



EXECUTIVE COUNCIL MEETING

December 16, 2021

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

EXECUTIVE COUNCIL MEETING

December 16, 2021

Meeting: 9:00 AM – 11:00 AM, Eastern

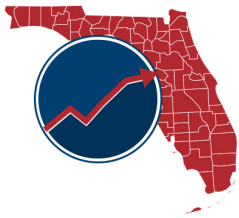
WebEx Link: <https://flclerks.webex.com/flclerks/j.php?MTID=mf15278cd50aa87afa192c8de72ca707d>

Meeting Code: 2313 276 9505, Password: CCOC

Conference Call: 1-866-469-3239; Access Code: 2313 276 9505

Call to Order.....Hon. JD Peacock
InvocationHon. John Crawford
Roll CallHon. Tiffany Russell

1) Introduction and Agenda ApprovalHon. JD Peacock
2) Approve Minutes from 08/11/21 Meeting.....Hon. Tiffany Russell
3) CCOC Office Treasurer's Report.....Hon. Tiffany Russell
 a) CFY 20/21
 b) CFY 21/22
4) CCOC Contracts.....John Dew
5) Process for Review and Recommendation for Indigency FormsHon. JD Peacock
6) Review and Approve CCOC Educational Assistance Program.....John Dew
7) Committee Updates.....Hon. JD Peacock
8) Status of CCOC Data Management ProcessJason Welty
9) Other Business.....Hon. JD Peacock



CCOC

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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Minutes of August 11, 2021 CCOC Emergency Executive Council Meeting

Council Action: Review and approve with amendments as necessary.

The Executive Council of the Clerk of Courts Operation Corporation (CCOC) held an Emergency meeting via WebEx on August 11, 2021. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website

Call to Order and Invocation

The August 11, 2021 meeting of the Executive Council of the CCOC was called to order by Executive Council Chair JD Peacock at approximately 10:00 AM. He announced to Council members that the meeting would only have one item on the agenda to discuss, and that would be the recommendations from the Budget Committee on the CFY 2021-22 Clerk's court-related budgets. Chair Peacock asked Clerk John Crawford to provide an invocation. Clerk John Crawford cited Ralph Waldo Emerson, "Cultivate the habit of being grateful for every good thing that comes to you and to give thanks continuously and because all things have contributed to your advancement you should include all things in your gratitude."

Roll Call

Secretary/Treasurer Tiffany Moore-Russell called the roll. Council members present online via WebEx were Chair JD Peacock, Vice-Chair Jeff Smith, Secretary/Treasurer Tiffany Moore-Russell, Clerk Stacy Butterfield, Clerk John Crawford, Clerk Todd Newton, Clerk Laura Roth, Clerk Harvey Ruvin, Judge Ronald Ficarrotta, Clerk Nikki Alvarez-Sowles, and Clerk Ken Burke. Clerk Moore-Russell announced there was a quorum.

1. Agenda Item 1 – Approve Agenda

Chair Peacock requested a motion to adopt the agenda as presented, which is the single topic of the Budget Committee recommendations to the Council and the minutes of the previous meeting.

A motion was made to approve the agenda by Clerk Butterfield and seconded by Clerk Alvarez-Sowles. The motion was adopted unanimously.

2. Agenda Item 2 – Approve Minutes from 6/28/21 meeting

Clerk Moore-Russell stated to Council members that she was not aware of any changes to the minutes of the 6/28/21 meeting.

Clerk Moore-Russell made a motion to approve minutes as presented and seconded by Clerk Ruvin. The minutes were adopted by consent.

3. Agenda Item 3 – Budget Committee Recommendation for CFY 2021-22 Budget

Chair Peacock provided a brief introduction and then turned it over to Griffin Kolchakian, CCOC Budget and Communications Director, to explain and provide an overview of how the Budget Committee came up with the recommended CFY 2021-22 Clerks' court-related budget. Griffin shared the spreadsheet on screen with Committee members. He discussed and explained the different columns added. Column "H" – Approved Statewide Issues; Column "K" – Approved Funding Requests; Column "N" – \$2.1M Restore Reduction from held harmless counties in CFY 2020-21; Column "O" – Across the Board 40%; Column "S" – Weighted Cases Distribution 60%; Column "V" shows the CFY 2021-22 Revenue-Limited Budget of \$444.9M. The final step to determine the recommended budget was to implement a cap for any county to not receive more than their Needs-Based Budget request amount. The Budget Committee agreed to add the 3% salary increase that was removed for the fiscally constrained counties last year shown in Column "X". Column "Z" shows counties that would receive more than what they asked for and were therefore capped. The total was 18 counties with a total amount of \$77 thousand dollars to be allocated to the newly created Reserve Fund. Column AA \$444.8M is the final suggested and proposed budget. Chair Peacock then opened up the floor to Council members for questions on the recommendation.

A motion was made by Clerk Butterfield to move forward the recommendation of the Budget Committee and seconded by Vice-Chair Smith.

Chair Peacock opened up the floor to Council members for debate on the motion. Clerk Moore-Russell wanted to acknowledge that she had sent every Council member a formal letter protest on behalf of Orange County Clerk of Courts Office. Orange County is being over assessed in the State of the CCOC Trust Fund which is impacting operations. The proposed budget model does not take into consideration where the case load is happening. According to Mike Murphy, Finance Officer in Orange County, they are projected to contribute \$9M to the Trust Fund. Clerk Moore-Russell wants her formal protest noted on the record specifically that Orange County is over funding into the trust fund at a risk of hurting Orange County operations locally. She stated that she will be voting against the motion today. Chair Peacock noted for the record that all the Council members have received the letter mentioned by Clerk Moore-Russell. The letter will be adopted as part of the record for the minutes, and CCOC staff was directed to send out that letter to the normal distribution to Clerks and Clerk Finance.

Clerk Alvarez-Sowles commented that she understands and supports Clerk Moore-Russell's decision to vote against the motion today. She expressed concern about the methodology used. She also voiced a concern with regards to budget numbers submitted by Clerks (CFY 2019-20) versus budget numbers for (CFY 2020-21) utilized to prepare the current budget recommendation. Clerk Roth asked Clerk Alvarez-Sowles to clarify what part of the methodology changing late in the game she specifically was referring to. Chair Peacock interjected to explain that the methodology used by the Budget Committee was how we did the Revenue Limitation, not how we generated the appropriate funding level.

Clerk Roth also expressed her concerns and frustrations with the same issues year after year. She would like to see a data driven case formula that can be applied with confidence in order to get the real dollar amount of how much it costs the Clerks to process cases. Vice-Chair Smith expressed his concerns about using only 100% weighted cases caseload as not the accurate way to proceed. Weighted cases vs. cost of cases are two very different things in his opinion.

Clerk Butterfield said she will support the motion at hand and the Budget Committee recommendation. She wanted the record to reflect the following issues: All Clerks offices are operating with less money and limited by revenue to run Clerks' offices appropriately. Great strides have been made in the Budget Committee in refining the process and improving the process. Case counting audits and case weighting are huge factors that have moved Clerks forward. Clerk Butterfield also went on to explain that all Clerks were instructed to prepare a Needs-Based Budget based on their needs required to operate their office. Clerk Butterfield also spoke about the revenue generated and 100% weighted cases. Although it represents a good bit about workload, it is not the end all. From the revenue side of the Clerks' perspective, the Clerks do not control that, there is only one thing with revenue that the Clerks control and that is the compliance and collection efforts. For those counties that generate more revenue that goes into the Trust Fund, the revenue is State revenue that by design and per statute goes to a collective pool. In the future in refining this allocation process, she recommended that Clerks focus on the expenditure side. She said she is all for continuing to improve our model and of using more of the efforts we have put into the weighted cases and the case counting at the top of the model.

