



PIE COMMITTEE MEETING
March 15, 2024



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PERFORMANCE IMPROVEMENT AND EFFICIENCIES COMMITTEE MEETING

March 15, 2024

Meeting: 10:00 AM – 12:00 PM, Eastern

Webex Link: <https://flclerks.webex.com/flclerks/j.php?MTID=m8c747ac1add82b4532473742fbbe1908>

Meeting Number: 2314 252 5743; **Password:** CCOC

Conference Call: 1-866-469-3239; **Access Code:** 2314 252 5743

- 1) Call to Order and Approve Agenda.....Hon. Laura Roth
- 2) Approve Minutes from 12/01/23 Meeting.....Marleni Bruner
- 3) CFY 2023-24 Quarter 1 PMAP Report.....Marleni Bruner
- 4) Peer Group DiscussionHon. Gary Cooney
- 5) Cases/Subcases UpdateJohnny Petit
- 6) Payment Plan Workgroup Update.....Marleni Bruner
- 7) Compliance CPR Training.....Marleni Bruner
- 8) Other Business.....Hon. Laura Roth

Committee Members: Laura E. Roth, Esq. (Volusia), Chair, Stacy Butterfield, CPA (Polk), Doug Chorvat, Jr. (Hernando), Gary J. Cooney, Esq. (Lake), Brenda D. Forman (Broward), Tara S. Green (Clay), Crystal K. Kinzel (Collier), Michelle R. Miller (St. Lucie), Matt Reynolds (Putnam), Victoria L. Rogers (Hardee), Clayton O. Rooks (Jackson), Angela Vick (Citrus)

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Minutes of December 1, 2023, PIE Committee Meeting

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

The Performance Improvement and Efficiencies Committee of the Clerk of Courts Operation Corporation (CCOC) held a meeting via WebEx on 9/1/23. An agenda and materials were distributed and posted on the CCOC website before the meeting. 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

The meeting was called to order by Chair Laura Roth. Marleni Bruner, CCOC Performance, Policy, & Education Director, called the roll.

Present for meeting [WebEx]: Chair Roth, Clerk Doug Chorvat, Jr., Clerk Gary J. Cooney, Clerk Tara S. Green, Clerk Crystal K. Kinzel, Clerk Michelle Miller, Clerk Victoria L. Rogers, Clerk Clayton O. Rooks, III

Absent from the meeting: Clerk Butterfield, Clerk Brenda D. Forman, Clerk Matt Reynolds, Clerk Angela Vick

A motion to approve the agenda as presented was made by Clerk Kinzel and seconded by Clerk Cooney. The motion was adopted by consent.

2. Agenda Item 2 – Approve Minutes from 9/01/23 Meeting

The minutes from the 9/01/23 PIE Committee meeting were presented. There were no questions, comments, or edits.

A motion to approve the minutes as presented was made by Clerk Chorvat Jr. and seconded by Clerk Rooks. The motion was adopted by consent.

Clerk Roth informed the committee about the new transitional period the CCOC is entering. She mentioned the appointment of Jason Welty, soon to be CCOC Executive Director, as the clerk of Jefferson County, although he plans to return to CCOC. She also proposed that the committee focus on functional goals rather than the lofty or philosophical goals previously planned for the coming year. Ms. Bruner was introduced as the lead staff of the Performance Improvement and Efficiencies Committee. Ms. Bruner stated that the CCOC had hired a student intern, Valerie Hernandez, to help manage the work of the PIE Committee and follow-up emails regarding reports.

John Dew, CCOC Executive Director, stated he will not be filling the Deputy Executive Director position for the next year. He also mentioned that over the next couple of months, the CCOC will be undergoing a series of evaluations of what they do well, what they can work on, and what counties want more of, which may impact the work of the committees as well.

3. Agenda Item 3 – CFY 2022-23 Quarter 4 PMAP Report

Ms. Bruner presented the CFY 2022-23 Quarter 4 Performance Measures and Actions Plans report to the Committee. She stated that 10 counties did not require action plans, which was an increase from the prior quarter. Action Plans for Collections and Juror Timeliness remained the same while action plans for filing and docketing timely decreased. There was a change in how statewide reports are submitted to the Governor and the Legislature; however, the report is available on the CCOC website.

Clerk Green asked if any comparison has been made between the reduction of action plans compared to the number of FTEs in the office to see if there is any correlation. Since the funding has been improving over the years, she wondered if the appropriate number of FTEs could be contributing to the reduced action plans. Clerk Roth and Ms. Bruner responded by stating that a cross-reference has not been made. Clerk Green then proposed how it would be nice to know that recent funding is helping the offices. Mr. Dew mentioned that due to staff turnover and training the correlation may not be evident for some time as this was the first quarter with a drop in action plans. Clerk Roth was concerned this task would require additional staff work. Ms. Bruner mentioned that as a staff directive, she could compare the FTE reported in the operational budget and compare it to the number of action plans over the past couple of years.

Clerk Kinzel stated she agreed with both Clerk Roth and Clerk Green. She believed more analytics needed to be done to show associated evidence of accomplishment. She also did not see an increase in her budget.

Clerk Green motioned and Clerk Kinzel seconded the request for staff to provide an analysis of the correlation between the number of FTEs and the number of action plans.

A motion to approve the CFY 2022-23 Quarter 4 PMAP Report was made by Clerk Miller and seconded by Clerk Green. The motion passed unanimously.

4. Agenda Item 4 – Case/Subcases Update

Ms. Bruner introduced Johnny Petit, CCOC Actuarial Performance Analyst, who will be taking over this report at the PIE Committee meetings. Mr. Petit explained that the data shown depicted an analysis over several years from September 2019–2023. He mentioned 2019 is more of a baseline year and 2020 was removed because it is an outlier due to the impact of COVID-19.

Notable changes in data include:

- The total case number for September was 403,574.
 - This was a 2.82% increase year over year.
- For the Calendar Fiscal Year, cases were up about 5 million. Criminal Cases were up by 5.29 percent and Civil Traffic was up 5.5 percent.
 - Subcase types such as small claims, evictions, and auto negligence drove the increases.

5. Agenda Item 5 – Peer Group Analysis

Clerk Cooney presented the Peer Group Analysis Report. He explained that peer groups have been done for a while; however, about 4 years ago, it was determined that it could be done “in-house” instead of using a contractor. It seemed 8 peer groups were the “magic number” if basic rules were applied. The first was to not have any county in a peer group with another county that has more than two times their population size or more than two times the total weighted case count. The statute requires that population and cases be used. Since weighted cases were used in the budget process it was then adopted to include weighted cases rather than just pure case numbers.

Clerk Cooney stated that the report uses the University of Florida’s BEBR estimates for population figures as of April 1, 2022, and the verified weighted cases from CFY 2021-22. The statistical analysis found it was important that a county is not its own peer group (i.e., Miami-Dade County). Statistical analysis breaks down when you have less than four counties in a peer group. Palm Beach and Hillsborough counties were added to Peer Group 8 based on population. Gulf was kept in Peer Group 1 although they had slightly too many cases compared to Lafayette County. Clerk Cooney concluded by assuring statistical analysis was done on all counties regardless of Peer Group. Miami-Dade County was placed in Peer Group 8 for both options so that it is not its own Per Group. He pointed out that the statute requires this work. During budget deliberations and weighted case review a statistical analysis is done across all counties regardless of peer group. He stated that the committee could use either option or both to fulfill that statutory obligation; however, a statistical analysis across all counties will still be done.

Clerk Roth proposed not voting on the options during the meeting and moving the vote to the PIE Committee meeting scheduled for 03/15/24, to allow committee members and others to have time to review the options presented. She asked Clerk Cooney to restate what the two options are that they would be choosing between. Clerk Cooney responded that

there is nothing in the statute that required one option to be picked over the other, the peer groups just needed to be chosen and analyzed. He stated that both options could be kept, and both Peer Groups used in certain circumstances. His stated preference is to use population based on the BEBR figures as a third-party reported data source. He does not believe the budget committee or the CCOC are restricted to only looking at peer groups “one way.”

Clerk Roth asked if there was an option that included the population and weighted cases together. Clerk Cooney responded that he does some tweaks on the back end but tried to work on that model in 2019, and it became a mess.

Clerk Kinsel motioned to vote on the Peer Groups at the 03/15/24 PIE Committee meeting and was seconded by Clerk Green. The motion passed unanimously.

Clerk Roth directed CCOC Staff to distribute the report and supporting documentation to all clerks for their review and comment before the vote in March.

6. Agenda Item 6 – Other Business

Clerk Roth stated that the CCOC and various committees were focused more on strategic planning and working on the essential core functions. From the PIE Committee, the two important workgroups are Weighted Cases and Case Counting. She stated the case counting workgroup produces Business Rules and after having had a workshop with clerks, clerk staff, and the workgroup’s meetings, they produced a solid product. There were very few items in the Business Rules that were requested to be improved, and those that do need review are very specific. The review of cases by the Case Counting Workgroup has a goal of being done by May, so the weighted cases can be used by the Budget Committee. Clerk Roth proposed that the Weighted Case Workgroup be reformed using members previously involved as well as new ones, to improve those nuanced items that needed to be reviewed. It is anticipated that the workgroup will not begin its work until January 2024. Clerk Roth asked Clerk Green if she would chair the workgroup. Clerk Green accepted and asked Clerk Cooney if his expertise would be available. He responded that we would be available to help in any way.

