |
| Sr.Budget Manager | \$67,380.48 | \$5,615.04 | \$5,615.04 | \$5,615.04 | \$5,839.64 | \$5,839.64 | \$5,839.64 | \$5,839.64 | \$5,839.64 | \$46,043.32 | 68.33% |
| Executive Assistant/Human Resources | \$40,500.00 | \$3,375.00 | \$3,375.00 | \$3,375.00 | \$3,476.25 | \$3,476.25 | \$3,476.25 | \$3,476.25 | \$3,955.50 | \$27,985.50 | 69.10% |
| Internal Revenue(Corporation Responsibility) | \$55,000.00 | \$3,302.37 | \$3,358.66 | \$3,127.54 | \$3,666.26 | \$3,643.66 | \$3,677.38 | \$3,303.22 | \$3,412.20 | \$27,491.29 | 49.98% |
| Retirement, Benefits, Workers' Comp and Other | \$256,486.48 | \$18,211.67 | \$18,296.26 | \$18,276.26 | \$21,003.08 | \$17,371.83 | \$15,343.44 | \$17,618.94 | \$10,542.87 | \$136,664.35 | 53.28% |
| OPS STAFF: | \$22,000.00 | \$2,328.00 | \$3,041.25 | \$5,037.75 | \$3,206.00 | \$5,125.00 | \$5,185.00 | \$455.00 | \$830.00 | \$25,208.00 | 114.58% |
| GENERAL EXPENSES: | \$85,159.54 | \$8,922.47 | \$7,176.40 | \$4,876.97 | \$5,963.19 | \$5,677.56 | \$4,701.73 | \$10,306.30 | \$4,258.34 | \$51,882.96 | 60.92% |
| Rent (including Utilities) | \$45,159.54 | \$3,480.90 | \$3,393.62 | \$3,492.28 | \$3,382.15 | \$3,368.44 | \$3,390.32 | \$3,385.19 | \$3,311.55 | \$27,204.45 | 60.24% |
| Communications (+ Internet and Phone) | \$5,000.00 | \$342.43 | \$306.44 | \$287.75 | \$309.61 | \$289.02 | \$300.51 | \$2,075.48 | \$282.20 | \$4,193.44 | 83.87% |
| Equipment, Supplies and Other | \$35,000.00 | \$5,099.14 | \$3,476.34 | \$1,096.94 | \$2,271.43 | \$2,020.10 | \$1,010.90 | \$4,845.63 | \$664.59 | \$20,485.07 | 58.53% |
| TRAVEL: | \$60,400.00 | \$4,661.09 | \$729.54 | \$990.52 | \$1,438.60 | \$2,811.08 | \$2,531.00 | \$0.00 | \$0.00 | \$13,161.83 | 21.79% |
| STAFF TRAINING: | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| CONTRACTUAL EXPENSES: | \$330,563.00 | \$16,837.50 | \$13,665.00 | \$19,640.00 | \$10,042.50 | \$22,671.00 | \$10,541.00 | \$12,538.50 | \$11,596.50 | \$117,532.00 | 35.56% |
| General Counsel | \$111,000.00 | \$3,507.50 | \$440.00 | \$1,080.00 | \$170.00 | \$5,588.50 | \$1,836.00 | \$2,486.00 | \$3,464.00 | \$18,572.00 | 16.73% |
| FY 18-19 Survey, Reporting, and Other Services | \$203,563.00 | \$13,330.00 | \$13,225.00 | \$12,560.00 | \$9,872.50 | \$9,082.50 | \$8,705.00 | \$8,152.50 | \$8,132.50 | \$83,060.00 | 40.80% |
| Audit Services | \$16,000.00 | \$0.00 | \$0.00 | \$6,000.00 | \$0.00 | \$8,000.00 | \$0.00 | \$1,900.00 | \$0.00 | \$15,900.00 | 99.38% |
| EDUCATION SERVICES | \$354,533.00 | \$0.00 | \$0.00 | \$0.00 | \$71,900.00 | \$50,000.00 | \$0.00 | \$0.00 | \$51,100.00 | \$173,000.00 | 48.80% |
| TOTALS: | \$1,732,097.00 | \$97,270.61 | \$89,274.62 | \$94,956.55 | \$161,622.65 | \$151,703.15 | \$86,382.57 | \$89,185.57 | \$127,182.77 | \$897,578.49 | 51.82% |

*CCOC has the authority to revise category amounts due to established Legislative Budget Authority.

D. 6/10/2020

WPB
6/10/2020

CCOC Budget County Fiscal Year 2019-2020
(October 1, 2019 - September 30, 2020)

| | Budget Category Amount |
|--------------------|-------------------------------|
| CCOC STAFF: | \$874,441.16 |

| | |
|---|--------------|
| Executive Director | \$137,906.58 |
| Deputy Executive Director | \$109,994.70 |
| Budget and Communications Director | \$86,024.28 |
| Budget Manager II | \$69,401.88 |
| Budget Manager I | \$48,270.93 |
| Budget Manager I | \$46,865.00 |
| Budget Manager I | \$39,003.63 |
| Executive Assistant/Human Resources | \$41,411.25 |
| Internal Revenue (Corporation Responsibility) | \$55,000.00 |
| Retirement, Benefits, Workers' Comp and Other | \$240,562.91 |

| | |
|-------------------|-------------|
| OPS STAFF: | \$22,000.00 |
|-------------------|-------------|

| | |
|--------------------------|-------------|
| GENERAL EXPENSES: | \$85,159.54 |
|--------------------------|-------------|

| | |
|---------------------------------------|-------------|
| Rent (including Utilities) | \$45,159.54 |
| Communications (+ Internet and Phone) | \$5,000.00 |
| Equipment, Supplies and Other | \$35,000.00 |

| | |
|----------------|-------------|
| TRAVEL: | \$60,400.00 |
|----------------|-------------|

| | |
|------------------------|------------|
| STAFF TRAINING: | \$5,000.00 |
|------------------------|------------|

| | |
|------------------------------|--------------|
| CONTRACTUAL EXPENSES: | \$330,563.00 |
|------------------------------|--------------|

| | |
|--|--------------|
| General Counsel | \$111,000.00 |
| FY 19-20 Survey, Reporting, and Other Services | \$203,563.00 |
| Audit Services | \$16,000.00 |

| | |
|----------------------------|--------------|
| EDUCATION SERVICES: | \$354,533.00 |
|----------------------------|--------------|

| | |
|----------------|-----------------------|
| TOTALS: | \$1,732,096.70 |
|----------------|-----------------------|

CCOC Budget Request County Fiscal Year 2020-2021
(October 1, 2020 - September 30, 2021)

