**MINUTES**

**CCOC Annual Corporation Meeting**

**June 24, 2019 – 4:00 PM EDT**

**The Omni at ChampionsGate (ChampionsGate Room)**

Approved by the Corporation at their meeting on 7/24/20.

The June 24, 2019 Annual Meeting of the Corporation of the Florida Clerks of Court Operations Corporation (CCOC) was called to order at 4:05 p.m., EDT by the CCOC Executive Council Chair Stacy Butterfield. She asked Clerk Crawford to give the invocation.

**ROLL CALL**

Clerks in the audience and on the telephone are all voting members of the CCOC Corporation. Chair Butterfield asked Clerk JD Peacock to call roll. He called each county and marked whether the Clerk was attending the meeting in person or on the phone. There were 36 clerks in attendance. Clerk Peacock stated that there was a quorum.

**APPROVAL OF THE AGENDA**

Chair Butterfield noted that the agenda was available on the CCOC website. The motion to approve the agenda was made by Clerk Cason. Clerk Crawford seconded the motion. The Chair asked if there was any discussion. Hearing no discussion, the vote was taken. The motion passed unanimously.

**CHAIR’S REPORT**

Chair Butterfield began her report of the activities of the past year. She started by saying thank you to all the Clerks as corporation members for allowing her to serve on the Council this past year and the Council for allowing her to serve as the Chair. There have been many accomplishments to celebrate this past year. She noted that they did not come without their challenges, but she is proud of the way all Clerks worked together. This year we were successful in our efforts to improve our Court-related budget. We suggested policy changes and more importantly from the CCOC, we provided the data when we were asked for the data. In collaboration with the FCCC, we were able to have some success this year with some changes that will help us as we move into the future with our budgets. We have been striving to develop a funding model and a budget process that provides for long term stability. While we are not there yet, we are making progress. She hopes that the Clerks see the progress that has been made and that they are confident that we are moving in the right direction. She wanted to take a moment to review and celebrate some of the successes at theCCOC for the past year. This fiscal year 18-19 represents the first budget increase in 10 years. We expect that we will go into the next year which will be a third year at least of no reductions. She stated that that is huge because we were faced with those reductions over past years every single year. She hopes that the Clerks find success in that and look forward to continuing to build on that. This year we took on a project that included a review of our business rules for reporting cases and conducted a thorough analysis of peer to peer comparisons. If you were at the Council meeting, you heard a report from Clerk Cooney and Clerk Burke on that effort. It has taken much effort and work of Clerks and their staffspecifically Denise Bell from Lake County and others. She would like to give credit to Clerk Burke for taking the leadership on this initiative. Additionally, the workgroup was headed by Clerk Cooney and those subject matter experts in Clerks’ offices. The cooperation of each office as the group reached out to you was just tremendous. We had a report at the Council meeting of the number of Clerks that were resolved and the efforts. There is only a handful of outstanding issues. The results will be beneficial for us as we move into our budget season for this next year and provides consistency among us because the case counting goes into all the calculations of the base for our comparisons.

The CCOC this year, with the help of a firm, updated the Corporation website to make it more user friendly. It is a beneficial tool to Clerks’ staff, the Clerks and the public. The analytics have shown that the usage has increased. Marleni Bruner of the CCOC gave a short briefing on the new website. She covered new features that have been added to make it more user friendly. The CCOC has been working with the company UnderStory to make this happen. Chair Butterfield thanked Marleni and she hopes that the information is useful. Please make suggestions to John Dew and staff.

The Chair continued by noting the relationship between the FCCC and CCOC is the best it has ever been. The leadership and the staff from both organizations regularly met and communicated issues. There were also formal meetings at least every other month during this last year. There were many other informal discussions. The Chair stated that it was important that we work together because we are all Clerks and we are looking for the same common goals especially when it comes to our efforts and budgets. John Dew and Chris Hart have met regularly. She thanked both for working together. Legislatively, we have had additional success and that coordination again has been huge between the FCCC and CCOC. It has helped us build a relationship with the Legislative staff. This year for the first time we officially had a CCOC staff person registered with the State to provide information to the Legislature on behalf of the CCOC. She thanked Jason Welty. She continued that he and Jason Harrell from FCCC worked together to educate the Legislative staff and others. The CCOC provided those solid numbers and response to the budget process questions while the FCCC provided answers to the policy issues. Each of the two entities have their own distinctive roles. The CCOC within their statutory requirements remains committed to providing that professional budget support to ensure fair and equitable allocation of the resources needed to sustain our court operations. The coordination between the two entities is beneficial to the success of Clerks and enables us to provide our critical public services that affect public safety, commerce and access to justice in our community. This past session the CCOC worked along with the FCCC providing more bill analysis than previous years. The CCOC tracked 649 bills and received 29 bill analyses from the Legislative staff and sent 50 bill analysis requests to the committees and participated with the FCCC on numerous other bill analysis requests as well as ad hoc requests from the Legislature.