Clerk Newton agreed with Clerk Butterfield's comments. Clerk Moore-Russell clarified that Orange County never proposed using weighted cases to allocate 100% of their budget. Orange County's dissent was with regards to Column "S." Vice-Chair Smith debated the fact that the revenue is not under the Clerk's control, but it is set by the legislature. OSCA consistently considers the cases that the County must oversee as their cases and the revenue generated is not the Clerk's revenue, it is the State's revenue that they have thrown to Clerks to divide up amongst each other in a format and model that doesn't work. Clerks must figure out something in addition to weighted cases because that alone is not going to be the solution to the problem.

Clerk Smith stated that these cases are State revenue like Clerk Butterfield pointed out, and the State has given the Clerks the dubious honor to cap us at whatever the State says the revenue is going to be and then it is up to the Clerks to divide that up amongst the 67 Clerks. Invariably, there is not going to be an equitable way to do that under this format, so Clerk Smith hopes that the Legislative committees of the CCOC and FCCC are working strenuously to fix this issue.

Clerk Alvarez-Sowles commented that we do have to look at expenditures. Every county has their specific expenses. There are revenues that are not on any of the sheets presented which is revenue that comes from general revenue that help the county Clerk with courts so not all counties are on an even playing field when we are not able to see all the revenue coming in and we don't know all of our expenditures, as it is specific to each Clerk's office. Clerk Alvarez-Sowles discussed the issue regarding the change in the methodology that was used to come up with this year's budget. Clerk Alvarez-Sowles believes that the original instructions from the Budget Committee was the approved CFY 2019-20 budget. That budget was at \$446M which is really close to where we needed to be this year. Chair Peacock weighed in and commented that at the end of the day we are carving up a bucket of money where 67 county Clerks partake of, and we hold ourselves accountable to that. He is a big believer of measuring the outcomes (weighted cases). Some good work has been done in the past where the cases are weighed and now, we are in the middle of making sure that the case counting is done correctly and that everyone is counting the same way. He agreed that these two components need improvement. The output is the measurement of how much it costs us to do the work, and then from that point figuring out the anomalies between the different counties. The only way we are going to move forward is by measuring our expenditures. Continuing to move incrementally to get this model correct over the next few years. Chair Peacock opened the floor to Clerks on the call.

Chair Peacock mentioned that Clerk Kinzel of Collier County sent a communication to the Council Members this morning which will be included in the record. Clerk Kinzel thanked all for the work done. Clerk Kinzel expressed disagreement with Clerk Butterfield and Clerk Newton. The requested letter that was received by Clerks referred to the budget request that had been developed in the prior year as Clerk Alvarez-Sowles has stated. Clerk Kinzel's letter to the CCOC states that the statutory requirement is that each Clerk submit a balanced budget. Clerk Kinzel understands the issues with some of the other Clerks offices that don't generate enough revenues to sustain their operations, but Clerk Kinzel believes if we continue to cover those kinds of crisis by redistributing funds, we all suffer and we will never get the attention necessary to properly fund the Clerks.

Clerk Kinzel commented on weighted cases. The statute requires that you consider the costs for the budget, yet we have never done that. Clerk Kinzel asked what the formula was for weighted cases. All of the different nuances in each of the Clerks' offices have never been vetted. Clerk Kinzel takes exception to the continued use of "State Revenue." The State gets a cut of those fines and fees. There is a specific

allocation in the statute of what the Clerks get. Clerk Kinzel takes exception to keep repeating that this is State revenue. Clerks' offices are cut and hurting, and the crisis exists without making it known to the Legislature. She would like to articulate this level of a crisis to the legislature.

Chair Peacock had a rebuttal to Clerk Kinzel's comment and asked that Clerk Kinzel have a conversation with Clerk Green related to how the case weighting came about when she was Chair of the PIE Committee. Clerk Colonnese sympathizes with the issues being expressed. She stated that, proportionally speaking, all counties are taking a hit, some bigger than others because of the nature of the population and the revenue intake. Article V is what caused this problem. Clerks have known for ten years that our model is broken but Article V recognized the disparities around the State, and this is what was born out of it, and this is what we are stuck with now. Every year we are asked for a Needs-Based Budget so that we can track our expenses and show our disparities.

Chair Peacock opened up the floor again to the Council members for one final comment or debate. Hearing none, he reminded Council members of the motion from Clerk Butterfield to adopt the budget as recommended by the Budget Committee and was seconded by Vice-Chair Smith. Chair Peacock call the question on the motion on the floor.

Motion was adopted with one in dissent.

4. Agenda Item 4 – Other Business

Chair Peacock announced that he currently is not anticipating having a Council meeting at the Fall Conference. Looking at the business that may be needed there does not seem to be sufficient need to hold a meeting unless this changes. The next meeting of the Executive Council will probably be in early December related to CCOC contracts and any other business that may come up.

Chair Peacock announced that there will be a communication which will go out for any Clerks interested in serving on a committee. Chair Peacock and John Dew, CCOC Executive Director, are working through the committee chairs. Chair Peacock asked Mr. Dew if he had any comments for the good of the Council and he responded that he did not.

Clerk Butterfield thanked the Council members and Budget Committee members and all the Clerks. Due to the work that has gone forth from the Legislative perspective, the Legislature has been able to recognize the position of the Clerks and are willing to assist the structural changes that happened this year. If the Clerks can provide the data that is needed to continue to improve our model, then it can be used for more allocations.

Clerk Alvarez-Sowles commented that she is a planner and asked Chair Peacock if the December Council meeting could be scheduled soon so that it could be placed on calendars as December is the time of year when there are a lot of events going on. Chair Peacock responded by saying that he will share a date once he has had the opportunity to speak with the FCCC about possibly scheduling the December meeting in conjunction with a FCCC Board of Directors meeting.

Clerk Kinzel commented that she is sympathetic to all Clerks, as well as, to the Judges as all are struggling for money. Clerk Kinzel hopes that her comments are intended to be taken by the other Clerks to be very constructive on how we start to fix it for everyone. Chair Peacock thanked Clerk Kinzel.

Chair Peacock opened up the floor to other Clerks on the call. Hearing none, the floor was opened to anyone on the call that wished to make a comment to the Council. Hearing none, Chair Peacock adjourned the meeting at 11:00 AM.

