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## CCOC CORPORATION MEETING

June 28, 2021

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**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

**NIKKI ALVAREZ-SOWLES, ESQ.**  
PASCO COUNTY  
SENATE APPOINTEE

**KEN BURKE, CPA**  
PINELLAS COUNTY  
HOUSE APPOINTEE

**JOHN DEW**  
EXECUTIVE DIRECTOR

**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

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

## ANNUAL CORPORATION MEETING

**June 28, 2021**

**Location:** Hilton St. Petersburg Bayfront, St. Petersburg Ballroom  
333 1<sup>st</sup> SE, St. Petersburg, FL 33701

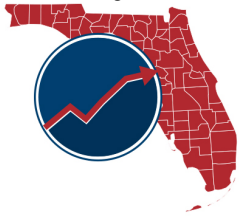
**Meeting time:** Immediately following the 3:00 PM Executive Council Meeting

**WebEx Link:** <https://flclerks.webex.com/flclerks/j.php?MTID=m7d17312672b74eeb97001dfafc2314be>

**Meeting Code:** 172 966 6901 **Password:** CCOC

**Conference Call:** 1-866-469-3239, **Access Code:** 172 966 6901

- 1) Call to Order, Introduction, and Approval of Agenda.....Hon. JD Peacock
- 2) Invocation.....Hon. John Crawford
- 3) Roll Call .....Hon. Tiffany Russell
- 4) Approve Minutes from 2020 Annual Corporation Meeting .....Hon. Tiffany Russell
- 5) Treasurer's Report.....Hon. Tiffany Russell
  - i) Annual Financial Statements for CFY 2019-20
  - ii) Report on CCOC Office Budget for CFY 2020-21 through May
  - iii) Proposed Corporation Budget for CFY 2021-22
- 6) Report from the Chair.....Hon. JD Peacock
  - i) Past Year's Accomplishments
  - ii) Workplan for CFY 2021-22
- 7) Tentative Council Meeting Dates for CFY 2021-22 .....John Dew
- 8) Other Business



# CCOC

## FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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### DRAFT MINUTES CCOC Annual Corporation Meeting July 24, 2020 – 1:00 PM EDT Via Conference Call

The July 24, 2020, Annual Meeting of the Corporation of the Florida Clerks of Court Operations Corporation (CCOC) was called to order at 1:00 p.m., EDT by the CCOC Executive Council Chair JD Peacock. He asked Clerk John Crawford to provide an invocation.

### ROLL CALL

Chair Butterfield asked Secretary/Treasurer Moore Russell to call the roll. She called the roll and there was not a quorum present at that time. The Chair said he would first provide his report since that did not require a vote and allow more time for Clerks to call in. He asked Clerk staff on the call to reach out to their Clerks to have them call in. During his report enough Clerks joined to assure there was a quorum.

### CHAIR'S REPORT

Chair Peacock reported on the activities of the past year. He said he wished he could provide as positive of a report that the previous Chair Butterfield provided last year. He said that we actually were well on track to have a very positive report since he became Chair on July 1<sup>st</sup>, 2019. But then Covid 19 hit in March of this year. Because of the impact of the Pandemic and the resulting drastic drop in revenues collected we are in a situation to potentially have significantly less dollars available to support our currently approved budgets this year. Chair Peacock however said that under his leadership we are looking to find a way to streamline collection of data and simplify the budget request and budgeting process. We have made progress and are also looking at ways to decrease any reports we currently receive and determine if we need all the data we receive from Clerks. Also, we are doing a better job in “mining” the data we currently have and using it in our budget and legislative process. Other positives have been our involvement in the eNotify project, our positive legislative efforts to fix some of the budgeting processes, and our communication with FCCC and the Clerks. The state revenue estimating commission met last week and we now know that we have a significant deficit between the latest projected revenues and the approved Clerk’s budgets for this year. We will be working with the FCCC in getting the messages out to the Clerks so we can go together and seek resolutions on this difficult situation we are in. We are in conversations with the Governor’s Office to see if we can get a loan to help us with the revenue deficit. While again he noted that this is not an overall positive report, he noted he felt certain that we will overcome the challenges during this next year together. He asked if there were any questions. Clerk Spencer, Santa Rosa, asked if we heard back yet from the Governor’s Office about receiving a loan. Chair Peacock said we have not. A discussion ensued on how Clerks

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## MEETING MINUTES – CCOC ANNUAL CORPORATION MEETING 6/24/21

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throughout the State were dealing with Covid-19, the impact on staffing, and not having sufficient revenues to meet budget needs.

