



# CCOC

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OPERATIONS CORPORATION

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GENERAL COUNSEL

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

## Minutes of August 5, 2021, CCOC Budget Committee Meeting

Approved by the Budget Committee at the meeting held on November 30, 2021.

The Budget Committee of the Clerk of Courts Operation Corporation (CCOC) held a meeting via WebEx on August 5, 2021. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website. Provided below is a summary of staff notes from the meeting. These notes are designed to document Committee action, not to be a full record of Committee discussions. All motions adopted by the Committee are in **bold** text. All action items based on Committee direction are in **red** and **bold** text.

### 1. Agenda Item 1 – Call to Order and Introduction

Clerk JD Peacock, Chair of the Budget Committee, called the meeting to order at 10:00 AM. Marleni Bruner, CCOC Senior Budget Manager, called the roll. Chair Peacock made a few introductory comments. During the lunch break of the meeting, the Guardianship Task Force Meeting will take place.

Present via WebEx: Clerk JD Peacock, Clerk Jeffrey Smith, Clerk Ken Burke, Clerk Stacy Butterfield, Clerk Gary Cooney, Clerk John Crawford, Clerk Greg Godwin, Clerk Tara Green, Clerk Carla Hand, Clerk Tiffany Moore Russell, Clerk Don Spencer, Clerk Cindy Stuart, Clerk Carolyn Timmann (late), Clerk Angela Vick, Clerk Tom Bexley, Clerk Pam Childers (late).

Absent from meeting: Clerk Brenda Forman, Clerk Bill Kinsaul, Clerk Kellie Rhoades.

### 2. Agenda Item 2 – Approve Agenda

A motion was made to approve the agenda by Chair Peacock; the motion was adopted without objection.

### 3. Agenda Item 3 – Approve Minutes from 7/15/21 & 7/16/21 Meetings

Griffin Kolchakian, CCOC Budget and Communications Director, presented the minutes of the July 15 and 16 meetings to Committee members. Clerk Butterfield had a question regarding paragraph five on page 10 of the packet. Clerk Butterfield stated that the minutes should read 40 percent across-the-board and 60 percent weighted cases instead of the 50/50 split, as was previously agreed upon at the July 2021 Budget Committee Meeting. Clerk Burke also raised a question on the issue of a reduction exercise.

A motion was made to adopt the minutes as amended by Clerk Butterfield and was seconded by Clerk Vick. The motion was adopted without objection.

#### 4. Agenda Item 4 – REC Results

Jason L. Welty, CCOC Deputy Executive Director, presented and discussed the results of the Revenue Estimating Conference (REC) which met on July 21, 2021, in Tallahassee. The conference was attended by representatives of the Florida Senate, the House of Representatives, the Executive Office of the Governor (EOG), and the Office of Economic and Demographic Research (EDR). The REC estimated that \$432.9 million of collected revenue would be available for the Clerks in CFY 2021-22. The REC principles additionally estimated \$11.1 million of cumulative excess available for Clerks in CFY 2021-22. The total revenue is estimated at \$444.9 million for CFY 2021-22. The REC published documents summarizing the meeting which were included in the packet, and any questions should be directed to Mr. Welty. Chair Peacock opened the floor for questions. Clerk Burke raised a question regarding the reduction exercise methodology. Chair Peacock explained that CCOC staff have created a spreadsheet that can be adjusted as the Committee sees fit. Chair Peacock thanked Mr. Welty for working with staffers on the REC.

#### 5. Agenda Item 5 – Reserve Policy

The Reserve Policy Workgroup, led by Clerk Smith, met on June 3, June 11, and June 28 to create, review, and draft the policy addressing the implementation of the Reserve Fund as established by SB 838 (2021). Clerk Smith deferred the presentation to Mr. Kolchakian for further explanation. Mr. Kolchakian began by stating that the revised report was located on page 13 of the meeting packet. CCOC staff made the edits that were approved at the July 2021 Budget Committee Meeting, which included removing the potential options that were laid out as well as leaving the statutory minimum threshold of 10 percent with a specification that the Budget Committee and Executive Council will determine each year the percentage of increase above the minimum, if any.