Clerk Roth noted that Clerk Cooney is the chair of the Case Counting Workgroup, and they are working hard to complete their review for the CFY 2022-23 cases. She reiterated that case counting and weighted cases are the major functions of the committee and the information has to be right so that we can trust our data. She notified the committee that Ms. Bruner is reviewing the final Output submissions and while there are some missing elements like Financial Receipts, those will not prohibit the work of the case counting workgroup from meeting their deadline. Clerk Roth asked if counties are contacted by the Case Counting workgroup, to please respond timely. She reassured the group that it is usually a small error and to not act defensively. The workgroup will be performing statistical analysis on the case counts submitted and will be working to identify outliers. Updates for the progress of this workgroup will come on the March PIE Committee meeting call.

Shannon Chessman, from Palm Beach County, informed the Committee that Chief Judge Kelly requested a meeting to specifically dialogue about small claims cases in County Civil. The Florida Supreme Court recently did their certification, Judge Kelly wanted to dialogue about their county civil case counts in comparison to their peers. They have discovered that other counties in their peer group are invoking the rules of civil procedure through Administrative Order and therefore do not have to do small claim pre-trials whereas, in Palm Beach, every small claim requires pre-trial, and the clerk staffs the courtroom. She further stated that the weight for those cases is a 5, whether you have pre-trials or not. She mentioned that their budget has been negatively impacted because they appear to have a much lower weighted caseload when the workload for the cases is not identical. She requested that the weighted case workgroup look at the differential in workload. Their Chief Judge feels that they are not at a disadvantage because they were not selected for more judgeships, and they are pressing the Clerk. She also mentioned that Palm Beach would be happy to serve on one or both of the workgroups.

Clerk Roth mentioned that her county has the highest increase per capita and because civil rules are invoked the work becomes complex and the workload becomes incredible, so further discussion is needed on this topic.

Clerk Cooney mentioned that over the years of this project the numbers of outliers that were found as a result of not following the business rules, have decreased dramatically. In many instances, they have seen where an outlier is just an outlier. He expressed that many times they are calling to say that cases were miscategorized and switching to the appropriate category results in a higher weighted cases total. This allows them to get the full credit they deserve. He believes the phone calls are not a bad thing, it allows everyone to be on the same page so everyone can feel more comfortable with everyone else's numbers. He further stated that it is a laborious project that is well worth it because of the benefits, such as the number of anomalies due to not applying business rules have decreased.

Clerk Roth responded that for her county the two times they were contacted, her staff was either undercounting or misapplying the business rules, and once it was moved appropriately, the weighted case count increased. She reassured the clerks to be quick and responsive.

Clerk Green asked Clerk Cooney if during the work of the workgroup, if an example like the one Ms. Chessman shared, where there was a nuance that created more work for a county, how was it addressed? Clerk Cooney referred to the meetings when case weights were originally developed and stated that the workgroup looked at where they were at that time and the workload compared to other case types. He said he would need to look at Ms. Chessman's situation specifically. Another example is in Clerk Roth's County (Volusia) she is required to staff every meeting of the judge and he is not required to do so in Lake County. He thought it should be discussed in the workgroup, but in Palm Beach's case, it may be the Chief Judges in other circuits are violating the rules. He was not sure if the CCOC should adjust the case weight for Palm Beach in that either they get their workload increased, or if

other circuits get theirs decreased. He stated the rules for small claims require a pretrial by a local official (even a judges' law clerk instead of a judge). If a pretrial is considered a hearing, then the judge can require the clerk to provide staff. He gave the example of a switch between judges handling small claims in Lake County, and how they had to "hold his hand" through the beginning. So, he agreed that they needed to be discussed in the workgroup to see if changes are needed.

Clerk Roth mentioned that they can waive the pretrial, although it is not truly waived because it still must be set, and they track who evoked the rules. Then all of the cases still must go to the case management conference. She stated they had some dockets of case management conferences where there were 900 cases set for one single docket. Clerk Cooney stated that in his case, they have a combo pretrial and mediation without the waiver of the rules. They use the rule that you can send the case to mediation and if they request pretrial at that point, then they are entitled to it. He explained that a law clerk presides over the pretrial/mediation and recommends mediation first. Cases that do not settle are then scheduled for the case management conference and go to pretrial.

Clerk Roth clarified that in Palm Beach if they had a regular case that is not auto-invoked, then would they have to do both a pretrial and a case management conference that would have to be staffed. Ms. Chessman confirmed that is the case. Clerk Roth stated that made her feel a bit better because she was on the workgroup from the Florida Supreme Court that looked at this. They found that PIP/glass cases in Volusia take 60% longer to resolve than other small claim cases. It was 30 days for a normal case compared to 95.5 days in PIP/glass cases. The PIP/glass cases also had 85% more docket activity.

Clerk Green wanted to extend an invitation to Palm Beach, specifically Ms. Chessman to be on the workgroup because of her perspective. Clerk Roth recommended others from a PIP-inundated county to be on the workgroup as well so there is representation of this issue. Clerk Green agreed.

Clerk Green asked Ms. Bruner for an update on the Payment Plan Reporting workgroup. Ms. Bruner responded that it was originally on the agenda for this meeting but was removed because they did not have anything new to report. They are in the data-collecting mode as of right now, but she will have a full report with an analysis at the meeting in March.

There are no additional questions or concerns.

Clerk Roth reminded the group that the next PIE meeting is on March 15, 2024, from 10 am to 12 pm.

Mr. Dew thanked Clerk Roth for her leadership and added he would like everyone to be patient with the CCOC due to the new transition, they are doing their best. He also thanked Ms. Bruner for taking over as staff for this committee.

Clerk Roth adjourned the meeting at 11:00 AM.

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AGENDA ITEM 3

DATE: March 15, 2024
SUBJECT: CFY 2023-24 Quarter 1 PMAP Report
COMMITTEE ACTION: Approve CFY 2023-24 Quarter 1 PMAP Report

OVERVIEW:

The CCOC has completed the CFY 2023-24 Quarter 1 Performance Measures and Action Plans (PMAP) report, posted it to the CCOC website (<https://flccoc.org/ccoc-reports/#pr>), and submitted it to the Legislature on 2/15/24.

Report Highlights

The Performance Measures and Action Plans report identifies the counties not meeting workload performance standards for specific measures.

Performance Standards	Counties Requiring an Action Plan	Potential Action Plans	Total Action Plans
Collections	46	603	101
Filing – Timeliness	14	670	28
Docketing – Timeliness	6	670	12
Timely Juror Payments	4	67	4

- Total number of Action Plans and the number of counties requiring Action Plans continues to slowly decrease for each standard.
- Nine counties did not have any Action Plans: Citrus, Collier, Flagler, Hamilton, Indian River, Manatee, Monroe, Sumter, Walton

COMMITTEE ACTION: Approve CFY 2023-24 Quarter 1 PMAP Report

LEAD STAFF: Marleni Bruner, CCOC Performance, Policy, and Education Director

ATTACHMENT: 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.

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AGENDA ITEM 4

DATE: March 15, 2024
SUBJECT: Peer Group Discussion
COMMITTEE ACTION: Approve Peer Groups for CFY 2024-25

OVERVIEW:

Changes to similarly situated counties, commonly known as Peer Groups, were last adopted by the CCOC Executive Council on September 29, 2020. The PIE Committee recommended using weighted cases at that time. Clerk Cooney has provided an updated analysis that includes two options (**Attachment 1**). Option one organizes Peer Groups by the University of Florida BEBR population estimates as of April 1, 2022. The second option organizes Peer Groups by weighted cases for CFY 2021-22.

The following guidelines were also considered:

1. No less than four (4) counties per peer group;
2. No county in a population peer group with a county with more than twice its population; and
3. No county in a weighted case peer group with a county with more than twice its total weighted cases

The following considerations were also made:

1. Palm Beach and Hillsborough have been placed into Group 8 to comply with the statutory analysis requirements.
2. Gulf was kept in Group 1 although they have slightly more than double Lafayette's total weighted cases. Placing Gulf in Group 1 will allow a somewhat more meaningful statistical analysis of Group 1 if such an analysis is deemed necessary.
3. Miami-Dade was placed into Group 8 to comply with the statutory analysis requirements.

At the PIE Committee meeting on December 1, 2023, Clerk Cooney presented his report and explanation for the two options. Clerk Roth requested the report and an analysis of changes (**Attachment 2**) sent out statewide to provide a time for review and comment by all clerks and their staff. Comments were requested to be returned by February 29, 2024. CCOC staff was

AGENDA ITEM 4 – PEER GROUP DISCUSSION

asked to provide the subcases by county, which equaled the weighted cases reflected in Clerk Cooney's report. The report was sent out via email on February 23, 2024. CCOC staff also collected responses from counties (**Attachment 3**) for review by the Committee.

