



CCOC CORPORATION MEETING
June 5, 2023



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

CRYSTAL KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

JD PEACOCK, II
OKALOOSA COUNTY

JODY PHILLIPS
DUVAL COUNTY

JOHN DEW
EXECUTIVE DIRECTOR

TODD NEWTON
GILCHRIST COUNTY

JOHN CRAWFORD
NASSAU COUNTY
STACY BUTTERFIELD, CPA
POLK COUNTY

ROB BRADLEY
BRADLEY, GARRISON & KOMANDO, P.A.
GENERAL COUNSEL

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

ANNUAL CORPORATION MEETING

June 5, 2023

Meeting: Immediately following the 2:30 PM, ET Executive Council Meeting

Sawgrass Marriott, Champions C Ballroom

1000 Tournament Players Club Blvd, Ponte Vedra Beach, FL 32082

WebEx Link: <https://flclerks.webex.com/flclerks/j.php?MTID=mc00b42da0fb09c6cba9269b720527508>

Meeting Code: 2319 905 4307, Password: CCOC

Conference Call: 1-866-469-3239, Access Code: 2319 905 4307

- 1) Call to Order, Introduction, and Agenda ApprovalHon. Jeffrey Smith
- 2) Roll Call.....Hon. Laura Roth
- 3) Approve Minutes from 2022 MeetingHon. Laura Roth
- 4) Treasurer's ReportHon. Laura Roth
 - a) Report on CCOC Office Budget for CFY 2022-23 through April
 - b) Proposed Corporation Budget for CFY 2023-24 and Workplan
 - c) Update on Annual Financial Report
- 5) Report from the ChairHon. Jeffrey Smith
 - a) Past Year's Accomplishments
- 6) Tentative Council Meeting Dates for CFY 2023-24John Dew
- 7) Other Business.....Hon. Jeffrey Smith

Council Organizational Session for the Swearing in of Council Members

- 1) Swearing in of Newly Elected Council Members.....Hon. Jeffrey Smith
- 2) Election of CCOC Executive Committee Board.....Rob Bradley, General Counsel

Only Council Members can nominate and vote on election of Executive Committee

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.



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CCOC ANNUAL CORPORATION MEETING

June 6, 2022

Held immediately following the 3 PM Executive Council Meeting
In person at the Rosen Shingle Creek Hotel, Orlando & Via WebEx

CALL TO ORDER, INTRODUCTION AND APPROVAL OF AGENDA

The June 6, 2022, Annual Meeting of the Corporation of the Florida Clerks of Court Operations Corporation (CCOC) was called to order at 4 PM, EDT by the CCOC Executive Council Chair JD Peacock. He asked Clerk John Crawford to provide an invocation.

APPROVAL OF THE AGENDA

Chair Peacock announced that the agenda had been presented to the Corporation via email link and noted that the agenda had been posted to the CCOC website. There were no amendments, and a motion was made to approve the agenda by Clerk Stacy Butterfield and seconded by Clerk Tiffany Moore Russell. The agenda was adopted by the Corporation members.

ROLL CALL

CCOC Performance, Policy, and Education Director, Ms. Marleni Bruner, called Roll Call and a quorum was present.

APPROVAL OF MINUTES

Chair Peacock noted that the minutes were in the meeting packet. Clerk Russell made a motion to approve the minutes and Clerk John Crawford seconded the motion. The minutes were approved unanimously.

TREASURER'S AND FINANCIAL REPORT

Clerk Russell informed the Corporation members that the CCOC Office budget had expended just slightly over 50% through the first 7 months of the county year and should be well within their budget authority at year end. She attributed it to good management by Executive Director John Dew

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and thanked him. She announced that the proposed budget had an increase of \$77,000 for educational services and an increase in salary for employees. Clerk Russell made a motion to approve the 2023 CCOC budget. Clerk Nadia Daughtrey seconded the motion. The motion passed. Clerk Russell made a motion to approve the 2022/2023 Work Plan. Clerk Nikki Alvarez-Sowles seconded the motion. The motion passed unanimously.

CHAIR'S REPORT

Chair Peacock reported a good year coming out of the pandemic. He stated that they had received continuing non-recurring money this year that was beneficial to the budget. He thanked Mr. Dew for all of his hard work. Clerk Stacy Butterfield thanked Mr. Dew for his leadership and acknowledged the good working relationship between the CCOC and the Association. Mr. Dew agreed with Clerk Butterfield that the improved relationship with the Clerks' Association has helped us all move forward with Legislature results. He stated that there have been great strides and that structural changes were key. Mr. Dew thanked his staff and the Council for their support.

