



---

## EXECUTIVE COUNCIL MEETING

November 1, 2022

---



**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

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

## EXECUTIVE COUNCIL MEETING

**November 1, 2022**

**Meeting:** 3:00 – 5:00 PM; Central

Hilton Sandestin Beach Golf Resort & Spa, Coastal Ballroom BC

**WebEx Link:** <https://flclerks.webex.com/flclerks/j.php?MTID=m790b0fcfe5835f24daf61109069f9079>

**Meeting Code:** 2315 735 6307 **Password:** CCOC

**Conference Call:** 1-866-469-3239 **Access Code:** 2315 735 6307

Call to Order.....Hon. Jeffrey R. Smith

Invocation .....Hon. John Crawford

Roll Call .....Hon. Laura Roth

1) Introduction and Agenda Approval .....Hon. Jeffrey R. Smith

2) Approve Minutes from 08/08/22 and 09/21/22 Meetings.....Hon. Laura Roth

3) Treasurer's Report .....Hon. Laura Roth

4) Presentation on Compliance Education .....Don Murphy

5) Committee Updates

a) Budget Committee .....Hon. Tiffany Moore Russell

b) PIE Committee.....Hon. Laura Roth

c) Legislative Committee .....Hon. Stacy Butterfield

6) CCOC Travel Policy Revision .....John Dew

7) TCBC Report .....Hon. Judge Ficarrotta

8) Other Business .....Hon. Jeffrey R. Smith

a) Guardianship Update

b) Other

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

**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



**JOHN DEW**  
EXECUTIVE DIRECTOR



**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## Minutes of August 8, 2022, Executive Council Meeting

**Committee Action:** Review and approve with amendments as necessary.

The Executive Council of the Clerk of Courts Operation Corporation (CCOC) held a meeting via WebEx on August 8, 2022. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website.

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

The meeting was called to order by Chair Jeff Smith at 3:01 PM. Clerk John Crawford gave the invocation. CCOC Performance, Policy, and Education Director, Mrs. Marleni Bruner, called roll.

Council members present for meeting (Web-Ex): Chair Jeff Smith, Vice-Chair Tiffany Moore Russell, Secretary/Treasurer Laura Roth, Clerk Stacy Butterfield, Clerk John Crawford, Clerk JD Peacock, Judge Ronald Ficarrotta, Clerk Nikki Alvarez-Sowles, Clerk Ken Burke, and Clerk Todd Newton (joined the call late)

Council members absent from meeting: Clerk Harvey Ruvin

### **Agenda Item 1 – Approve Agenda**

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

### **Agenda Item 2 – PIE Committee Update**

Clerk Roth, Chair of the PIE Committee, presented a request for the Council to approve three items that were reviewed and approved by the PIE Committee. These items consist of a revision to the indigency business rules, a revision to case weights, and a revision to the CFY 2022-2023 outputs form.

Clerk Roth provided an overview of the action items from the PIE Committee. The committee has four items for the Council's consideration.

First, the PIE Committee revised the indigency business rules which will be effective October 1, 2022. The committee approved a change to incorporate a reference to juvenile dependency

data, which clerks currently submit and have been since CFY 2019-20. Additionally, there were changes made to incorporate non substantive formatting and grammatical changes.

Second, the committee recommends revising the case counting business rules with an effective date of October 1, 2022. The following highlights the changes made:

**General**

- For consistency among the court types, the "Do NOT Include" sections have been moved from General Reporting Rules to Counting Cases.

**Circuit Criminal**

- The option to report Capital Murder, Non-Capital Murder, and Sexual Offenses subcase categories separately from All Other Felonies has been eliminated. Accordingly, the All-Other Felonies subcase type has been renamed Felony Cases.
- The rules for Appeal (AP) cases have been updated to incorporate the change in the jurisdiction of appeals of county court decisions to the District Court of Appeals rather than circuit courts, pursuant to Ch. 2020-61, L.O.F.

**County Criminal**

- Clarifies that cases transferred to County Criminal from Circuit Criminal, based on downgraded charges, are not included, if the case was sentenced in Circuit Court and is only being transferred to County Court for supervision.

**Circuit and County Criminal**

- Clarification added that arrests on Civil or Family pick-up orders should not be counted as a new criminal case.

**Circuit Civil**

- The rules for Appeal (AP) cases have been updated to incorporate the change in the jurisdiction of appeals of county court decisions to the District Court of Appeals rather than circuit courts, pursuant to Ch. 2020-61, Laws of Fla.
- The Out of State Commission for Foreign Subpoenas subcase type has been removed from reporting.
- The subcase types have been updated to reflect the current jurisdictional ranges, including adding a new subcase type to capture the increase to \$50,000, effective January 1, 2023.
- The Registry Deposits Without an Underlying Case subcase type has been removed from reporting.

**Family Law**

- The definition of the UIFSA IV-D/UIFSA NON-IV-D subcase type was clarified to make clear that those cases which only count as Reopens for SRS are not to be reported in this section.

- The descriptions for the non-SRS subcase types, found in section 2.b., were expanded for clarity. Item 2.b.v. was removed. The Appendix was updated accordingly.

The third change recommended by the PIE Committee is creating a new subcase type and an amendment to the associated case weights. The subcase type "Civil \$30,000-\$50,000" is added to the subcase types due to statutory changes and the committee recommends a case weight of five.

Lastly, the committee recommends changes to the outputs form to conform with changes made to the new case counting business rules and the associated case weight change.

Clerk Smith asked the council for questions and discussion.

Clerk Burke asked the PIE Committee to study how diversion cases impact counties' case counts and weights. Additionally, he wanted to know if a county does not intake a domestic violence case, are they counted the same in the case counts and case weights. Jason Welty, CCOC Deputy Executive Director, committed to investigating diversion and injunction-for-protection cases at a future PIE Committee meeting.

Clerk Burke also brought up an issue with the filing fee for counterclaims and counter petitions or third-party complaints. Some counties charge a single filing fee if there is more than one type of petition in a filing. Other counties charge multiple filing fees for multiple petitions within a filing. Clerk Roth responded that the Best Practices Committee at the Association (FCCC) was working on a similar issue and this issue would receive more attention in the future.

Clerk Alvarez-Sowles asked about the new case weight for the new county civil case type (Civil \$30,000-\$50,000) and stated that there could be more complex cases, such as foreclosures or contract indebtedness, and she felt a case weight of five, which the PIE Committee recommends, might be underweighting these cases. Clerk Alvarez-Sowles asked the Council to reconsider accepting the recommendation and perhaps creating a blended rate for this new category. Clerk Roth and Mr. Welty provided additional background to the workgroup and committee's decision to recommend a case weight of five. Due to this change coming as a response to legislative action, it must have a weight before October 1.

Clerk Smith recommended taking each PIE Committee issue individually, given the questions raised.

**Clerk Alvarez-Sowles motioned to approve the indigency business rules. Clerk Smith seconded the motion. Item 2(a) passed unanimously.**

**Clerk Alvarez-Sowles motioned to approve the revisions to the case counting business rules. Clerk Butterfield seconded the motion. Motion 2(b) passed unanimously.**

Clerk Alvarez- Sowles motioned to send the recommendation on case weights (agenda item 2(c) back to the PIE committee to allow them to relook at the case count with the information discussed for a blended rate. The motion failed due to a lack of a second.

Clerk Peacock motioned to approve the recommendation from the PIE committee of assigning a weight of five for the cases between \$30,000 and \$50,000. Clerk Butterfield seconded the motion for discussion.

Clerk Smith opened the motion for discussion. Clerk Alvarez-Sowles stated she would like it to be sent back to the PIE Committee. Clerk Cooney explained that the workgroup analyzed the issue and recommended a weight of five.

Marleni Bruner, CCOC Performance, Policy, and Education Director, reiterated the workgroup's work and the discussion at the PIE Committee. She also explained that the workgroup will review it further because it is on the PIE Committee's work plan to review all case weights for the upcoming year.

**The motion to approve the recommendation from the PIE Committee for Case Weights, 2(c) passed unanimously.**

Clerk Butterfield motioned to approve the changes to the Outputs form (Agenda Item 2(d). Clerk Peacock seconded the motion. The motion passed unanimously.

### **Agenda Item 3 – Update on Guardianship Database**

Chair Smith stated the CCOC will be presenting an update on the Guardianship Database Project and review a recommendation to hire a vendor to help develop the Request for Proposal for a vendor to develop the database. Also, Clerk Smith wants to appoint a Council member to independently lead the Project. He wants everyone to understand how important this project is with a short deadline of July 1, 2023, to provide the database.

CCOC Executive Director, John Dew noted that there were materials in the packet which included a memo providing an update on what staff have been working on since June, a copy of the statutory requirement, and a draft of a contract with the Canopy Group Consultants. Mr. Dew said there were two items for the Council to address today. First, to review and hopefully approve a contract with the Canopy Group, and secondly, to select a Council member to independently be responsible for the project. Mr. Dew provided an historical update on the work done thus far on the project. He thanked Clerk Burke for his help and leadership thus far in the project.

Chair Smith thanked Mr. Dew and CCOC staff for the work they have done. He also complimented the three Clerks that served on the Guardianship Task Force; Ken Burke as Chair, Clerk JD Peacock, and Clerk Crystal Kinzel. They were active in coming up with recommendations to the legislature and because of that, the legislature enacted a law and made the CCOC the entity to get this project done. Chair Smith noted that the CCOC is not used to this kind of project as the CCOC is a budget and a performance entity. He noted that



the CCOC has the project, and it is a situation where things need to happen quickly. Clerk Peacock has done a lot of work with Mr. Dew, who will be the point person from the CCOC on this project. Clerk Peacock worked with him on negotiating a potential contract with a vendor that will oversee the project and provide timelines. They will not be the entity that is creating the database.