This year the Council successfully completed the required evaluation of the CCOC Executive Director, John Dew and likewise, we formally established the process and timing for the annual evaluation as well as developed annual goals for the Executive Director which are used as part of the evaluation criteria.

We now have a newly amended statute 28.35(2)(h) F.S. that requires the corporation to submit an annual report to the Governor, the President of the Senate and the Speaker of the House of Representatives and the Chairs of the Legislative Appropriation Committee. The CCOC met that requirement and was timely. She is proud of the process that was put forward to make sure that we complied with that law.

Another exciting endeavor that we embarked on this last year was the e-Notify project. The Legislature provided $750,000 in the 18-19 General Appropriations act and required the office of the state courts administrators to help coordinate with the CCOC to establish an information technology platform to electronically transmit alert reminders and information to individuals in the criminal justice system. Clerk Peacock led the workgroup of Clerks and staff to help coordinate with the Courts on this project. Clerk Crawford and Clerk Moore Russell played an integral role in this workgroup. She thanked them for their contributions to this effort. We look forward to providing our customers with this useful tool.

This year with the administration of corporation staff, a workgroup was headed by Clerk O'Neil to bring forward to the Council a policy change concerning staff leave. The staff will be utilizing a paid time off policy in lieu of sick and vacation leave policy. The Chair thanked Clerk O'Neil for her work to bring us forward so that CCOC can retain talent and be more competitive and current at least with our compensation and benefits area.

Chair Butterfield was happy to report again that we secured and thanked the legislature for the appropriation of the $11.7 million for jury funding. She thanked the Legislature and the Governor for the approval of the budget that was just signed. She thanked Clerk Vick and the jury workgroup for working with clerks throughout the State to research where variances occurred and to make sure that the allocation was according to the law.

During the year, as the chair she had to call the Executive Director on numerous occasions and say she needed some time with CCOC’s General Counsel. She thanked CCOC's General Counsel, Joe Boyd for being there to answer questions and give guidance as needed.

The Chair reported that the CCOC office was audited by an independent firm and they found no deficiencies and internal controls over financial reporting and no material weaknesses for fiscal year 17-18.

Chair Butterfield wanted to thank those Council members and all of the Committee members for their time and dedication. She named the Committee chairs and thanked them. The Budget Committee's Chair was the Honorable Ken Burke. The Legislative Committee was chaired by the Honorable Carolyn Timmann. The PIE Committee was chaired by the Honorable Tara Green. The Revenue Enhancement Committee was chaired by the Honorable Tiffany Moore Russell. She thanked them and their staff.

She ended by thanking John Dew and the staff. She thanked them for their effort to continue to make sure our organization fulfills its vision and mission.

**APPROVAL OF MINUTES**

The Chair called upon the Secretary-Treasurer Clerk JD Peacock to present the minutes for approval from CCOC's last annual meeting. He thanked the chair and stated that the bifurcated annual meeting has two sets of minutes in the packet. The meeting started on May 9, 2018 and ended on June 25, 2018. He made a motion to approve the minutes. Clerk Moore Russell seconded. The Chair asked if there was any discussion. Hearing none, the vote was taken. The minutes were approved unanimously.

**TREASURER’S AND FINANCIAL REPORT**

Clerk Peacock continued with the Treasurer’s report. He began by saying the CPA firm of Lanigan and Associates provided an audit of CCOC’s financials and CCOC was provided a clean audit. He asked if there were any questions. There were none. He moved on to the CFY 17-18 End of the Year Financial Report. The office expended $1,327,247.50 of an approved $1,617,097.00 budget. He noted that the Corporation was staying within budget. The reason for the unspent budget authority had to do with less dollars being expended for General Counsel services, temporary positions and staff training. That was the report for 17-18.

The next item is the financial report for CFY 18-19. We are currently through 8 months of the year which represents 66% of the budget period. The budget shows about 60% expenditures toward our budget authority. Again, we are staying under budget authority with good fiscal management. There is one position related to technology that is vacant . He will expand on that when he talks about the budget for next year. The Chair asked if there were any questions on the financial reports. There were none.

**TENTATIVE COUNCIL MEETING DATES AND WORKPLAN FOR CFY 19/20**

Next on the agenda was the Tentative Council meeting dates and work plan that is required by the CCOC Plan of Operations. The Chair called upon John Dew to speak. He began by saying that the information is found on page 51 of the packet. It has listed the tentative dates for the Council meetings. We do not have the meeting date for the Council to approve the budgets. It will come after the Budget Committee meetings in July. The date will be set sometime prior to October 1st. There is an Executive Council meeting on October 1, 2019 at the Trade Winds in St. Pete and on February 25, 2020 at Lake Buena Vista. The next Summer Conference will be June 22, 2020. He concluded that those are dates that are scheduled for the upcoming Council meetings. This is for information only.