Clerk Jeffrey Smith stated that while we made progress this past Legislative session, his budget for the next fiscal year was lower than his pre-pandemic budget. Chair Peacock stated that while we did not receive all the funding we requested, it was not due to a lack of effort. Chair Peacock reminded the members that it needed to be a comprehensive team effort. This concluded the Chair's report.

Tentative Council Meeting Dates for CFY 2022-2023

Mr. Dew reported that the Council would possibly next meet in August or September, but it is dependent upon when the Revenue Estimating Conference comes out with their statewide Clerks' revenue projections. He asked Corporation members to mark their calendars for Council meetings that would take place at the Fall Association Conference on November 1, 2022, in Sandestin and June 5, 2023, in Sawgrass at the Summer Conference. While we do not have specific dates, he said there would probably also be a meeting in February 2023 in Daytona.

Other Business

CCOC's General Counsel, Mr. Rob Boyd, asked if there were any nominations for Chair of the Executive Council. Chair Peacock nominated Clerk Smith. Clerk Russell seconded the nomination. There was no opposition. Clerk Smith was elected Chair. Mr. Boyd asked if there were any nominations for Council Vice Chair. Clerk Crawford nominated Clerk Russell for Vice Chair. Chair Peacock seconded the nomination. With no other nominations, Clerk Russell was elected Vice Chair. Mr. Boyd asked if there were any nominations for Council Secretary/Treasurer. Clerk Russell nominated Clerk Roth for Secretary/Treasurer. Chair Peacock seconded the nomination. With no other nominations, Clerk Roth was elected Secretary/Treasurer.

The meeting was adjourned at 4:40 PM Eastern Standard Time.



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AGENDA ITEM 4

DATE: June 5, 2023
SUBJECT: Treasurer's Report
CCOC ACTION: Accept CFY 2022-23 Budget Update and Revision; Approve Proposed CFY 2023-24 Office Budget, Approve CFY 2023-24 Work Plan; Update on CFY 2021-22 Financial Statements

OVERVIEW:

Each Executive Council meeting the CCOC Treasurer provides an update on the CCOC Office expenditures compared to the approved budget and if necessary, makes revisions. The Treasurer also presents to the Council a recommended budget for the upcoming fiscal year which will then be reviewed by the Corporation members at their Annual Meeting which is scheduled to follow this meeting. The Treasurer also provides the Council with a Work Plan for the next fiscal year which is reviewed by Corporation members at the Annual Meeting. Once provided, the Treasurer is responsible for reporting on the Corporation's Annual Financial Statements to the Council.

STATUS:

- a. CFY 2022-23 Office Budget – Through six months of the CFY the office has expended just over 40% of the annual budget. We expect to under-expend in our overall budget for the year. Because the Legislature provided to State employees a 5% increase in salaries, we are asking that the Council also allow CCOC employees to receive this amount as well. The increase would be effective July 1, 2023, to match again what the State is doing and would be an increase in the CCOC Staff category of approximately \$11,000. We will still be well within our budget authority at the end of the year. (**Attachment 1**)
- b. CFY 2023-24 Office Budget – Requesting the budget authority for an increase of approximately 2.9%. We expect increases in FRS, health insurance, and rent as well as an increase in salaries. We are offsetting some of these increases by decreasing budget authority in several categories. Our total increase amount would be less than \$54,000 for the year (**Attachment 2**).
- c. The CFY 2023-24 Work Plan is attached for review (**Attachment 3**).
- d. CCOC Office Financial Statements for the year ending September 30, 2022, are not yet complete. During the last fiscal year, we experienced turnover in our Office Manager position. This person is also CCOC's bookkeeper, and the position took some time to fill.

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AGENDA ITEM 4 - TREASURER'S REPORT

CCOC contracted with an experienced bookkeeper to handle duties during the vacancy, and she paid the bills for several months. It was only after her time with us ended that we discovered the “shortcuts” taken in the processing of our bills and invoices. It has taken quite a bit of time to sort it all out and get the books ready for the auditors. All bank accounts, invoices and vendor payments have now been fully reconciled by our staff. We expect the financial statements to be ready in a few weeks.