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
CCOC STAFF:															
Total Salaries	\$861,715.32	\$81,488.04	\$65,388.13	\$62,376.18	\$64,265.08	\$68,198.65	\$67,245.41	\$118,252.10	\$61,772.05	\$60,191.87	\$78,366.02	\$63,803.91	\$65,735.82	\$838,093.26	97.26%
Internal Revenue(Corporation Responsibility)	\$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	\$47,291.82	\$47,485.32	\$45,244.15	\$44,528.15	\$550,933.43	91.40%
Retirement, Benefits, Workers' Comp and Other	\$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	\$3,513.70	\$3,526.68	\$3,365.37	\$3,310.44	\$43,854.33	112.60%
	\$220,000.00	\$15,445.54	\$20,365.53	\$16,397.52	\$16,397.54	\$19,008.36	\$18,077.22	\$65,868.58	\$12,940.55	\$10,119.85	\$28,281.02	\$16,930.89	\$18,917.73	\$258,750.33	117.61%
OPS STAFF:															
	\$34,000.00	\$2,342.33	\$1,952.00	\$1,586.00	\$2,472.00	\$850.00	\$600.00	\$700.00	\$525.00	\$733.50	\$927.00	\$1,736.50	\$1,020.50	\$15,444.83	45.43%
GENERAL EXPENSES:															
	\$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	\$9,263.06	\$7,793.35	\$6,736.22	\$23,084.43	\$81,025.06	95.15%
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	\$3,023.50	\$3,493.09	\$3,296.66	\$6,124.40	\$40,826.25	90.40%
Communications (+ Internet and Phone)	\$5,000.00	\$169.92	\$9.09	\$345.12	\$352.39	\$172.06	\$1,114.32	\$98.68	\$268.37	\$171.69	\$462.46	\$161.27	\$445.75	\$3,769.12	75.38%
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	\$6,067.87	\$3,837.80	\$3,278.29	\$16,494.28	\$36,429.69	104.08%
TRAVEL:															
	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$274.35	\$948.59	\$1,362.79	\$1,233.28	\$1,104.57	\$1,306.97	\$944.99	\$7,175.54	15.95%
STAFF TRAINING:															
	\$5,000.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	4.00%
CONTRACTUAL EXPENSES:															
	\$330,563.00	\$11,249.25	\$7,607.50	\$12,211.00	\$11,848.00	\$12,384.51	\$18,955.75	\$8,889.00	\$7,087.50	\$11,352.50	\$14,054.27	\$11,922.50	\$12,853.87	\$140,415.65	42.48%
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	\$140.00	\$2,400.00	\$0.00	\$200.00	\$12,486.00	11.25%
FY 20-21 Survey, Reporting, and Other Services	\$203,563.00	\$8,191.25	\$7,607.50	\$8,715.00	\$10,448.00	\$6,189.51	\$13,212.75	\$7,725.00	\$7,087.50	\$8,212.50	\$11,864.27	\$11,922.50	\$12,653.87	\$113,619.65	55.82%
Audit Services	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,935.00	\$5,375.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$14,310.00	89.44%
EDUCATION SERVICES															
	\$320,000.00	\$78,031.30	\$0.00	\$0.00	\$26,150.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$95,200.00	\$0.00	\$55,000.00	\$304,381.30	95.12%
TOTALS:															
	\$1,881,437.86	\$159,266.86	\$79,801.99	\$81,199.51	\$108,345.51	\$84,828.72	\$146,064.38	\$129,678.12	\$74,405.42	\$82,774.21	\$197,446.21	\$85,506.10	\$158,619.61	\$1,386,735.64	82.47%

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

10/18/21
10/18/21

CCOC Budgetary Report County Fiscal Year 2020 - 2021 (October 1, 2020 - September 30, 2021)															
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Total Salaries	\$881,715.32	\$61,498.04	\$66,388.13	\$62,376.18	\$64,265.08	\$68,198.65	\$67,245.41	\$118,252.10	\$61,772.05	\$60,191.87	\$78,366.02	\$69,803.91	\$65,735.82	\$838,093.26	97.26%
Executive Director	\$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	\$47,291.82	\$47,485.32	\$45,244.15	\$44,528.15	\$550,933.43	91.40%
Deputy Executive Director	\$145,508.22	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$12,125.69	\$145,508.28	100.00%
Budget & Communications Director	\$114,659.52	\$9,554.96	\$9,554.96	\$9,554.96	\$9,554.96	\$9,554.96	\$9,554.96	\$9,554.96	\$8,220.00	\$8,220.00	\$8,220.00	\$8,220.00	\$8,220.00	\$107,984.72	94.18%
Budget Manager I	\$89,672.54	\$7,472.71	\$7,472.71	\$7,472.71	\$7,472.71	\$7,472.71	\$7,472.71	\$7,472.71	\$8,410.13	\$8,410.13	\$8,410.13	\$8,410.13	\$8,410.13	\$107,984.72	94.18%
Budget Manager I	\$40,563.79	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$3,380.32	\$40,563.84	100.00%
Budget Manager I	\$50,201.75	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$4,183.48	\$50,201.76	100.01%
Budget Manager I	\$48,270.95				\$1,689.60	\$3,050.67	\$3,050.67	\$3,050.67	\$3,050.67	\$3,050.67	\$3,050.67			\$19,993.62	41.42%
Sr. Budget Manager	\$72,177.95	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$6,014.83	\$72,177.96	100.00%
Executive Assistant/Human Resources	\$41,715.00									\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$11,000.00	26.37%
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	\$3,513.70	\$3,526.68	\$3,365.37	\$3,310.44	\$43,854.33	112.60%
Retirement, Benefits, Workers' Comp and Other	\$220,000.00	\$15,445.54	\$20,365.53	\$16,397.52	\$16,397.54	\$19,008.36	\$18,077.22	\$65,868.58	\$12,940.55	\$10,119.85	\$28,281.02	\$16,930.89	\$18,917.73	\$258,750.33	117.61%
OPS STAFF:	\$34,000.00	\$2,342.33	\$1,952.00	\$1,586.00	\$2,472.00	\$650.00	\$600.00	\$700.00	\$525.00	\$733.50	\$927.00	\$1,736.50	\$1,020.50	\$15,444.83	45.43%
GENERAL EXPENSES:	\$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	\$9,263.06	\$7,793.35	\$6,738.22	\$23,064.43	\$81,025.06	95.15%
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	\$3,023.50	\$3,493.09	\$3,286.66	\$6,124.40	\$40,826.25	90.40%
Communications (+ Internet and Phone)	\$5,000.00	\$169.92	\$9.09	\$345.12	\$352.39	\$172.06	\$1,114.32	\$98.68	\$268.37	\$171.69	\$462.46	\$161.27	\$445.75	\$3,769.12	75.38%
+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	\$6,067.87	\$3,837.80	\$3,278.29	\$16,494.28	\$36,429.69	104.08%
TRAVEL:	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$274.35	\$948.59	\$1,362.79	\$1,233.28	\$1,104.57	\$1,306.97	\$944.99	\$7,175.54	15.95%
STAFF TRAINING:	\$5,000.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	4.00%
CONTRACTUAL EXPENSES:	\$330,563.00	\$11,249.25	\$7,607.50	\$12,211.00	\$11,848.00	\$12,394.51	\$18,955.75	\$8,889.00	\$7,087.50	\$11,352.50	\$14,054.27	\$11,922.50	\$12,853.87	\$140,415.65	42.48%
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	\$140.00	\$2,400.00	\$0.00	\$200.00	\$12,486.00	11.25%
FY 20-21 Survey, Reporting, and Other Services	\$203,563.00	\$8,191.25	\$7,607.50	\$8,715.00	\$10,448.00	\$6,189.51	\$13,212.75	\$7,725.00	\$7,087.50	\$8,212.50	\$11,654.27	\$11,922.50	\$12,653.87	\$113,619.65	55.82%
Audit Services	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,935.00	\$5,375.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$14,310.00	89.44%
EDUCATION SERVICES	\$320,000.00	\$78,031.30	\$0.00	\$0.00	\$26,150.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$95,200.00	\$0.00	\$55,000.00	\$304,381.30	95.12%
TOTALS:	\$1,681,437.86	\$158,266.86	\$79,801.99	\$81,199.51	\$108,345.51	\$84,628.72	\$146,064.38	\$129,678.12	\$74,405.42	\$82,774.21	\$197,445.21	\$85,506.10	\$158,619.61	\$1,386,735.64	82.47%




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

WAS 10/18/2021

CCOC Budgetary Report
County Fiscal Year 2020 - 2021
(October 1, 2021 - September 30, 2022)