Chair Peacock opened the floor for any questions or comments by Committee members. Chair Peacock commented about the specific timeframe for analysis by the Committee or Council and whether it should be part of the budget process each year. Clerk Smith stated that it was the intent of the Workgroup that it be part of the budget process each year and that CCOC staff would conduct reviews and calculations each year. Chair Peacock pointed out that, later on in the agenda during the discussion about revenue limitation, there is a statutorily required amount for contribution to reserve, and the Committee can discuss at that time to ratify that minimum or add any additional contribution.

Chair Peacock opened the floor for comments or questions. Clerk Smith thanked the Workgroup and CCOC staff for their work on the policy and felt this policy was comprehensive.

**A motion to adopt the reserve policy was made by Clerk Stuart and was seconded by Clerk Butterfield. The motion was adopted without objection.**

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## 6. Agenda Item 6 – Budget Deliberations

Mr. Kolchakian presented the proposed CFY 2021-22 Revenue-Limited Budget. He explained the different columns on the spreadsheet and discussed the new revenue summary which is how CCOC staff calculated the available \$444.9 million total available to build the budget. After concluding his presentation and detailing the methodology used, he turned the meeting back over to Chair Peacock. Chair Peacock opened the floor to Committee members for questions and comments. Committee members asked clarifying questions and held much debate on the budget.

A motion was made to restore the amounts counties were cut when using the CFY 2020-21 Operational Budget by Clerk Butterfield and seconded by Clerk Cooney. The motion was adopted without objection.

A motion was made to amend the budget development spreadsheet to allocate 60 percent of the available revenue by weighted cases and 40 percent across-the-board by Clerk Burke and was seconded by Clerk Vick. The motion was amended to include that, during this calculation, counties be capped at their requested Needs-Based Budget amount and that any excess created by the cap would be go to the reserve fund. The motion was adopted without objection.

**Chair Peacock charged CCOC staff to rework the numbers as requested by the Budget Committee and bring back the revised numbers for the Committee to review during the afternoon session. He also directed staff to cap a county's budget at their requested Needs-Based Budget amount despite the calculation.**

Chair Peacock announced that Clerk Russell will be the next budget chair. He then opened the floor for further comments and questions. Clerk Butterfield inquired about how the budget would be handled should the case counting team come back with changes. Chair Peacock stated that the adjustments would be minor and could be addressed during settle-up.

Chair Peacock announced that the Committee would break for lunch and resume back at 2:00 PM.

### **Lunch break**

Chair Peacock called the meeting to order at 2:00 PM.

He then called on Mr. Kolchakian to present the updated budget spreadsheet. Mr. Kolchakian discussed the amended spreadsheet and brought the Committee members attention to the columns added based on the Committee's direction. Columns K, N, O, and S were amended, which brought the new budget to \$444.8 million. Chair Peacock opened the floor to Committee members and then to everyone on the call before taking a vote. There was one additional component that Mr. Welty recognized and included in the

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amended spreadsheet relating to the three percent across-the-board salary increase that some counties received in the prior year.

A motion was made to adopt the CFY 2021-22 Revenue-Limited Budget, which utilized 60 percent allocation by weighted cases and 40 percent across-the-board distribution and caps counties at their Needs-Based Budget with the excess going to the reserve fund by Clerk Butterfield and was seconded by Clerk Smith. The motion also stated that any adjustments from the Case Counting Workgroup would be addressed by CCOC staff. The motion was adopted; Clerk Russell was the lone nay vote.

Chair Peacock announced that there will be an emergency Executive Council Meeting next Wednesday, August 11, 2021, at 10:00 AM to approve this recommended budget.

## **7. Other Business**

Clerk Vick reminded everyone that the jury funding of \$11.7 million and \$2.4 million of carryforward funds is not included in the Revenue-Limited Budget. The CCOC team is working on jury data with a projected date of August 20, 2021, to provide the final jury forms to Clerks. Chair Peacock also mentioned that Pandemic Recovery Plan dollars are outside of the proposed Revenue-Limited Budget as well.

Meeting adjourned at 2:30 PM.

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