CCOC ACTION:

1. Accept CFY 2022-23 Budget Update and Revision.
2. Approve Proposed CFY 2023-24 Office Budget.
3. Approve CFY 2023-24 Work Plan.
4. Informational Only – Update on CFY 2021-22 Financial Statements

LEAD STAFF: John Dew, CCOC Executive Director

ATTACHMENTS:

1. CFY 2022-23 CCOC Office Budget Update
2. Proposed CFY 2023-24 CCOC Office Budget
3. Proposed CFY 2023-24 CCOC Office Work Plan

CCOC Budgetary Report County Fiscal Year 2022 - 2023 (October 1, 2022 - September 30, 2023)															
	Budget Category Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Year to Date Expenditures	(%) of Budget Expended
CCOC STAFF:	\$982,565.14	\$71,230.76	\$78,647.79	\$80,349.03	\$75,176.19	\$74,069.60	\$75,119.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$454,593.11	46.27%
Total Salaries	\$686,234.14	\$53,794.71	\$51,863.21	\$51,119.21	\$51,775.71	\$52,031.09	\$51,760.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$312,344.52	45.52%
Executive Director	\$153,336.63	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05							\$76,668.30	50.00%
Deputy Executive Director	\$107,064.98	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09							\$53,532.54	50.00%
Budget & Communications Director	\$89,003.91	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00							\$44,502.00	50.00%
Actuarial and Performance Analyst	\$52,902.61	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55							\$26,451.30	50.00%
Budget Manager I - Rafael	\$40,160.28	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82							\$20,074.92	49.99%
Data Quality Officer	\$44,843.53	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29							\$22,441.74	50.04%
Project Manager	\$84,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	0.00%
Prf Policy and Education Director	\$79,103.54	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96							\$39,551.76	50.00%
Executive Assistant/Human Resources	\$35,818.66	\$2,897.95	\$2,897.95	\$2,897.95	\$2,897.95	\$3,071.83	\$3,071.83							\$17,735.46	49.51%
Internal Revenue(Corporation Responsibility)	\$75,000.00	\$4,292.01	\$4,202.79	\$4,130.68	\$4,582.42	\$4,208.63	\$4,270.39							\$25,666.92	34.25%
Retirement, Benefits, Workers' Comp and Other	\$221,331.00	\$16,837.04	\$24,343.29	\$26,116.64	\$20,492.06	\$19,585.38	\$20,573.76							\$127,948.17	57.81%
OPS STAFF:	\$34,000.00	\$3,693.00	\$1,761.50	\$1,017.50	\$1,674.00	\$1,755.50	\$1,485.00							\$11,386.50	33.49%
GENERAL EXPENSES:	\$85,200.00	\$4,194.38	\$3,791.95	\$9,179.14	\$4,099.20	\$4,046.74	\$4,210.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,522.13	34.65%
Rent (including Utilities)	\$45,200.00	\$3,370.15	\$3,353.52	\$3,354.88	\$3,392.76	\$3,222.35	\$3,337.83							\$20,031.49	44.32%
Communications (+ Internet and Phone)	\$5,000.00	\$173.95	\$278.30	\$382.97	\$281.33	\$279.91	\$280.60							\$1,677.06	33.54%
Equipment, Supplies and Other	\$35,000.00	\$650.28	\$160.13	\$5,441.29	\$425.11	\$544.48	\$592.29							\$7,813.58	22.32%
TRAVEL:	\$60,400.00	\$412.33	\$760.71	\$485.93	\$3,068.76	\$832.55	\$0.00							\$5,560.28	9.21%
STAFF TRAINING:	\$10,000.00	\$0.00	\$0.00	\$0.00	\$3,578.34	\$0.00	\$0.00							\$3,578.34	35.78%
CONTRACTUAL EXPENSES:	\$293,563.00	\$12,971.61	\$9,361.50	\$10,310.00	\$12,863.50	\$12,825.50	\$21,322.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,654.22	27.13%
General Counsel	\$74,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00							\$5,000.00	6.75%
FY 22-23 Survey, Reporting, and Other Services	\$203,563.00	\$12,971.61	\$9,361.50	\$10,310.00	\$12,863.50	\$12,825.50	\$16,322.11						\$0.00	\$74,654.22	36.67%
Audit Services	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	0.00%
EDUCATION SERVICES	\$397,200.00	\$0.00	\$74,833.00	\$18,000.00	\$0.00	\$0.00	\$73,333.00							\$166,166.00	41.83%
TOTALS:	\$1,862,928.14	\$92,502.08	\$169,166.45	\$119,341.60	\$100,459.99	\$93,529.89	\$175,470.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,460.58	40.28%