| | Budget Category Amount |
|--------------------|-------------------------------|
| CCOC STAFF: | \$ 861,715.32 |

| | |
|--|--------------|
| Executive Director | \$141,270.12 |
| Deputy Executive Director | \$111,319.92 |
| Budget and Communications Director | \$87,062.72 |
| Senior Budget Manager | \$70,075.68 |
| Budget Manager I | \$48,739.56 |
| Budget Manager I | \$46,865.00 |
| Budget Manager I | \$39,382.32 |
| Human Resources/Finances/Assistant | \$42,000.00 |
| Internal Revenue (Corporation Responsibility) | \$55,000.00 |
| Retirement, Benefits, Workers' Comp and Other* | \$220,000.00 |

| | |
|-------------------|-------------|
| OPS STAFF: | \$34,000.00 |
|-------------------|-------------|

| | |
|--------------------------|-------------|
| GENERAL EXPENSES: | \$85,159.54 |
|--------------------------|-------------|

| | |
|---------------------------------------|-------------|
| Rent (including Utilities) | \$45,159.54 |
| Communications (+ Internet and Phone) | \$5,000.00 |
| Equipment, Supplies and Other | \$35,000.00 |

| | |
|----------------|-------------|
| TRAVEL: | \$45,000.00 |
|----------------|-------------|

| | |
|------------------------|------------|
| STAFF TRAINING: | \$5,000.00 |
|------------------------|------------|

| | |
|------------------------------|--------------|
| CONTRACTUAL EXPENSES: | \$330,563.00 |
|------------------------------|--------------|

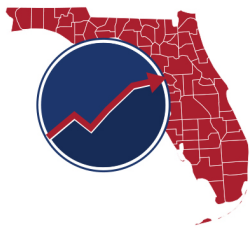
| | |
|---|--------------|
| General Counsel | \$111,000.00 |
| ***FY 17-18 Survey, Reporting, and Other Services | \$203,563.00 |
| Audit Services | \$16,000.00 |

| | |
|----------------------------|--------------|
| EDUCATION SERVICES: | \$320,000.00 |
|----------------------------|--------------|

| | |
|----------------|-----------------------|
| TOTALS: | \$1,681,437.86 |
|----------------|-----------------------|

* In CFY 19/20 we had increased costs in this area due to payouts as we transitioned to the new PTO process. Also included in these expenses is a 3% COL for employees if approved by Council.

*** We placed \$100,000 in the 19/20 budget to hire a technology consultant group to help develop a data base for Clerks to more easily submit data and CCOC/Clerks access such data. This did not occur.



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

JD Peacock, II
OKALOOSA COUNTY
EXECUTIVE COUNCIL CHAIR

Jeffrey R. Smith, CPA, CGMA
INDIAN RIVER COUNTY
VICE-CHAIR

Tiffany Moore Russell, Esq.
ORANGE COUNTY
SECRETARY/TREASURER

STACY BUTTERFIELD, CPA
POLK COUNTY

JOHN CRAWFORD
NASSAU COUNTY

TODD NEWTON
GILCHRIST COUNTY

LAURA E. ROTH
VOLUSIA COUNTY

HARVEY RUVIN, ESQ.
MIAMI-DADE COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

ANGELINA "ANGEL"
COLONNESO, ESQ.
MANATEE COUNTY
SENATE APPOINTEE

VACANT
HOUSE APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

JOE BOYD
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

AGENDA ITEM 3b

DATE: June 22, 2020
SUBJECT: CCOC Contracts
COUNCIL ACTION: Approve Office Lease and Compliance Contracts Extension

OVERVIEW:

CONTRACT 1: CCOC Office Lease

The CCOC office space is leased from Ledger Development and the three-year contract expires on September 30, 2020. The landlord is agreeing to keep the same rent of \$2,812.50 monthly for the next three years. This is a very reasonable price considering the size and location of our office. We request approval of the three-year lease agreement extension (**Attachment 1**).

CONTRACT 2: Compliance Improvement Services (CIS)

On June 24, 2019 the Council approved a Compliance Education and Training contract with Compliance Improvement Services (CIS) starting July 1, 2019 through June 30, 2020 to assist the CCOC with statewide collection/compliance training. Because of the significant interest for this service on February 25, 2020 meeting the Council increased the original contract from \$31,250 not to exceed \$53,125 through the end of June.

Compliance Summit 20: Mission to Drive Lessons learned & Next Step Planning

Summit participation was outstanding including over 50 counties actively participating in discussions to enhance compliance in their county and take compliance service to the next level for the state. But if we only talk and don't move to initiate supporting actions conversations fade, attentions quickly turn to other matters, and progress won't happen. So, what's next? It is important to first evaluate what we learned at the summit. With 2 days of workshop presentations new ideas and challenges provide a good idea of what to focus on. If we continue on our "Mission to Drive," the next step is to move the Clerk's program to the launch pad.

Goals for Statewide Compliance Improvement Program

The ultimate goal of compliance improvement is to realize consistent payment plan participation from citizens statewide. This achievement comes through dedicated team involvement, commitment to compliance best practices, and use of available tools that

Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

increase compliance program effectiveness. Some of these compliance improvement goals include:

- Greater participation of counties in regular compliance activities managing payment plans;
- County identification of help needed to achieve compliance best practices;
- Messaging that promotes citizen participation in regularly paying on plans while keeping people driving;
- Increased usage of alternatives to citizens unable to pay such as community service and negotiations;
- Alternative tool options for counties to elect using Central Site Services: (call center services, payment plan notifications electronically, negotiation services, IVR-notifications, centralized payment plan management software-creates plans, manages process, and provides statistical reports for participating counties);
- Improved community messaging-Here-to-Help you stay in compliance & keep you driving; and

Measurements

- Improved compliance program message through better payment plan reporting;
 - Payment plans initiated;
 - Participants involved in payment plans;
 - Participants actively contributing to plans;
 - Payment plan total dollars/average due/average payment amounts;
 - Reduction in DL suspensions;
 - Reduction in cases referred to collection agents; and
 - Increased collections.

Understanding County-Level of Service

Each county participates in varying degrees of compliance service. The core of all planning should be centered on the Florida Clerk's Best Practice for Collections. All should strive to improve compliance service, but this service will vary based on ability and need at each county. Dedicated budget and staffing resources will determine the potential compliance services a county can deliver.

Within compliance best practices techniques and tools there are 3 levels of service capabilities, GOOD, BETTER, BEST representing an increased level of compliance involvement for a county. These services have been organized in Basic, Next Level, and Leading-Edge categories.