CCOC Staff was also requested to provide information on the development of case weights. That project began back in 2016 and information related to the workgroup meetings is not fully intact; however, some summary information is available (**Attachment 4**).

The committee will discuss the following options:

1. Make no changes to the currently approved Peer Groups
2. Select new Peer Groups based on Option 1 – Population
3. Select new Peer Groups based on Option 2 – Weighted Cases
4. Select new Peer Groups based on some other metric.

COMMITTEE ACTION: Approve Peer Groups for CFY 2024-25

LEAD STAFF: Honorable Gary L. Cooney, Lake County
Marleni Bruner, CCOC Performance, Policy, and Education Director

ATTACHMENTS:

1. Report on Peer Group Analysis
2. Peer Group Comparison to Analysis
3. Comments from Clerks and their staff
4. 2016 Case Weight Development

Report on Peer Group Analysis

Pursuant to Paragraph 28.35(2)(f), Florida Statutes, approving the proposed budgets submitted by clerks of the court is one of the duties of the Florida Clerks of Court Operations Corporation. As part of that approval process, Sub-paragraph 28.35(2)(f)2. requires the Corporation to “[p]repare a cost comparison of similarly situated clerks of the court, based upon *county population and numbers of filings*, using the standard list of court related functions specified in paragraph (3)(a).” (emphasis added) Based upon this requirement, this analysis utilized the following information:

1. The University of Florida BEBR estimates of population for each county as of April 1, 2022;
2. The total weighted cases reported by each county for the fiscal 2021-2022 fiscal year.

This analysis kept in mind the rule from the currently adopted peer group study that no county should be in a peer group with a county with more than twice its population. Likewise, this rule was applied to total weighted case numbers.

An analysis of case counts, costs, and budgets requires statistical calculations. Many times, the first step in those statistical calculations is the determination of the standard deviation. Generally, after this determination is made, a reviewer looks for those data points which are at least two standard deviations from the mean. With this being the case, it can be argued that peer groups with only one, two, or three members should not be used, as no meaningful standard deviation analysis will occur with data from so few members. Although internally the CCOC budget committee compares all counties, the Legislature apparently envisioned some type of peer group system for budget comparison purposes.

CCOC is required by Sub-paragraph 28.35(2)(f)2. to prepare a cost comparison of similarly situated clerks, and by Sub-paragraph 28.35(2)(f)9. to “identify the budget of any clerk which exceeds the average budget of similarly situated clerks by more than 10 percent.” While it could be argued that no county is similarly situated to Miami-Dade, the caseload per population studies placed Miami-Dade in various places along the number of cases or number of weighted cases per population continuum. Therefore, Miami-Dade is capable of being compared and could be placed in a multi-county peer group. If placed in a multi-county peer group, Miami-Dade will be identified as a county with a budget which exceeds the average budget of the counties in the peer group by more than 10 percent. Likewise, on the small county end of the scale, Lafayette’s small weighted case numbers also deserve some special consideration.

The evaluations of possible peer groups by total population and by weighted case count each yielded eight peer groups with slight variations. In order to provide meaningful peer groups for statistical purposes it is necessary to combine the rules for initially determining peer groups with rules for creating statistically meaningful peer groups. For example, if the peer groups are created using total population, and the rule of no county shall be in a peer group with another

county which is more than twice its population is applied, eight peer groups would be created, but the eighth peer group would consist of only Broward and Miami-Dade. No helpful statistical analysis could be made by simply comparing these two counties to each other. Similarly, if peer groups are created using weighted case count numbers, and the rule of no county shall be in a peer group with another county which has more than twice its case count numbers is applied, nine peer groups would be created, but the first peer group would consist of only Lafayette, Liberty, and Union counties, and the last peer group would only consist of Miami-Dade. Once again, no helpful statistical analysis could be made by simply comparing the smallest three counties to each other and Miami-Dade to itself. Therefore, depending on which numbers are being used, adjustments to at least one end of the scale will be necessary.

Having said the above, it is my recommendation that we continue to use eight (8) peer groups. Further, it appears the similarly situated counties should be based upon either population or case counts in order to be consistent with Sub-paragraph 28.35(2)(f)2. For budgeting purposes, pure case counts without workload weighting are not very helpful. Whether a peer group is based upon population or weighted workloads, questions will always be asked about the other measure; therefore, either method seems appropriate for CCOC purposes. Based upon the current case weighting and a hybrid of the guidelines mentioned above:

- 1) No less than four (4) counties per peer group;
- 2) No county in a population peer group with a county with more than twice its population; and
- 3) No county in a weighted case peer group with a county with more than twice its total weighted cases

the possible peer groups by population and by weighted case count would be:

County	April 1, 2022 Peer Population Estimate		County Total Weighted Cases 2021/22	Peer	
Lafayette	7,808	1	Lafayette	4,538.0	1
Liberty	7,831	1	Liberty	7,148.5	1
Glades	12,273	1	Union	7,861.5	1
Franklin	12,729	1	Gulf**	11,107.0	1
Hamilton	13,395	1	Glades	11,559.5	2
Calhoun	13,740	1	Franklin	12,254.0	2
Jefferson	14,923	1	Gilchrist	12,406.5	2
Union	15,550	1	Jefferson	12,499.0	2
Gulf	15,938	2	Dixie	12,763.5	2
Dixie	16,988	2	Calhoun	13,234.0	2

Madison	18,438	2	Hamilton	15,370.5	2
Gilchrist	18,841	2	Holmes	16,678.5	2
Holmes	19,784	2	Taylor	19,523.0	2
Taylor	21,375	2	Baker	19,595.5	2
Washington	25,461	2	Washington	20,364.0	2
Hardee	25,544	2	Hardee	20,386.0	2
Bradford	27,013	2	Wakulla	23,389.5	3
Baker	27,881	2	Madison	24,042.0	3
DeSoto	34,748	3	Desoto	26,500.5	3
Wakulla	35,169	3	Hendry	28,223.5	3
Okeechobee	39,385	3	Suwannee	30,781.0	3
Hendry	40,633	3	Bradford	30,987.0	3
Gadsden	43,967	3	Jackson	32,334.0	3
Levy	44,288	3	Okeechobee	34,476.0	3
Suwannee	44,688	3	Gadsden	35,454.5	3
Jackson	48,395	3	Levy	39,743.5	3
Columbia	71,525	4	Nassau	53,930.0	4
Putnam	74,249	4	Putnam	59,943.5	4
Walton	79,544	4	Highlands	61,752.5	4
Monroe	83,961	4	Columbia	65,278.0	4
Nassau	95,809	4	Walton	70,373.5	4
Highlands	103,102	4	Flagler	71,591.0	4
Flagler	124,202	4	Sumter	72,197.5	4
Sumter	141,420	4	Indian River	87,914.5	4
Citrus	158,009	5	Citrus	102,654.5	4
Martin	161,655	5	Martin	104,015.0	4
Indian River	165,559	5	Santa Rosa	119,938.5	5
Bay	184,002	5	Monroe	121,354.5	5
Charlotte	196,742	5	Hernando	128,656.5	5
Santa Rosa	196,834	5	Charlotte	140,392.5	5
Hernando	199,207	5	Clay	142,202.0	5
Okaloosa	215,751	5	Okaloosa	154,122.5	5
Clay	225,553	5	Saint Johns	160,469.0	5
Alachua	287,872	5	Alachua	185,378.0	5
St. Johns	296,919	5	Bay	194,563.0	5
Leon	299,130	5	Leon	205,593.0	5
Escambia	329,583	6	Saint Lucie	230,593.5	5
St. Lucie	350,518	6	Collier	230,847.5	5
Collier	390,912	6	Lake	230,984.0	5
Marion	391,983	6	Marion	239,539.5	5
Lake	403,857	6	Manatee	240,170.0	6
Manatee	421,768	6	Escambia	246,362.5	6
Osceola	424,946	6	Osceola	291,815.5	6
Sarasota	452,378	6	Sarasota	304,616.0	6

Seminole	484,054	6	Seminole	313,164.0	6
Volusia	572,815	6	Pasco	333,213.0	6
Pasco	592,669	6	Brevard	388,680.0	6
Brevard	627,544	6	Lee	483,019.5	7
Polk	770,019	7	Volusia	536,057.5	7
Lee	802,178	7	Polk	571,055.0	7
Pinellas	972,852	7	Pinellas	725,922.0	7
Duval	1,033,533	7	Duval	1,012,593.0	8
Orange	1,481,321	7	Palm Beach	1,084,405.5	8
Palm Beach*	1,518,152	8	Orange	1,357,461.0	8
Hillsborough*	1,520,529	8	Hillsborough	1,420,920.0	8
Broward	1,969,099	8	Broward	1,513,921.5	8
Miami-Dade	2,757,592	8	Miami-Dade***	3,160,436.0	8

*Palm Beach and Hillsborough have been placed into Group 8 to comply with the statutory analysis requirements.

**Gulf was kept in Group 1 although they have slightly more than double Lafayette's total weighted cases. Placing Gulf in Group 1 will allow a somewhat more meaningful statistical analysis of Group 1, if such an analysis is deemed necessary.