J.D. 5/13/23

WPB 05/03/2023

JEIR 5/15/23

DRAFT 2023-2024 CCOC Budget

CCOC Budget County Fiscal Year 2022-2023 (October 1, 2022 - September 30, 2023)

	Budget Category Amount
CCOC STAFF:*	\$982,565.14

Executive Director	\$153,336.63
Deputy Executive Director	\$107,064.98
Budget and Communications Director	\$89,003.91
Senior Budget Manager	\$79,103.54
Budget Manager I	\$52,902.61
Budget Manager I	\$40,160.28
Budget Manager I	\$44,843.53
Project Manager*	\$84,000.00
Office Manager	\$35,818.66
Internal Revenue(Corporation Responsibility)	\$75,000.00
Retirement, Benefits, Workers' Comp and Other	\$221,331.00

OPS STAFF:	\$34,000.00
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GENERAL EXPENSES:	\$85,200.00
Rent (including Utilities)	\$45,200.00
Communications (+ Internet and Phone)	\$5,000.00
Equipment, Supplies and Other	\$35,000.00

TRAVEL:	\$60,400.00
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STAFF TRAINING:	\$10,000.00
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CONTRACTUAL EXPENSES:	\$293,563.00
General Counsel	\$74,000.00
FY 20-21 Survey, Reporting, and Other Services	\$203,563.00
Audit Services	\$16,000.00

EDUCATION SERVICES:	\$397,200.00
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TOTALS:*	\$1,862,928.14
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CCOC Budget Request County Fiscal Year 2023-2024 (October 1, 2023 - September 30, 2024)

	Budget Category Amount
CCOC STAFF:**	\$1,065,545.89

Executive Director	\$161,003.47
Deputy Executive Director	\$112,418.23
Budget and Communications Director	\$93,454.11
Performance, Policy, and Education Director	\$83,058.72
Actuarial and Performance Analyst	\$55,547.75
Budget Manager I	\$42,168.30
Data Quality Officer	\$47,085.71
Project Manager	\$88,200.00
Office Manager	\$37,609.60
Internal Revenue(Corporation Responsibility)	\$75,000.00
Retirement, Benefits, Workers' Comp & Other***	\$270,000.00

OPS STAFF:	\$34,000.00
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GENERAL EXPENSES:****	\$85,200.00
Rent (including Utilities)	\$50,200.00
Communications (+ Internet and Phone)	\$5,000.00
Equipment, Supplies and Other	\$30,000.00

TRAVEL:	\$40,000.00
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STAFF TRAINING:	\$10,000.00
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CONTRACTUAL EXPENSES:	\$284,563.00
General Counsel	\$65,000.00
FY 21-22 Survey, Reporting, and Other Services	\$203,563.00
Audit Services	\$16,000.00

EDUCATION SERVICES:***	\$397,200.00
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TOTALS:****	\$1,916,508.89
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* The Executive Council this year approved adding the additional position of Project Manager to the CCOC Budget during the budget year in case the funds were not provided by GR. This increased the previously approved budget from \$1,778,928.14 to \$1,862,928.14.

** Included in the individual FTE salary is a 5% raise based on what was provided to State workers effective July 1, 2023.

***Increases in health insurance, FRS, and set aside 2% for salary for potential pay increases.

****Expect Rent & Utilities to increase. Slight decrease in Equipment, Supplies and Other.



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PROPOSED
CFY 2023-24 CCOC WORK PLAN

The Plan of Operations for the Florida Clerks of Court Operations Corporation (CCOC) requires the Corporation to adopt a program work plan for each fiscal year as presented by the Executive Director and recommended by the Council.

CCOC's Mission, Vision, and Guiding Principles supply strategic direction to the Executive Director in formulating the work plan. These values are:

Our Mission: To provide world-class service in Budget Administration, Performance Enhancement, Financial Analysis, Legislative Review, and Technical Strategies for all 67 Clerks of Court.

Our Vision: "Excellence in Clerks of Court Budget Administration."