1. Good – Basic Best Practice Services
 - a. Dedicated compliance staff
 - b. Day of sentencing payment plan enrollment
 - c. Notifications generated for late payments
 - d. Collection agent enrolled for past due accounts
 - e. Statistical reporting tracking payment plans, participation, total dollars, monthly averages

2. Better – Next Level Best Practices Services (all Good plus):
 - a. Payment plan management software-tracks all plans, initiates notifications, reports plan results
 - b. Call center dedication to payment plan calls for upcoming or late payments, and payment collection
 - c. Notification generated in advance of payment due dates
 - d. Thank you, notification, delivered upon receipt of plan payments
 - e. Community Service offering to citizens for those unable to make payment contributions
 - f. Compliance team review of services on at least an annual basis to make improvements
3. Best – Leading Edge Best Practice Services (all Good and Better plus):
 - a. Negotiation staff available to work with citizens to satisfy payment obligations
 - b. Call Center/IVR available to send out automated calls for payments due on plans
 - c. Online payment plan enrollment available to create and track plan involvement for citizens
 - d. Electronic notifications through email and text messages for payments due on plans

Rollout Planning-Understanding the Compliance Landscape

To know where to focus improvement efforts we need to get out into the field and see what's happening in county operations. Site visits are one way of seeing first-hand what works and what doesn't for counties. A full road show of 67 county visits would be less efficient than starting with a random sampling of counties. These counties should be random in size and in level of compliance experience. Site visits can be arranged within peer groups. Additional considerations include how long the county has participated in compliance services, interest in increasing compliance service using organized compliance assistance including compliance funding approved by the CCOC Budget Committee.

Scheduling County Site Visits

- Expectations for county involvement
 - Leadership dedicated to compliance improvement and best practice principals
 - Team assigned to work with review and post review compliance program
 - Time assigned to initial review finding meeting to discuss approach
 - Commitment to payment plan initiation, monitoring, and reporting
- Initial Review
 - Consists of site visit with county compliance team
 - Review of forms, reporting, and tools used
 - Discussion concerning what works well and what needs help
 - Initial site visits findings discussion and compliance planning with team
- County Plan for Compliance Improvement
 - Involves potential tool additions
 - Central site services
 - Communication planning with judiciary and local agencies

- Form adjustments
 - Staff training
 - Community messaging
- Follow-up
 - Status update on plan rollout in county
 - Team feedback of change effects in the office and with customers
 - Post rollout possibilities-discussion of additions or changes to plan

Future in Compliance Service

Some counties might be open to using additional tools but don't have the staff or budgeting ability to do so. A central site can provide counties with opportunities to take advantage of technology or staffing while minimizing the costs for those services. The central site produces remote work and technology tools while strengthening the budget reach for interested participants.

Discovering Measurable Results

How do we know that Compliance Improvement is working and has created expected benefits? Measured outcomes of payment plans introduced, ongoing plan contributions, notifications created, failure to pay reductions, decreased number of failures to pay suspensions, and decreased number of collection agent referrals are all valid compliance improvement outcome measures. Additionally, we should measure how all improvements are working with compliance team members and with citizens enrolled in plans. From these initial measurements we can gain an understanding of what seems to be working and what should be adjusted. As site reviews are completed additional counties can participate in compliance improvement reviews.

2019/20 Accomplishments

Much was accomplished over the last year. Some highlights include, 14 on-site compliance reviews, creation of specialized county Collections & Performance Profiles, creation of virtual education experiences, which included e-learning blog posts and podcast delivery, virtual scheduling, 4-virtual training sessions, updates through email campaigns to compliance participants, and a video tool to highlight an on-line criminal payment plan system (**Attachment 2**).

Since the February meeting the corona virus pandemic occurred, and the planned in-person site training shifted to virtual training and e-learning resulted in a savings of over \$7,000. (**Attachment 3**)

With the experience gathered during the last year the CCOC staff developed a Statewide Plan of costs per tasks (**Attachment 4**).

AGENDA ITEM 3b- CCOC CONTRACTS

| Service | Budgeted Costs |
|---|---------------------------|
| On-Site Review | \$1,250 per county |
| Virtual Visit/training | \$687.50 per county |
| Compliance Corner <ul style="list-style-type: none">• Blogposts• Podcasts• E-Learning modules• News Articles | \$62.50/hour |
| Conferences | \$2,062.50 per conference |
| On-Site Workshops | \$2,062.50 per workshop |
| Webinar Workshops | \$1,000 per workshop |
| Consulting | \$62.50/hour |

Given the current pandemic, it is planned to continue providing the clerk's offices with virtual training, webinar opportunities, and continue developing E-learning opportunities if the contract is extended. The number of planned service types is attached. As such, CCOC staff is requesting the Council to extend the contract for the original amount of \$31,250 for an additional year starting July 1, 2020 through June 30, 2021. CCOC staff will continue focusing on virtual visits, webinars, and developing E-learning curriculum to address compliance education and training during these challenging times. When travel restrictions are lifted, and in-person visits are requested the cost will reflect the change. Travel costs are limited not to exceed \$6,000.

COUNCIL ACTION: CCOC staff request the Council to extend the CCOC Lease agreement for three years effective October 1, 2020 and the CIS contract of an additional year starting July 1, 2020.

LEAD STAFF: Douglas Isabelle, Deputy Executive Director

ATTACHMENTS:

- 1) CCOC Office Lease Extension
- 2) CIS Annual Report
- 3) Cost Savings and Plans
- 4) Task Component Cost Breakout



RENEWAL OF AND AMENDMENT TO LEASE AGREEMENT

ZONE:

NO.:

THIS LEASE AMENDMENT TO LEASE AGREEMENT, entered into this ____ day of May 2020, between Leger Development, party of the first part, hereinafter called the Lessor whose Federal Identification Number (F.E.I.D. or S.S.) is 161725990, and the Florida Clerks of Court Operations Corporation, party of the second part, hereinafter called the Lessee.

WITNESSETH:

That the Lessor, for and in consideration of the covenants and agreements described in the Lease Agreement dated August 13, 2014 (hereinafter referred to as the "Lease Agreement", a copy of which is attached hereto as **Exhibit A**), and Lessee hereby renew the Lease Agreement for a period of three (3) years upon the same terms and conditions as outlined in the Lease Agreement, effective October 1, 2020.

Lessor and Lessee amend the Lease Agreement by striking the existing clause XX and replacing it with Clause XX as follows, with all other terms of the Lease Agreement remaining the same:

XX Renewal

The Lessee is hereby granted three (3) consecutive options to renew this lease, each for an additional 3 year(s), with the first option increasing the rental rate of \$2,812.50 as outlined in Clause II by ten percent (10%). The remaining two (2) consecutive options to renew the lease shall renew upon the same terms and conditions agreed for the first option period (including specifically, the then rental rate). If the Lessee desires to renew this lease under the provisions of this Article, it shall give the Lessor written notice thereof not more than six months nor less than three months prior to the expiration of the term provided in Article I of this Lease or any applicable renewal period.