Budget Category	Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Year to Date Expenditures	(%) of Budget Expended
CCOC STAFF:															
Total Salaries	\$861,715.00	\$61,657.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,657.59	7.16%
Internal Revenue(Corporation Responsibility)	\$685,384.00	\$44,698.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,698.65	7.91%
Retirement, Benefits, Workers' Comp and Other	\$75,000.00	\$3,313.37												\$3,313.37	4.42%
	\$721,331.00	\$14,836.57												\$14,836.57	6.70%
OPS STAFF:															
	\$34,000.00	\$1,191.00												\$1,191.00	3.50%
GENERAL EXPENSES:															
	\$85,200.00	\$4,948.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,948.38	5.81%
Rent (including Utilities)	\$45,200.00	\$211.00												\$211.00	0.47%
Communications (+ Internet and Phone)	\$5,000.00	\$106.72												\$106.72	2.13%
Equipment, Supplies and Other	\$35,000.00	\$4,630.66												\$4,630.66	13.23%
TRAVEL:															
	\$60,400.00	\$99.14												\$99.14	-0.16%
STAFF TRAINING:															
	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$10,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,350.00	3.13%
General Counsel	\$111,000.00	\$0.00												\$0.00	0.00%
FY 20-21 Survey, Reporting, and Other Services	\$203,563.00	\$10,350.00												\$10,350.00	5.08%
Audit Services	\$16,000.00													\$0.00	0.00%
EDUCATION SERVICES															
	\$320,000.00	\$0.00												\$0.00	0.00%
TOTALS:															
	\$1,701,878.00	\$78,047.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,047.83	4.59%

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

 11/18/21
 11/9/21
 11/23/2021

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

AGENDA ITEM 4

DATE: December 16, 2021
SUBJECT: CCOC 2022 Services Contracts
COUNCIL ACTION: Approve Contracts and Extensions

OVERVIEW: Florida Statutes authorize the CCOC to pay expenses to perform the official duties and responsibilities of the Corporation.

NEW CONTRACTS

CCOC contracts are written for a one-year term (January-December) with an option to extend an additional year for up to 2 years but not to exceed 3 years on condition of adequate funding and CCOC evaluation. At the end of this calendar year, we have completed the 3-year cycle for most of our contracts.

Requests for proposals and quotes were released on November 3 and quotes were due to the CCOC by COB November 23. The CCOC requested proposals for seven services: Clerk Education; Internal Auditing Services; External Audit and Financial Services; IT services; Webhosting and development services; Revenue Compliance and training; and Janitorial Services. Separate from this process we also called or visited three vendors and asked for quotes for replacing our copier machine and providing maintenance.

The CCOC proposals, quotes, and vendor questions were available on the CCOC website, and eleven proposals were received. Click on link below to see contract information.

<https://flccoc.org/contractual-services/>

The proposals were evaluated by the CCOC Executive Director and provided to the CCOC Treasurer for her evaluation and review. The evaluation looked at the vendor's minimum qualifications and criteria including flexibility/understanding of requirements, capability, experience, and cost.

There are slight increases in some of the proposed contract amounts over the previous annual amounts. This is expected considering it has been three or more years that the current contract prices have not been increased. There are sufficient CCOC funds to pay for all the proposed contracts.

AGENDA ITEM 4 – CCOC 2022 SERVICES CONTRACTS

The following contractors for the eight services are being recommended below. The below amount would be the maximum spent for the contracts. Because we cannot project with certainty the need for the extent of some of these services, we expect the expenditures will be below the maximum amount. We would work with the vendors to have a signed contract in place in January 2022.

Service Category	Current Contract	Proposed Vendor	Estimated Costs of New Contract	Proposed Annual Maximum
Clerk Education	\$335,400	FCCC	\$397,200	\$397,200
Janitorial	\$2,710	Tallahassee Cleaning	\$205 monthly and one deep cleaning at \$250	\$2,710
External Auditor	\$15,900	Law, Redd, Crona & Monroe	\$15,900	\$15,900
Internal Auditor	\$25,000	Bill Sittig	\$26,100	\$26,100
Website Hosting, Development, Maintenance	\$18,000	UnderStory	\$16,000	\$16,000
Compliance Services	\$53,125	CIS	\$72,030	\$59,500
IT Services	\$39,200	eGroup	\$38,000	\$38,000
Copier Lease & Services	\$211 copier monthly lease Service \$100.65	Rumbles	\$90.91 copier monthly lease Service \$87.83	Approximately \$2,300
		Annual Max. total	\$ \$557,771	

CONTRACT EXTENSION

In January 2020 we established a contract with The Krizner Group to provide HR services to the CCOC office. This contract provides that the payments annually shall not exceed \$5,700. It also allows for two additional one-year extensions. We are satisfied with the service we received in 2020 and this year and the 2021 extension runs out on December 31, 2021. The vendor has agreed to the last one-year contract extension at the same rate which would begin January 1, 2022 and end after December 31, 2022.

The Council approved a contract with Brenda Sorensen, effective October 1, 2020, to help provide payroll services to the CCOC. In order to assure the services could continue for the current year, the CCOC Executive Director worked with the CCOC Treasurer to get the first one-

year extension signed effective October 2021. The contract amount was not increased and is limited to a maximum of no more than \$17,100 annually.

REQUIRED STATUTORY CONTRACT TO FUND CCOC OFFICE

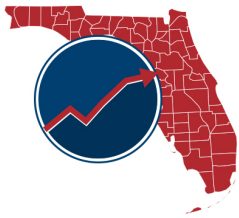
Section 28.35(4), F.S. provides that the CCOC Office shall be funded pursuant to a contract with the Florida Chief Financial Officer. The contract expired at the end of September 2021 and therefore Chair Peacock and DFS signed a new contract effective October 1, 2021. This contract is effective through September 30, 2024. This is essentially the same contract we signed previously, and it provides that on a monthly basis, DFS agrees to provide us funds collected pursuant to sections 28.2401(3), 28.241(1)(a), and 34.041(1)(b), F.S.

COUNCIL ACTION: CCOC requests the Council to approve CCOC entering into contracts for the above-mentioned services. Also approve a contract extension for one year for HR services. And finally, to retroactively approve an extension and contract approved by the Treasurer and Chair.

LEAD STAFF: John Dew, CCOC Executive Director

ATTACHMENTS: Click the following link to view attachments: <https://flccoc.org/contractual-services/>. (Look under “Received Vendor Proposals” for the first 3 attachments, “Received Vendor Quotes” for attachments 4 through 8, and Executed Contracts for attachments 9 through 11.)

1. Compliance Services – CIS Compliance Services Proposal
2. Educational Services – FCCC Clerk Education Proposal
3. IT Services – eGroup IT Services Proposal
4. Copier Services – Rumbles Copier Lease and Services
5. Financial Auditing Services – Law, Reed, Crona, and Monroe External Auditing
6. Internal Audit Services – Bill Sittig Internal Auditor Proposal
7. Janitorial Services – Tallahassee Cleaning Janitorial Proposal
8. Website Services – UnderStory Website Proposal
9. Krizner Group HR Contract Extension
10. Sorensen Payroll Services Contract Extension
11. DFS Contract for Funding CCOC Office



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

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

AGENDA ITEM 5

DATE: December 16, 2021
SUBJECT: Indigent Forms
COMMITTEE ACTION: Review and Approve Indigent Forms

OVERVIEW:

Section 57.082, F.S., requires that the CCOC develop the indigent application forms and that the Florida Supreme Court give final approval. The FCCC has historically revised and approved the applications as a best practice.