Chair Smith asked for a motion to hire Canopy Management to help us find a vendor to develop the Guardianship Database. He asked if anyone had questions or comments they want to make prior to a motion. Clerk Peacock said the proposed vendor does have related expertise in the procurement of a vendor to build the database, as well as experience to potentially help the CCOC with other data management tools in the future. The CCOC has narrowed down the priority to the Guardianship Database in this procurement for our consultant. Canopy is capable of helping the CCOC and provide the expertise to write the procurement. They understand the timelines and the responsibility we have as a Corporation to get that done. Should the contract be approved today; the CCOC has set up a kickoff call with our consultant Canopy for Monday, August 15, 2022, to get a high-level plan to move forward.

Chair Smith thanked Clerk Peacock and asked if there were other questions. Hearing none, a **motion was made by Clerk Peacock for the approval of the contract with Canopy Management Consulting Group. Clerk Newton seconded the motion. The motion carried unanimously.**

Chair Smith stated that in light of the quick turnaround time, decisions have to be made quickly. It would be too cumbersome in his and Mr. Dew's opinion, to have to come back to the Executive Council every time to get approval on each facet of the project. Chair Smith recommended the Council appoint Clerk Burke as the overseer for this project, and have the Council give him the ability to make decisions that are timely, and that may not necessarily equate to getting the Council together to approve. The Council will continue to get updates as regular meetings are scheduled. He suggested Clerk Burke because he was the chair of the Guardianship Task Force, and there is no doubt that he would work personally to ensure this project was done well and timely.

**Clerk Newton made a motion to appoint Clerk Burke as the Council member responsible for the Guardianship Database Project and to give him the authority on behalf of the Council to make time-sensitive decisions. Clerk Butterfield seconded the motion. With no questions, the motion passed unanimously.**

Chair Smith asked if Judge Ficarrota had anything to add to today's meeting. He responded that there were no issues at this time to report and wanted to state that he was happy to continue to be on the CCOC Executive Council.

In conclusion, Chair Smith said he wanted again to thank Clerk Peacock for the years he led the CCOC as Chair.

The meeting was adjourned at 3:50 PM.

**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



**JOHN DEW**  
EXECUTIVE DIRECTOR

**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## Minutes of September 21, 2022, Executive Council Meeting

**Committee Action:** Review and approve with amendments as necessary.

The Executive Council of the Clerks of Court Operations Corporation (CCOC) held a meeting via WebEx on September 21, 2022. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website.

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

The meeting was called to order by Chair Jeff Smith at 2:00 PM. Clerk John Crawford lead the invocation. Clerk Roth called the roll.

**Present for meeting (WebEx):** Chair Jeff Smith, Vice-Chair Tiffany Moore Russell, Secretary/Treasurer Laura Roth, Clerk Stacy Butterfield, Clerk John Crawford, Clerk Harvey Ruvin, Clerk JD Peacock, Clerk Nikki Alvarez-Sowles, and Clerk Ken Burke.

**Absent from meeting (conference call):** Clerk Todd Newton and Judge Ron Ficarrotta

### **Agenda Item 1 – Approve Agenda**

A motion was made to approve the agenda by Clerk Ruvin and seconded by Clerk Roth. The motion was adopted unanimously.

**Agenda Item 2 – Approve Minutes from June 6, 2022** Clerk Alvarez-Sowles made a motion to approve the June 6, 2022 minutes. Clerk Ruvin seconded. The motion was adopted with no opposition.

### **Agenda Item 3 – Accept Treasurer’s Report**

Clerk Roth reported that in June 2021 the Council approved a Fiscal Year 2021-2022 CCOC office budget of \$1,701,878. Through 10 months of the fiscal year through July of 2022, the CCOC has expended less than 75% of the budget. The CCOC is expected to be well within the overall approved budget authority at the end of the year; however, they will overspend in the subcategory for educational services. This is due to the Council increasing the amount of dollars authorized to pay FCCC for contractual educational services in December 2021.

No approval was needed for the Treasurer’s Report and there were no questions.

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



**Agenda Item 4 – Approve CFY 2022-23 Revenue-Limited Budget**

Clerk Russell explained the proposed Revenue-Limited Budget for CFY 2022-23 for the 67 Clerks as approved by the Budget Committee. Clerk Russell highlighted that, in April, the Committee approved the \$448.3 million Base Budget, which includes the prior year Revenue-Limited Budget of \$444.8 million and \$3.5 million for calculated FRS increases. In July, the State's Revenue Estimating Conference established the available revenue for CFY 2022-23 at \$453.2 million. The Committee had about \$4.9 million of remaining available revenue to allocate on top of the approved Base Budget. To distribute this \$4.9 million, the Committee voted to fund one additional FTE for the new judge in Lake County. The remaining \$4.9 million was allocated proportionally across the board for all 67 Clerks.

**Clerk Russell moved for the approval of the Revenue-Limited Budget in the amount of \$453.2 million. Clerk Butterfield seconded the motion.**

Clerk Smith opened the floor for Council members to discuss. Clerk Peacock said it was his understanding that during the Budget Committee meeting weighted cases and weighted workload measures were not used in the final determination of how to distribute the \$4.9 million and that it was just a straight across-the-board distribution. Clerk Russell confirmed. Clerk Peacock was concerned with just giving an across-the-board distribution to Clerks for the \$4.9 million. He felt that while this is only approximately 1% of the Clerk's statewide budget, we should have at least compared Clerks using our case data. He said that weighted workload measure should be applied in distributing the \$4.9 million.

Clerk Butterfield said that when the committee was looking at all the options to determine how to distribute the \$4.9 million, they had some concern with using the case weights to make a distribution even though a lot of effort has been put into assuring the numbers were correct. She said that we are making great progress every year in getting better data. However, when we only have an approximately 1% increase above our Base Budget, we still will not have sufficient funding. She asked what the determined Needs-Based Budget was for the 67 Clerks. Chair Smith responded that it is \$481.2 million which means no one is getting nearly what their need is. The budget up for approval is almost \$28 million short of our requests.

Clerk Roth said she agrees with Clerk Peacock that we should use the information we have from weighted cases to help distribute dollars. However, because the amount of \$4.9 million is such a small percentage of the budget, she will agree to approve this year's Budget Committee recommendation. Clerk Roth also said it seemed like a significant amount of work for Clerks to come and present to the committee when we just provide such a small portion of the budget and that maybe in the future, we should consider not requiring these presentations if there are so few funds. Clerk Russell responded that the presentations were necessary from a records perspective to have the information for us to take to the Legislature to seek additional funding.

Clerk Cooney said he did not believe the Budget Committee should use case weighting information this year because the numbers were still being vetted. Clerk Peacock said we

have been working on the mechanics of a weighted case measures for several years now and has yet to hear a material weakness that would prohibit applying 1% of the budget using weighted cases. If we wait to get perfect, we will never apply weighted case measures because they will never be perfect. He said he would be voting against the proposed budget based on us not using case data in our distribution.

Clerk Kinzel said she has issues with the current budget process and how it is applied. She noted that she continues to be a donor county. She stated that Clerks should be looking at meeting performance measures, collections, and cost-of-living issues when distributing dollars. Clerk Russell provided clarification on the budget development process and suggested that the Budget Committee might want to consider addressing the Clerks' budget statutes during upcoming meetings.

**Clerk Smith called for the vote to approve the \$453.2 million Revenue-Limited Budget. The motion passed with Clerk Peacock voting nay.**

#### **Agenda Item 5 – Other Business**

##### Budget Committee Appointments

Clerk Russell announced that Clerk Kinzel and Clerk Sadoff were joining the Budget Committee and Clerk Smith would no longer be Vice-Chair as he is serving as Chair of the CCOC. Clerk Godwin will now be serving as Vice Chair.

##### Guardianship Project Update

Clerk Burke gave an update on the Guardianship Program and the progress. He noted that we have been very busy since the Governor signed the bill. He noted that we have met with Legislative Staff, Staff of the Department of Elderly Affairs, Staff of the Justice Administrative Commission, and FCCC Staff. We also will be reaching out to several members of the Judiciary to help us.

This is a very important issue, and it was clear how important it is when we met with Legislative Staff. John Dew, CCOC Executive Director, is doing a great job as leading this project in this office and Clerk Peacock is doing a great job heading up a Technical Workgroup and working with our Consultant we hired at our last meeting. We also have an Operations Workgroup that met for the first time this week. Mr. Dew has also hired a project manager just over a week ago and she has a very impressive resume. He thanked Chair Smith for appointing him to be responsible for this project. Chair Smith said he appreciated all the hard work from Mr. Dew and his staff, Clerk Burke, Clerk Peacock, and the workgroups.

##### PIE Committee

Clerk Roth mentioned an email that was sent out to all Clerks on September 1<sup>st</sup>, 2022 from the CCOC that gave a recap of the decisions from the PIE Committee which were adopted by the Council at our last meeting. Some of these new rules go into effect on October 1<sup>st</sup> so she suggested the Clerks go back and look at these.

Legislative Committee

Clerk Timmann announced that she had stepped down from the position of CCOC Legislative Chair as she is now serving as the FCCC President, and that Clerk Butterfield will now be the Chair of the Legislative Committee.

Mr. Dew said he wanted to thank Clerk Russell and her staff as well as CCOC staff Griffin Kolchakian, CCOC Budget and Communication Director, and Rafael Ali-Lozano, CCOC Budget Manager I, for the great work they did to make this process run so well.

Chair Smith said he wanted to state that as a Clerk, when he was not on the Council and not working with the CCOC, things looked a lot different when you are on the sidelines as compared to being in the heat of the battle. He said he wanted to commend the CCOC staff for all they do for Clerks, for looking out for us Clerks, standing up for the Clerks and for the work they actually do. What they do behind the scenes is very important and means a lot and he wanted to thank the staff on behalf of himself and the rest of the Council.