(Signatures on Following Page)

IN WITNESS WHEREOF, the parties hereto have hereunto executed this instrument for the purpose herein expressed, the day and year above written.

ORIGINAL SIGNATURES REQUESTED ON ALL COPIES

| | |
|--|---|
| <p>Witnesses as to Lessor</p> <p>Signed, sealed and delivered in the presence of:</p> <p>_____</p> <p>Witness Signature</p> <p>_____</p> <p>Print or Type Name of Witness</p> <p>_____</p> <p>Witness Signature</p> <p>_____</p> <p>Print or Type Name of Witness</p> | <p>LESSOR: LEGER DEVELOPMENT, LLC</p> <p>_____ (SEAL)</p> <p>_____</p> <p>Print or Type Name</p> <p>_____</p> <p>Title</p> |
| <p>Witnesses as to Lessee</p> <p>Signed, sealed and delivered in the presence of:</p> <p>_____</p> <p>Witness Signature</p> <p>_____</p> <p>Print or Type Name of Witness</p> <p>_____</p> <p>Witness Signature</p> <p>_____</p> <p>Print or Type Name of Witness</p> | <p>LESSEE: FLORIDA CLERKS OF COURT OPERATIONS CORPORATION</p> <p>By: _____</p> <p>_____</p> <p>Print or Type Name</p> <p>_____</p> <p>Print or Type Title</p> |



Annual Report

EDUCATIONAL SERVICE & COMPLIANCE
CONSULTING - JUNE 2020



1



A message from the desk of Don Murphy

I am privileged to be serving Clerks in Florida in this vital role of Compliance Service. Improvement is our middle name at CIS and it is my mission to help you improve compliance service in your office. With over 27 years of clerk operations experience I am continuously looking for that better way to do business.

In compliance service that means thinking more on what we are here to do, help citizens meet their fine obligations. We are challenged by the COVID19 pandemic to move forward. And together we find answers in a virtual environment, to schedule, meet, learn, plan, and solve customer needs.

In the CIS annual review, we have provided an overview of what we've been up to this past year with plans to keep that momentum rolling in the year ahead.

Thank you for providing me the opportunity to serve you. For today's challenges and future opportunities let Compliance Improvement Services help you help those you serve!

Thank you,

Don

Don Murphy, PMP
Principal & Senior Consultant
Compliance Improvement Services, Inc.
www.complianceimprovement.com



2

“The CCOC has a contract with Compliance Improvement Services (CIS) to aid and assist counties with meeting their compliance efforts.

Our goal is to provide teaching, technical experience, and training for use in your offices.”

- FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

3

Development of project plan for a Statewide revenue compliance program

Project planning for revenue compliance should be aligned with the Clerk's most important needs. These initiatives can be qualified with compliance best practices and quantified to measure outcomes. The building blocks below setup up a revenue compliance program.



Improved citizen compliance to court orders (Need)



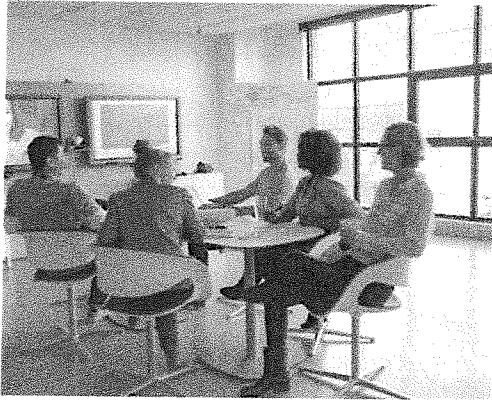
Clerks alignment with Compliance Best Practices (Measure)



Implementation of Services and Tools to achieve best practices (Action)

4

Compliance improvement communication plan



Working with CCOC to build program that supports compliance improvement.

Compliance Summit Coaching-Survey Results & Action Items

New Clerk Academy Training on Compliance Service

Clerk site visits to establish compliance focused actions

Clerk virtual visits to establish compliance focused actions

5

Compliance improvement communication plan

Participate in the development, distribution, and review of Clerk surveys for compliance projects.

Compliance Workgroup in Orlando- Focus

Best Practice Survey of Counties & Compliance Service

Compliance Summit Coaching-Survey Results & Action Items

Delivery of Post Summit Plan for Compliance Improvement



6

Compliance improvement communication plan

Publish updates as directed to Clerks on compliance news in Florida and in national courts and post relevant articles and compliance information to CCOC website as directed.



7

Compliance Improvement Needs Analysis


Today's payments for criminal and civil traffic matters are routinely satisfied by time-based payments as part of a payment plan.

The proper initialization and monitoring of payment plans encourage better citizen participation and often-times lead to improved compliance.

A needs analysis reviews the court situation to properly understand court conditions which include opportunities and constraints. At the direction of CCOC county specific projects can help identify opportunities.



8




Needs Analysis- Site Review

- ❖ Step by step walk through of local compliance effort
- ❖ Confirm what's working- best practice acknowledgement
- ❖ Listen for needs and improvement opportunities
- ❖ Provide projected date on Needs Analysis Report Delivery
- ❖ Include follow-up options for improvements proposal

9

Compliance and Collections Best Practice



Needs Analysis Findings Follow-up
 Meeting with decision makers and compliance team

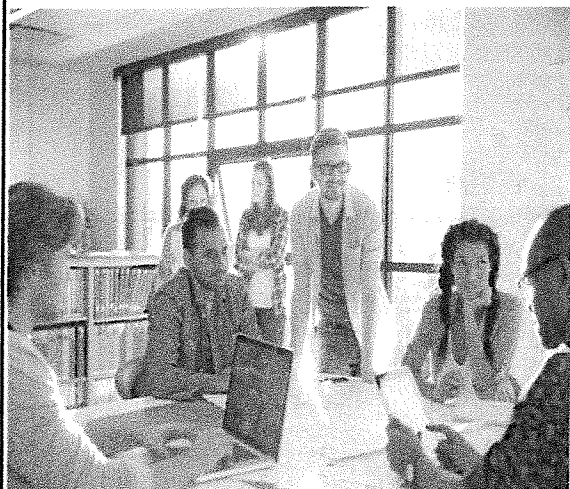
Review positive points of current operation