FCCC sent to the CCOC revised applications to determine indigence based on current statutes and rules that have changed since 2007. The revisions made were a collaboration of clerk staff (representing 14 counties), staff attorneys (10), and Clerks of Court Operations Corporations (CCOC) staff (Marleni Bruner, Jason L. Welty, and Doug Isabelle).

- Criminal Determination of Indigency
- Civil Determination of Indigency
- Civil Determination of Indigency DP - TPR

The CCOC received input from other sources and revised the indigent application forms further. Upon approval of the forms, CCOC staff will submit them to our General Counsel and the various relevant sections of the Florida Bar for their input before sending them to the Florida Supreme Court. Following approval from the Florida Supreme Court, CCOC will post approved forms on our website.

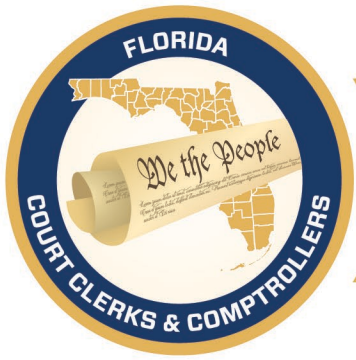
On December 3, 2021, the CCOC PIE Committee reviewed and approved the indigency forms.

COMMITTEE ACTION: Review and Approve Indigent Forms

LEAD STAFF: Jason L. Welty, CCOC Deputy Executive Director

ATTACHMENTS:

1. FCCC Letter to CCOC
2. Criminal Determination of Indigency Form
3. Civil Determination of Indigency Form
4. Civil Determination of Indigency DP-TPR Form



FCCC | 3544 Maclay Blvd | Tallahassee, Florida 32312 | (850) 921-0808

October 19, 2021

The Honorable JD Peacock, Chair
Clerk of Court Operations Corporations Executive Committee
2560 Barrington Circle, #2
Tallahassee, FL 32308

Dear Clerk Peacock:

The Florida Court Clerks & Comptrollers (FCCC) is requesting the approval of the revised applications to determine indigence and for the approved forms to be sent to the Florida Supreme Court for final approval so that the applications may be added to the Courts' website. FCCC has historically revised and approved the applications as a best practice.

The attached revised applications to determine indigence are based on current statutes and rules that have changed since 2007. The revisions made were a collaboration of clerk staff (representing 14 counties), staff attorneys (10), and Clerk of Court Operations Corporations (CCOC) staff (Marleni Bruner, Jason Welty, and Doug Isabelle).

- Criminal Determination of Indigency
- Civil Determination of Indigency
- Civil Determination of Indigency DP - TPR

[Section 57.082, F.S.](#), requires that the application form be developed by CCOC and that final approval be given by the Florida Supreme Court.

The Florida Supreme Court has a 2007 version of the Indigency Application online. That 2007 form is based on an earlier version of s. 57.081, F.S., as it states that a payment plan is required. The amendments to s. 57.081, F.S., currently in place, now allows for both the filing fee and the summons fee to be waived. The updated versions, attached, reflect the current statute which allows for the waiver of filing fees and summons fees. There are also some other minor revisions to match the assets up with their associated liabilities to determine the equity in or net value of the property listed as required by the statute. In addition, the Best Practice Committee that approved this version also recommended removing the full license number as well as the full date of birth, using the year of birth and the last 4 digits of the driver's license.

Sincerely,

Angel Colonnese
President, Florida Court Clerks & Comptrollers
Manatee County Clerk of Court and Comptroller

IN THE CIRCUIT/COUNTY COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA
STATE OF FLORIDA vs.

CASE NO. _____

Defendant _____

APPLICATION FOR CRIMINAL INDIGENT STATUS

- ☐ I AM SEEKING THE APPOINTMENT OF A PUBLIC DEFENDER OR
☐ I HAVE A PRIVATE ATTORNEY OR AM SELF-REPRESENTED AND SEEK DETERMINATION OF INDIGENCE STATUS FOR COSTS

A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under s. 27.52, F.S. commits a misdemeanor of the first degree, punishable by up to 1 year in jail and up to \$1,000 in fines, as provided in s. 775.082, F.S. and s. 775.083, F.S.

I attest that the information provided on this application is true and accurate.

Date Signed

Year of Birth: _____

Last four digits of Driver's License or ID Number: _____

E-mail Address: : _____

Signature of the applicant for indigent status:

Print full legal name: _____

Address: _____

City, State, Zip: _____

Phone number: _____

Notice to Applicant: There is a \$50.00 fee for each application filed. The public defender/court-appointed lawyer and costs/due process services are not free, and a lien may be imposed on all property you own. If you are a parent/guardian making this affidavit on behalf of a minor or tax-dependent adult, the information contained in this application must include your income and assets. **APPLICANTS FOUND NOT TO BE INDIGENT MAY SEEK REVIEW BY A JUDGE.**

1. How many people are living in your household? _____

2. I receive: (Check all applicable payments received)

- ☐ Temporary Assistance for Needy Families - Cash Assistance ☐ Supplemental Security Income (SSI) ☐ Poverty- related veterans' benefits

3. Annual net income: \$ _____ is total annual salary and wages, minus deductions required by law, including court-ordered support payments

My other income sources are:

Social Security benefits	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Social Security benefits for child(ren)	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Reemployment Assistance	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Unemployment compensation	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Union funds	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Retirement/pensions	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Trusts or gifts	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Veterans' benefits	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Workers' compensation	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Rental income	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Dividends or interest	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Regular support from absent family	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Other income not on the list	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly

4. I have assets: (Check "yes" and fill in the value of the property, otherwise check "No." Please provide any outstanding loan balance on assets).

Homestead real estate	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____	Equity Value \$ _____
Non-homestead real estate	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____	Equity Value \$ _____
Car/Motor Vehicle	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____	Equity Value \$ _____
Boats/other tangible property	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____	Equity Value \$ _____
Money market accounts Bank/Savings account(s) Stocks/bonds/Certificates of Deposit	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		
Cash	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		
Other Assets	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		

Check one: I DO NOT ☐ / I DO ☐ expect to receive more assets soon. The asset(s) and value(s) are _____

5. All other liabilities and debts (Child Support Paid Direct, Credit Cards, Medical Bills, Medicines, etc.), in the total amount of \$ _____

6. I have been released on bail in the amount of \$ _____ ☐ Cash ☐ Surety Posted by: ☐ Self ☐ Family ☐ Other

CLERK DETERMINATION

_____ Based on the information in this Application, I have determined the applicant to be () Indigent () Not Indigent

_____ The Public Defender is hereby appointed to the case listed above until relieved by the Court.

Dated this _____ day of _____, 20_____

Clerk of the Circuit Court, by Deputy Clerk

IN THE CIRCUIT/COUNTY COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

CASE NO. _____

Plaintiff/Petitioner
vs.

Defendant/Respondent.

APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS

A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under s. 57.082, F.S. commits a misdemeanor of the first degree, punishable by up to 1 year in jail or up to \$1,000 in fines, as provided in s. 775.082, F.S. or s. 775.083, F.S.

I attest that the information provided on this application is true and accurate to the best of my knowledge.

Date Signed

Year of Birth: _____
Last four digits of Driver's License or ID Number: _____
E-mail Address: _____

Signature of the applicant for indigent status:

Print full legal name: _____
Address: _____
City, State, Zip: _____
Phone number: _____

Notice to Applicant: If you qualify for civil indigence, the filing and summons fees are waived; other costs and fees are not waived. I understand that I will be required to make payments for costs to the clerk in accordance with s. 57.082(5), F.S.