**Clerk Butterfield made the motion to adjourn. There were no objections, and the meeting was adjourned at 2:47 PM.**

**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



**JOHN DEW**  
EXECUTIVE DIRECTOR



**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHIRST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## AGENDA ITEM 3

**DATE:** November 1, 2022  
**SUBJECT:** Treasurer's Report  
**COUNCIL ACTION:** Accept Treasurer's Report

### OVERVIEW:

The CCOC office budget was set by the Executive Council for CFY 2021-22 at \$1,701,878. The tentative expenditure numbers show the CCOC has expended \$1,518.110. With the year complete the initial analysis reveal an expenditure of approximately 90% of the budget. The CCOC is still in the process of review and categorization of some expenditures so the final budget report could vary slightly.

**COUNCIL ACTION:** Accept Treasurer's Report

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

### ATTACHMENTS:

1. CCOC Office Budget Report for CFY 2021-22



**CCOC Budgetary Report**  
**County Fiscal Year 2021 - 2022**  
**(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
<b>CCOC STAFF:</b>	\$861,715.00	\$63,537.70	\$64,923.20	\$68,681.01	\$69,211.61	\$68,765.43	\$70,695.73	\$69,129.73	\$68,848.53	\$68,080.09	\$69,008.94	\$70,281.51	\$70,027.22	\$821,190.70	95.30%
Total Salaries	\$565,384.00	\$44,698.65	\$46,559.23	\$49,535.67	\$48,747.67	\$48,584.67	\$48,462.67	\$48,618.67	\$50,418.67	\$50,642.34	\$51,240.28	\$49,518.84	\$50,210.59	\$587,237.95	103.87%
Internal Revenue(Corporation Responsibility)	\$75,000.00	\$3,313.37	\$3,451.68	\$3,703.89	\$3,705.39	\$3,650.01	\$3,600.20	\$3,617.55	\$3,749.85	\$3,785.20	\$3,808.99	\$3,681.07	\$3,720.29	\$43,787.49	58.38%
Retirement, Benefits, Workers' Comp and Other	\$221,331.00	\$16,716.68	\$15,867.29	\$17,237.45	\$17,971.55	\$17,580.75	\$19,560.86	\$17,977.51	\$17,564.01	\$16,668.55	\$17,394.67	\$19,056.60	\$18,763.09	\$212,359.01	95.95%
<b>OPS STAFF:</b>	\$34,000.00	\$1,191.00	\$955.00	\$1,796.00	\$1,213.00	\$1,050.00	\$928.00	\$1,084.00	\$2,884.00	\$3,016.00	\$3,435.00	\$1,975.00	\$2,666.75	\$22,193.75	65.28%
<b>GENERAL EXPENSES:</b>	\$85,200.00	\$4,948.38	\$6,731.60	\$5,368.64	\$4,269.09	\$10,477.04	\$1,201.18	\$4,308.08	\$7,135.60	\$4,540.77	\$4,824.09	\$4,923.14	\$10,929.04	\$69,656.65	81.76%
Rent (including Utilities)	\$45,200.00	\$211.00	\$3,959.58	\$2,812.50	\$3,676.99	\$6,043.61	\$390.87	\$2,812.50	\$6,449.47	\$3,265.52	\$3,458.45	\$3,318.11	\$3,398.34	\$39,796.94	88.05%
Communications (+ Internet and Phone)	\$5,000.00	\$106.72	\$370.40	\$378.36	\$272.25	-\$95.93	\$275.98	\$272.64	\$275.28	\$350.42	\$378.72	\$276.90	\$270.93	\$3,132.67	62.65%
Equipment, Supplies and Other	\$35,000.00	\$4,630.66	\$2,401.62	\$2,177.78	\$319.85	\$4,529.36	\$534.33	\$1,222.94	\$410.85	\$924.83	\$986.92	\$1,328.13	\$7,259.77	\$26,727.04	76.36%
<b>TRAVEL:</b>	\$60,400.00	-\$54.28	\$1,318.84	\$5,119.52	\$0.00	\$96.00	\$578.31	\$622.00	\$346.17	\$2,312.76	\$1,707.80	\$935.51	\$1,119.22	\$14,101.85	23.35%
<b>STAFF TRAINING:</b>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,636.78	\$0.00	\$0.00	\$5,392.72	\$1,520.00	\$8,549.50	85.50%
<b>CONTRACTUAL EXPENSES:</b>	\$330,563.00	\$10,555.00	\$11,286.74	\$5,696.25	\$9,088.50	\$20,918.72	\$18,476.25	\$9,516.00	\$14,194.75	\$16,604.75	\$16,728.10	\$14,350.25	\$18,533.75	\$165,949.06	50.20%
General Counsel	\$111,000.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$560.00	\$0.00	\$250.00	\$0.00	\$0.00	\$1,330.00	\$0.00	\$2,340.00	2.11%
FY 21-22 Survey, Reporting, and Other Services	\$203,563.00	\$10,555.00	\$11,286.74	\$5,496.25	\$9,088.50	\$15,918.72	\$12,916.25	\$9,516.00	\$13,944.75	\$16,604.75	\$10,828.10	\$13,020.25	\$18,533.75	\$147,709.06	72.56%
Audit Services	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,900.00	\$0.00	\$0.00	\$15,900.00	99.38%
<b>EDUCATION SERVICES</b>	\$320,000.00	\$0.00	\$0.00	\$0.00	\$114,592.98	\$0.00	\$0.00	\$162,033.00	\$0.00	\$0.00	\$88,333.00	\$0.00	\$51,500.00	\$416,458.98	130.14%
<b>TOTALS:</b>	\$1,701,878.00	\$80,177.80	\$85,215.38	\$86,661.42	\$198,375.18	\$101,307.19	\$91,879.47	\$246,692.81	\$95,045.83	\$94,554.37	\$184,036.93	\$97,858.13	\$156,295.98	\$1,518,100.49	89.20%

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

*J. Dew*  
10/14/22

*WPS*  
10/13/2022



**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



**JOHN DEW**  
EXECUTIVE DIRECTOR



**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## AGENDA ITEM 4

**DATE:** November 1, 2022  
**SUBJECT:** CIS Update  
**COUNCIL ACTION:** Informational Only

### OVERVIEW:

The CCOC approved a contract with Compliance Improvement Services (CIS) in December 2021. CIS has been busy this year working with a number of Clerks to improve their collections/compliance efforts. This included individual in-person office visits, regional in-person training sessions, and virtual trainings.

Continuing to work and improve in compliance areas is essential. This helps individuals meet their court-ordered requirement to pay fines, fees, and court costs to successfully meet their obligations. It also helps prevent the taking away of driver's license by collaborating with individuals early and providing such programs such as payment plan options. Additionally, successful compliance programs help provide revenues to entities as required by the statutes.

CCOC wanted to provide the Council an annual update on the CIS activities for the last several months, so everyone is aware of the services Clerks have received.

**COUNCIL ACTION:** Informational Only

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

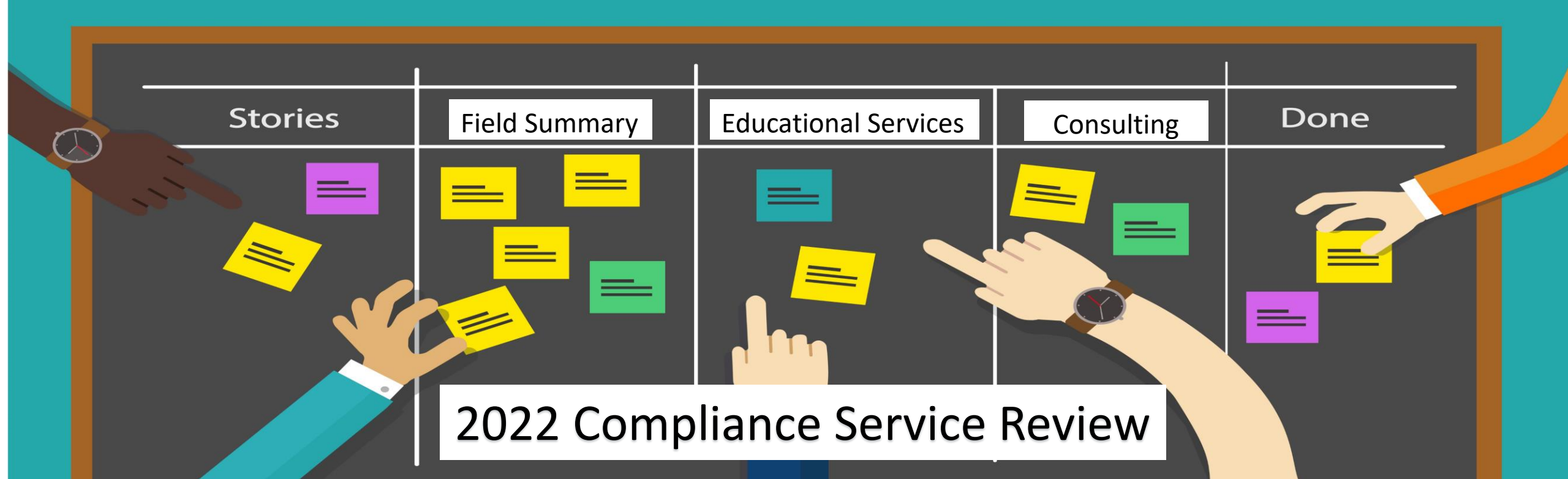
### **ATTACHMENTS:**

1. CIS Presentation

# Clarifying Purpose – Improving Outcomes



*An educational resource provided by the Florida Clerks of Court Operations Corporation*



CIS visited 34 counties to date in a combination of site and virtual visits combined with Clerk's office workshops focused on small county operations. Each visit focused on Clerk experiences and how to apply best practices to overcome challenges.

