



**Jeffrey R. Smith, CPA, CGMA**  
INDIAN RIVER COUNTY  
EXECUTIVE COUNCIL CHAIR

**Tiffany Moore Russell, ESQ.**  
ORANGE COUNTY  
VICE-CHAIR

**Laura E. Roth, ESQ.**  
VOLUSIA COUNTY  
SECRETARY/TREASURER

NIKKI ALVAREZ-SOWLES, ESQ.  
PASCO COUNTY  
SENATE APPOINTEE

KEN BURKE, CPA  
PINELLAS COUNTY  
HOUSE APPOINTEE

RON FICARROTTA  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

JD PEACOCK, II  
OKALOOSA COUNTY

HARVEY RUVIN, ESQ.  
MIAMI-DADE COUNTY

JOHN DEW  
EXECUTIVE DIRECTOR

TODD NEWTON  
GILCHRIST COUNTY

JOHN CRAWFORD  
NASSAU COUNTY  
STACY BUTTERFIELD, CPA  
POLK COUNTY

FIRM OF BOYD AND DURANT  
GENERAL COUNSEL

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## Minutes of June 6, 2022, Executive Council Meeting

Approved by the Executive Council on September 21, 2022.

The Executive Council of the Florida Clerks of Courts Operations Corporation (CCOC) held a meeting in person in Orlando at the Rosen Shingle Creek and via WebEx on June 6, 2022. The agenda and materials were distributed in advance of the meeting and posted on the CCOC website.

### Call to Order, Invocation, and Roll Call

Chair JD Peacock called the meeting to order at 3:00 PM Eastern Standard Time. Clerk John Crawford provided an invocation.

Council members present in person: JD Peacock, Jeffrey Smith, Tiffany Moore Russell, Stacy Butterfield, John Crawford, Laura Roth, Nikki Alvarez-Sowles

Council members present via WebEx: Todd Newton and Judge Ronald Ficarrotta

Council members absent from meeting: Harvey Ruvin and Ken Burke

### Public Comment

Chair Peacock asked anyone if they had any public comments about any items on the agenda, as now was the time to ask. There were none.

### Agenda Item #1: Approve Agenda

Chair Peacock asked that the agenda be revised to allow Clerk Timmann to present her report from the Legislative Committee at the beginning of the meeting as she has to leave early. **Clerk Butterfield motioned to approve the revised agenda, which was seconded by Clerk Russell. The revised agenda was adopted unanimously.**

### Agenda Item #2: Approve Minutes from March 8, 2022, EC Meeting

Clerk Russel stated that the minutes are in the packet for review and adoption. There were no edits or question to the minutes.

Clerk Russell motioned to adopt the meeting minutes as presented. The motion was seconded by Clerk Crawford. The minutes were adopted by consent.

**Agenda Item #4C: Committee Updates**

C. Legislative Committee

Legislative Committee Chair, Clerk Timmann, gave a legislative update on the Governor's Budget actions that have been passed concerning CCOC. State General Revenue is continuing for \$6.25 million for pandemic recovery. Juror management services received approximately \$14.7 million. This includes reoccurring \$11.7 million plus a carryforward amount of \$3 to \$3.3 million.

She announced that there would be a new Judge in Lake County, and we would hear more conversations about the needs there.

CCOC received \$2.4 million for the Guardianship database.

Clerk Timmann announced that there were no reductions in revenue funding sources. However, she said we will soon examine the various options to increase our funding for CFY 2022-23.

There were no questions from the Council or the audience.

**Agenda Item #3: COCC Office Treasurer's Report**

Clerk Russell stated that we have a financial audit from an outside firm of the previous fiscal year each year. The firm of Law, Reed, Crona and Monroe are available to go over the report in the packet. She said it was a clean report, and there were no issues or concerns.