***Miami-Dade was placed into Group 8 to comply with the statutory analysis requirements.

I believe using either peer group method will satisfy the statutory requirements. Further, in an effort to be thorough, both might be used. Regardless of the choice, the analysis of case counts will continue to use population compared to weighted cases across all counties, not just within peer groups.

County	Peer Group Effective 10/1/20	PG Option 1 Population as of 4/1/22	PG Option 2 Weighted Cases CFY 2021-22
Calhoun	1	1	2
Lafayette	1	1	1
Liberty	1	1	1
Union	1	1	1
Baker	2	2	2
Dixie	2	2	2
Franklin	2	1	2
Gilchrist	2	2	2
Glades	2	1	2
Gulf	2	2	1
Hamilton	2	1	2
Holmes	2	2	2
Jefferson	2	1	2
Taylor	2	2	2
Washington	2	2	2
Bradford	3	2	3
DeSoto	3	3	3
Gadsden	3	3	3
Hardee	3	2	2
Hendry	3	3	3
Jackson	3	3	3
Levy	3	3	3
Madison	3	2	3
Okeechobee	3	3	3
Suwannee	3	3	3
Wakulla	3	3	3
Citrus	4	5	4
Columbia	4	4	4
Flagler	4	4	4
Highlands	4	4	4
Indian River	4	5	4
Nassau	4	4	4
Putnam	4	4	4
Sumter	4	4	4
Walton	4	4	4



County	Peer Group Effective 10/1/20	PG Option 1 Population as of 4/1/22	PG Option 2 Weighted Cases CFY 2021-22
Alachua	5	5	5
Charlotte	5	5	5
Clay	5	5	5
Hernando	5	5	5
Martin	5	5	4
Monroe	5	4	5
Okaloosa	5	5	5
Saint Johns	5	5	5
Santa Rosa	5	5	5
Bay	6	5	5
Brevard	6	6	6
Collier	6	6	5
Escambia	6	6	6
Lake	6	6	5
Leon	6	5	5
Manatee	6	6	6
Marion	6	6	5
Osceola	6	6	6
Pasco	6	6	6
Saint Lucie	6	6	5
Sarasota	6	6	6
Seminole	6	6	6
Duval	7	7	8
Lee	7	7	7
Pinellas	7	7	7
Polk	7	7	7
Volusia	7	6	7
Broward	8	8	8
Hillsborough	8	8	8
Miami-Dade	8	8	8
Orange	8	7	8
Palm Beach	8	8	8

NOTES

1. The current Peer Groups were adopted by the Budget Committee on 7/8/20 and by the Executive Council on 9/29/20, and effective 10/1/20.
2. The CCOC moved the review and adoption of the Peer Groups to the PIE Committee as it more appropriately fits this committee.
3. Clerk Cooney presented both options equally and did not list one option as preferential over the other.

Moved into higher Peer Group

Moved into lower Peer Group



County	Peer Group Effective 10/1/20	PG Option 1 Population as of 4/1/22	PG Option 2 Weighted Cases CFY 2021-22
Alachua	5	5	5
Baker	2	2	2
Bay	6	5	5
Bradford	3	2	3
Brevard	6	6	6
Broward	8	8	8
Calhoun	1	1	2
Charlotte	5	5	5
Citrus	4	5	4
Clay	5	5	5
Collier	6	6	5
Columbia	4	4	4
DeSoto	3	3	3
Dixie	2	2	2
Duval	7	7	8
Escambia	6	6	6
Flagler	4	4	4
Franklin	2	1	2
Gadsden	3	3	3
Gilchrist	2	2	2
Glades	2	1	2
Gulf	2	2	1
Hamilton	2	1	2
Hardee	3	2	2
Hendry	3	3	3
Hernando	5	5	5
Highlands	4	4	4
Hillsborough	8	8	8
Holmes	2	2	2
Indian River	4	5	4
Jackson	3	3	3
Jefferson	2	1	2
Lafayette	1	1	1
Lake	6	6	5
Lee	7	7	7



County	Peer Group Effective 10/1/20	PG Option 1 Population as of 4/1/22	PG Option 2 Weighted Cases CFY 2021-22
Leon	6	5	5
Levy	3	3	3
Liberty	1	1	1
Madison	3	2	3
Manatee	6	6	6
Marion	6	6	5
Martin	5	5	4
Miami-Dade	8	8	8
Monroe	5	4	5
Nassau	4	4	4
Okaloosa	5	5	5
Okeechobee	3	3	3
Orange	8	7	8
Osceola	6	6	6
Palm Beach	8	8	8
Pasco	6	6	6
Pinellas	7	7	7
Polk	7	7	7
Putnam	4	4	4
Saint Johns	5	5	5
Saint Lucie	6	6	5
Santa Rosa	5	5	5
Sarasota	6	6	6
Seminole	6	6	6
Sumter	4	4	4
Suwannee	3	3	3
Taylor	2	2	2
Union	1	1	1
Volusia	7	6	7
Wakulla	3	3	3
Walton	4	4	4
Washington	2	2	2



Agenda Item 4 Attachment 2

County	Peer Group Effective 10/1/20
Calhoun	1
Lafayette	1
Liberty	1
Union	1
Baker	2
Dixie	2
Franklin	2
Gilchrist	2
Glades	2
Gulf	2
Hamilton	2
Holmes	2
Jefferson	2
Taylor	2
Washington	2
Bradford	3
DeSoto	3
Gadsden	3
Hardee	3
Hendry	3
Jackson	3
Levy	3
Madison	3
Okeechobee	3
Suwannee	3
Wakulla	3
Citrus	4
Columbia	4
Flagler	4
Highlands	4
Indian River	4
Nassau	4
Putnam	4
Sumter	4
Walton	4
Alachua	5
Charlotte	5
Clay	5
Hernando	5
Martin	5
Monroe	5
Okaloosa	5
Saint Johns	5
Santa Rosa	5

County	PG Option 1 Population as of 4/1/22
Calhoun	1
Franklin	1
Glades	1
Hamilton	1
Jefferson	1
Lafayette	1
Liberty	1
Union	1
Baker	2
Bradford	2
Dixie	2
Gilchrist	2
Gulf	2
Hardee	2
Holmes	2
Madison	2
Taylor	2
Washington	2
DeSoto	3
Gadsden	3
Hendry	3
Jackson	3
Levy	3
Okeechobee	3
Suwannee	3
Wakulla	3
Columbia	4
Flagler	4
Highlands	4
Monroe	4
Nassau	4
Putnam	4
Sumter	4
Walton	4
Alachua	5
Bay	5
Charlotte	5
Citrus	5
Clay	5
Hernando	5
Indian River	5
Leon	5
Martin	5
Okaloosa	5

County	PG Option 2 Weighted Cases CFY 2021-22
Gulf	1
Lafayette	1
Liberty	1
Union	1
Baker	2
Calhoun	2
Dixie	2
Franklin	2
Gilchrist	2
Glades	2
Hamilton	2
Hardee	2
Holmes	2
Jefferson	2
Taylor	2
Washington	2
Bradford	3
DeSoto	3
Gadsden	3
Hendry	3
Jackson	3
Levy	3
Madison	3
Okeechobee	3
Suwannee	3
Wakulla	3
Citrus	4
Columbia	4
Flagler	4
Highlands	4
Indian River	4
Martin	4
Nassau	4
Putnam	4
Sumter	4
Walton	4
Alachua	5
Bay	5
Charlotte	5
Clay	5
Collier	5
Hernando	5
Lake	5
Leon	5



Agenda Item 4 Attachment 2

Bay	6
Brevard	6
Collier	6
Escambia	6
Lake	6
Leon	6
Manatee	6
Marion	6
Osceola	6
Pasco	6
Saint Lucie	6
Sarasota	6
Seminole	6
Duval	7
Lee	7
Pinellas	7
Polk	7
Volusia	7
Broward	8
Hillsborough	8
Miami-Dade	8
Orange	8
Palm Beach	8

Saint Johns	5
Santa Rosa	5
Brevard	6
Collier	6
Escambia	6
Lake	6
Manatee	6
Marion	6
Osceola	6
Pasco	6
Saint Lucie	6
Sarasota	6
Seminole	6
Volusia	6
Duval	7
Lee	7
Orange	7
Pinellas	7
Polk	7
Broward	8
Hillsborough	8
Miami-Dade	8
Palm Beach	8

Marion	5
Monroe	5
Okaloosa	5
Saint Johns	5
Saint Lucie	5
Santa Rosa	5
Brevard	6
Escambia	6
Manatee	6
Osceola	6
Pasco	6
Sarasota	6
Seminole	6
Lee	7
Pinellas	7
Polk	7
Volusia	7
Broward	8
Duval	8
Hillsborough	8
Miami-Dade	8
Orange	8
Palm Beach	8





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Peer Group Options – County Responses

Bay County

- I vote for the weighted cases option. That is after all our responsibility, population is semi-correlated but irrelevant.

Liberty County

- I am fine with either option.