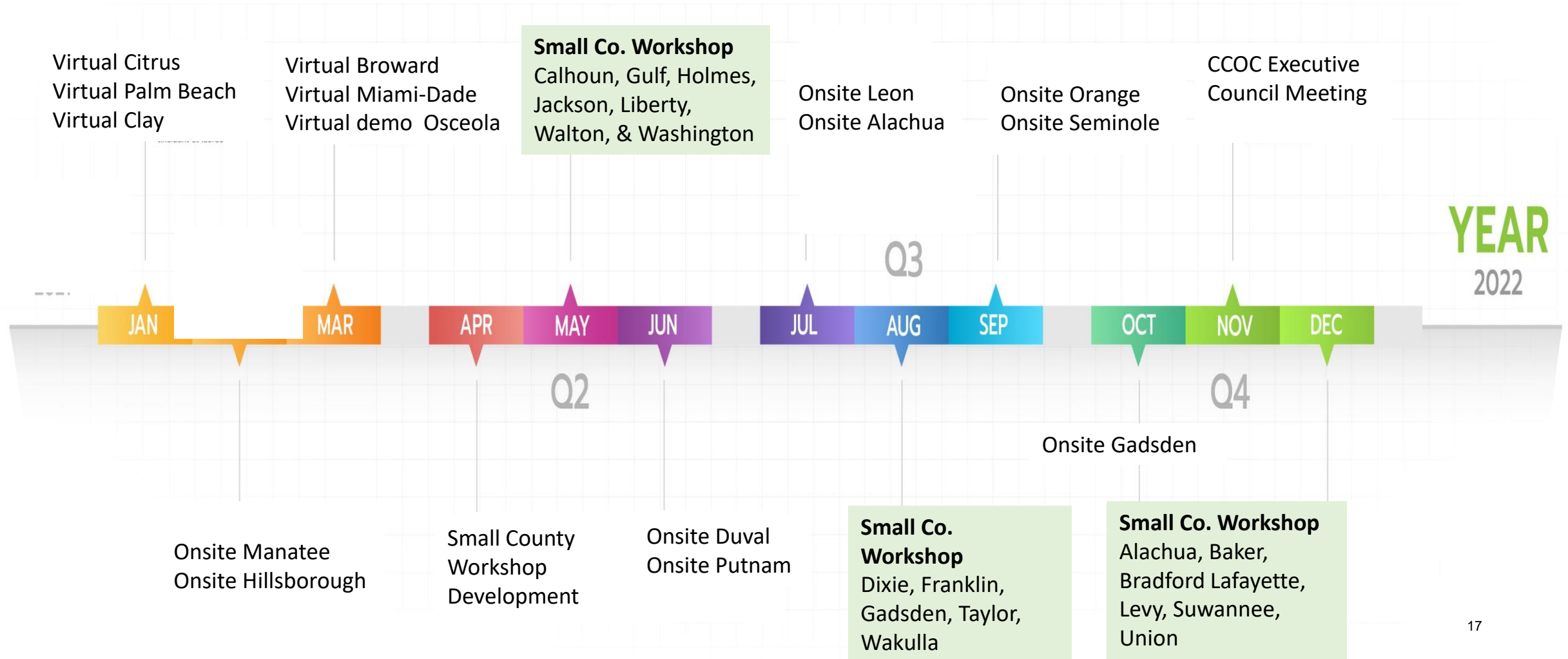
Educational services provided onsite training and on-line courses to improve best practices. Blogposts and email newsletters informed teams on legislative impacts, clerk improvements, and operational possibilities.

Consulting services researched collection trends to refine compliance practices while providing compliance support to counties online and through workgroup.

# CIS Field Summary- 2022



34 counties  
9 onsite  
6 virtual  
3 workshops







## Ongoing Compliance Relationships

Throughout the year CIS reaches back to compliance users providing additional information and organizational support.

County visits are supplemented with specific data and best practice suggestions to fit compliance service action plans.

Follow-up service originates from direct CIS contact and county inquiries. CIS follows the issue providing support, data, and training as needed.



# CIS Educational Services

CIS creates educational material that supports compliance best practices for customer service. Training in 2022 consisted of live training events conducted specifically the unique needs of small counties.

## Compliance Corner

An update by Don Murphy @ Compliance Improvement Services

At CIS, we have been traveling across Florida working with Clerk offices to overcome compliance challenges. In our update we will talk about workshops we have conducted to address these challenges. You will also learn more about clearing cold cases with past due fines in your offices and about recent legislative changes effecting compliance.

As an educational & consulting service provided by the Florida Clerks of Court Operations Corporation, we are here to meet your compliance needs.



- Online material provided best practice training through the CCOC website and the CIS e-learning page @ [flccoc.org/compliance-corner](https://flccoc.org/compliance-corner).
- CIS built a compliance users mailing list from attendees of the 2019 Compliance Summit and new users requesting compliance updates.
- Six newsletters delivered news, upcoming events, and training materials to over 135 compliance users in 2022.

# CIS Educational Services

CIS in coordination with FL-CCOC met with Clerks and Compliance teams to discuss the challenges of working compliance in smaller counties.

Techniques and solutions were discussed to improve compliance using best practices that fit smaller staffed operations.

Future events are planned for Central and South Florida with this same small county focus.



*Marianna Workshop held May 11<sup>th</sup>*

*May event held in Jackson County, included participants from Holmes, Washington, Walton, Jackson, Calhoun, Gulf, and Liberty counties.*



*Tallahassee Workshop held Aug. 10<sup>th</sup>*

*A second event, held in August in Leon County, brought together Clerks and Compliance teams from Gadsden, Dixie, Franklin, Wakulla, and Taylor counties.*



*Gainesville Workshop held Oct. 19<sup>th</sup>*

*A third event was held in October in Alachua County bringing together Alachua, Baker, Bradford Lafayette, Levy, Suwannee, and Union counties.*



# The Latest in Process Developments, Legislation, & Technology that effects Compliance Improvement in Courts



DON MURPHY • JANUARY 26, 2022

## Take on Texting for Notifications

Mailed reminder notices take time to prepare and 3 to 4 days to deliver. Ninety-six percent of all Americans own a cell phone and check them 10 times per day. See how texting service can work for your compliance office and about the recent Supreme Court ruling on acknowledged customer consent in the online commentary provided by Rozanne Anderson, VP and Chief Officer of Finvi. [Read More](#) →

*Compliance Spotlight*

## Cold Cases & Compliance- Making things right



Criminal cases never really go away; they remain unsolved unless someone picks them up again. The case remains open and unsolved after a period of three years. Fine and Cost debt can also go cold. After pursuing payments during the first year a debt is ordered, recovery efforts are turned over to collection agents.

But as time passes these financial obligations remain unpaid and turn cold. A judgment lien gives the creditor the right to be paid from any property sale proceeds of the debtor. Few court fines are satisfied from judgment liens. But the judgment lien list provides a trail on these compliance cold cases.

*CIS Blogpost*



## Using Analytics to Improve Compliance Service

Welcome back to the Starter's Guide to Compliance Service. Chapter 4 reviews the process of applying analytics to compliance and customer service. Module 1 opens the discussion explaining what analytics is and how it can be used in your program. [Read More](#) →

*Compliance e-Learning*

# CIS Consulting Services

CIS provides consulting for compliance service to begin relationships, overcome challenges, and satisfy new requirements from process and legal changes. Projects this year included:

- Liens and Compliance Negotiations
- Day of Court Compliance Enrollment
- Civil Traffic Collections Performance
- D6 and DL Suspension Sanctions
- Payment Plan Form Implementation
- Compliance Technology Review
- Legislation impacts to compliance
- Best Practice Checklist Refinement
- Compliance Program start-up
- Outsourcing Compliance Service
- Community Service Option
- Compliance & County Probation
- Assessment, Revenues, and ROI



In August of 2021 Doug Isabelle joined CIS as a Contract Consultant. Doug has initiated and assisted on many of CIS consulting projects over the past year including financial and compliance performance reviews to support customer visits.

*"We all really enjoyed the training; thank you for your valuable contribution."*

**Rose Devoe- Director to the Clerk of Court, Duval County Clerk of Courts**

*"Thank you for the training and opportunity to meet with the smaller counties. I am looking forward to getting this in place and begin implementing our new process."*

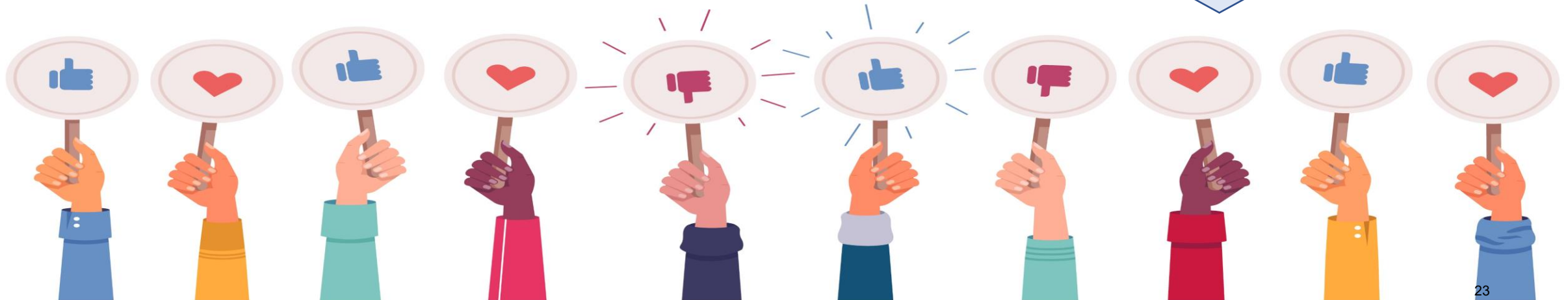
**Desiree D. Willis, Court Services Supervisor, Wakulla County Clerk of Court**

*"First and foremost, thank you! I took away information in areas that I have not worked with at the Clerk's office. I thoroughly enjoyed having this opportunity."*

**Tammy Young, Fiscal Assistant Gadsden County Clerk of Courts**

*"Thank you so much for your email and the additional information. It was a pleasure meeting you, and I look forward to connecting as we continue down this path of process improvements in Pinellas County."*

**Katherine Carpenter, J.D.  
Director, Court & Operational Services  
Pinellas County Clerk of the Circuit Court**







Cultivating Compliance Relationships

Training Best Practices

Consulting & Coaching

Workshops & Webinars

Compliance Summit



A hand points towards a tablet on a wooden desk. The background is a blurred office scene. Overlaid on the image are various digital icons: a shopping cart, a cloud, musical notes, a magnifying glass, a globe, and a play button. Swirling blue and white lines create a sense of motion and technology.