She then spoke about the CCOC's office's current fiscal year budget. She stated that the CCOC, through seven months, had only expended 52% of the annual budget. It is expected that there will be under-expenditure of the budget this year if this trend continues; however, we know that one category of the budget will experience an over-expenditure from its original approved budget category. The Council, in June 2022, approved a budget of \$320,000 for educational services for CFY 2021-22; however, in December of that year, a contract for educational services was approved for \$397,200 by the Council. She noted that we will be able to under-expend in other areas to offset the increase in educational services.

She is requesting the CFY 2022-23 office budget authority be increased by \$77,050.14. This is to cover the \$77,200 increase for educational services with FCCC. In addition, a request was made for a 5.38% increase in salary for all CCOC employees to mirror what all State Employees are receiving as approved by the Legislature this year. The increased impact on the budget for the salary increase will be offset by a decrease in other budget areas.

Clerk Russell said that we have in the packet the CCOC Workplan for CFY 22-23. She asked Mr. Dew if he wanted to go over the plan. He just noted the material is in the packet and is willing to answer any questions as needed.

Chair Peacock asked if there were any questions of the Treasurer or Mr. Dew. Clerk Smith wanted to confirm that any increase in the budget for pay raises would be offset by a decrease in budget authority in other areas of the budget. Clerk Russell said that was correct. There were no other questions.

Chair Peacock noted the importance of competitive salaries at the CCOC with state employees and supported the salary increase.

**Clerk Russell motioned to approve the recommended budget for CFY 2022-23. Clerk Alvarez-Sowles seconded the motion. The motion carried unanimously.**

**Clerk Russell motioned to adopt the CFY 2022-23 Work Plan. Clerk Butterfield seconded the motion. The motion carried unanimously.**

There were no questions from the Council about the external audit done by Law, Redd, Crona & Munroe, P.A. Chair Peacock noted that the audit was very comprehensive and unmodified with no notes. He further said he appreciated the work of the firm. Dana Powell from the firm responded she appreciated the opportunity.

#### **Agenda Item # 4: Committee Updates**

##### **A. Budget Committee Report**

Clerk Russell addressed three items that needed approval:

1. Pandemic Recovery Plan Year 2 Allocation
2. Updated Juror Management Policy
3. Jury Management Reimbursement Form

**Clerk Russell motion to adopt the SFY 2022-23 Pandemic Recovery Plan Allocation. Clerk Smith seconded the motion. There were no questions, and the motion was adopted unanimously.**

**Clerk Russell motioned to update the Juror Management Policy and SFY 2022-23 Jury Management Reimbursement Form. Clerk Alvarez-Sowles seconded the motion. With no questions, the motion was adopted unanimously.**

##### **B. PIE Committee Report**

PIE Chair Clerk Laura Roth gave updates from the Collection and Timeliness Workgroup. The workgroup requested more data regarding Circuit Criminal and tabled any discussion. In addition, the workgroup recommended reducing Civil Traffic from 90% to 85%. The meeting was held on June 21, 2022.

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The Collection and Timeliness Workgroup requested more data regarding Circuit Criminal performance measures and are holding off on making final decisions for recommendations. Instead, the workgroup will collect data for several months before making further recommendations to the PIE Committee.

The Performance Measures Workgroup was communicating by email and starting philosophical discussions on why we track and how we track measures.

**Clerk Roth motioned for adopting the CFY 2021-22 Quarter 2 Performance Measures and Action Plans report. Clerk Butterfield seconded the motion. There were no questions or comments. The motion carried unanimously.**

**Agenda Item # 5: Guardianship Database Updates**

CCOC staff released an RFQ for an IT consultant on May 27, 2022. While the Governor has not yet signed HB 1349, the plan is to have the pieces in place to begin work immediately when the bill becomes effective July 1, 2022.

