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Minutes of January 20, 2022, Budget Committee Meeting

Approved by the Budget Committee at the meeting held on February 9, 2022.

The Budget Committee of the Clerk of Courts Operation Corporation (CCOC) held a meeting via WebEx on January 20, 2022. 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 staff 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.

Agenda Item 1 – Call to Order and Introduction

Clerk Tiffany Moore Russell, Chair of the Budget Committee, called the meeting to order at 10:00 AM. The meeting was turned over to Griffin Kolchakian, CCOC Budget and Communications Director, to conduct roll call.

Present via WebEx: Clerk Tiffany Moore Russell, Clerk Joseph Abruzzo, Clerk Nikki Alvarez-Sowles, Clerk Stacy Butterfield, Clerk John Crawford, Clerk Pam Childers, Clerk Gary Cooney, Clerk Nadia K. Daughtrey, Clerk Brenda Forman, Clerk Greg Godwin, Clerk Tara S. Green, Clerk Carla Hand, Clerk Bill Kinsaul, Clerk Grant Maloy, Clerk Donald Spencer, Clerk Cindy Stuart, Clerk Carolyn Timmann, Clerk Angela Vick.

Absent from meeting: Clerk Jeffrey Smith, Clerk Tom Bexley, Clerk Ken Burke, Clerk Brandon Patty, Clerk Clayton Rooks, III.

Agenda Item 2 – Approve Agenda

A motion was made to approve the agenda by Clerk Cooney and seconded by Clerk Maloy; the motion was adopted without objection.

Agenda Item 3 – Approve Minutes from 11/30/21 Meeting

Chair Russell presented the minutes of the November 30, 2021, meeting to committee members.

A motion was made to adopt the minutes by Clerk Cooney and seconded by Clerk Maloy; the motion was adopted without objection.

Agenda Item 4 – December Revenue Estimating Conference (REC) Results Update

Mr. Kolchakian presented the results from the December 14th REC meeting, which is included in the meeting packet. He detailed the revenue projections for the current fiscal year and the three following fiscal years. Overall, the REC is projecting a slight increase in revenues for the coming years. The REC will not likely meet again until this summer after session concludes. At that meeting, the REC will establish the estimates we will use to set the available budget for CFY 2022-23 that we will build in the coming months.

Agenda Item 5 – Revenue and Expenditures Update

Mr. Kolchakian presented the revenue and expenditure update, which is included in the meeting packet. We currently have three months of revenue actuals through November. The REC projected us to be at \$102.8 million year-to-date, but we actually collected \$105.4 million so far this fiscal year. We are on pace to slightly exceed the \$432.9 million for the year. Both September and October came in above the monthly REC projection while November came in at \$33.3 million which was less than one percent under the monthly projection.

Mr. Kolchakian presented the expenditures update as well. We currently have two months of expenditures actuals through November. For the monthly projections, we took the \$444.8 million annual budget and divided by 12 to get a monthly estimate. The monthly year-to-date projection is \$74.1 million, and the actual year-to-date expenditures were \$64.1 million. This is a good bit below the monthly pace, but there is a lot that goes into monthly expenditures. Overall, we are in good shape on revenues and expenditures to date.

Mr. Kolchakian referenced the following page in the meeting packet which is a breakdown of available budget components for the following fiscal year and the three following years that Mike Murphy has created.

Clerk Green asked if the REC projection increases for CFY 2021-22 and CFY 2022-23 was due to an increase of anticipated cases. Jason L. Welty, CCOC Deputy Executive Director, stated that the revenue accounts for projected foreclosures pushed into CFY 2022-23 and are projected to level off in CFY 2023-24. This is also accounting for the increase we are seeing in CFY 2021-22. Clerk Green asked if that was small claims. Mr. Welty said that those are mostly small claims.

Agenda Item 6 – Establish 2022 Budget Committee Workgroups

Chair Russell stated that the Budget Committee established three new workgroups to address issues that have come up year after year to see if these workgroups can potentially settle these issues moving forward. These new workgroups are the Cost of Living Component Workgroup which will be chaired by Clerk Godwin, the Compliance

Workgroup which will be chaired by Clerk Maloy, and the New Judges Funding Workgroup which will be chaired by Clerk Abruzzo. Chair Russell thanked these committee members for agreeing to chair these workgroups.

Chair Russell opened the workgroups to be staffed from the different clerks' offices. Each workgroup will bring back recommendations to the committee for review. The New Judges Funding Workgroup is tied to a legislative request; Clerk Crawford asked if this workgroup could take up the issue of reassigned judges and how they will be funded when they are moved to a different county. Clerk Abruzzo agrees with this request, and the workgroup will address it.

Chair Russell addressed other issues that were previously raised, including the issue that Clerk Alvarez-Sowles brought up which is the issue with capturing all court-related costs, regardless of the revenue source. The clerks are currently required to submit this information, and a certification letter is used to attest to this. The CCOC budget documents also contain instructions to include all cost funded by non-court related funding on the Operational Budget Form. Options to address this would be to create a macro to collect this data or to create a workgroup that can address this issue later this year. Chair Russell asked Clerk Alvarez-Sowles if what we are doing today is sufficient to address the concerns. Clerk Alvarez-Sowles stated it is not sufficient and that there are blind spots relating to expenditure data for CCOC staff. She said that clerks are placed into peer groups and compared to each other, but if the comparison is not "apples to apples," then it is not a fair comparison. She mentioned that some clerks run out of funds after month nine or 10, but they are somehow able to make it through the rest of the year. Clerk Alvarez-Sowles stated that we need to identify our true court expenses, and this will end up showing what the Needs-Base Budget really is. She stated that she does not think we have enough money to support the courts. Moving forwards, it would be good to know our blind spots and to know the true expenses. Chair Russell stated that it goes back to the individual clerks being willing to share that information. Chair Russell also tasked CCOC with reaching out to Clerk Alvarez-Sowles to further address her concerns on this topic.

Chair Russell brought up the issue that Clerk Daughtrey raised regarding funding for the cost increase associated with technology. Chair Russell stated that the FCCC currently has a workgroup addressing this and invited Clerk Daughtrey to lead a workgroup that deals with technology funding. Clerk Vick stated that there is some value with the analysis of technology funding. Chair Russell stated that she will get with Clerk Daughtry and Clerk Vick on this issue. John Dew, CCOC Executive Director, stated that the CCOC is involved in that workgroup.

Chair Russell asked Clerk Childers to discuss the history of the previous workgroup that addressed health insurance costs. Clerk Childers stated that they collected information and found that it depends on where you are in the state. Clerk Childers stated that the workgroup spent a large amount of time reviewing health insurance. Clerk Kinzel asked if Clerk Childers thought they should make a 'one size fits all' healthcare insurance funding system. Chair Russell stated that this issue has been

brought up and discussed previously. Chair Russell also discussed the various CCOC workgroups that are still active or have previously concluded and what each one completed.

Agenda Item 7 - Other Business

Chair Russell opened the floor to any comments. Clerk Malloy stated that the first meeting of the Compliance Workgroup will be held virtually next Monday at 2:30 PM. Mr. Kolchakian made an announcement that the Pandemic Recovery Plan Quarter 2 expenditures spreadsheets and the monthly EC Reports are due today; the Jury Management forms were due on January 10th and settle-up documentation is due Tuesday, January 25th. Clerk Alvarez-Sowles asked if the Budget Committee is meeting in March. Chair Russell said we aren't meeting in March due to Winter Conference.

Meeting adjourned at 10:45 AM.