### APPROVAL OF THE AGENDA

Chair Peacock asked if there was anyone that wanted to revise the posted agenda. Noting that there were no comments he replied that the agenda as presented would be considered approved.

### APPROVAL OF MINUTES

The Chair called upon Secretary-Treasurer Clerk Moore Russell to present the minutes for approval from CCOC's last annual meeting. Clerk Moore Russell noted that the minutes from the June 24<sup>th</sup>, 2019, meeting were in the packet and asked if anyone had any revisions. Hearing none she moved the minutes for approval. Clerk Colonnese made a second. A vote was taken, and the minutes were approved unanimously.

### TREASURER'S AND FINANCIAL REPORT

Clerk Moore Russell reported that in the meeting packet was a copy of the Corporation's Annual Financial Statements for fiscal year 18/19 which was presented to the Executive Council at their February 25<sup>th</sup> meeting. She noted that there were no negative findings from that audit and asked Corporation members if they had any questions. There were no questions.

The second item she reported on concerned the Corporation's financial situation. End of year report for CFY 18/19, located in the packet, shows that the office stayed well within their budget authority. We are also below our budget authority within the current 19/20 budget authority. Finally, she presented the proposed budget for the Corporation for the upcoming 20/21 budget year. This budget is less than the current year's budget due to less expected travel expenses. The budget request is for \$1,681,437.86 and she made a motion that this be approved by the Corporation members. Clerk Butterfield seconded the motion. Hearing no debate, a vote was taken, and the motion passed. Clerk Moore Russell thanked John Dew for his leadership in assuring we stayed well within our budget authority.

### TENTATIVE COUNCIL MEETING DATES AND WORKPLAN FOR CFY 2020-21

Chairman Peacock called on Executive Director John Dew to provide information on potential meeting dates of the Council in CFY 20/21. Mr. Dew emphasized that some of these dates were very tentative due to the unknown impact of Covid-19. Typically, our Council meetings take place in person the day before the quarterly training sessions. We don't know if we will be having any in-person quarterly training sessions this next year due to the Pandemic. However, Mr. Dew provided tentative Council meetings to be held on October 5<sup>th</sup>, 2020; February 23<sup>rd</sup>, 2021; and June 21<sup>st</sup>, 2021. Chair Peacock followed this with a message to the Council that he may have to call emergency meetings as needed as we deal with the fiscal situation due to revenue losses.

### OTHER BUSINESS

Clerk Ruvin, Miami-Dade said he appreciated the leadership of Chair Peacock and noted that under his term the meetings were managed well, and he keeps a very balanced and fair-minded approach to the process. Chair Peacock said he appreciated the comment but could not have done this without

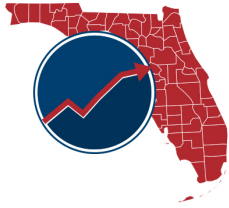
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MEETING MINUTES – CCOC ANNUAL CORPORATION MEETING 6/24/21

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the support of the professional staff of the CCOC and his local staff. He concluded that over the past few years we have continued to build relationships and that as Chair he is looking to utilize this to help reach stability and consistency in our budget model for the future. He said he have the right team to do this and is optimistic this can happen in the future.

With no further items, the meeting was adjourned.



# CCOC

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## AGENDA ITEM 5

**DATE:** June 28, 2021  
**SUBJECT:** Treasurer's Report for Corporation Membership  
**CORPORATION ACTION:** Accept CFY 19-20 Financial Statements and CFY 20-21 Budget Report. Approve Recommended CCOC Office 21-22 Budget

### OVERVIEW:

At the annual Corporation meeting the CCOC Treasurer provides an update on the CCOC Office expenditures compared to the approved budget. Annually the Treasurer is responsible for reporting on the Corporation annual Financial Statements when received and making a recommendation to the Council for the Corporation Office budget for the next county fiscal year.

### STATUS:

- CCOC Office Financial Statements for the year ending September 30, 2020. The audit firm of Law, Redd, Crona & Munroe issued a report. According to the "Summary of Audit Results" there are no noted findings, deficiencies in internal control, or material instances of noncompliance. The full audit report and management Letter has been posted to the CCOC website: <https://flccoc.org/about-us/corporation/>.
- 20-21 Office Budget – Through eight months of the CFY we have only expended 51.19% of our annual budget. Part of the less than expected expenses are due to having vacant positions during the first part of the year and limited travel. We will remain within our budget authority for the year.
- 21-22 Office Budget – Requesting the budget authority be increased by \$20,440.46 in our travel category which was decreased by that amount this year due to travel restrictions. The current year budget is \$1,681,437.54 and the 21-22 budget request is for \$1,701,878. This budget request includes authority to provide select employees up to a 3% performance raise if approved by the Council; requesting the ability to provide limited tuition reimbursement for employees; and the continuation of a set-aside of \$100,000 to hire a technology consultant to help develop a data base for Clerks to submit reports to the CCOC.