1. How many people are living in your household? _____

2. Annual net income: \$ _____ *is total annual salary and wages, minus deductions required by law, including court-ordered support payments*

My other income sources are:

Social Security benefits	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Social Security benefits for child(ren)	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Reemployment Assistance	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Unemployment compensation	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Union funds	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Retirement/pensions	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Trusts or gifts	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Veterans' benefits	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Workers' compensation	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Rental income	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Dividends or interest	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Regular support from absent family	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Other income not on the list	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly

3. I have assets: (Check "yes" and fill in the value of the property, otherwise check "No." Please provide any outstanding loan balance on assets).

Cash	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	
Homestead real estate	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	Loan balance \$ _____ Equity Value \$ _____
Non-homestead real estate	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	Loan balance \$ _____ Equity Value \$ _____
Car/Motor Vehicle	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	Loan balance \$ _____ Equity Value \$ _____
Boats/other tangible property	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	Loan balance \$ _____ Equity Value \$ _____
Money market accounts	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	
Bank/Savings account(s)	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	
Stocks/bonds/Certificates of Deposit	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	
Other Assets	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____	

Check one: I DO NOT ☐ / I DO ☐ expect to receive more assets soon. The asset(s) and value(s) are _____

4. All other liabilities and debts (Child Support Paid Direct, Credit Cards, Medical Bills, Medicines, etc.), in the total amount of \$ _____

CLERK'S DETERMINATION

Based on the information in this application, I have determined the applicant to be () Indigent () Not Indigent, according to s. 57.082, F.S.

Dated on _____, 20 ____.

Clerk of the Circuit Court

By _____, Deputy Clerk

APPLICANTS FOUND NOT TO BE INDIGENT MAY SEEK REVIEW BY A JUDGE

IN THE CIRCUIT/COUNTY COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

In the Interest of _____

CASE NO. _____

a child, or children

APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS

(Dependency and Termination of Parental Rights Cases s. 39.013(9)(a), s. 39.0134(2)(a), s. 39.807(1)(a), and s. 57.082(1)(d), F.S.)

A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under s. 57.082, F.S. commits a misdemeanor of the first degree, punishable by up to 1 year in jail or up to \$1,000 in fines, as provided in s. 775.082, F.S. or s. 775.083, F.S.

I attest that the information provided on this application is true and accurate to the best of my knowledge.

Date Signed

Year of Birth: _____

Last four digits of Driver's License or ID Number: _____

E-mail Address: : _____

Signature of the applicant for indigent status:

Print full legal name: _____

Address: _____

City, State, Zip: _____

Phone number: _____

Notice to Applicant: If you qualify for civil indigence, the filing and summons fees are waived; other costs and fees are not waived. I understand that I will be required to make payments for costs to the clerk in accordance with s. 57.082(5), F.S.

1. How many people are living in your household? _____

2. Annual total income: \$ _____ *Total income (or gross income) is the total income from all sources before deducting any expenses or taxes*

3. Annual net income: \$ _____ *Annual salary and wages, minus deductions required by law, including court-ordered support payments*

My other income sources are:

Social Security benefits	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Social Security benefits for child(ren)	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input checked="" type="checkbox"/> yearly
Supplemental Security Income (SSI)	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Supplemental Security Income for child(ren)	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Reemployment Assistance	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Unemployment compensation	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Union funds	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Retirement/pensions	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Trusts or gifts	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Veterans' benefits	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Workers' compensation	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Rental income	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Dividends or interest	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Regular support from absent family	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Other income not on the list	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly

4. I have assets: (Check "yes" and fill in the value of the property, otherwise, check "No." Please provide any outstanding loan balance on assets).

Homestead real estate	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____	Equity Value \$ _____
Non-homestead real estate	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____	Equity Value \$ _____
Car/Motor Vehicle	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____	Equity Value \$ _____
Boats/other tangible property	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____	Equity Value \$ _____
Money market accounts Bank/Savings account(s) Stocks/bonds/Certificates of Deposit	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		
Cash	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		
Other Assets	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		

Check one: I DO NOT ☐ / I DO ☐ expect to receive more assets soon. The asset(s) and value(s) are _____

5. All other liabilities and debts (Child Support Paid Direct, Credit Cards, Medical Bills, Medicines, etc.), in the total amount of \$ _____

CLERK'S DETERMINATION

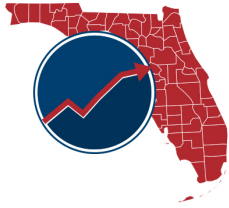
Based on the information in this Application, I have determined the applicant to be () Indigent () Not Indigent, according to s. 57.082, F.S.

Dated on _____, 20 ____.

Clerk of the Circuit Court

By _____, Deputy Clerk

APPLICANTS FOUND NOT TO BE INDIGENT MAY SEEK REVIEW BY A JUDGE.



AGENDA ITEM 6

DATE: December 16, 2021
SUBJECT: CCOC Office Staff Education Assistance Program
COUNCIL ACTION: Approve Assistance Program

OVERVIEW:

The State of Florida for agency and legislative staff provides as a benefit tuition reimbursement for state workers. The CCOC is not considered a State Agency and our employees are not able to receive that same benefit.

In order to help recruit, and keep our employees, it is essential that we offer tuition assistance as part of our employment packet. We presented this concept to the Council in June of this year as part of the goals for the CCOC for CFY 2021-22.

I also reviewed a number of Clerk's offices education assistance plans which helped us model the attached.

We have sufficient dollars at the CCOC to institute this policy.

RECOMMEND ACTION: Approve CCOC Staff Education Assistance Program

LEAD STAFF: John Dew, CCOC Executive Director

ATTACHMENTS:

1. CCOC Educational Assistance Program DRAFT

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
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JOHN CRAWFORD
NASSAU COUNTY

TODD NEWTON
GILCHRIST COUNTY

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JOHN DEW
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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

CCOC EDUCATIONAL ASSISTANCE PROGRAM

COUNCIL ACTION: Approve proposed CCOC Educational Assistance Program

I. OVERVIEW:

This policy describes the financial assistance available to eligible employees who wish to continue their education at an accredited college or university to secure increased responsibility and growth within their professional careers either in their current position or through possible future promotional opportunities. Also provides assistance for the State's Certified Public Management (CPM) Program.

II. DEFINITIONS:

- A. Regular Full-Time: Employees who work 40 hours per week on a regular basis.
- B. Cost per credit hour: An overall category used by certain colleges/universities that include enrollment and other college fees.
- C. Good standing: Have not received written counselling within the last six (6) months or placed on a performance improvement plan and are meeting the expectations of their current position, especially in the critical areas of the position.
- D. Reasonable credit hours per term: eight (8) credit hours per academic session
- E. Pre-approval: Certifies that coursework is eligible for reimbursement and is not a guarantee of payment. Final reimbursement is subject to the employee meeting all the requirements outlined within this policy.

III. POLICY STATEMENT:

The CCOC:

- A. Encourages employees to pursue professional development through academic studies at accredited colleges and universities. Encourages participation in CPM program.
- B. Offers financial assistance to eligible employees who wish to further their education by obtaining a degree in a course of study that will enhance their contribution to the CCOC office.
- C. Educational assistance is paid on a fiscal year schedule (10/1 – 9/30) when funding is available and is paid directly to the employee upon completion of pre-approved coursework.