Citrus County

- In review of the peer groups, I would agree that using the weighted workload peer group method would be more applicable. It is a truer picture of the effort and time. The thought has been the higher the population the higher the court case count, yes and no. Using the weight means using a scale of 1 to 9, a will file (1) (filing only) to child support (9) that can be handled for over 18 years.

Pinellas County

- After review and analysis, Clerk Ken Burke would prefer Peer Group Option 1. [Population Based]

Marion County

- Does your last sentence below mean to suggest that a move from one peer group to another will not necessarily impact a county's budget? I think it does, or at least the notion that that possibility has not yet been decided but, being one of the four counties currently in peer group 6 which stands to potentially be changed to peer group 5 (Lake, Collier, and St. Lucie being the other three), I'd kind of like to know for sure.

Also, do you know if the PIE Committee will have more recent information at its disposal for its review and decision? I ask because it is my understanding that Marion continues to grow at a rate faster than most other counties in Florida, and we are set to surpass the 400k mark this year. These numbers from two years ago still have us around 391k; and I also suspect that that our weighted cases have probably also increased in FY23-24 from FY21-22.

Thanks,
Greg

PEER GROUP OPTIONS – COUNTY RESPONSES

- Good afternoon, Clerk Harrell,

Hope all is well! I can take the budget-side of the question below. Amending the Peer Groups does not directly affect a clerk's budget, and weighted cases have been considered and implemented by the Budget Committee during budget deliberations (both statewide and by Peer Group). However, weighted cases by Peer Group have not been implemented into budget allocations in the recent past. That does not mean that this won't be implemented by Peer Group in the future though. Hope this helps. Please let me know if any additional information is needed.

Thank you,
Griffin

- The PIE Committee will not review the Peer Group recommendations based on potential budgetary impacts because that is the role of the Budget Committee. It is their prerogative to determine if they will use Peer Groups for budget allocations or not. PIE is only looking at case counts vs population for the basis of the group comparisons.

The PIE Committee will use the numbers presented in the report because that is the most recent year case count data was reviewed. CFY 2022-23 is currently under review and has a goal to be ready in May/June if all goes well.

The PIE Committee could determine they want to wait and have Clerk Cooney run the numbers again when the current review is finalized. Doing so would impact our current timeline for implementation but could be discussed. Changes to Peer Groups would be implemented for CFY 2024-25.

Thank you for your comments. They will be included in materials for the PIE Committee's review.

Marleni Bruner

Washington County

- We have reviewed our two options which are both peer group 2. We don't have any questions or concerns regarding it.

Pasco County

- Thank you for asking for input from all Clerks and their staff. As we all know, this is an important topic. Clerk Cooney's team provided a nice report. It was well done, and we don't have specific questions at this time.

On behalf of the Office of Nikki Alvarez-Sowles, we provide the following comments for the PIE Committee and the Executive Council to consider:

PEER GROUP OPTIONS – COUNTY RESPONSES

The statute calls out county population AND numbers of filings:

Corporation. As part of that approval process, Sub-paragraph 28.35(2)(f)2. requires the Corporation to “[p]repare a cost comparison of similarly situated clerks of the court, based upon county population and numbers of filings, using the standard list of court related functions specified in paragraph (3)(a).” (emphasis added) Based upon this requirement, this analysis

Weighted cases are already looked at during budget deliberations as one of the variables to distribute new revenue. Population is not typically something that is looked at to distribute new revenue.

To satisfy the statute requirement of considering population AND number of filings, we suggest grouping by population and then still using weighted cases as one of the variables to distribute new revenue. This way we would be considering both variables during deliberations.

Our suggestion based on this logic is to adopt the peer groups in Option 1.

Palm Beach County

- Palm Beach would prefer it if Option 1 - Population-based peer groups were used.

Martin County

- Martin County believes that Option 2 Weighted Cases is the most reflective allocation method for our operations. In the event option 2 is exercised; we understand that Martin County would be an outlier within this option in addition to 22 other counties. We become an outlier because of a local administrative order that requires the Clerk’s office to staff the courtrooms differently than many other counties. It is also concerning that in either option presented it appears that 1/3 of Counties are outliers. Additionally, when you look at the smaller counties in peer group 1 and the larger counties that are peer group 8, weighted cases appear to be the most reasonable. The variances within Option 1 with population appear to be more of a disparity and weighted cases seem to be more reasonable.



Process Used to Identify and weight sub-cases

At its October 13, 2016 meeting the Finance and Budget Committee directed Clerk Burke to revisit the new case counting rules for clarifying and updating the rules to ensure accurate counts of the various case types and sub-cases handled by Clerks statewide.

As the workload of Clerks is directly related to the case types and sub-case types, it was important to have a workgroup of clerk staff review and recommend a weight for each case types and sub-case types being counted by the case count work group. Therefore, a PIE Committee case weighting workgroup consisting of staff members from 10 counties was formed for this purpose, Clerk Barbee directing the initiative. Over a span of 7 months, the case weighting workgroup met in person 4 times and participated in several other telephone conferences.

Weights were based upon the initial effort of establishing the case type or sub-case type in question, the life span of the case, and the work over the life span of the case. The case weighting workgroup also considered the various methods of disposition within a case type or sub-case type. For example, while a long-term felony case may generate more work than a regular dissolution, some felonies are handled by nolo prosequi, some are handled by plea agreements and some to trial. Likewise, some dissolutions are straight forward with parties agreeing to all matters including custody, some have initial battles over property, but agree on custody and support issues, and some have battles over issues of child custody and alimony for years.

Before the initial meetings, the workgroup members consulted with staff from their offices regarding workloads and offered suggested weights for various sub-case types. During the meetings and conferences referenced above, the various suggested weights were first discussed by individual case type or sub-case type and the work group determined an initial weight. Those individual case types and sub-case types were then discussed in comparison to

other case types and sub-case types within same court division (e.g. circuit criminal, county criminal, juvenile delinquency, criminal traffic, circuit civil, county civil, probate, family, juvenile dependency, and civil traffic).

Finally, the weighted case types and sub-case types were compared to all other case types and sub-case types by placing them in weight order and determining whether the workload of a case type or sub-case type compared correctly to the workload of other case types or sub-case types of the same weight. At the conclusion of this process, case types and sub-case types received their initial proposed weights.

While the case weight workgroup was determining weighting recommendations, the case counting workgroup was considering the various case types and sub-case types to be counted. As part of this process, new case types and sub-case types were added. Those case types and sub-case types were analyzed using the process described above and given weights. Also, as some counties indicated that they might not be able to provide data at the sub-case type level for capital murder, non-capital murder and sexual offenses, the case weighting workgroup reevaluated the felony category to determine a default weight for felonies. This reevaluation was completed using the same three-step process described above.

Some counties also indicated that they could not report their data by sub-case type. This possible inability resulted in the creation of a "Case Unable to be Categorized" category by the case county workgroup. The case weighting workgroup chose not to provide a general weight for those cases. The workgroup felt all counties should be able to report in accordance with the new case counting rules which provide the basis for the weighting categories. In the instance of a county not providing the data in accordance with the case counting rules, the Finance and Budgeting Committee should determine the necessary weights to give that county's cases.

North Highland Weighted Effort Chart

Case Type	Case Sub-type	Case Weight	Normalized
Circuit Criminal	Capital Murder	4,464	74.5
	Circuit Criminal Other	144	2.4
	Crimes Against Property	546	9.1
	Drugs	724	12.1
	Less Serious Crimes Against Person	692	11.5
	Serious Crimes Against Person	1,723	28.8
County Criminal	Misdemeanors	393	6.6
	Ordinance Violations	232	3.9
	Worthless Checks	593	9.9
Criminal Traffic	Criminal Traffic	212	3.5
	Criminal Traffic - non-DUI	198	3.3
Juvenile Delinquency	Case Type Aggregate	955	15.9
Circuit Civil	Auto and Other Negligence	508	8.5
	Professional Malpractice and Product Liability	933	15.6
	Real Property	561	9.4
	Contracts and Indebtedness	970	16.2
	Other Circuit Civil	1,356	22.6
County Civil	Small Claims	205	3.4
	County Civil	208	3.5
	Evictions	156	2.6
	Other County Civil	666	11.1
	Case Type Aggregate	196	3.3
Civil Traffic	Case Type Aggregate	60	1
Probate	Probate	405	6.8
	Guardianship	588	9.8
	Trust	172	2.9
	Commitment / Mental Health	112	1.9
Family	Simplified Divorce	193	3.2
	Dissolution	501	8.4
	Child Support	725	12.1
	Orders for Protection Against Molestation	483	8.1
	Other Domestic Relations	612	10.2
Juvenile Dependency	Case Type Aggregate	1,654	27.6

Note:

1. Subcase data included is based on the North Highland study results.
2. Case Weights are minutes associated with each subcase type workload.
3. Normalized Effort is the weighted effort(minutes) per subcase type based on Civil Traffic being weighted at 1.