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## AGENDA ITEM 5 - TREASURER'S REPORT

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**RECOMMEND ACTION:** Accept reports for 19-20 Financial Statements and 20-21 updated budget. Approve 20-21 office budget request.

**LEAD STAFF:** John Dew, CCOC Executive Director

**ATTACHMENTS:**

1. CCOC Office Budget Report for CFY 20-21 through May 2021.
2. CCOC Office Budget Request for CFY 21-22.



**CCOC Budgetary Report**  
**County Fiscal Year 2020 - 2021**  
**(October 1, 2020 - September 30, 2021)**

	Budget Category Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Year to Date Expenditures	(%) of Budget Expended
<b>CCOC STAFF:</b>	\$861,715.32	\$62,438.80	\$62,408.89	\$62,346.94	\$64,235.84	\$68,138.63	\$67,188.82	\$118,195.51	\$61,715.46	\$0.00	\$0.00	\$0.00	\$0.00	\$566,668.89	65.76%
Total Salaries	\$602,769.72	\$45,074.32	\$44,683.99	\$44,317.99	\$46,893.59	\$46,635.66	\$46,382.66	\$46,485.66	\$45,910.12						
Internal Revenue(Corporation Responsibility)	\$38,945.60	\$3,320.51	\$3,290.61	\$3,246.67	\$3,445.95	\$3,404.63	\$3,385.53	\$6,597.86	\$3,446.38					\$30,138.14	77.39%
Retirement, Benefits, Workers' Comp and Other	\$220,000.00	\$16,386.30	\$16,386.29	\$16,368.28	\$16,368.30	\$18,948.34	\$18,020.63	\$65,811.99	\$12,883.96					\$181,174.09	82.35%
<b>OPS STAFF:</b>	\$34,000.00	\$2,342.33	\$1,952.00	\$1,586.00	\$2,472.00	\$850.00	\$600.00	\$700.00	\$525.00					\$11,027.33	32.43%
<b>GENERAL EXPENSES:</b>	\$85,159.54	\$4,945.94	\$3,854.36	\$5,026.33	\$3,610.43	\$3,195.56	\$8,988.87	\$888.43	\$3,658.08	\$0.00	\$0.00	\$0.00	\$0.00	\$34,168.00	40.12%
Rent (including Utilities)	\$45,159.54	\$3,182.43	\$2,812.50	\$3,519.92	\$3,023.50	\$2,812.50	\$6,303.25	\$211.00	\$3,023.50					\$24,888.60	55.11%
Communications (+ Internet and Phone)	\$5,000.00	\$169.92	\$9.09	\$345.12	\$352.39	\$172.06	\$1,114.32	\$96.68	\$268.37					\$2,527.95	50.56%
Equipment, Supplies and Other	\$35,000.00	\$1,593.59	\$1,032.77	\$1,161.29	\$234.54	\$211.00	\$1,571.30	\$580.75	\$366.21					\$6,751.45	19.29%
<b>TRAVEL:</b>	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$274.35	\$948.59	\$235.20					\$1,458.14	3.24%
<b>STAFF TRAINING:</b>	\$5,000.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$200.00	4.00%
<b>CONTRACTUAL EXPENSES:</b>	\$330,563.00	\$10,279.25	\$11,557.50	\$12,211.00	\$11,848.00	\$12,384.51	\$18,955.75	\$8,889.00	\$6,882.50	\$0.00	\$0.00	\$0.00	\$0.00	\$93,007.51	28.14%
General Counsel	\$111,000.00	\$3,058.00	\$0.00	\$3,496.00	\$1,400.00	\$260.00	\$368.00	\$1,164.00	\$0.00					\$9,746.00	8.78%
FY 20-21 Survey, Reporting, and Other Services	\$203,563.00	\$7,221.25	\$11,557.50	\$8,715.00	\$10,448.00	\$6,189.51	\$13,212.75	\$7,725.00	\$6,882.50					\$71,951.51	35.35%
Audit Services	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,935.00	\$5,375.00	\$0.00	\$0.00					\$11,310.00	70.69%
<b>EDUCATION SERVICES</b>	\$320,000.00	\$78,031.30	\$0.00	\$0.00	\$26,150.00	\$0.00	\$50,000.00	\$0.00						\$154,181.30	48.18%
<b>TOTALS:</b>	\$1,681,437.86	\$158,237.62	\$79,772.75	\$81,170.27	\$108,316.27	\$84,568.70	\$146,007.79	\$129,621.53	\$73,016.24	\$0.00	\$0.00	\$0.00	\$0.00	\$860,711.17	51.19%

\*CCOC Staff has the authority to spend beyond category amounts as long as they stay within the total Annual Budget Authority.