Point out opportunities

Provides Follow-up Action Proposal

10

Compliance and Collections Best Practice



Summary and Recommendations

Recaps local findings and matches to best practices

Points out opportunities for compliance improvement

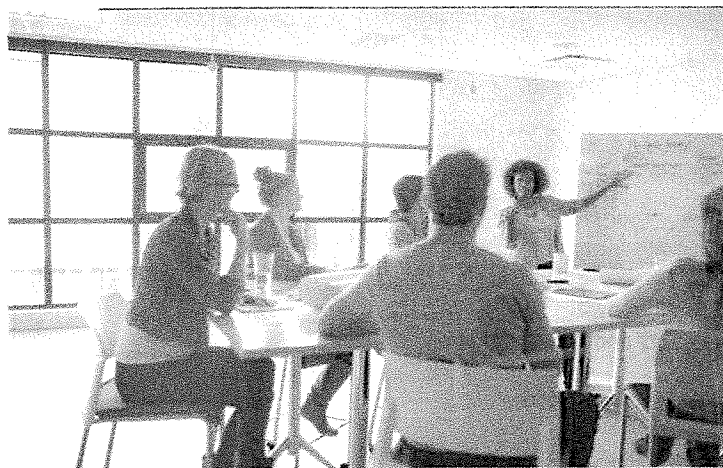
Provides a recommended action plan of improved outcomes

11

Compliance Improvement Service for FLCCOC



Compliance Service On-Site Meetings



| | |
|---------|-----------|
| Duval | Dec. 2019 |
| Osceola | Dec. 2019 |
| Marion | Dec. 2019 |

| | |
|----------|-----------|
| Escambia | Jan. 2020 |
| Leon | Jan. 2020 |

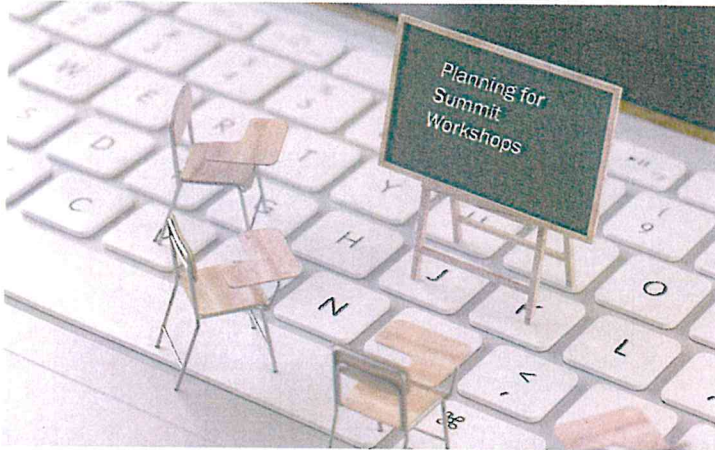
| | |
|--------------|------------|
| Palm Beach | Feb.. 2020 |
| St. Lucie | Feb. 2020 |
| Indian River | Feb. 2020 |
| Martin | Feb. 2020 |

| | |
|----------|-----------|
| Leon | Mar. 2020 |
| Seminole | Mar. 2020 |
| Pinellas | Mar. 2020 |
| Hardee | Mar. 2020 |

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Compliance Improvement Service for FLCCOC

Compliance Service Pre-Summit On-site Meetings



| | |
|-----------|------------|
| Sarasota | Sept. 2019 |
| Desoto | Sept. 2019 |
| St. Lucie | Sept. 2019 |
| Polk | Sept. 2019 |
| Citrus | Sept. 2019 |

13

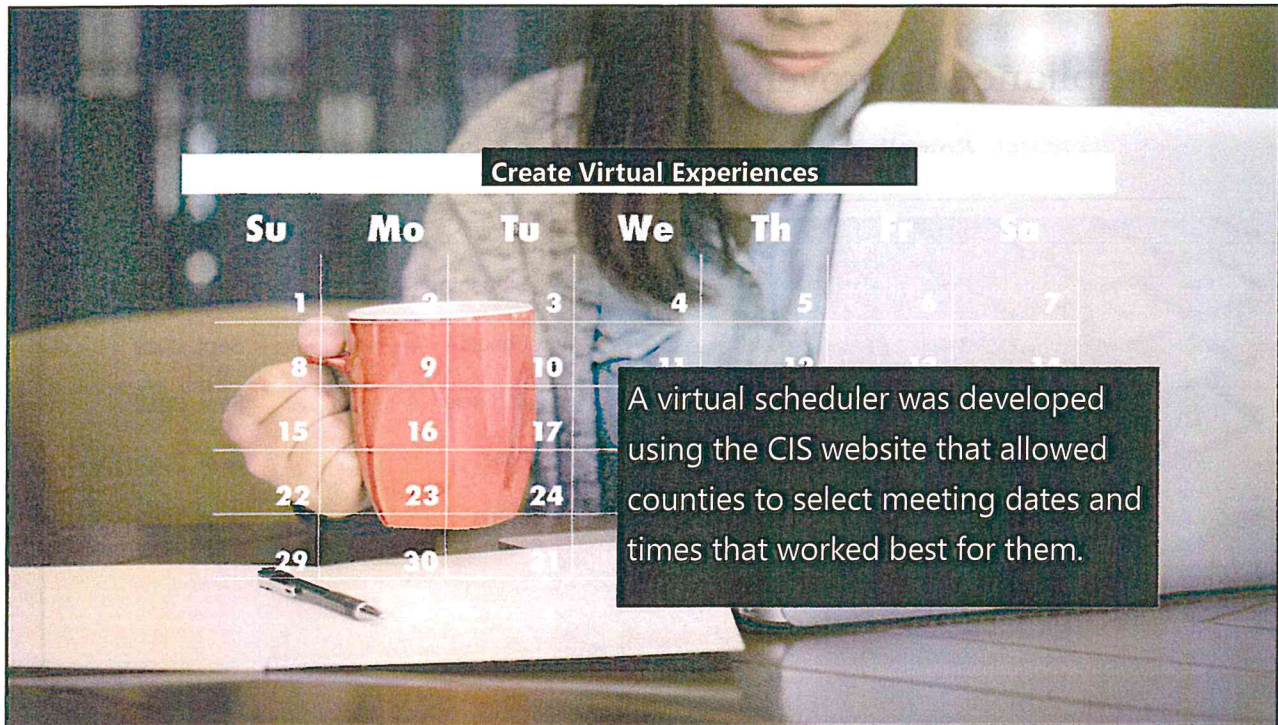
Compliance Improvement Service for FLCCOC

Compliance Service Workshop, Summit, Conference, & New Clerk Academy Training



| | |
|------------------------|-----------|
| Compliance Workshop | July 2019 |
| Compliance Summit | Oct. 2019 |
| New Clerk Academy | Dec. 2019 |
| FCCC Winter Conference | Feb. 2020 |

14



15

Virtual Visits

| | |
|-----------|------------|
| Osceola | March 2020 |
| Pasco | April 2020 |
| St. Lucie | April 2020 |
| Orange | May 2020 |
| Polk | May 2020 |

Zoom teleconferencing enabled Clerk teams across the state to make virtual appearances, share ideas, review documents, and set planning for future compliance needs.