Mr. Dew continued with the Work Plan. There are 13 items listed and many of these items are related to new statutory requirements or continued statutory requirements. Some of the other items were a continuation of implementing at the CCOC level the reorganizational staffing and salaries based on the Evergreen study, development of a long range 5-year program plan and continue to work with the Association on joint issues.

Chair Butterfield wanted to point out the first item is related to the OPPAGA study that is in statute. We certainly want that to be included in our work plan. That is something that is high on the agenda for the work plan. The Chair asked if there were any questions on the work plan. She stated that the Council did approve it. She would like the Corporation meeting to have a motion to approve the Work Plan. It can be adjusted as we move through the year as needed. Clerk Crawford made the motion. Clerk Colonneso seconded the motion. There was no other discussion and the vote was taken. The motion carried.

**CORPORATE BUDGET FOR 19/20**

Chair Butterfield asked Clerk Peacock to continue with the CCOC budget. He presented the CFY 19-20 Corporation budget request of $1,732,097 that was in the packet and posted on the CCOC website. As he indicated to the Council earlier, the Corporation has had a flat budget over the last several years.

Going into this year, there is a couple of things that CCOC wants to do. One had to do with creating a budget for salary increases for staff. They have kept salaries flat over the years because of the issues that we are all having. Going into this year it appears that we are going to have the resources collectively to do some salary adjustments. The budget indicates a bucket of money for that purpose. John Dew will follow what the Clerks are doing on a global level for salaries. We are not indicating exactly what salary changes are going to be, we are just carving out a bucket of dollars for that. The other additional budgeted item is a request of $45,000 for the conversion from the current annual and sick leave style of employee paid leave balances to a Paid Time Off style leave program. Earlier in the Council meeting this was presented by Dr. O'Neil. There has been a workgroup committee to look at changing the policy of the Corporation for the staff to a PTO model. This was approved by the Council to pursue a change in policy that would cause a onetime non-reoccurring budget impact as we change the leave policy.

The third thing you will see in the budget request is the $100,000.00 for a data solution for the corporation. That is related to replacing the PABS system that was in place prior. One of the big concerns that he had as well as the staff was that product did not provide a very useful tool to us. It was also limited by signal point of failure in personnel to administer retrieving data and utilizing the data and formatting it for staff. We felt like it was time to do a non-recurring appropriation of about a $100,000 to procure a solution that does data collection and reporting on all the different things we do. One of the goals is to provide a better product for both staff and Clerks’ staff to leverage the existing data collection point. There are significant manual processes that cause Clerks’ offices to do a lot of work to support CCOC as well as other organizations. There is data out there that we could leverage to minimize the impact on the Clerks' offices. That is factored into this appropriation to hire a consultant to develop a data mining kind of system to handle all the reporting as well as giving the Clerks a source for ad hoc reports. Those are the three primary increases.

He has checked the revenue with John and made sure that the revenue over the last 3-4 years keeps up with this trend. There is revenue coming in to cover this budget. He stated that was the budget request for the upcoming year. Chair Butterfield thanked him and asked if there were any questions. Clerk Vick asked what the line item was for the data mining? Clerk Peacock said that it was $100,000. She asked if that was for a consultant or hiring of staff? Clerk Peacock stated that there has been a lot of discussion by staff and by different members of the Council on what kind of solution we need. There have been some ideas formulated. Staff has talked to some of the people in the business to get some ideas. The Council will appoint a workgroup that will define what that procurement is going to be, what the deliverables will be, and what the procurement process is going to look like. The budget request quantifies that we have the resources and the Corporation supports the idea. The next step is to define exactly what we are going to get out of it to bring it back to Council.

Chair Butterfield asked if there were any further questions or discussion. Clerk Peacock made a motion to approve the budget as presented. Clerk Cooney seconded the motion. The Chair asked if there were further discussion before the vote. Hearing none, the vote was taken, and the motion passed.

**OTHER BUSINESS**

Chair Butterfield asked if there was any other business. Clerk Cason said he appreciated the work that the Chair had done this year. He stated that he was glad the Clerks had not had any cuts for a couple of years. The Chair thanked him.

She thanked all the Clerks for being here. As you know we had sent many surveys out to make sure that you were going to attend today. Next year will be the same situation. There must be 50% + 1 in attendance in order to have the meeting. At that meeting we must approve the budget which is the main goal for that meeting.

With no further items, the meeting was adjourned.