# THANK YOU



COMPLIANCE  
IMPROVEMENT  
SERVICES

**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



**JOHN DEW**  
EXECUTIVE DIRECTOR



**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## AGENDA ITEM 5(a)

**DATE:** November 1, 2022  
**SUBJECT:** Budget Committee Update  
**COUNCIL ACTION:** Informational Only

### OVERVIEW:

The Budget Committee is beginning the budget development process for CFY 2023-24. Committee updates and upcoming items include:

- An upcoming virtual Budget Committee meeting in early December to approve the new judges funding calculation, provide a CFY 2021-22 Settle-Up update, and establish the 2023 committee workplan and calendar.
- Chair Russell would like the committee to continue to increase the usage of data and analytics in the committee's decision-making process. Last month, she provided CCOC leadership with a demonstration of the use of Power BI and its benefits.
- The Operational Budget submission forms were sent out and posted to the CCOC website last month. This submission is due by December 2<sup>nd</sup>.
- There will be a virtual CCOC budget training on November 8<sup>th</sup> which will cover the Operational Budget submission as well as jury and Pandemic Recovery Plan funding.
- In October, CCOC submitted the clerks' Funded/Depository designation breakdown to DOR for the pending budget amendment. This determines how much the Funded clerks will be receiving and Depository clerks will be sending monthly.
  - The Budget Letters reflecting these amounts were sent to each clerk in September.
- For the jury reimbursement funding, SFY 2022-23 Quarter 1 (July-September) expenditures totaled \$3.9 million (three counties missing). Last year, expenditures totaled \$13.5 million. However, Quarters 3 and 4 were the highest statewide totals we've ever had. If this trend continues, we will likely exhaust this year's State funding. If this happens, any amount over the available funding will have to come from the CCOC budget allocation for each county. The CCOC will continue to provide updates on this funding as the year progresses.
- The CFY 2021-22 Settle-Up process is currently being conducted by CCOC staff.

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

---

## BUDGET COMMITTEE UPDATE

---

**COUNCIL ACTION:** Informational Only

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



**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



**JOHN DEW**  
EXECUTIVE DIRECTOR

**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## AGENDA ITEM 5(b)

**DATE:** November 1, 2022  
**SUBJECT:** PIE Committee Update  
**COUNCIL ACTION:** Informational Only

### OVERVIEW:

1. The PIE Committee met on August 31, 2022, to adopt the CFY 2021-22 Quarter 3 Performance Measures and Action Plans (PMAP) report, which was posted to the CCOC website (<https://flccoc.org/ccoc-reports/#pr>), and submitted it to the legislature as statutorily required. The meeting materials can be found here: <https://flccoc.org/committees/performance-improvement-and-efficiencies-committee/>
2. The CCOC/FCCC 2022 Case Counting Workshop has been scheduled for Thursday, November 17, 2022, at the Hard Rock Hotel Daytona from 8:30 AM – 3:30 PM and includes lunch. Clerks and their staff are encouraged to attend. More information, including the even agenda, can be found on the CCOC website here: <https://flccoc.org/scheduled-ccoc-fccc-2022-case-counting-workshop/>
3. The PIE Committee has been tasked with providing a simplified version of the Uniform Payment Plan and will address this at their December meeting (date and time TBD). The current version, which was required for use starting January 1, 2022, can be found here: <https://flccoc.org/other-information/#upp>.

**COUNCIL ACTION:** Informational Only

**LEAD STAFF:** Jason L. Welty, CCOC Deputy Executive Director  
Marleni Bruner, CCOC Performance, Policy, & Education Director

**ATTACHMENTS:** None



**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



**JOHN DEW**  
EXECUTIVE DIRECTOR



**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## AGENDA ITEM 5(c)

**DATE:** November 1, 2022  
**SUBJECT:** Legislative Committee Update  
**COUNCIL ACTION:** Informational Only

### OVERVIEW:

The Legislative Committee met on September 7, 2022, to discuss two items. First, Jason Welty, CCOC Deputy Executive Director, provided the committee with an update on the requirements in s. 28.35(2)(i), F.S. CCOC must annually prepare a budget request which provides the amount necessary for reimbursement of Baker Act, Marchman Act, and Sexually Violent Predators petitions and orders.

CCOC collects these subcase types on the monthly Output Reports and submitted the request to the Justice Administrative Commission (JAC) with each county's number of cases for the most recently completed fiscal year (CFY 2020-21). If the Legislature funds this issue during the 2023 Legislative Session, each county will receive the reimbursement in a quarterly distribution.

Secondly, the committee discussed how to approach the requirements in s. 28.35(2)(c)1., F.S., relating to changes in filing fees and the distribution of those fees to ensure an adequately funded clerk system. CCOC staff will take the discussion from the committee members and prepare the first draft for a report to submit to the Executive Council on a later date.

**COUNCIL ACTION:** Informational Only

**LEAD STAFF:** Jason L. Welty, CCOC Deputy Executive Director  
Marleni Bruner, CCOC Performance, Policy, & Education Director

**ATTACHMENTS:** None

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

**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



**JOHN DEW**  
EXECUTIVE DIRECTOR

**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## AGENDA ITEM 6

**DATE:** November 1, 2022  
**SUBJECT:** CCOC Travel Policy Revision  
**COUNCIL ACTION:** Approve recommended changes

### OVERVIEW:

There are several items in the CCOC Travel Policy and Procedures (attachment 1) that needed to be updated to align with the State of Florida policies, rules, and statutes. General formatting and reorganization was also addressed along with the adoption of Department of Financial Services (DFS) forms to be utilized by the CCOC (attachments 2 through 4).

### Areas of revision:

1. Expanded definitions, authority, and scope and applicability
2. Adopted DFS forms for use by the CCOC and included in the CCOC Travel Policy and Procedures
3. Clarified reimbursable travel expenses
4. Clarified class travel reimbursement amounts, per diem definition (included a graphic example), and amounts of meal reimbursements.
5. Added reimbursement for individuals with disabilities
6. Updated reimbursable expenses for transportation and mileage
7. Updated reimbursable expenses for registration fees and when meals are included in registrations fees
8. Updated miscellaneous reimbursable travel expenses

### Authority was gained from the following sources:

1. Department of Financial Services, Division of Accounting and Auditing, Bureau of Auditing, Reference Guide for State Expenditures – [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures4a8dd8e7f6fd4eaeb3eb12363d341f74.pdf?sfvrsn=ae70963d\\_2](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures4a8dd8e7f6fd4eaeb3eb12363d341f74.pdf?sfvrsn=ae70963d_2)
2. Section 112.061, F.S.
3. Rule 691-42, F.A.C. – Travel Expenses
4. Florida Attorney General Opinion 81-53 Continental breakfast; reimbursement

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

---

## CCOC TRAVEL POLICY REVISION

---

5. Florida Attorney General Opinion 82-34 Reimbursement for travel expenses
6. State of Florida General Appropriations Act

**COUNCIL ACTION:** Approve recommended changes

**LEAD STAFF:** John Dew, CCOC Executive Director  
Marleni Bruner, CCOC Performance, Policy, & Education Director

**ATTACHMENTS:**

1. CCOC Travel Policy And Procedures
2. Authorization to Incur Travel
3. Application for Advance On Travel Expenses
4. Voucher for Reimbursement Of Travel



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

## FLORIDA CLERKS OF COURT OPERATIONS CORPORATION TRAVEL POLICY AND PROCEDURES

Approved by the CCOC Executive Council on [Date here].

### I. PURPOSE

To establish regulations and procedures for the Florida Clerks of Court Operations Corporation (CCOC), employees and authorized persons where authorized travel is necessary, and reimbursement is requested.

### II. AUTHORITY

1. Department of Financial Services, Division of Accounting and Auditing, Bureau of Auditing, Reference Guide for State Expenditures – [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures4a8dd8e7f6fd4eae3eb12363d341f74.pdf?sfvrsn=ae70963d\\_2](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures4a8dd8e7f6fd4eae3eb12363d341f74.pdf?sfvrsn=ae70963d_2)
2. Section 112.061, F.S.
3. Rule 69I-42, F.A.C. – Travel Expenses
4. Florida Attorney General Opinion 81-53 Continental breakfast; reimbursement
5. Florida Attorney General Opinion 82-34 Reimbursement for travel expenses
6. State of Florida General Appropriations Act (and implementing bills if provided)

### III. SCOPE AND APPLICABILITY

Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the CCOC and must be within limitations described herein. This policy applies to all travel as defined herein for any purpose and for which reimbursement will be claimed by employees and authorized persons of the CCOC as follows:

1. Expenditures properly chargeable to travel include registration payments, reimbursements of mileage for use of a privately-owned vehicle, per diem and subsistence allowance, common carrier transportation and other expenses incidental to travel which are authorized by law.
2. All persons eligible to travel in the conduct of CCOC business, to attend meetings, conferences, conventions, workshops, and other training sessions for the benefit of the CCOC, at CCOC expense, pursuant to proper authorization prescribed herein.
3. Employees who travel for the purpose of obtaining certifications required for continued employment with CCOC is an allowable expense.