*[Signature]*  
6/14/21

*[Signature]*  
06/14/2021



## DRAFT

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

	Budget Category Amount
<b>CCOC STAFF:</b>	\$861,715.00
Executive Director	\$145,508.00
Deputy Executive Director	\$114,659.00
Budget and Communications Director	\$89,672.00
Senior Budget Manager	\$72,177.00
Budget Manager I	\$50,201.00
Budget Manager I	\$48,270.00
Budget Manager I	\$40,563.00
Executive Assistant/Human Resources	\$43,260.00
Internal Revenue(Corporation Responsibility)	\$55,000.00
Retirement, Benefits, Workers' Comp and Other	\$202,405.00
<b>OPS STAFF:</b>	\$34,000.00
<b>GENERAL EXPENSES:</b>	\$85,159.54
Rent (including Utilities)	\$45,159.54
Communications (+ Internet and Phone)	\$5,000.00
Equipment, Supplies and Other	\$35,000.00
<b>TRAVEL:</b>	\$45,000.00
<b>STAFF TRAINING:</b>	\$5,000.00
<b>CONTRACTUAL EXPENSES:</b>	\$330,563.00
General Counsel	\$111,000.00
FY 20-21 Survey, Reporting, and Other Services	\$203,563.00
Audit Services	\$16,000.00
<b>EDUCATION SERVICES:</b>	\$320,000.00
<b>TOTALS:</b>	<b>\$1,681,437.54</b>

**CCOC Budget Request County Fiscal Year 2021-2022**  
**(October 1, 2021 - September 30, 2022)**

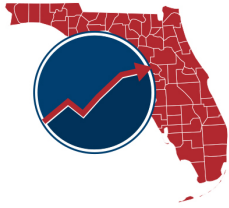
	Budget Category Amount
<b>CCOC STAFF:</b>	\$ 861,715.00
Executive Director	\$145,508.00
Deputy Executive Director	\$101,598.00
Budget and Communications Director	\$83,640.00
Senior Budget Manager	\$72,177.00
Budget Manager I	\$50,201.00
Budget Manager I	\$37,707.00
Budget Manager I	\$40,563.00
Human Resources/Finances/Assistant	\$33,990.00
Internal Revenue(Corporation Responsibility)	\$75,000.00
Retirement, Benefits, Workers' Comp and Other*	\$221,331.00
<b>OPS STAFF:</b>	\$34,000.00
<b>GENERAL EXPENSES:</b>	\$85,200.00
Rent (including Utilities)	\$45,200.00
Communications (+ Internet and Phone)	\$5,000.00
Equipment, Supplies and Other	\$35,000.00
<b>TRAVEL:**</b>	\$60,400.00
<b>STAFF TRAINING:***</b>	\$10,000.00
<b>CONTRACTUAL EXPENSES:</b>	\$330,563.00
General Counsel	\$111,000.00
****FY 21-22 Survey, Reporting, and Other Services	\$203,563.00
Audit Services	\$16,000.00
<b>EDUCATION SERVICES:</b>	\$320,000.00
<b>TOTALS:</b>	<b>\$1,701,878.00</b>

\* Included in these expenses are dollars to provide selected employees up to a 3% performance measure raise or bonus if EC approves.

\*\*Bring travel budget back up to approved 19-20 year level now that travel restrictions are removed

\*\*\*Request the ability to provide limited tuition reimbursement program for employee:

\*\*\*\*Provide \$100,000 in the 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:



## AGENDA ITEM 6ii

**DATE:** June 28, 2021  
**SUBJECT:** Chair's Annual Report and Draft CCOC Office Workplan  
**COUNCIL ACTION:** Approve Draft Workplan

### OVERVIEW:

The CCOC Plan of Operations Council requires that “the Corporation, at its annual meeting shall adopt an annual operating budget and program work plan for each fiscal year as presented by the Executive Director and recommended by the Council.” The proposed budget request is found under item 5iii (Treasurer’s Report) in the meeting packet.

The proposed workplan provides 11 recommendations. These items are connected to continuing current CCOC functions, carry-over from previous years, or related to newly established legislative requirements, as well as ideas to begin long-term projects.

Also, at the annual Corporation meeting, the Chair provides information on the past year’s accomplishments. A report will be provided at the meeting.