16

Create Virtual Experiences



Virtual educational experiences provided users information using blog posts, news updates, studies, and podcast opportunities in compliance service.

Updates and new posts were made available through the Compliance Corner page at the FLCCOC website. This educational service was delivered to compliance participants through a web-based email campaign.

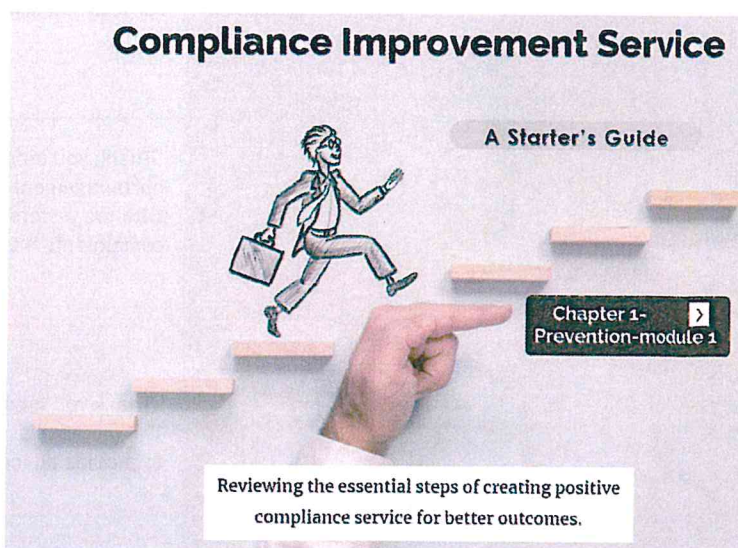
17

Create Virtual Experiences

E-learning is under development to teach best practice principles and provide Clerk teams the ability to learn at their own pace and own their schedule.

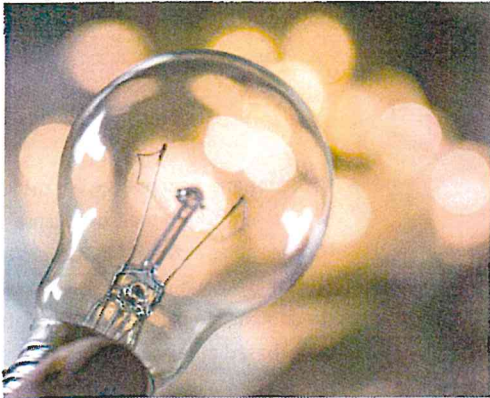
The first edition entitled, "The Starter's Guide to Compliance Improvement Service" covers prevention, mediation, restoration, and analysis tasks in compliance service.

This virtual delivery includes digital and audio content and includes quizzes through out the course.



18

Compliance Improvement Consulting



Compliance service and court fine reform research provided information at workshops and conference summits on the latest in court fine reform and the trends nationally in driver's license suspension practices for delinquent fine payments.

Additional research from the National Center for State Courts and various state courts across the country provided additional information on emerging potential actions required concerning the restoration of voter's rights in Florida upon sentence completion.

19

The Good Stuff



"You and Doug provided a good presentation and got our team thinking. "

Nikki Alvarez-Sowles, Esq.
Pasco County Clerk & Comptroller

"Thank you for your insight, assistance, and your encouragement yesterday. There was one word that was left with me yesterday "Trust"; gaining the trust of our constituents is critical in the compliance process."

Rose Devoe, Deputy Chief
Administrative Officer, Duval
County Clerk of the Court

"Thank you for sharing the training module, it is fantastic. The module has a great introduction and it is so important to provide an interactive tool. Truly well done."

Gina Magana, Central Cashiering
Manager, Clerk of the Circuit Court,
St. Lucie County

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The Heart of Compliance Service



Payment Plans

Payment plans designed for ease of use on the day of court ordered fines as close to the courtroom as possible



Results Reporting

Success measured by reduced collections, decreased DL Suspensions, continuous participation.



Community Messaging

Tell your compliance service story. Tell your customers, your justice partners, your community that compliance service means helping customers make their plans work.



21

The Road Ahead

Results of Best Practice Compliance Reviews updates



14- Onsite Compliance Reviews

5- Pre-Compliance Summit Site Visits

5- Compliance Review Virtual Visits

Focus on Payment Plan as Compliance Case

Stepping up Notifications- Early, Often, & Electronic

Success equals Continuous Customer Participation

22

The Road Ahead

Continued Virtual Visit Planning and Educational Service Delivery

Virtual Visit scheduling available on-line in lieu of site visits and team workshop projects

Increased e-Learning options through CIS developed training material

Compliance Corner alternatives through blogposts, podcasts, and compliance news updates



23

Improving compliance relationships one customer at a time for you and for your citizens!



www.complianceimprovement.com

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**CIS Task Component
Budgeted Costs**

| On-Site Review | Hours | Rate | Costs |
|-----------------------|--------------|-------------|-------------------|
| Prep | 9 | \$62.50 | \$562.50 |
| Site Work | 2 | \$62.50 | \$125.00 |
| Post Site Work | 2 | \$62.50 | \$125.00 |
| Travel | 7 | \$62.50 | \$437.50 |
| Total | 20 | | \$1,250.00 |

| Virtual Visit | Hours | Rate | Costs |
|----------------------|--------------|-------------|-----------------|
| Prep | 7 | \$62.50 | \$437.50 |
| Site Work | 2 | \$62.50 | \$125.00 |
| Post Site Work | 2 | \$62.50 | \$125.00 |
| Total | 11 | | \$687.50 |

| Compliance Corner | Rate |
|--------------------------|-------------|
| Blogposts | \$62.50 |
| Podcasts | \$62.50 |
| E-Learning modules | \$62.50 |
| News Articles | \$62.50 |
| Total | |

| Conferences | Hours | Rate | Costs |
|--------------------|--------------|-------------|-------------------|
| Prep | 9 | \$62.50 | \$562.50 |
| Site Work | 15 | \$62.50 | \$937.50 |
| Post Site Work | 2 | \$62.50 | \$125.00 |
| Travel | 7 | \$62.50 | \$437.50 |
| Total | 33 | | \$2,062.50 |

| On-Site Workshops | Hours | Rate | Costs |
|--------------------------|--------------|-------------|-------------------|
| Prep | 9 | \$62.50 | \$562.50 |
| Site Work | 15 | \$62.50 | \$937.50 |
| Post Site Work | 2 | \$62.50 | \$125.00 |
| Travel | 7 | \$62.50 | \$437.50 |
| Total | 33 | | \$2,062.50 |

| Webinar Workshops | Hours | Rate | Costs |
|--------------------------|--------------|-------------|-------------------|
| Prep | 12 | \$62.50 | \$750.00 |
| Site Work | 2 | \$62.50 | \$125.00 |
| Post Site Work | 2 | \$62.50 | \$125.00 |
| Total | 16 | | \$1,000.00 |

| Consulting | Rate |
|--------------------------|-------------|
| Adhoc Assistance to CCOC | \$62.50 |