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



## CCOC TRAVEL POLICY AND PROCEDURES

4. Consultant travel which is not covered within the scope of the consultant's contract, and which is billed separately to the CCOC on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with this policy.
5. Under no circumstances will an employee be reimbursed for travel expenses incurred for the purpose of taking job placement examinations for the purpose of applying for jobs, whether written or oral.
6. Requests for reimbursement payments must include:
  - a. Voucher for Reimbursement of Travel Expenses;
  - b. Itemized hotel receipts (if applicable);
  - c. Transportation receipts for common carrier travel (if applicable);
  - d. Incidental receipts (if applicable);
  - e. In the case of a conference, convention, or training session not hosted by the CCOC or where the CCOC personnel requesting reimbursement is not a presenter, the benefits to the CCOC must be provided along with the pages of the agenda that supports the request and an itemization of the registration cost.

### IV. DEFINITIONS

1. Employees – All employees of the CCOC. This includes full-time, part-time, or OPS workers whose travel has been authorized and approved pursuant to this policy.
2. Authorized Persons – A person, other than an employee of the CCOC, who is authorized to incur travel expenses in the performance of the CCOC's official duties, such as a consultant, council members, committee members, etc.
3. Conference – The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also includes similar meetings such as seminars, workshops, and trainings which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of CCOC personnel.
4. Convention – An assembly of a group of persons representing persons and groups, coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of CCOC personnel.
5. Traveler – A CCOC employee or authorized person when performing authorized travel on behalf of the CCOC.
6. Common carrier – Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
7. Point of Origin – Geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is the lesser distance from the destination.
8. In-state Travel – Authorized and approved travel within the territorial limits of Florida.
9. Most Economical Method of Travel – Mode of travel (state- or government-owned vehicle, private vehicle, common carrier, etc.) designated by CCOC Executive Director per section 112.061, F.S.

---

**CCOC TRAVEL POLICY AND PROCEDURES**

---

10. Official Headquarters – This is the same city or town as the office assigned to the employee. The CCOC headquarters are located at 2560 Barrington Circle, Suite 2, Tallahassee, FL 32308. For authorized persons working where there is no established office, the headquarters is the city or town nearest to where the majority of their work is performed, or another city, town, or area designated by the CCOC Executive Director. In all such cases, the location must be in the best interest of the CCOC and not for the convenience of the employee or authorized traveler.

**V. EXCEPTIONS**

Any exceptions or unusual circumstances not provided for in this policy should be documented and approved by the Executive Director or Deputy Executive Director prior to travel while staying as close to the State of Florida policies for emergency situations as possible.

**VI. FORMS**

1. Authorization to Incur Travel Expense, Form DFS-AA-13 (07/03), adapted for use by the CCOC.
2. Application for Advance on Travel Expenses, Form DFS-AA-25 (revised 07/98), adapted for use by the CCOC.
3. Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15, (revised 07/06), adapted for use by the CCOC.

CCOC forms were adopted from approved Department of Financial Services (DFS) forms and should be used in the planning and processing of travel expenses as appropriate.

**VII. TYPES OF TRAVEL**

1. Class A Travel – continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight).
2. Class B Travel – continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B travel begins at the same time as the travel period.
3. Class C Travel – is short or day trips in which the traveler is not away from their official headquarters overnight.
4. Local Mileage – travel of less than 24 hours in which the traveler is not away from official headquarters overnight and which involves the use of a privately owned vehicle for official business within Leon and the surrounding counties and for which no meal reimbursements are claimed.

**VIII. TRAVEL AUTHORIZATION**

All travel will be conducted pursuant to authorized annual budget allocations. Prior to incurring any Class A, Class B, or Class C travel expense for which reimbursement or cash advance is requested, an Authorization to Incur Travel Expense should be approved and authorized by the CCOC Executive Director or CCOC Deputy Executive Director. Local mileage which is included in the annual budget allocation for travel does not need prior authorization and should be reimbursed in accordance with this policy. Authority for

---

## CCOC TRAVEL POLICY AND PROCEDURES

---

approval of CCOC reimbursed Class A, Class B, and Class C travel may be granted by the Executive Director or Deputy Executive Director.

The following guidelines may be used when approving requests for travel:

1. Funds are available in the budget.
2. A determination is made that a public purpose is achieved in taking the trip.
3. The number of persons traveling is the minimum number required to accomplish the purpose of the trip.
4. The method of travel (e.g., air, vehicle) is specified and the routing or other arrangements are the most economical available and result in the shortest time away or the lowest overall cost consistent with the distance to be traveled and the purpose of the trip.

### IX. TRAVEL PAYMENT

An authorized CCOC Purchasing Card should be used as payment for all travel associated expenses (except for meals and gas) incurred by employees conducting CCOC business unless authorization is given by the Executive Director or Deputy Executive Director for alternative method of payment to be utilized.

#### Purchasing Card

Certain items, such as airline tickets, lodging, car rental or registration fees (if allowed), should be prepaid with a Purchasing Card upon approval of the travel request.

#### Meals

The CCOC Purchasing Cards are not to be used for the payment of meals. After approval of the Authorization to Incur Travel Expense, at the traveler's request and approval of the Application for Advance on Travel Expenses, payment for meals can be advanced to the traveler at the applicable allowance rate.

When a meal is included in a registration fee, the meal allowance cannot be claimed for reimbursement, even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 81-53, a continental breakfast is considered a meal and cannot be claimed for meal reimbursement if included in a registration fee for a convention or conference. Pursuant to s. 112.061(8)(a) 5, F.S., actual expenses for banquets and other meal functions that are not a part of a basic registration fee may be reimbursed if participation in such event will directly enhance the public purpose of the agency. This rule will not apply to conferences or conventions where CCOC employees or authorized personnel do not pay a registration fee to attend. In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

#### Travel Advance

If not using an authorized CCOC Purchasing Card, employees may obtain travel advances upon approval of the travel request. Approval of the Authorization to Incur Travel Expense is required before a travel may submit an Application for Advance on Travel Expenses.

---

**CCOC TRAVEL POLICY AND PROCEDURES**

---

**X. REIMBURSEMENT OF EXPENSES**

Upon completion of the travel, all travel advances should be settled within ten (10) working days of return from traveling. No advances for additional trips shall be given until all prior advances have been settled. Chapter 112.061, F.S. provides that any person who willfully makes or contributes to a fraudulent claim shall be guilty of a misdemeanor of the second degree and shall be civilly liable in the amount of overpayment. Such employee shall also be subject to disciplinary action by the CCOC, up to and including termination.

It is the responsibility of the Executive Director or Deputy Executive Director to ensure that the traveler complies with this section of the policy. Exceptions to this section of the policy may be made upon written justification of circumstances which necessitate multiple advances.

Within ten (10) days of completing authorized travel, travelers should file a Voucher for Reimbursement of Travel Expenses. The Voucher for Reimbursement of Travel Expenses should reflect the entire cost of the trip, including all advances and direct payments made. The traveler must sign and date the form for completeness and correctness as to the actual travel performed. The completed Voucher for Reimbursement of Travel Expenses must then be signed by the Executive Director or Deputy Executive Director. If the CCOC is due a return of funds from the advance, a check payable to the CCOC should be attached to the Voucher for Reimbursement of Travel Expenses.

**XI. ALLOWABLE TRAVEL EXPENSES**

The following describes allowable expenses and the documentation required. In general, where receipts are required, original receipts should be submitted. If an original receipt is not available, an affidavit of the expense explanation must be prepared and included with the Voucher for Reimbursement of Travel Expenses. Further, a copy of the meeting/conference/convention/training agenda, when one is provided, must be attached to the Voucher for Reimbursement of Travel Expenses. When one is not provided, this should be indicated on the Voucher for Reimbursement of Travel Expenses.

Any changes or additions to the cost of the travel made after the Authorization to Incur Travel Expense was approved must be explained on the Voucher for Reimbursement of Travel Expenses.

**Meals and Lodging for Class A and Class B Travel**

Travel shall be reimbursed by the following methods for each day of such travel, at the option of the traveler, provided that the same method of reimbursement is used to calculate each day of the travel (i.e., the entire trip will be either based on the per diem rate or based on actual expenses plus meal allowances):