Our Guiding Principles:

To be the **Source** for valid, accurate, complete performance and financial reports
To **Collaborate** with justice partners to meet our mutual needs
To **Protect** the integrity of performance and financial information
To be **Proactive** in leveraging current technology and in advancing new technology

CCOC Work Plan: The Executive Director presents the following priorities to the Executive Council and the Corporation members for CFY 2023-24. These priorities are contingent on the Executive Council's leadership and direction, legislative actions, and other factors. As part of the CFY 2023-24 Work Plan, CCOC staff will:

1. Upon completing the development of a guardianship database, help train system users, continue to evaluate the data quality, and work with the legislature on any requested data revisions. Also, develop regular reports as required.
2. Review the CCOC office staffing, responsibilities, and organizational chart to determine if there are more efficient ways to operate and provide services to the Corporation. Ensure the CCOC Office continues to attract and retain exceptional employees. Additionally, develop a transition plan for the potential retirement of the current CCOC Executive Director.


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CFY 2023-24 CCOC WORK PLAN – DRAFT

3. Continue providing professional support to the clerks, Legislature, and other entities seeking information on the clerks' budgets and performance.
4. Continue to develop policy and budgetary recommendations to the Legislature to diversify and increase clerk revenue streams and continue working toward stable, consistent funding solutions.
5. Collaborate with the Florida Court Clerks & Comptrollers (FCCC) leadership team seeking joint solutions to help resolve clerks' issues and working with the Legislature.
6. Provide workload relief to clerks by streamlining reporting requirements while collecting necessary data to fulfill statutory duties and measure performance.
 - a. Continue to develop and expand instructions and Business Rules for all CCOC forms and reports.
 - b. Develop a strategic solution for data collection, analysis, and reporting needs.
 - c. Evaluate the efficacy of the current reports.
 - d. Explore discontinuing reports that no longer have value and reducing the frequency of submissions.
 - e. Continue efforts to improve how clerks send reports to CCOC.
 - f. Explore using the Clerks' Comprehensive Case Information System (CCIS) to reduce the number of manual entries clerks must make when reporting outputs.
 - g. Work with FCCC to develop and expand evidence-based Best Practices.
7. Continue collaborating with clerks to verify and document the clerks' workload.
 - a. Review case weights and performance measures.
 - b. Recommend changes in case weights and performance measures to the Performance Improvement and Efficiencies (PIE) Committee.
 - c. Evaluate the Peer Groups and provide recommendations for changes.
8. Implement legislative changes to:
 - a. Submit funding requests to the Legislature to reimburse costs related to additional trial court judgeships, if certified, and involuntary commitment fees.
 - b. Modify the monthly excess revenue collection process into a quarterly process.
9. Continue to expand on internal and external communications. Update the CCOC website as a depository of pertinent budget and performance information. Increase social media engagement, including raising awareness of upcoming events (including OGL events) and clerks' initiatives, such as eNotify, and educating the public on the importance of an adequately funded clerk system.
10. Continue reviewing all current CCOC Policies and Procedures to align with statutes and assist the clerk's policy development in providing standardization.
11. Increase training opportunities and resources for clerks and staff.



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AGENDA ITEM 6

DATE: June 5, 2023
SUBJECT: Tentative Council Meeting Dates for CFY 2023-24
CORPORATION ACTION: Informational only

OVERVIEW:

The CCOC Plan of Operation in Section 1.5 requires that at the annual corporation meeting the Council shall establish a schedule of all regular meetings for the coming year. Historically, the CCOC has attempted to arrange all Council meetings with the FCCC training schedule to make it more convenient for Clerks and staff to attend meetings. Therefore, the Council usually provides a list of tentative meeting dates based on the FCCC calendar.

CCOC contacted FCCC and they provided us with a tentative calendar to help us coordinate the quarterly EC meetings. The following three dates are set for the potential meetings. However, dependent upon the call of the CCOC Council leadership there may be additional meetings.

September 5th, 2023 – Renaissance SeaWorld, Orlando. Potentially afternoon meeting.

March 18th, 2024 – FCCC Winter Conference, Hyatt Regency Riverfront, Jacksonville. Potentially afternoon meeting.

June 18th, 2024 – FCCC Summer Conference; Hyatt Regency, Orlando. Executive Council and Annual Corporation Meeting. Potentially afternoon meeting.

CORPORATION ACTION: Informational only

LEAD STAFF: John Dew, CCOC Executive Director

ATTACHMENTS: None

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