Chair Peacock announced the preliminary plan was to create a workgroup to discuss how the Guardianship database needs to fit the statutory requirements once the bill is signed. CCOC Executive Director, John Dew, will not be hiring full-time staff and wanted to start an RFQ to find someone to hire a consultant to assist in finding the proper consultant to develop the Guardianship Database. Chair Peacock addressed an audience member's question of what skillset the CCOC was looking for. He said we want to hire someone that can identify where the data may already exist and assist in pulling all the information together in a database that one part will be used by judges and the other by the public. There were no more questions or comments.

**Agenda Item # 6: Annual Evaluation of Executive Director**

Chair Peacock announced Executive Director, John Dew, received a high score of 94.2 out of 100. There are nine different areas that Mr. Dew was evaluated on by the Council members, from communications to planning an organization, managing employees, to understanding the job the Clerks do. Mr. Dew received high ratings in all areas. Chair Peacock said that it is clear that the Council believes that Mr. Dew fully understands his responsibilities and is again doing an excellent job. There were no questions or comments on John Dew's evaluation.

**Agenda Item # 7: TCBC Report**

Chair Peacock introduced Judge Ficarrota to give the TCBC Report. Judge Ficarrota announced that following the Legislative session, the TCBC met in May to approve allocations for SFY 2022-23 and to begin discussions on the possible SFY 2023-24 legislative budget requests. The new resources included \$10 million for year two of the Pandemic Recovery Plan and \$1.9 million for technology support for remote and in-person proceedings post-pandemic. The TCBC also approved funding to contract with the National Center for State Courts for a two-year judicial workload study. The Commission will meet

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again in August to discuss and approve recommendations for the Supreme Court. There were no questions or comments.

**Agenda Item # 8: Results of CCOC Election**

Clerk Russell stated the ballots were provided to the Clerks on May 9, 2022. Ballots were tabulated on June 2, 2022. The results were as follows:

- Group 1 – John Crawford, Nassau County
- Group 2 – JD Peacock, Okaloosa County
- Group 3 – Stacy Butterfield, Polk County
- Group 4 – Harvey Ruvlin, Dade County

No questions or comments on the results of the election.

**Agenda Item # 9: Other Business**

- a) Approve Executive Director Telecommuting Plan

The CCOC Executive Council approved a Telecommuting Policy for CCOC staff at the March 2022 meeting. The executive director has implemented the policy at the office for all the staff; however, the Executive Director said that while he expected he will be working at the office almost every day, he did want to have the opportunity to work from home one day a week. **Clerk Russell motioned to approve the Executive Director's Telecommuting Plan, and Clerk Roth seconded the motion.**

Chair Peacock invited discussion and comments. Clerk Roth added that her office has the same telecommunications plan, which has been successful for her staff and increased productivity. Clerk Peacock stated that he was not in favor of needing a written plan for the Executive Director to telecommunicate. He saw the importance of having a policy with staff. Still, he did not see the need for the Executive Director to have a written plan for working from home. He added that while Mr. Dew was very comfortable with seeking approval from the Council, he simply stated his opinion on the matter. **The motion was adopted.**

- b) Appreciation of Clerk's Staff Retiring

Chair Peacock wanted to publicly recognize several staff from the Clerk's offices that will be retiring soon that, over the years, have provided an excellent service to the CCOC. This will be the last Council meeting before their retirement.

First, he wanted to thank Mike Murphy from Orange County, who has helped the CCOC Budget Committee for numerous years. Secondly, he thanked Denise Bell from Lake County, who has worked with several CCOC Committees. Most recently, she helped lead the case counting project. Finally, he wanted to recognize the years that Cindy Carlsward from Indian River County has served in that office and helped the CCOC.

Clerk Butterfield also wanted to provide her condolences to Mr. Dew after losing his father the previous week.

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c) Public Comments

Clerk Kinzel asked where the funding would be coming from to provide the building of a guardianship database and CCOC database. Chair Peacock said we would receive general revenue dollars to build the Guardianship database. We have allocated \$100,000 in the CCOC budget for building the CCOC database as part of our data management solutions.

There were no other comments or questions. The meeting was adjourned at 3:50 PM.

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