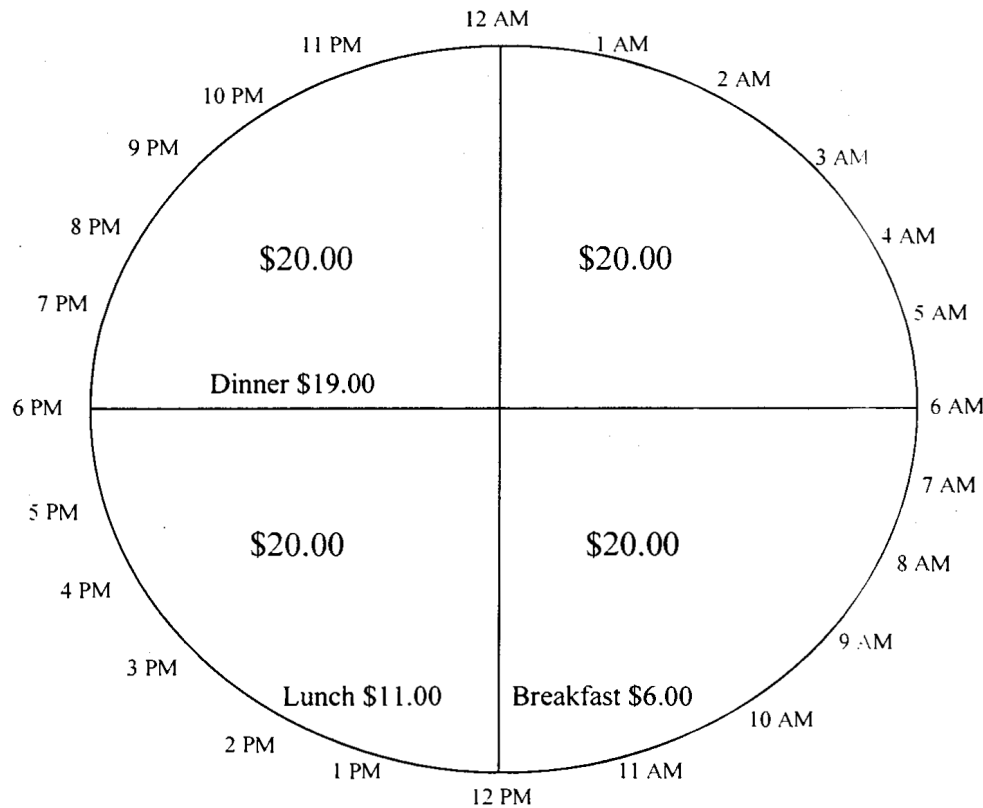
1. Daily Per Diems – the most current standard State of Florida government per diem rate (\$80) to include both lodging and meals, or
2. Actual expenses for lodging at a single occupancy rate, to be substantiated by paid bills. However, if the traveler chooses a form of lodging where a paid bill is not



## CCOC TRAVEL POLICY AND PROCEDURES

applicable, the standard State of Florida government per diem rate will apply. The State of Florida government per diem rate is not applicable unless the traveler chooses lodging in which costs are incurred and can be substantiated by a paid bill or receipt.

### Per Diem Clock



Allowable rates for per diem are provided for in s. 112.061(6), F.S. All claims for per diem and subsistence must be within the limitations set forth in this section of the statutes. All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in s. 112.061(6) (b), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight-to-midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return.

Meal expenditures will be reimbursed according to the most current State of Florida government per diem meal rates. The following times shall be used to determine when meal reimbursements may be claimed:

---

## CCOC TRAVEL POLICY AND PROCEDURES

---

- Breakfast \$6: travel begins prior to 6:00 AM and extends beyond 8:00 AM
- Lunch \$11: travel begins prior to 12:00 PM (noon) and extends beyond 2:00 PM
- Dinner \$19: travel begins prior to 6:00 PM and extends beyond 8:00 PM

A traveler may not claim per diem or lodging reimbursement for overnight travel within 50 miles (one-way) of the CCOC headquarters or their residence unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the Executive Director or Deputy Executive Director.

When claiming the standard State of Florida government per diem rate for Class A or Class B travel including meal reimbursements, the traveler shall be reimbursed one-fourth of the standard State of Florida government rate of per diem and meal allowances for each quarter, or fraction thereof, of the travel day included within this travel period. No receipts are required. The travel day is divided into the following quarters:

12:01 a.m. to 6:00 a.m.  
6:01 a.m. to 12:00 noon  
12:01 p.m. to 6:00 p.m.  
6:01 p.m. to 12:00 midnight

An employee should not be reimbursed for any meal or lodging included in convention or conference registration fees paid by the CCOC. A continental breakfast provided as part of the conference/convention registration fee is considered breakfast and should not be claimed for reimbursement. An evening reception or other function that serves only hors d'oeuvres are not considered dinner and may be claimed for reimbursement. However, should the conference/convention registration fee include the provision of any lunches or dinners, these meals should not be claimed for reimbursement.

In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

Reimbursement for lodging expense is limited to single occupancy rate. Cost of lodging shared with a non-official or non-employee (e.g., family members) is limited to the single occupancy rate. Reimbursement rate for the lodging room is limited to \$175.00 per day excluding parking and required resort fees. Costs beyond that amount are to be paid by the traveler; however, the CCOC Executive Director has the authority to approve reimbursement beyond the \$175.00 per day rate if justification is provided.

Note: This amount is subject to change per the Legislature's Annual Appropriation Implementing Bill.

When traveling within Florida the authorized CCOC Purchasing Card should be used for the payment of lodging expenses. The traveler must also present a copy of the CCOC's tax exempt certificate. No sales tax will be reimbursed for Florida accommodations that should have been tax exempt.

---

## CCOC TRAVEL POLICY AND PROCEDURES

---

When lodging, transportation and/or meals are paid or provided by any federal, state, or other local governmental agency, no further expenses will be reimbursed.

### Class C Travel

A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence as follows:

- Breakfast: At the State of Florida rate when travel begins before 6:00 AM and extends beyond 8:00 AM
- Lunch: At the State of Florida rate when travel begins before 12:00 PM (noon) and extends beyond 2:00 PM
- Dinner: At the State of Florida rate when travel begins before 6:00 PM and extends beyond 8:00 PM, or when travel occurs during nighttime hours due to special assignment.

When provided for in statute, Class C travel meal allowance is defined as taxable income and must be shown as a separate item on the Voucher for Reimbursement of Travel Expenses. Employee Class C travel should be deducted from the total claimed and processed through payroll.

### Reimbursement of Travel Expenditures by Individuals with Disabilities

When a payment reimbursement request is made for travel expenses in excess of those ordinarily authorized pursuant to s. 112.061, F.S., and Rule 69I-42, F.A.C., and such excess travel expenses were incurred to permit the safe travel of an individual with disabilities, those excess expenses will be paid to the extent that the expenses were reasonable and necessary to the safe travel of the individual.

### Transportation

Transportation expenses incurred in connection with the performance of an activity, which serves a public purpose authorized by law to be performed by the agency, may be paid directly to common carriers or to individual travelers. The traveler must use the most direct route from the traveler's headquarters, unless it can be demonstrated that travel from another location is more economical. If the traveler uses an indirect route for his/her convenience, any extra cost must be borne by the traveler. The CCOC Executive Director should designate the most economical method of travel for each trip, keeping in mind the following conditions:

1. The nature of the business.
2. The most efficient and economical means of travel (considering time of the traveler, cost of transportation and per diem or subsistence required).
3. The number of persons making the trip and the amount of equipment being transported. If the class of travel is other than the most economical method of travel, the CCOC Executive Director must authorize the expense in writing and describe the circumstances requiring such travel. This documentation shall be attached to the travel voucher.

---

## CCOC TRAVEL POLICY AND PROCEDURES

---

### A. Common Carrier

Travelers whose transportation is by common carrier shall make use of any state term aircraft or auto rental contract which may be in effect at the time. Failure to use state term contracts will require justification to be provided with the reimbursement information. Justification must be as allowed by the state term contracts.

Common carrier charges may be billed directly to the CCOC pursuant to Rule 69I-42.007(6), F.A.C., or the traveler may pay his or her common carrier charges and request reimbursement. Sufficient information must be included with the Voucher for Reimbursement of Travel Expenses maintained by the CCOC, which relates to the common carrier charges. Common carrier charges paid by the traveler shall be included on the traveler's reimbursement request.

The CCOC may authorize the rental of hybrid cars for official travel when it has been determined to be the most economical method of travel. Documentation must be retained on file at the CCOC to support the agency's decision.

### B. Air

Aircraft travel for which a state term contract does not exist must be the most economical rate and class available. Exceptions will be allowed only when fully justified. Any cost in excess of state term contracts that is not fully justified will be borne by the traveler. Travelers will not be reimbursed for use of a car larger than the B-car class on the rental car contract because of the size or stature of the individual unless the requirements of the ADA are met.

Coach fare by the route and/or rate best suited for the interest of the CCOC, is allowed and must be documented by a paid receipt. Should a traveler select a different route and/or rate, for their own benefit, reimbursement will be limited to the coach fare, by the route and/or rate, determined by what is in the best interest of the CCOC.

Reimbursement of first-class air fare is specifically limited to trips under emergency conditions when coach accommodations are not available. In those instances where an electronic airline ticket was purchased, documentation should include a copy of the traveler's itinerary, identifying the purchase of the airline ticket, or a separate paid receipt for the airline ticket.

### C. Private Vehicle

The CCOC Executive Director may authorize the use of privately-owned vehicles for official travel in lieu of publicly owned vehicles or common carriers. The traveler is entitled to a mileage allowance at a fixed rate of 44.5 cents per mile. When calculating mileage reimbursement, the amount must be rounded down. Reimbursement for expenditures relating to the operation, maintenance and



---

## CCOC TRAVEL POLICY AND PROCEDURES

---

ownership of a vehicle shall not be allowed when privately-owned vehicles are used on public business.

Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location (See Attorney General Opinion 82-34). If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed the miles actually driven.

All mileage shall be shown from point of origin to point of destination and included with the Voucher for Reimbursement of Travel Expenses. When possible, mileage should be computed and reimbursed on the basis of the current map of the Florida Department of Transportation for in-state travel. Alternate methods of computing mileage, such as the use of an Internet website, may be authorized on the travel request memo if supported by appropriate documentation. Road and bridge tolls may be claimed in addition to mileage upon presentation of receipts. Vicinity mileage necessary for the conduct of official business is allowable but must be listed separately on the reimbursement request and the purpose explained.

No traveler who is entitled to mileage or transportation expense shall be allowed either mileage or transportation expense when they are gratuitously transported by another traveler. The traveler's payment information shall indicate complimentary travel.

Reimbursement for local mileage or Class C travel mileage involving the use of the employee's vehicle should be submitted and shall specify:

- date of the travel,
- origin,
- destination,
- number of miles traveled,
- purpose of the travel, and
- amount requested for reimbursement.