PROPOSED CCOC EDUCATIONAL ASSISTANCE PROGRAM

- D. Requires employees to successfully complete three (3) months of continuous full-time service prior to applying for educational assistance, hold a regular full-time employment status with the CCOC both at the time of the reimbursement request and at the time of completion of the approved program, meet all job performance requirements in a satisfactory manner, and be in good standing with the Corporation to be eligible for educational assistance. Employees cannot have received a written counseling notice within the last six (6) months or been placed on a performance improvement plan and are meeting the expectations of their current position, especially in the critical areas of the position.
- E. Requires employee to successfully complete the approved educational courses on the employee's time and not during work hours unless provided approved flextime hours by the Executive Director.
- F. Commits that degree completion does not guarantee advancement and/or an increase in salary.
- G. Certifies that submission of a request form does not automatically denote approval for educational assistance.
- H. Reserves the right to refuse payment for all or a portion of an employee's request for educational assistance.

IV. PROCEDURE:

- A. Educational assistance is limited to courses that lead to a degree from an accredited college or university or for the Florida Certified Public Manager Program.
- B. Education assistance will not be approved for the following types of courses or programs:
 - 1. College Entrance Exams (such as LSAT, GRE, GMAT, SAT).
 - 2. Testing Preparation Courses.
 - 3. Coursework unrelated to the business of the CCOC office.
- C. Documentation of satisfactory completion of a course is required. All courses must have a grade of "C" (or pass) or the institution's numerical percentile equivalent or better.
- D. The CCOC will pay 100% for reasonable credit hours per term. This amount covers tuition, fees, books, and related lab fees only. The educational assistance amount paid per fiscal year (10/1 – 9/30) will not exceed:
 - 1. \$1,500 per fiscal year for undergraduate study that leads to a degree.
 - 2. \$4,500 per fiscal year for graduate-level programs that lead to a degree.
 - 3. This cap is intended to prevent the employee from overextending in a program and balance the increasing demands of the job.
- E. Application Procedure:
 - 1. Employees who wish to apply for educational assistance must meet all the requirements outlined within this policy and submit an Educational Assistance Reimbursement Request form along with proof of the classes in which they are enrolled to ensure coursework qualifies.
 - 2. The preapproval section will be completed by the CCOC Executive Director to indicate whether the request is pre-approved or denied and the original form

PROPOSED CCOC EDUCATIONAL ASSISTANCE PROGRAM

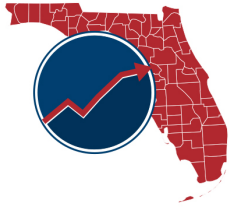
will be returned to the employee to retain until he or she has completed the course.

F. Reimbursement Procedure:

1. Within forty-five (45) calendar days of successful completion of pre-approved coursework, eligible employees shall re-submit the original reimbursement request form signed by their manager along with proof of successful course completion to the CCOC Executive Director. Proof documentation should include a receipt for tuition paid, fee schedule showing courses taken, and proof of final grade.
 2. CCOC Executive Director will review all forms and notify the employee of their approval or denial status. If the request is denied, the CCOC Executive Director will follow up with the employee.
 3. Tuition assistance, if approved, is reimbursed directly to the employee through payroll. It is the intent of the Educational Assistance Program to comply with the requirements of the Internal Revenue Service for the exclusion of reimbursements from the employee's taxable wages. This is in no way a guarantee that reimbursements are tax exempt, and each employee-participant is advised to seek the opinion of their own tax preparer, as the Internal Revenue Code changes from time to time.
 4. Failure to provide any of the above within the required timeframe may result in denial of reimbursement.
- G. Any exceptions to this policy must have the approval of the CCOC Executive Director.

V. **DOCUMENTATION:**

- A. Educational Assistance Reimbursement Request Form submitted and signed by their manager along with fee schedule showing courses taken, proof of final grade and receipt for paid tuition, fees, books, etc.
- B. Copy of degree once program is completed to CCOC Executive Director to update level of education in personnel file.



AGENDA ITEM 7

DATE: December 16, 2021
SUBJECT: CCOC Budget Committee Update
COUNCIL ACTION: Information Only

OVERVIEW:

On November 19th, the CCOC conducted a budget training workshop in Orlando to go over operational budgets and other budget-related items. On November 30th, the CCOC Budget Committee held its first meeting for the CFY 2022-23 budget development cycle. The 23-member Committee, under the leadership of Chair Tiffany Moore Russell, discussed the following topics at this meeting:

- Upcoming legislative session – the Committee briefly discussed budget-related issues that will be contemplated during the legislative session, including year two of the Clerks' Pandemic Recovery Plan funding, continued funding for juror management reimbursement expenses, and reimbursement for injunctions for protection
- CFY 2020-21 settle-up process – the CCOC provided an update on the draft settle-up spreadsheet and next steps to finalize this by the statutory deadline of January 25th
- Revenue and expenditures update – moving forward, the CCOC will provide the Committee with an up-to-date summary of where the clerks stand for both revenues collected as well as total monthly expenditures as the fiscal year progresses
- 2022 Budget Committee workplan and calendar – the Committee proposed and discussed potential topics for the Committee to address during this budget development cycle as well as proposed a timeline calendar outlining upcoming Committee meetings

All related documents were sent to all clerks in November. The Budget Committee plans to hold a virtual meeting in January and an in-person meeting in February in Orlando. A survey with potential meeting dates will be sent to Committee members to determine availability. Upcoming Notable Dates include:

- REC Meeting Tuesday, December 14th
- Operational Budgets due Friday, December 17th
- Legislative Session Begins on Tuesday, January 11th

LEAD STAFF: Griffin Kolchakian, CCOC Budget and Communications Director
Rafael Ali-Lozano, Budget Manager

ATTACHMENTS: 1. Revenue and Expenditures Update
2. Draft 2022 Budget Committee Workplan and Calendar



JD Peacock, II
OKALOOSA COUNTY
EXECUTIVE COUNCIL CHAIR

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INDIAN RIVER COUNTY
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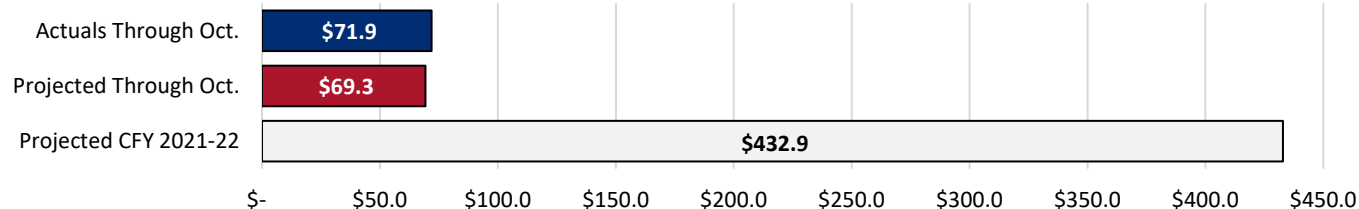
LAURA E. ROTH
VOLUSIA COUNTY

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

REVENUE UPDATE – Through October 2021

The July Article V Revenue Estimating Conference projected the clerks to collect a total statewide revenue of **\$432.9 million** for CFY 2021-22.