Agenda Item 4 Attachment 4

	<u>Subcase Types</u>	<u>Case Weights</u>	<u>New cases Filed 2016/2017</u>
1	Felony Cases (eg murder, non-capital murder etc.)	8	237,237
2	Appeals (AP cases) from County to Circuit Court (if filed in this division)	4	855
3	Out of State Fugitive Warrants	3	3,143
4	Search Warrants (if filed in this division)	2	11,092
	Cases Unable to be Categorized	0	1,778
	Total Circuit Criminal		254,105
5	Misdemeanors/Worthless Checks	7	253,928
6	County/Municipal Ordinances	5	60,823
7	Non-Criminal Infractions	3	34,658
8	Out of State Fugitive Warrants	3	562
9	Search Warrants (if filed in this division)	2	144
	Cases Unable to be Categorized	0	3,722
	Total County Criminal		353,837
10	Delinquency Complaints, Including Transfers for Disposition	7	55,154
11	Non-Criminal (1 st offense) juvenile sexting cases (if filed in this division)	3	272
12	Transfers for Jurisdiction/Supervision Only	4	1,272
	Cases Unable to be Categorized	0	290
	Total Juvenile Delinquency		56,988
13	DUI	7	43,160
14	Other Criminal Traffic	6	337,505
	Cases Unable to be Categorized	0	321
	Total Criminal Traffic UTC's		380,986
15	Professional Malpractice	7	1,687
16	Products Liability	7	799
17	Auto Negligence	7	28,030
18	Condominium	6	1,345
19	Contract and Indebtedness	6	42,824
20	Eminent Domain Parcels	7	581
21	Other Negligence	6	13,975
22	Commercial Foreclosure	7	986
23	Homestead Residential Foreclosure	9	25,660
24	Non-Homestead Residential Foreclosure	8	15,928
25	Other Real Property Actions	7	8,239
26	Other Civil	5	27,154
27	Involuntary Civil Commitment of Sexually Violent Predators (If filed in this division)	8	30
28	Appeals (AP cases) from County to Circuit Court (if filed in this division)	4	1,755
29	Writs of Certiorari	2	360
30	Medical Extensions (Petitions to Extend)	1	3,437
31	Transfers of Lien to Security	3	238
32	Civil Contempt for Failure to Appear for Jury Duty	3	289
33	Confirmation of Arbitration	2	47
34	Out of State Commission for Foreign Subpoena	2	298
35	Foreign Judgments	3	1,009
	Cases Unable to be Categorized	0	1,881
	Total Circuit Civil		176,552

Agenda Item 4 Attachment 4

	<u>Subcase Types</u>	<u>Case Weights</u>	<u>New cases Filed 2016/2017</u>
36	Small Claims (up to \$5,000)	6	259,296
37	Civil (\$5,001 - \$15,000)	5	78,701
38	Replevins	4	2,669
39	Evictions	6	128,792
40	Other County Civil (Non-Monetary)	4	4,119
41	Registry Deposits without an Underlying Case	3	532
42	Foreign Judgments	3	883
43	Applications for Voluntary Binding Arbitration	2	112
	Cases Unable to be Categorized	0	73
	Total County Civil		475,177
44	Probate	7	56,663
45	Guardianship	10	7,025
46	Probate Trust	7	943
47	Baker Act	6	43,444
48	Substance Abuse Act	6	10,121
49	Other Social	4	5,606
50	Involuntary Civil Commitment of Sexually Violent Predators (if filed in this division)	8	163
51	Wills on Deposit	1	27,425
52	Pre-Need Guardianship	1	4,408
53	Notice of Trust	1	5,902
54	Petition to Open Safe Deposit Box	2	318
55	Caveat	2	2,165
56	Petition to Gain Entry to Apartment of Dwelling	2	50
57	Physician's Cert of Person's Imminent Dangerousness per FS 790.065	3	3,069
58	Professional Guardian Files	2	360
	Cases Unable to be Categorized	0	85
	Total Probate		167,747
59	Simplified Dissolution	4	10,219
60	Dissolution	9	78,386
61	Injunctions for Protection	6	84,739
62	Support (IV-D and Non IV-D)	8	15,929
63	UIFSA (IV-D and Non IV-D)	6	3,347
64	Other Family Court	5	11,965
65	Adoption Arising out of Chapter 63	4	4,925
66	Name Change	5	6,219
67	Paternity/Disestablishment of Paternity	7	18,210
68	New Non-SRS Cases	2	27,683
	Cases Unable to be Categorized	0	210
	Total Family		261,832
69	Dependency Initiating Petitions	9	12,699
70	Petitions to Remove Disabilities of Non-Age Minors (743.015)	3	20
71	CINS/FINS	4	222
72	Parental Notice of Abortion Act	3	205
73	Truancy	4	1,320
74	Transfers for Jurisdiction/Supervision Only	4	73
75	DCF Dependency Petition for Injunction pursuant to Chapter 39	4	383
76	Other Non-SRS New Cases	2	264
	Cases Unable to be Categorized	0	729
	Total Juvenile Dependency		15,915
77	Uniform Traffic Citations	3	2,727,802
	Total Civil Traffic UTC's		2,727,802
	TOTAL ALL DIVISIONS		4,870,941

Stacy M. Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR



CCOC
**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

TODD NEWTON
GILCHRIST COUNTY

BERTILA SOTO
11TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

Tiffany Moore Russell, ESQ.
ORANGE COUNTY
VICE-CHAIR

JOHN A. CRAWFORD
NASSAU COUNTY

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COLLIER COUNTY
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VOLUSIA COUNTY
SECRETARY/TREASURER

JOHN DEW
EXECUTIVE DIRECTOR

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

JD PEACOCK, II
OKALOOSA COUNTY

JODY PHILLIPS
DUVAL COUNTY

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | WWW.FLCCOC.ORG

AGENDA ITEM 5

DATE: March 15, 2024
SUBJECT: Cases/Subcases Update
COMMITTEE ACTION: Information Only

OVERVIEW:

CFY 2023-24 Quarter 1 Cases and Subcases Summary

- The total cases reported were 1,160,875.
 - A 3.29 percent increase over the same period in CFY 2022-23 and a 1.83 percent increase over the same period in CFY 2018-19.
- **Civil Traffic continues to slowly increase.**
 - There was a 4.63 percent increase from CFY 2022-23 Quarter 1 and a 0.77 percent increase from CFY 2018-19.
- **Civil slightly decreases in Quarter 1.**
 - There was a 5.55 percent decrease from CFY 2022-23 Quarter 1; however, civil cases are up 14.52 percent over the baseline CFY 2018-19 Quarter 1.
- **Criminal trends upward year-over-year but still down from historical levels.**
 - Criminal cases are up 5.50 percent year-over-year.
 - The criminal divisions in CFY 2023-24 Quarter 1 are 11.32 percent below the baseline year of CFY 2018-19 Quarter 1.

At the subcase level, changes in both criminal and civil cases were negligible, with a notable exception. The overall 5.5 percent increase in criminal cases was due to minor rises across multiple subcategories, without significant spikes in any particular area. Similarly, civil cases saw a general decrease, except for a pronounced 31.67 percent drop in small claims up to \$5,000 during December. This specific decline stands out against the backdrop of otherwise minimal fluctuations.

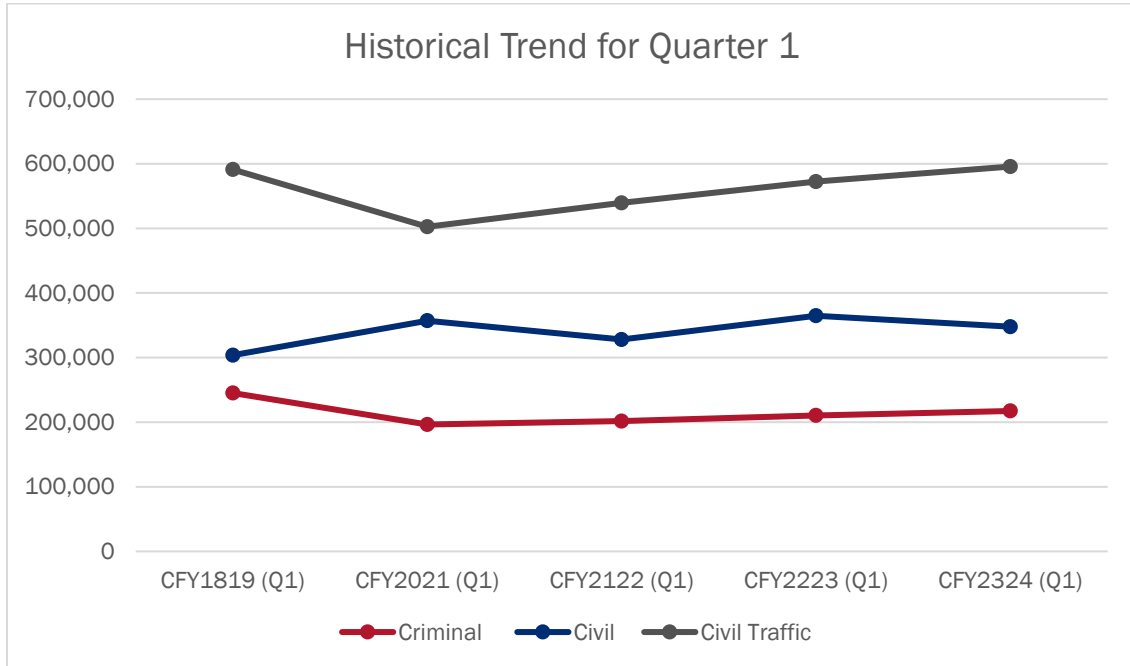
CFY 2022-23 Quarter 4 and CFY 2023-24 Quarter 1 Comparison

- There was a 7.41 percent decrease in the total number of cases from CFY 2022-23 Quarter 4 to CFY 2023-24 Quarter 1.
- Civil Traffic had the largest decrease, 8.79 percent.