D. Taxi, Limousine, Public Transportation, Parking and Car Rental

The actual costs incurred for normal use of taxi, limousine, public transportation, and parking are reimbursable. Receipts are not required for reimbursement of parking, taxi, limousine, and public transportation costs that are less than \$20.00 per traveler per trip. "Per trip" shall be the trip authorized in the Authorization to Incur Travel Expense, not each ride in public transportation. When these items cumulatively exceed \$20.00 during the duration of the travel, receipts are required to document the full amount. In those cases where receipts are not available (i.e., mass transit tokens) reimbursement may still be sought with an explanation of the circumstances via a memorandum attached to the Voucher for Reimbursement of Travel Expenses.

---

## CCOC TRAVEL POLICY AND PROCEDURES

---

Car rental expense is reimbursable but only when prior approval is obtained on the Authorization to Incur Travel Expense and a receipt is attached. However, a CCOC - approved traveler should not purchase collision-damage waivers when renting a car. The purchase of "Personal Accident Insurance" by a traveler is also non-reimbursable as employees on authorized business are covered under Workman's Compensation. Expenses incurred for collision-damage waivers or personal accident insurance will not be reimbursed unless prior approval of an exception is granted.

### Registration Fees

If the CCOC engages an instructor to perform training sessions for its employees, the fee will be a contractual service; however, if a CCOC employee enrolls in a workshop/seminar, etc., which is routinely offered to the public, the fee will be a registration fee. Fees for registration, including meals and other programmed events sponsored by the conference or convention organization, should be prepaid wherever possible. Optional fees for recreation and/or entertainment activities associated with a conference or convention are not reimbursable unless required as part of the conference rate. Fees for non-CCOC employees (e.g., family members) to participate in activities are not reimbursable.

### Miscellaneous

Any other necessary expense, not otherwise provided for but incurred for the benefit of the CCOC, must appear together and be identified on the Voucher for Reimbursement of Travel Expenses. Taxi fares, ferry fares, bridge, road and tunnel tolls, storage and parking expenses, and communication expenses may be reimbursed. Other miscellaneous gratuities for the hotel, taxis, the airport, porters, etc. should be identified here. The amount should be reasonable and, whenever possible, the traveler should obtain and attach receipts to the report to substantiate miscellaneous expenditures. The allowance for gratuity will be no more than 15% of the cost and the portage tip allowed will be no more than \$1.00 per bag with a maximum of 4 bags.

## Florida Clerks of Court Operations Corporation

<b>Authorization to Incur Travel Expenses</b>	Name	Title		Date		
	FL CCOC Headquarters 2560-102 Barrington Circle, Tallahassee, FL 32308					
Purpose of Trip:		Departure Date	Return Date	Total Days		
Destination:						
Conference or convention travel: Explanation of benefits accruing to the FL CCOC.		Departure Time	Return Time	Trip Number		
Total Estimated Per Diem:			\$			
Registration Fee:			\$			
Car Rental or Estimated Mileage			\$			
<u>Hotel</u>	Hotel	Confirm	Rate	Nights	Cost	
			\$		\$	
					\$	
					\$	
<u>Airline</u>	Airline	Dep. Flight	Time	Ret. Flight	Time	Cost
						\$
						\$
<b>TOTAL ESTIMATED COST FOR TRIP</b>					<b>\$</b>	
<u>Comments:</u>						
I hereby certify that travel as shown above is to be incurred in connection with official business of the FL CCOC.						
<u>Employee Signed:</u>	<u>Approved by Deputy Executive Director:</u>		<u>Date</u>	<u>Approved by Executive Director</u>	<u>Date</u>	

Rev 05/08, DFS-AA-25, Revised for the FL CCOC 11/01/22





TRAVEL PERFORMED BY COMMON CARRIER OR FL CCOC VEHICLE				
<i>THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE FL CCOC</i>				
Date	Ticket Number or State Vehicle Number	From	To	Amount
		Name of Common Carrier or State Agency Owning Vehicle		

FL CCOC PURCHASING CARD CHARGES			
<i>THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE FL CCOC PURCHASING CARD</i>			
Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge

<i>THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSABLE ITEMS WERE PURCHASED USING THE FL CCOC PURCHASING CARD</i>			
Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
Total (This amount must appear on the line "Less Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.)			\$ -

**GENERAL INSTRUCTIONS**

Class A travel -- Continuous travel of 24 hours or more away from official headquarters.

Class B travel -- Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel -- Travel for short or day trips where the traveler is not away from his official headquarters overnight.

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m.

Dinner ----- when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.

NOTE: No allowance shall be made for meals when travel is confined to Leon County or the surrounding counties except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes. Non-reimbursable items may not be charged on the FL CCOC Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-reimbursable Items Included on Purchasing Card" and the above "Non-reimbursable Items" section of "FL CCOC Purchasing Card Charges" section above must be completed.

Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the "Class C Meals" column. Vicinity travel must appear in the separate column.

When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the FL CCOC, then the "Travel Performed by Common Carrier or FL CCOC Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the FL CCOC Purchasing Card, then the "FL CCOC Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a FL CCOC-owned vehicle, the word "FL CCOC" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or FL CCOC Vehicle" should be completed.

If lodging is paid by the use of the FL CCOC Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "FL CCOC Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any FL CCOC employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the Executive Director. If travel is to a conference or convention not hosted by the FL CCOC or FCCC, the "Statement of Benefits to the FL CCOC" section must be completed or a copy of the Authorization to Incur Travel Expense, must be attached. Additionally, a copy of a agenda and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

**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



**JOHN DEW**  
EXECUTIVE DIRECTOR

**FIRM OF BOYD AND DURANT**  
GENERAL COUNSEL

**JD PEACOCK, II**  
OKALOOSA COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**STACY BUTTERFIELD, CPA**  
POLK COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

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

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

**JOHN CRAWFORD**  
NASSAU COUNTY

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

## AGENDA ITEM 8(a)

**DATE:** November 1, 2022  
**SUBJECT:** Guardianship Update  
**COUNCIL ACTION:** Informational Purposes

### OVERVIEW:

Section 744.2112, F.S., requires the CCOC and the clerks of court to establish a statewide database of guardian and guardianship case information to facilitate improving court oversight of guardianship cases. CCOC wishes to update the Executive Council on the status of the guardianship database project.

**COUNCIL ACTION:** Informational Purposes

**LEAD STAFF:** C. Nicole Taylor, CCOC Business Analyst & Project Manager

### ATTACHMENTS:

1. Guardianship Transparency Act: CCOC Project Update

**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



**CCOC**  
**FLORIDA CLERKS OF COURT**  
**OPERATIONS CORPORATION**

JOHN DEW  
EXECUTIVE DIRECTOR

FIRM OF BOYD AND DURANT  
GENERAL COUNSEL

JD PEACOCK, II  
OKALOOSA COUNTY

HARVEY RUVIN, ESQ.  
MIAMI-DADE COUNTY

TODD NEWTON  
GILCHIRST COUNTY

STACY BUTTERFIELD, CPA  
POLK COUNTY

RON FICARROTTA  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

KEN BURKE, CPA  
PINELLAS COUNTY  
HOUSE APPOINTEE

NIKKI ALVAREZ-SOWLES, ESQ.  
PASCO COUNTY  
SENATE APPOINTEE

JOHN CRAWFORD  
NASSAU COUNTY

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

## GUARDIANSHIP TRANSPARENCY ACT: PROJECT UPDATE

### Background:

Section 744.2112, F.S., requires the CCOC and the clerks of court to establish a statewide database of guardian and guardianship case information to facilitate improving court oversight of guardianship cases.

### Project Update:

- A Technical Work Group was formed to help with identifying technical elements which informed the development of the requirements included in the Scope of Work (SOW) as part of the Request for Proposals (RFP) for vendor services. Once a vendor begins work, and development is underway, we will reengage the work group to assist with technical oversight of the vendor's work building the database.

CCOC leadership thank the members of that group and their Clerks for allowing them to participate, as well as the Chair of the group, Clerk JD Peacock of Okaloosa.

- An Operations Work Group was formed to assist with the project, and has been meeting to:
  - Develop procedures for the most effective ways to populate data fields in CCIS to fulfill all requirements of statute
  - Develop the standards for the reports to be produced from the database as required by statute
  - Develop methodology for required data that cannot be captured by CCIS
  - Work with Clerks' offices on all necessary procedures needed for information database fields
  - Develop a data dictionary for all terms in the database
  - Develop standard forms related to implementation of the legislative act
  - Work with CCOC staff to develop education programs for Clerks' offices on items related to the database

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



CCOC leadership thank the members of that group and their Clerks for allowing them to participate, as well as the Chair of the group, Lisa Ross, Probate and Guardianship Supervisor for Brevard County Clerk of Courts.

- Working with Canopy, the contractor hired to assist with developing the RFP, the CCOC developed and released the RFP by email to more than 300 vendors on state contract along with posting the RFP to a newly created web page dedicated to the project, which is linked to the CCOC's website. The RFP was released on Thursday, October 20<sup>th</sup>. Upon the release, CCOC staff notified CCOC leadership and Legislative staff.

While the CCOC is not a state agency, but rather a state entity, it is not exempt from Chapter 287 "Procurement of Personal Property and Services." Due to the size of the appropriation from the state's General Revenue, the CCOC worked to ensure it was following state procurement guidelines and replicating methodologies for securing vendor services that comply with governing statute and administrative code.

- Project timeline is as follows:
  - Proposal submissions are due on 11/23/2022
  - Proposal evaluations will be complete, and we estimate having an Intent to Award on 12/15/2022 (pending Council approval)
  - Estimated Contract Start Date is 12/22/2022 (contingent upon Council approval)
  - Estimated Project Start Date is 01/02/2023
  - Estimated Project Completion Date is 07/31/2023

This report was prepared by C. Nicole Taylor, CCOC Business Analyst & Project Manager.