CIS Contract Summary

| | | | | | | |
|-------|---------|-----------|----------|-------------------|----------|--------------------|
| March | \$3,500 | Actual | \$31,250 | Original Contract | \$53,125 | Increased Contract |
| April | \$3,375 | Actual | \$14,437 | Mar-June | \$45,687 | Total Costs |
| May | \$3,687 | Actual | \$45,687 | TOTAL | \$7,438 | Savings |
| June | \$3,875 | Projected | | | | |
| TOTAL | | \$14,437 | | | | |

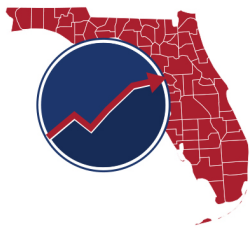
Savings came predominantly from the cancellation of 6 planned site visits.

Shifted costs to developing E-learning modules completed 1 chapter with 4 modules

PLANS FOR JULY 2020 - JUNE 2021

| Service Categories | Hours | Amount | Total | Rate | Budgeted Service Costs |
|--------------------|-------|--------|-------|---------|------------------------|
| site visits | 0 | 0 | 0 | \$62.50 | \$ - |
| virtual visits | 11 | 20 | 220 | \$62.50 | \$ 13,750.00 |
| workshops | 0 | 0 | 0 | \$62.50 | \$ - |
| webinar workshops | 16 | 4 | 64 | \$62.50 | \$ 4,000.00 |
| conferences | 0 | 0 | 0 | \$62.50 | \$ - |
| E-Learning | 146 | 1 | 146 | \$62.50 | \$ 9,125.00 |
| consulting | 70 | 1 | 70 | \$62.50 | \$ 4,375.00 |
| Total | 243 | 26 | 500 | \$62.50 | \$ 31,250.00 |

Plan to complete 3 E-learning modules with 3-4 chapter in each module.



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

JD Peacock, II
OKALOOSA COUNTY
EXECUTIVE COUNCIL CHAIR

Jeffrey R. Smith, CPA, CGMA
INDIAN RIVER COUNTY
VICE-CHAIR

Tiffany Moore Russell, Esq.
ORANGE COUNTY
SECRETARY/TREASURER

STACY BUTTERFIELD, CPA
POLK COUNTY

JOHN CRAWFORD
NASSAU COUNTY

TODD NEWTON
GILCHRIST COUNTY

LAURA E. ROTH
VOLUSIA COUNTY

HARVEY RUVIN, ESQ.
MIAMI-DADE COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

ANGELINA "ANGEL"
COLONNESO, ESQ.
MANATEE COUNTY
SENATE APPOINTEE

VACANT
HOUSE APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

JOE BOYD
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

AGENDA ITEM 4b

DATE: June 22, 2020
SUBJECT: PIE Committee Report
COMMITTEE ACTION: Certify Task Completed

OVERVIEW:

The CFY 2019-20 Quarter 2 Performance Report was sent to the Legislature to meet the May 15th deadline. A copy of the report is on the CCOC website and can be obtained by clicking on the link <https://flccoc.org/ccoc-reports/#pr>.

CFY 2019-20 Quarter 2 Performance Report Highlights

Collections:

- 49 clerk offices required an action plan related to collections. Most of the action plans were related to civil traffic followed by circuit criminal.
- Most of the reasons cited by Clerks for not meeting collection performance were external factors which were out of the control of the Clerk.
- Statewide, except for civil traffic, all court divisions met their respective standards. Civil traffic slipped from last quarter and remains below the 90% standard at 84%. (See table 1 below.)

Timeliness:

- 11 clerk offices required an action plan for not filing cases timely. And 8 clerk offices required an action plan for not docketing cases timely.
- The lack of staffing and the need for cross-training continues to be the most cited reason.
- Statewide, all courts met their respective standards. County civil and civil traffic both slipped about 4 percentage points from the previous quarter. (See table 2 below.)

Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

AGENDA ITEM 4b – PIE COMMITTEE REPORT

Collections Performance by Court Division

TABLE 1

| Court Division | CFY 2018-19 Year End | CFY 2019-20 1st Quarter | CFY 2019-20 2nd Quarter | CFY 2019-20 3rd Quarter | CFY 2019-20 4th Quarter | Standard |
|--------------------------------------|-------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------|
| Circuit Criminal | 9.38% | 8.00% | 9.85% | | | 9% |
| Circuit Criminal (No Trafficking) | 16.44% | 13.88% | 19.03% | | | NA |
| County Criminal | 40.25% | 39.59% | 41.43% | | | 40% |
| Juvenile Delinquency | 15.76% | 15.78% | 16.56% | | | 9% |
| Criminal Traffic | 61.09% | 60.04% | 62.91% | | | 40% |
| Circuit Civil | 99.28% | 99.27% | 99.38% | | | 90% |
| County Civil | 99.81% | 99.83% | 99.81% | | | 90% |
| Civil Traffic | 84.55% | 85.01% | 83.98% | | | 90% |
| Probate | 99.35% | 99.27% | 99.27% | | | 90% |
| Family | 96.99% | 96.96% | 96.90% | | | 75% |
| | | | | | | |

Timeliness Performance by Court Division

TABLE 2

| Filing Cases Timely | | | | | | |
|----------------------|-------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------|
| Court Division | CFY 2018-19 Year End | CFY 2019-20 1st Quarter | CFY 2019-20 2nd Quarter | CFY 2019-20 3rd Quarter | CFY 2019-20 4th Quarter | Standard |
| Circuit Criminal | 94.67% | 88.25% | 92.46% | | | 80.00% |
| County Criminal | 96.10% | 89.32% | 92.83% | | | 80.00% |
| Juvenile Delinquency | 95.67% | 88.32% | 92.66% | | | 80.00% |
| Criminal Traffic | 96.15% | 91.46% | 94.02% | | | 80.00% |
| | | | | | | |
| Circuit Civil | 88.72% | 85.10% | 90.82% | | | 80.00% |
| County Civil | 93.95% | 93.10% | 88.56% | | | 80.00% |
| Civil Traffic | 98.49% | 95.37% | 91.65% | | | 80.00% |
| Probate | 93.62% | 88.69% | 94.78% | | | 80.00% |
| Family | 96.29% | 93.22% | 93.22% | | | 80.00% |
| Juvenile Dependency | 98.17% | 92.78% | 96.15% | | | 80.00% |