CFY 2021-22 Projected Revenues vs. Actual Revenues



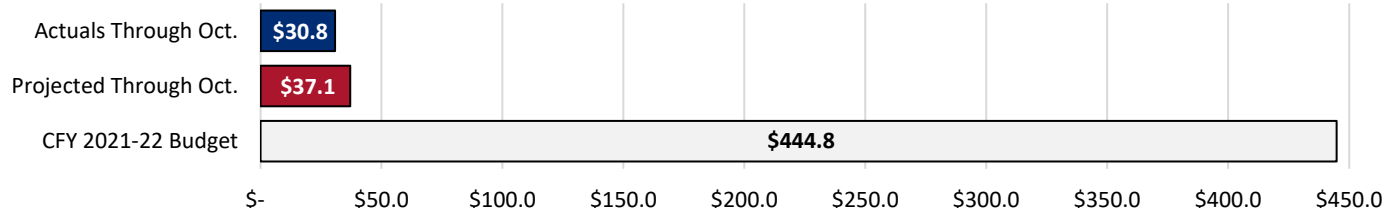
Total revenues reported for October 2021 were **\$ \$35,749,967**

- This amount is about **\$1.2 million, or 3.4 percent, above** the July REC projection for October
- Through the first two months, the REC expected clerks to collect approximately **\$69.3 million**; the actual revenue is **\$71.9 million** which is **\$2.6 million, or 3.8 percent, above** YTD expectations
 - Both September and October actuals came in above the REC monthly estimate

EXPENDITURES UPDATE – Through October 2021

The Budget Committee and Executive Council approved the **\$444.8 million** budget for CFY 2021-22.

CFY 2021-22 Projected Expenditures vs. Actual Expenditures



Total expenditures reported for October 2021 were **\$30,750,633**

- This is about **\$6.3 million, or 17 percent, below** the one-month projected average of YTD expenditures



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	HARVEY RUVIN, ESQ. MIAMI-DADE COUNTY	KEN BURKE, CPA PINELLAS COUNTY HOUSE APPOINTEE
JOHN CRAWFORD NASSAU COUNTY	RON FICARROTTA 13TH JUDICIAL CIRCUIT JUDGE SUPREME COURT APPOINTEE	JOHN DEW EXECUTIVE DIRECTOR
TODD NEWTON GILCHRIST COUNTY	NIKKI ALVAREZ-SOWLES, ESQ. PASCO COUNTY SENATE APPOINTEE	FIRM OF BOYD AND DURANT GENERAL COUNSEL
LAURA E. ROTH VOLUSIA COUNTY		

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Budget Committee Meetings Proposed Schedule

January:

- **Legislative Session Begins (January 11th)**
- **Budget Committee Meeting (Mid-January?) – WebEx Meeting**
 - December 14th REC Results Update
 - Revenue and Expenditures Update
 - Workgroup Status Updates, if applicable

February:

- **Budget Committee Meeting (Late February) – In Person Meeting (Orlando)**
 - Legislative Update (during Session)
 - Establish and Approve Updated Funding Issues Request Forms
 - Confirm Reserve Fund Calculation for CFY 2022-23
 - Other Items:
 - CFY 2020-21 Finalized Settle-Up Made Available
 - CFY 2021-22 Operational Budgets Made Available
 - Prepare Anything Needed for Winter Conference (Budget Trainings?)
 - Workgroup Updates, if applicable

March:

- **Winter Conference in Panama City Beach (March 9th-11th)**
- **Legislative Session Ends (March 11th)**
- **Budget Committee Meeting (Late March) – WebEx Meeting (*if meeting is needed*)**
 - February REC Results Update (*if applicable*)
 - Workgroup Final Reports/Recommendations

April:

- **Budget Committee Meeting (late-April?) – In Person Meeting (*Location TBD*)**
 - Legislative Update – Post-Session Wrap-up
 - CFY 2022-23 Base Budget Calculation Methodology and Starting Point
 - CFY 2022-23 Revenue-Limited Budget Calculation Methodology
 - March Agenda Items, if March Meeting is not held

2022 BUDGET COMMITTEE WORKPLAN AND CALENDAR

May:

- **Budget Committee Meeting (late-May?) – WebEx Meeting**
 - Determine SFY 2022-23 Pandemic Recovery Plan Distribution (*if Appropriated*)
 - Follow-Up on any other Budget Calculation Issues
 - Other Items:
 - Prepare Anything Needed for Summer Conference (Budget Trainings?)

June:

- **Summer Conference in Orlando (June 7th-9th)**
- *No need for Budget Committee Meeting in June*

July:

- **Budget Committee Meeting (early July?) – In Person Meeting (Tampa area)**
 - Budget Presentations by Counties, if applicable
 - Budget Deliberations after Presentations

August:

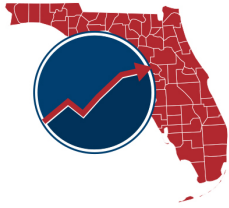
- **Budget Committee Meeting (mid-August?) – In Person Meeting (*Location TBD*)**
 - July REC Results Update (*Date has not yet been set*)
 - Approve CFY 2022-23 Revenue-Limited Budget

September:

- *No need for Budget Committee Meeting in September*

October:

- *No need for Budget Committee Meeting in October*



AGENDA ITEM 7

DATE: December 16, 2021
SUBJECT: CCOC PIE Committee Update
COUNCIL ACTION: Information Only

OVERVIEW:

On December 3, 2021, the CCOC Performance Improvement and Efficiencies (PIE) Committee met to review the Indigency forms and form two workgroups.

At the January 2021 PIE Committee meeting, the PIE Committee changed several performance measures and standards based on a performance data review. The committee decided to send several to a workgroup. At the December 3 meeting, the committee created two workgroups to work simultaneously on the issues.

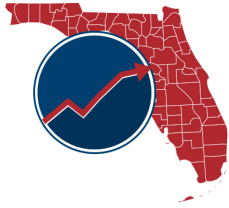
The first would review the collection standards for Circuit Criminal and Civil Traffic and the Timelines standards for all court divisions, both for filing and docketing. This workgroup will kick off in January 2022. The second workgroup will review as a collective whole all current performance measures and standards to recommend adjustments, removal, or creation of new standards. This workgroup will not start until likely after the 2022 Legislative Session. Each workgroup will be chaired by an elected Clerk but staffed by clerk staff. Volunteers should contact Jason Welty, jwelty@flccoc.org, or Marleni Bruner, mbruner@flccoc.org.

The Uniform Payment Plan and template have also been finalized and posted to the CCOC website: <https://flccoc.org/other-information/#upp>.

The PIE Committee will meet again the week of February 14 via WebEx. When finalized, CCOC will post more information to its website <https://flccoc.org/committees/performance-improvement-and-efficiencies-committee/>.

LEAD STAFF: Jason L. Welty, CCOC Deputy Executive Director
Marleni Bruner, Senior Budget Manager

ATTACHMENTS: None



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

JD Peacock, II
OKALOOSA COUNTY
EXECUTIVE COUNCIL CHAIR

Jeffrey R. Smith, CPA, CGMA
INDIAN RIVER COUNTY
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AGENDA ITEM 8

DATE: December 16, 2021
SUBJECT: Status of CCOC Data Management Process
COUNCIL ACTION: Information Only

OVERVIEW:

CCOC has been researching data management tools to more effectively serve the clerks. Over the past 18-months, we have participated in several demonstrations of various tools from various vendors, looking for something that will allow better data analytics on our end and more accessible data entry for the clerks. In addition, we have reached out to several clerk offices for information on your accounting systems and the pros and cons of each company. After this fact-finding period, we feel confident in beginning the procurement process for the CCOC data management solution.

We plan to hire a consulting firm this year to spend a few months understanding our needs and translating those needs into the proper technical terminology. The consultant will be responsible for helping CCOC draft a document that will result in us putting the data management solution out for competitive procurement. We are in the process of either sole-sourcing the consultant contract using the Department of Management Services (DMS) state-term contract list or putting a separate contract for the consultant.

The corporation is committed to providing support to the clerks while meeting our statutory duties to monitor the clerks' performance and budget process. As we move forward with this data solution, we hope to continue what we've built on over the past few years.

LEAD STAFF: Jason L. Welty, CCOC Deputy Executive Director
Marleni Bruner, Senior Budget Manager

ATTACHMENTS: None