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## Minutes of June 21, 2022, PIE Committee Meeting

Approved by the PIE Committee at their meeting on August 31, 2022.

The PIE Committee of the Clerk of Courts Operation Corporation (CCOC) held a meeting via WebEx on June 21, 2022. An agenda and materials were distributed before the meeting and posted on the CCOC website. Provided below is a summary of staff notes from the meeting. These staff notes are designed to document committee action, not to be a complete record of committee discussions. All motions adopted by the committee are in **bold** text. All action items based on committee direction are in **red** and **bold text**.

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

Clerk Laura Roth, PIE Committee Chair, called the meeting to order. Marleni Bruner, CCOC Performance, Policy, and Education Director, conducted the roll call.

Present for meeting via Webex: Clerk Laura Roth, Clerk Gary J Cooney, Clerk Roger Eaton (joined after roll call), Clerk Tara Green, Clerk Matt Reynolds, Clerk Tiffany Moore Russell, Clerk Victoria Rogers, Clerk Clayton Rooks, Clerk Donald Spencer, and Clerk Angela Vick.

Absent from the meeting: Clerk Brenda Forman and Clerk Carolyn Timmann.

**A motion to approve the agenda was made by Clerk Spencer and seconded by Clerk Rooks. The motion was adopted by consent.**

### 2. Agenda Item 2 – Approve Minutes from 2/28/2022 Meeting

**A motion to approve the agenda was made by Clerk Vick and seconded by Clerk Cooney. The minutes were adopted without objection.**

### 3. Agenda Item 3 – CFY 2021-2022 Quarter 2 Performance Measures and Action Plans Report

Forty-five clerk offices required an action plan related to collections, ten clerk offices required an action plan for not filing cases timely, and ten clerk offices required an action plan for not docketing cases timely. Five counties did not issue jury summons, and sixty-two counties issued summons. A total of sixty-three counties issued payments, fifty-eight of which were timely. Escambia, Leon, Nassau, and Suwannee Counties were missing action plans for one or more court divisions in Collections at the time of the report. Clerk Vick asked why the five counties were not timely. Ms. Bruner responded that each county had isolated incidents.

4. Agenda Item 4 – Update on PIE Workgroups

Ms. Bruner reported that the Collection and Timeliness Workgroup met on April 5, 2022, to discuss changes in performance measures relating to Circuit Criminal and Civil Traffic. The workgroup requested more time to review the data, and no recommendations have been made. The Collection and Timeliness Workgroup met again on May 3, 2022, requesting more data regarding the Circuit Criminal performance measure. It was noted that a standard that fifty-one percent cannot achieve may not be a reasonable standard. Therefore, it was suggested to reduce the standard. Clerk Vick stated that she was not for lowering the bar and that keeping the current standards would send a message to our legislation that adequate resources are unavailable. Clerk Green stated that she agrees that the standard should be lowered to eighty-five percent, except that it needs to be documented. COCC Deputy Executive Director, Jason Welty, stated that payment plans may lead to collecting outside of the five-quarter period. Therefore, payment plans can lead to failure in the performance measure. Clerk Spencer noted that he was concerned with collections, not the five-quarter report. Clerk Vick mentioned more education for collections. Ms. Bruner informed the attendees that regional compliance workshops are planned to educate smaller counties on their resources.

**Clerk Vick made a motion to accept the recommendation to lower the standard to eighty-five percent. Clerk Green seconded the motion, with the agreement to note why. The motion was adopted unanimously.**

The Performance Measures Workgroup is considering new measurements to explain the services clerks provide. No recommendations were available at that time.

5. Agenda Item 5 – Update to Indigency Business Rules

Mr. Welty stated that there were updates to formatting and grammatical changes. No questions or concerns.

**A motion was made to adopt changes to the Indigency Business Rules by Clerk Green and seconded by Clerk Reynolds. The motion was adopted unanimously.**

6. Agenda Item 6 – Update to New Case Counting Business Rules

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Mr. Welty introduced Denise Bell, the clerk staff member that led the New Case Counting Workgroup. She reported that the New Case Counting Business Rules Workgroup reviewed case counts that exceeded the standard deviation. Sometimes, the workgroup found misunderstandings about what counties are and are not to report. The workgroup has also found opportunities where the business rules could be clarified. The workgroup recommended additional case types and to keep others as they used to be reported. In County Civil, the workgroup recommended that they remove the registry deposits without an underlying case from the reporting requirements. In Family Law, the workgroup recommended item 2.b.v. be removed.

**Clerk Cooney motioned to adopt the changes recommended by the workgroup. Clerk Vick seconded the motion. No questions or discussion. The motion was unanimously adopted.**

Ms. Bruner stated that a motion is required to approve the changes in the outputs form associated with the changes to the New Case Counting Business Rules adopted.

**Clerk Cooney motioned to approve the changes in the outputs form, and Clerk Vick seconded. No questions or discussion. The motion was unanimously adopted.**

The new case type added due to legislative action, "Civil (\$30,001 - \$50,000) (SRS)," needs an associated case weight. The case weight workgroup suggested a weight of "5" and presented it for approval.

**A motion was made by Clerk Cooney and seconded by Clerk Vick to adopt the changes in case weight. No questions or discussion. The motion was unanimously adopted.**

7. Agenda Item 7 – Cass and Subcases Update

Clerk Eaton joined the Webex.

Mr. Welty reviewed the information provided in his memo as part of the packet. March and April saw a rise in PIP cases and saw an impact from the small claim law change. Cases continue to slow. Clerks are making progress but are hitting a plateau.

Clerk Roth pointed out that during times of economic strain, less tickets are written. Mr. Welty encouraged the clerk's office to continue to collect where they can. Total revenue is up 1% from where we are estimated; however, these trends could impact that estimate.

8. Agenda Item 8 – Other Business

Mr. Welty discussed setting the next year's meetings on a quarterly basis for the entire year so everyone can plan accordingly. There will be one or two more meetings for the 2022 calendar year.

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## MINUTES OF JUNE 21, 2022 PIE COMMITTEE MEETING

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Clerk Green asked if any workgroup had been able to find how to apply collection activity and performance to a budgeting process. Mr. Welty suggested that the Framework Workgroup look into this.

Clerk Reynolds stated that as a new clerk, he is committed to looking at their collections process to see where they can improve. Clerk Roth let him know that there are resources available through the CCOC. John Dew, CCOC Executive Director, pointed out that CIS is a resource provided by a contract with the CCOC.

With no further comments, the PIE Committee adjourned the meeting at 11:20 AM.