AGENDA ITEM 4b – PIE COMMITTEE REPORT

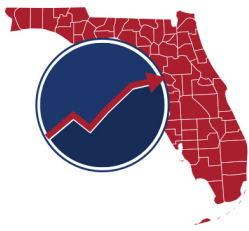
TABLE 2 (cont.)

| Docketing Cases Timely | | | | | | |
|------------------------|-------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------|
| Court Division | CFY 2018-19 Year End | CFY 2019-20 1st Quarter | CFY 2019-20 2nd Quarter | CFY 2019-20 3rd Quarter | CFY 2019-20 4th Quarter | Standard |
| Circuit Criminal | 94.70% | 93.31% | 94.90% | | | 80.00% |
| County Criminal | 94.32% | 95.01% | 95.47% | | | 80.00% |
| Juvenile Delinquency | 95.96% | 92.65% | 94.01% | | | 80.00% |
| Criminal Traffic | 95.02% | 95.85% | 95.77% | | | 80.00% |
| | | | | | | |
| Circuit Civil | 94.93% | 91.46% | 96.75% | | | 80.00% |
| County Civil | 96.17% | 94.68% | 95.80% | | | 80.00% |
| Civil Traffic | 98.39% | 98.00% | 98.16% | | | 80.00% |
| Probate | 93.66% | 94.90% | 95.32% | | | 80.00% |
| Family | 92.89% | 92.42% | 92.69% | | | 80.00% |
| Juvenile Dependency | 95.85% | 93.97% | 95.85% | | | 80.00% |

COUNCIL ACTION: Certify Task Completed

LEAD STAFF: Douglas Isabelle, Deputy Executive Director

ATTACHMENTS: None



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

JD Peacock, II
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ORANGE COUNTY
SECRETARY/TREASURER

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COLONNESO, ESQ.
MANATEE COUNTY
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VACANT
HOUSE APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

JOE BOYD
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

AGENDA ITEM 6

DATE: June 22, 2020
SUBJECT: Tentative Council Meeting Dates and Workplan for SFY 20-21
COUNCIL ACTION: For informational purposes

OVERVIEW:

Tentative Council Meeting Dates

The CCOC Plan of Operation in Section 1.5 requires that at the annual Corporation meeting the Council shall establish a schedule of all regular meetings for the coming year. Historically, the CCOC has attempted to arrange all Council meetings with the FCCC training schedule to make it more convenient for Clerks and staff to attend meetings. Therefore, the Council usually provides a list of tentative meeting dates based on the FCCC calendar.

We contacted the FCCC and they provided us a tentative calendar to help us coordinate the quarterly EC meetings. Below are the potential meeting dates which could be subject to change.

July-September 2020 - The Council will determine what dates to meet during this time to receive recommendations from the Budget Committee to approve Clerk's budgets.

October 5, 2020 - Executive Council Meeting. Location: St. Petersburg Hilton.

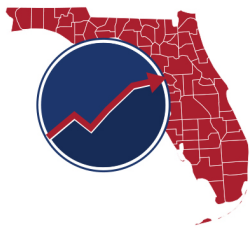
February 23, 2021 - Executive Council Meeting. Location: Sheraton, Panama City Beach.

June 21, 2021 - Executive Council Meeting. Location: St. Petersburg Hilton.

COUNCIL ACTION: For informational purposes

LEAD STAFF: John Dew, CCOC Executive Director

ATTACHMENTS: None



CCOC

FLORIDA CLERKS OF COURT
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AGENDA ITEM 8

DATE: June 22, 2020
SUBJECT: CCOC Executive Council Election Results
COUNCIL ACTION: For informational purposes

OVERVIEW:

Each year Clerks elect four Clerk members to the Executive Council. One from each of the four population groups.

Ballots were provided to the Clerks on May 13, 2020. The due date for returning the ballots to the CPA firm of Bill Sittig was June 4, 2020. Bill Sittig counted the ballots on Friday, June 12, 2020 and the Clerks were informed of the results that afternoon (Attachment 1).

Selected from the population group of fewer than a population of 100,000 was Clerk John Crawford, Clerk JD Peacock was chosen from the population group of 100,000 to 500,000. Clerk Stacy Butterfield was chosen from the population group of 500,001 to 1,000,000. Clerk Harvey Ruvin was chosen from the population group of more than 1,000,000.

COUNCIL ACTION: For informational purposes

LEAD STAFF: John Dew, CCOC Executive Director

ATTACHMENT:

1. CPA Certification of the results of the regular 2020 Election

BILL SITTIG CPA, LLC
CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS
1695-7 Metropolitan Circle
Tallahassee, Florida 32308
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William P. Sittig, CPA/PFS*
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Mark Bigley

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June 12, 2020

Members of the Florida Clerks of Court Operations Corporation
President of the Florida Senate
Speaker of the Florida House of Representatives
State of Florida Chief Financial Officer

In accordance with the Plan of Operations for the Florida Clerks of Court Operations Corporation, we are providing this written notification to serve as notice of our certification of the election results for the most recent election of the Executive Council.

The voting procedures outlined in the Plan of Operations were followed as per the prescribed method. Our firm controlled the receipt and counting of the ballots. We will continue to maintain an electronic copy of all ballots submitted for this election. The ballot counting was completed on this date with the following individuals in attendance:

John Dew, Executive Director CCOC
Doug Isabelle, Deputy Executive Director, CCOC
Rob Boyd, Attorney, Boyd & Durant, PL
Bill Sittig, CPA, Internal Auditor for CCOC

The ballots were tallied and as a result, the following members have been elected to the Executive Council:

Group 1 - John Crawford, Nassau County
Group 2 - J.D. Peacock, Okaloosa County
Group 3 - Stacy Butterfield, Polk County
Group 4 - Harvey Ruvin, Miami-Dade County

Feel free to contact me with any questions.

Respectfully Submitted,



W. P. Sittig, CPA

*PFS is the AICPA's Personal Financial Specialist certification for members who have fulfilled established requirements and by demonstrating necessary qualifications for advisors.

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