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.

Historical Year-Over-Year for Quarter 1

CFY 2023-24 Quarter 1 Cases					
Case Type	CFY 2018-19	CFY 2020-21	CFY 2021-22	CFY 2022-23	CFY 2023-24
Criminal	245,091	196,401	201,640	210,426	217,351
Civil	303,733	357,059	327,958	364,690	347,823
Civil Traffic	591,139	502,474	539,431	572,462	595,701
Grand Total	1,139,963	1,055,934	1,069,029	1,147,578	1,160,875



COMMITTEE ACTION: Information Only

LEAD STAFF: Johnny Petit, CCOC Actuarial Performance Analyst
 Marleni Bruner, CCOC Performance, Policy, and Education Director

ATTACHMENTS:

1. Historical Q1 Total Cases by County
2. Historical Q1 Total Court Division by County

Total Cases

County	CFY 2018-19	CFY 2019-20	CFY2020-21	CFY2021-22	CFY 2022-23	CFY2023-24	% change from Prior Year
Alachua	11,960	12,948	12,751	12,808	11,735	10,641	-9.32%
Baker	1,046	1,217	1,129	1,090	1,174	1,035	-11.84%
Bay	9,360	13,041	10,861	10,925	10,087	11,263	11.66%
Bradford	2,418	2,830	2,692	2,610	2,840	2,607	-8.20%
Brevard	22,704	25,236	23,386	22,365	20,425	21,268	4.13%
Broward	108,313	114,392	86,780	86,612	98,871	95,652	-3.26%
Calhoun	414	590	433	712	741	1,073	44.80%
Charlotte	7,098	7,371	7,395	7,562	6,762	9,181	35.77%
Citrus	5,147	5,737	5,939	6,227	6,392	6,930	8.42%
Clay	9,714	11,828	9,795	9,218	10,069	11,188	11.11%
Collier	14,441	17,078	16,186	16,661	14,392	15,266	6.07%
Columbia	3,264	3,643	3,403	4,180	3,599	994	-72.38%
DeSoto	1,611	1,654	1,754	1,320	1,438	1,789	24.41%
Dixie	748	981	735	608	984	925	-6.00%
Duval	54,141	54,599	66,425	56,944	56,188	53,884	-4.10%
Escambia	16,462	15,669	11,925	13,699	12,186	11,791	-3.24%
Flagler	4,063	4,766	3,638	3,706	3,910	4,203	7.49%
Franklin	496	544	477	535	581	730	25.65%
Gadsden	1,864	2,477	3,854	2,715	2,551	1,789	-29.87%
Gilchrist	602	932	780	774	704	663	-5.82%
Glades	2,128	1,762	1,135	1,324	1,028	1,242	20.82%
Gulf	438	540	426	494	407	532	30.71%
Hamilton	943	893	916	696	1,136	721	-36.53%
Hardee	1,476	1,846	1,513	1,163	1,490	2,203	47.85%
Hendry	2,488	2,612	2,180	1,728	1,925	1,885	-2.08%
Hernando	7,939	7,735	7,095	7,360	7,755	8,880	14.51%
Highlands	3,779	3,643	3,347	3,560	3,609	3,503	-2.94%
Hillsborough	74,911	72,210	79,291	67,682	77,361	75,849	-1.95%
Holmes	828	931	941	1,025	803	780	-2.86%
Indian River	5,997	6,669	6,172	5,261	6,145	5,590	-9.03%
Jackson	2,021	2,301	2,371	2,054	2,512	2,031	-19.15%
Jefferson	669	1,156	947	966	1,104	-	-100.00%
Lafayette	225	234	160	189	296	248	-16.22%
Lake	13,168	14,197	12,686	13,764	14,454	13,441	-7.01%
Lee	35,402	40,644	24,338	25,119	23,843	30,399	27.50%
Leon	10,593	12,930	10,007	11,093	11,080	10,392	-6.21%
Levy	2,216	2,416	2,321	2,539	2,897	2,000	-30.96%
Liberty	314	490	495	524	360	327	-9.17%



Total Cases

County	CFY 2018-19	CFY 2019-20	CFY2020-21	CFY2021-22	CFY 2022-23	CFY2023-24	% change from Prior Year
Madison	2,847	3,175	2,379	1,943	2,154	2,231	3.57%
Manatee	13,994	15,512	14,336	16,258	13,521	15,363	13.62%
Marion	13,172	12,779	12,410	11,455	12,371	13,247	7.08%
Martin	7,312	9,370	6,769	5,939	7,587	7,833	3.24%
Miami-Dade	226,148	240,880	177,860	210,509	246,819	248,515	0.69%
Monroe	7,644	8,531	8,384	8,616	8,226	9,224	12.13%
Nassau	3,190	4,464	3,013	2,918	3,367	3,201	-4.93%
Okaloosa	7,458	9,644	8,291	7,815	8,082	7,708	-4.63%
Okeechobee	2,400	2,321	1,746	1,888	1,781	2,738	53.73%
Orange	89,943	94,946	100,264	95,880	112,235	115,031	2.49%
Osceola	21,988	24,113	24,343	22,223	22,923	22,615	-1.34%
Palm Beach	77,827	76,298	67,451	66,700	69,198	70,957	2.54%
Pasco	20,859	20,739	18,393	18,613	18,438	17,413	-5.56%
Pinellas	44,515	46,573	36,380	41,374	39,769	40,814	2.63%
Polk	39,471	36,559	32,239	32,050	36,365	39,303	8.08%
Putnam	2,800	3,104	2,637	2,674	3,597	3,634	1.03%
Saint Johns	9,118	8,847	8,026	8,548	10,403	11,334	8.95%
Saint Lucie	15,023	17,733	13,845	14,057	14,756	13,717	-7.04%
Santa Rosa	7,928	8,756	7,687	8,049	9,187	7,389	-19.57%
Sarasota	21,160	20,391	18,174	19,755	19,095	19,982	4.65%
Seminole	24,163	24,863	24,520	23,276	21,961	22,896	4.26%
Sumter	5,309	4,907	4,404	4,648	4,494	5,598	24.57%
Suwannee	1,696	2,160	2,296	1,634	1,852	1,798	-2.92%
Taylor	1,093	1,233	1,308	1,045	1,053	1,012	-3.89%
Union	394	355	371	380	387	301	-22.22%
Volusia	26,863	28,602	26,382	27,182	27,974	28,353	1.35%
Wakulla	1,228	1,421	1,544	1,439	1,411	1,199	-15.02%
Walton	2,188	2,675	2,502	2,988	3,685	3,243	-11.99%
Washington	831	1,036	1,301	1,361	1,053	1,331	26.40%
TOTALS	1,139,963	1,202,729	1,055,934	1,069,029	1,147,578	1,160,875	1.16%



County	CFY1819			CFY1920			CFY2021		
	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic
Alachua	3,054	3,057	5,849	3,051	2,904	6,993	2,841	2,579	7,331
Baker	295	332	419	339	371	507	245	299	585
Bay	1,959	4,779	2,622	3,137	4,949	4,955	2,189	4,726	3,946
Bradford	333	530	1,555	400	565	1,865	269	555	1,868
Brevard	6,625	7,001	9,078	8,070	6,437	10,729	6,455	6,232	10,699
Broward	34,089	17,470	56,754	40,175	15,046	59,171	44,879	10,238	31,663
Calhoun	122	146	146	197	225	168	142	176	115
Charlotte	2,445	2,249	2,404	2,384	2,079	2,908	2,400	2,220	2,775
Citrus	1,910	1,273	1,964	1,839	1,272	2,626	1,814	1,226	2,899
Clay	2,266	1,875	5,573	2,508	1,954	7,366	2,187	1,308	6,300
Collier	4,283	2,737	7,421	4,499	2,495	10,084	4,322	2,565	9,299
Columbia	1,007	816	1,441	1,093	919	1,631	836	812	1,755
DeSoto	315	511	785	328	508	818	309	518	927
Dixie	188	255	305	177	241	563	155	198	382
Duval	15,936	15,320	22,885	17,903	13,631	23,065	21,005	13,236	32,184
Escambia	4,037	5,648	6,777	4,249	4,852	6,568	4,281	3,941	3,703
Flagler	1,188	1,054	1,821	2,013	932	1,821	1,157	971	1,510
Franklin	138	237	121	175	212	157	126	247	104
Gadsden	463	460	941	628	489	1,360	497	509	2,848
Gilchrist	183	141	278	162	231	539	148	192	440
Glades	80	174	1,874	80	269	1,413	103	148	884
Gulf	124	228	86	205	246	89	141	179	106
Hamilton	192	310	441	170	315	408	132	198	586
Hardee	276	440	760	229	457	1,160	211	474	828
Hendry	409	658	1,421	396	826	1,390	328	641	1,211
Hernando	2,793	1,860	3,286	2,951	1,950	2,834	2,595	1,544	2,956
Highlands	1,187	1,041	1,551	1,109	872	1,662	979	955	1,413
Hillsborough	27,182	16,169	31,560	27,477	15,501	29,232	44,892	13,119	21,280
Holmes	158	299	371	164	261	506	187	311	443
Indian River	1,517	1,449	3,031	1,687	1,395	3,587	1,614	1,445	3,113
Jackson	389	460	1,172	614	460	1,227	488	411	1,472
Jefferson	91	135	443	120	129	907	119	125	703