**RECOMMEND ACTION:** Review and approve a workplan for 21-22 to be submitted to the Corporation for their review and approval.

**LEAD STAFF:** John Dew, CCOC Executive Director

### ATTACHMENTS:

1. 2021-22 CCOC Workplan - Draft



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

### CFY 2021-22 CCOC WORK PLAN – DRAFT

The Plan of Operations for the Florida Clerks of Court Operations Corporation (CCOC) requires the Corporation to adopt a program work plan for each fiscal year as presented by the Executive Director and recommended by the Council.

CCOC's Mission, Vision, and Guiding Principles supply strategic direction to the Executive Director in formulating the work plan. These values are:

**Our Mission:** To provide world-class service in Budget Administration, Performance Enhancement, Financial Analysis, Legislative Review, and Technical Strategies for all 67 Clerks of Court.

**Our Vision:** “Excellence in Clerks of Court Budget Administration.”

**Our Guiding Principles:**

To be the **Source** for valid, accurate, complete performance and financial reports  
To **Collaborate** with justice partners to meet our mutual needs  
To **Protect** the integrity of performance and financial information  
To be **Proactive** in leveraging current technology and in advancing new technology

**DRAFT CCOC Workplan:** The Executive Director presents the following priorities to the Executive Council and the Corporation members for CFY 2021-22. These priorities are subject to change contingent on the Executive Council leadership and direction, legislative actions, and other factors. As part of the CFY 2021-22 work plan, CCOC staff will:

1. Continue to provide professional support to the clerks, legislature, and other entities seeking information related to the clerks' budgets and performance.
2. Develop policy and budgetary recommendations to the legislature to diversify clerk revenue streams and continue working toward stable funding solutions.
3. Provide workload relief to clerks by streamlining reporting requirements while collecting necessary data to fulfill statutory duties and measure performance.
  - a. Develop a strategic solution for data collection, analysis, and reporting needs.
  - b. Evaluate the efficacy of the current reports.
  - c. Explore the possibility of discontinuing reports that no longer have value and reducing the frequency of submissions.

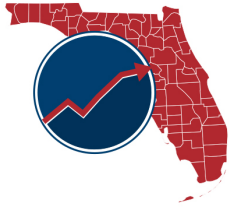
*Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.*

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## CFY 2021-22 CCOC WORK PLAN – DRAFT

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- d. Continue efforts to improve how clerks send reports to CCOC.
  - e. Explore using the Clerks' Comprehensive Case Information System (CCIS) to reduce the number of manual entries clerks must make when reporting outputs.
- 4. Continue to work with clerks on verifying and documenting the clerks' workload.
  - a. Review case weights and performance measures.
  - b. Recommend changes in case weights and performance measures to the Performance Improvement and Efficiencies (PIE) Committee.
- 5. Seek to expand the use of the e-Notify text and email reminder platform, which currently provides court event reminders in only criminal cases.
- 6. Implement legislative changes to:
  - a. Juror Management funding process.
  - b. Uniform payment plan format.
- 7. Collaborate with the Florida Court Clerks & Comptrollers (FCCC) leadership team seeking joint solutions to help resolve clerks' issues and working with the legislature.
- 8. Develop a long-range 5-year strategic plan for the Corporation.
  - a. Implement strategic human resource management principles to develop staff, retain staff, and ensure continuity of operations.
  - b. Develop a school-to-career pipeline program to secure future talent.
  - c. Review CCOC position responsibilities and align staff position descriptions to meet changing needs while using current staff's strengths.
  - d. Increase the CCOC presence on social media to help educate the public and policymakers of the importance of an adequately funded clerk system.
- 9. Review all current CCOC Policies and Procedures.
- 10. Increase training opportunities and resources for clerks and staff.
- 11. Update the criminal and civil indigence forms and provide the form to the Florida Supreme Court for their review.



# CCOC

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## AGENDA ITEM 7

**DATE:** June 28, 2021  
**SUBJECT:** Tentative EC Meeting Schedule for 21-22 Year  
**CORPORATION ACTION:** Informational purposes

### 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 2021 – TBD; the Executive Council will determine what dates to meet during this time to receive recommendations from the Budget Committee to approve Clerk's budgets.

October 11, 2021 – Executive Council Meeting; Location: Sawgrass, Ponte Vedra Beach.

March 8, 2022 – Executive Council Meeting; Location: Sheraton, Panama City Beach.

June 6, 2022 – Executive Council Meeting; Location: Rosen Shingle Creek, Orlando.

**COUNCIL ACTION:** Informational purposes

**LEAD STAFF:** John Dew, CCOC Executive Director

**ATTACHMENTS:** None