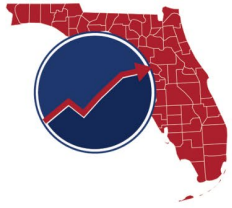


Jeffrey R. Smith, CPA, CGMA
INDIAN RIVER COUNTY
EXECUTIVE COUNCIL CHAIR

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 January 20, 2023, Emergency Executive Council Meeting

Approved by the Executive Council at their meeting on February 21, 2023.

The Executive Council of the Clerks of Court Operations Corporation (CCOC) met via WebEx on January 20, 2023. An agenda and materials were distributed before the meeting and posted on the CCOC website.

Call to Order and Roll Call

Chair Jeffrey Smith called the meeting to order at 2:30 PM, Eastern Standard Time. Secretary/Treasurer Laura Roth called the roll, and Clerk John Crawford provided the invocation.

Council members present via Webex: Chair Jeffrey Smith, Vice-Chair Tiffany Moore Russell, Secretary/Treasurer Laura Roth, Clerk Nikki Alvarez-Sowles, Clerk Ken Burke, Clerk Stacy Butterfield, Clerk John Crawford, Clerk Todd Newton, Clerk JD Peacock, and Judge Ronald Ficarrotta.

Agenda Item 1 – Introduction and Agenda Approval

Clerk Russell motioned to approve the agenda and Clerk Alvarez-Sowles seconded the motion. The motion passed unanimously.

Agenda Item 2 – Update on the Guardianship Project

Clerk Burke first thanked the Executive Council for delegating the authority to him for making many of the necessary decisions to move this project through. He also acknowledged Clerk Peacock for his involvement with the task force and his efforts with the technical committee. Clerk Burke stated that the CCOC was tasked and funded by the Legislature to build the Guardianship database, and it was something the CCOC did not seek; however, the CCOC accepted the responsibility. Clerk Burke praised CCOC Executive Director, John Dew, and CCOC Business Analyst/Project Manager, Nicole Taylor, for moving the project along. Finally, he spoke about the numerous administrative guidelines to be followed for a state project of this nature and the significant dollar amount.

Agenda Item 3 – Guardianship Contracts

a) Contract for Developing 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.

Clerk Burke stated that the hiring of the consulting firm to assist with the RFP was successful. He reminded the Council that the vote in the previous meeting awarded the bid to Cloud Navigator Firm, and the negotiations have started. Clerk Burke noted that they relied on the experts for the 44-page contract and 72-page RFP to be done correctly. He believed the contractor had come through with flying colors. Clerk Burke informed the Council that the contract was drafted. He noted that we were somewhat behind schedule, but it was due to the complexity of the RFP process. He said there were administrative guidelines we were unaware of previously; however, Clerk Burke believes that the vendor is very capable of delivering what is needed. He informed the Council that there was a Guardianship Operations Workgroup within CCOC to make sure they work hand in hand with the Guardianship Technology Committee and the vendor to ensure a database dictionary and other processes are in place to ensure the database is effective. He assured the Council that we were handling all the topics. A meeting with House and Senate staff was held in Tallahassee for updates in early January. Clerk Burke said the legislative staff continue to show that they have tremendous interest in the database statute and are interested in our progress.

Clerk Crawford asked if the contract had been vetted by our legal counsel. Clerk Burke responded that it had been vetted. Clerk Roth asked if CCOC technology staff or clerk staff technology experts had been involved in a review. Clerk Burke said there was no elected Clerk on the proposal review, but a technology expert from Clerk Peacock's office and a representative from the Pinellas Technology Office assisted. He added that the Guardianship Technology Workgroup helped put the RFP together. Clerk Newton asked when the project was to be completed. Clerk Burke pointed out that the statute states that the project cannot be completed before July 1, 2023. Ms. Taylor added that the funding end date is June 30, 2023. Still, there is an expectation that the dollars to fund the contract will be available beyond that date if the Legislature reverts and reappropriates unspent funds for this state fiscal year. Ms. Taylor said that there are a lot of unknowns that could impact the schedule, but she expects completion to be in the August/September timeframe.

Clerk Burke stated that legislation requires the Department of Elder Affairs to share Guardian registration and disciplinary action information, which would become part of the database. Clerk Burke said the Department of Elder Affairs needed technology improvements to comply with the statute. He also noted that they were working with legislative staff, and he feels protected in that area. Clerk Crystal Kinzel asked who the project manager was for the Guardianship Project and what information Clerks would be asked to provide. Clerk Burke informed Clerk Kinzel that Ms. Taylor was the project manager. He stressed that the project would rely on the information extracted from CCIS and Elder Affairs, not individual Clerk offices. He said the goal is to keep the work as minimal as possible for local Clerks. Chair Smith added that Mr. Dew and Ms. Taylor will spearhead the project and keep everyone updated. He also said that Clerk Burke was given the authority to make operational decisions and inform everyone at regular meetings. Clerk Kinzel had a question about the audit requirements on page 36 of the proposed contract. She suggested changing the language of generally accepted auditing standards to generally accepted accounting principles. Clerk Kinzel asked to speak to Ms. Taylor separately to review her concerns. Ms. Taylor introduced

the Cloud Navigator CEO, Mr. Mark Alexander, to be available for any questions. Clerk Burke thanked Mr. Dew and Ms. Taylor. Chair Smith thanked Clerk Burke and Clerk Peacock.

Clerk Burke motioned to approve the contract as submitted. Clerk Butterfield seconded the motion. The motion passed unanimously.

b) Contracting for Consulting, Integrating of building Websites, and IT support

Mr. Dew requested the authority to develop additional contracts with current CCOC vendors to help develop the Guardianship Database Project. The contracts would be with eGroupTech for IT support, Understory for helping brand and build the Guardianship website, and Canopy for working with us to help oversee the Project. The cost for all three would be less than \$80,000. He asked for the ability to work directly with Chair Smith to execute these contracts. These contracts would be paid with General Revenue dollars. Clerk Newton asked if there were any maximum amounts. Mr. Dew informed him that there is a maximum amount of \$25,000 for each vendor until June 2023.

Clerk Butterfield motioned to approve Mr. Dew and Chair Smith to work with vendors, with contracts maxing at \$25,000 each. Clerk Peacock seconded the motion. The motion passed unanimously.

c) Contract with JAC for Funding CCOC

Mr. Dew informed the Council that JAC required deliverables for their contract. Mr. Dew stated they were very close to completing a contract soon. He offered to bring the contract to Chair Smith or wait until the 21st to bring it to the Council. Mr. Dew thanked Clerk Burke for being so involved in the project. Clerk Burke explained that the motion was a mechanism to receive money from the JAC.

Clerk Burke motioned to give Chair Smith and Mr. Dew the authority to sign the administrative contract to release General Revenue funding through JAC. Clerk Peacock seconded the motion. The motion passed unanimously.

Agenda Item 4 – Other Business

Clerk Burke announced that three awards were presented to three legislators during Clerk Days at the Capitol. Senator Jennifer Bradley, Representative Linda Cheney, and Senator Burton. Chair Smith reminded everyone about the upcoming Council meeting in Daytona Beach on February 21, 2023.

Clerk Newton motioned to adjourn the meeting. Clerk Butterfield seconded the motion.

The meeting was adjourned at 3:15 PM, Eastern Standard Time.