County	CFY1819			CFY1920			CFY2021		
	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic
Lafayette	68	70	87	80	38	116	63	59	38
Lake	3,855	3,201	6,112	4,080	3,086	7,031	3,825	2,905	5,956
Lee	9,185	7,226	18,991	10,693	7,484	22,467	11,320	5,295	7,723
Leon	3,772	2,910	3,911	4,378	2,867	5,685	3,615	2,218	4,174
Levy	474	745	997	501	695	1,220	444	588	1,289
Liberty	79	81	154	66	134	290	66	74	355
Madison	202	247	2,398	208	238	2,729	179	274	1,926
Manatee	3,989	3,764	6,241	4,511	3,635	7,366	4,553	3,312	6,471
Marion	4,987	3,928	4,257	4,420	3,974	4,385	4,302	3,954	4,154
Martin	1,599	1,897	3,816	1,639	1,664	6,067	1,613	1,573	3,583
Miami-Dade	48,614	30,002	147,532	49,270	26,341	165,269	56,535	20,944	100,381
Monroe	1,086	2,046	4,512	927	2,320	5,284	882	1,978	5,524
Nassau	771	1,058	1,361	888	1,148	2,428	813	804	1,396
Okaloosa	2,278	2,673	2,507	2,419	2,604	4,621	2,182	2,876	3,233
Okeechobee	458	663	1,279	444	739	1,138	404	637	705
Orange	22,127	13,581	54,235	26,444	12,436	56,066	31,795	11,215	57,254
Osceola	4,887	3,756	13,345	5,223	3,545	15,345	5,047	2,893	16,403
Palm Beach	20,519	18,070	39,238	19,512	17,014	39,772	19,864	13,218	34,369
Pasco	6,672	6,554	7,633	7,104	6,286	7,349	6,795	4,805	6,793
Pinellas	12,859	13,733	17,923	12,862	13,580	20,131	11,803	10,526	14,051
Polk	10,305	9,607	19,559	10,577	8,832	17,150	9,411	7,886	14,942
Putnam	915	1,071	814	940	1,190	974	872	927	838
Saint Johns	2,216	2,591	4,311	2,140	2,309	4,398	2,458	2,087	3,481
Saint Lucie	4,143	3,257	7,623	4,061	3,071	10,601	4,034	3,135	6,676
Santa Rosa	1,593	1,926	4,409	1,793	1,757	5,206	1,488	1,711	4,488
Sarasota	5,538	4,193	11,429	5,616	3,972	10,803	5,297	3,537	9,340
Seminole	4,909	4,474	14,780	5,279	3,635	15,949	7,003	3,454	14,063
Sumter	836	1,245	3,228	840	1,332	2,735	1,027	1,074	2,303
Suwannee	476	584	636	541	494	1,125	498	639	1,159
Taylor	215	284	594	236	286	711	223	346	739
Union	161	98	135	142	105	108	119	112	140
Volusia	7,307	9,057	10,499	9,606	8,112	10,884	9,043	7,548	9,791
Wakulla	320	336	572	366	343	712	319	331	894
Walton	840	779	569	856	762	1,057	818	905	779
Washington	244	270	317	323	312	401	303	263	735
TOTALS	303,733	245,091	591,139	327,514	229,333	645,882	357,059	196,401	502,474



County	CFY2122			CFY2223			CFY2324		
	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic
Alachua	2,781	2,456	7,571	3,262	2,153	6,320	3,143	2,306	5,192
Baker	305	347	438	250	454	470	250	362	423
Bay	2,135	4,758	4,032	2,239	4,106	3,742	2,287	4,555	4,421
Bradford	280	419	1,911	266	378	2,196	286	472	1,849
Brevard	6,769	5,973	9,623	6,685	5,796	7,944	6,333	5,989	8,946
Broward	36,637	10,833	39,142	39,490	12,481	46,900	33,449	13,146	49,057
Calhoun	138	225	349	136	180	425	120	173	780
Charlotte	2,545	2,190	2,827	2,091	2,217	2,454	2,644	2,389	4,148
Citrus	2,027	1,331	2,869	1,875	1,228	3,289	1,694	1,414	3,822
Clay	2,854	1,574	4,790	2,280	1,604	6,185	2,525	1,664	6,999
Collier	3,984	2,856	9,821	3,710	2,791	7,891	4,017	2,668	8,581
Columbia	969	990	2,221	870	902	1,827	321	244	429
DeSoto	308	440	572	338	493	607	355	492	942
Dixie	193	164	251	166	285	533	148	294	483
Duval	17,443	14,113	25,388	18,203	13,156	24,829	17,227	12,586	24,071
Escambia	4,767	3,582	5,350	4,067	3,615	4,504	3,958	3,793	4,040
Flagler	1,204	1,052	1,450	1,068	1,297	1,545	1,162	1,191	1,850
Franklin	159	264	112	140	273	168	139	210	381
Gadsden	524	412	1,779	658	427	1,466	478	427	884
Gilchrist	168	174	432	136	202	366	199	172	292
Glades	104	140	1,080	93	107	828	123	178	941
Gulf	166	223	105	149	159	99	161	162	209
Hamilton	151	217	328	138	258	740	127	244	350
Hardee	267	356	540	193	365	932	226	401	1,576
Hendry	451	602	675	399	539	987	370	567	948
Hernando	2,889	1,536	2,935	2,853	1,843	3,059	2,680	1,783	4,417
Highlands	1,173	920	1,467	1,104	951	1,554	1,145	982	1,376
Hillsborough	33,152	13,412	21,118	44,650	13,949	18,762	32,947	15,341	27,561
Holmes	193	341	491	182	276	345	212	250	318
Indian River	1,696	1,264	2,301	1,592	1,490	3,063	1,528	1,316	2,746
Jackson	463	409	1,182	602	466	1,444	548	412	1,071
Jefferson	113	129	724	82	201	821	-	-	-



County	CFY2122			CFY2223			CFY2324		
	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic
Lafayette	58	72	59	60	52	184	58	54	136
Lake	4,150	3,275	6,339	3,924	3,498	7,032	4,079	3,039	6,323
Lee	10,637	6,352	8,130	10,320	6,095	7,428	11,836	6,514	12,049
Leon	4,553	2,384	4,156	3,987	2,209	4,884	4,145	2,381	3,866
Levy	445	710	1,384	495	710	1,692	465	546	989
Liberty	77	115	332	57	69	234	70	71	186
Madison	227	205	1,511	182	282	1,690	178	243	1,810
Manatee	4,281	3,150	8,827	3,972	3,180	6,369	4,076	3,480	7,807
Marion	4,404	3,608	3,443	4,720	4,005	3,646	4,554	4,086	4,607
Martin	1,743	1,296	2,900	1,547	1,639	4,401	1,535	1,895	4,403
Miami-Dade	55,188	22,317	133,004	77,593	25,269	143,957	84,000	26,910	137,605
Monroe	915	2,361	5,340	840	2,342	5,044	789	2,355	6,080
Nassau	803	835	1,280	829	859	1,679	736	995	1,470
Okaloosa	2,225	2,493	3,097	2,124	2,525	3,433	2,081	2,452	3,175
Okeechobee	475	647	766	436	674	671	398	669	1,671
Orange	25,803	10,878	59,199	28,060	10,858	73,317	25,312	11,809	77,910
Osceola	5,178	2,792	14,253	5,075	3,247	14,601	5,097	3,681	13,837
Palm Beach	18,111	14,260	34,329	17,573	14,669	36,956	16,896	15,256	38,805
Pasco	7,185	4,359	7,069	6,880	4,353	7,205	6,947	4,269	6,197
Pinellas	12,570	11,809	16,995	11,388	11,981	16,400	11,270	12,058	17,486
Polk	9,414	7,826	14,810	10,341	8,514	17,510	10,959	9,241	19,103
Putnam	925	1,002	747	969	1,072	1,556	961	1,170	1,503
Saint Johns	2,538	2,322	3,688	2,678	2,830	4,895	2,986	2,844	5,504
Saint Lucie	3,875	2,698	7,484	4,084	3,266	7,406	4,057	3,227	6,433
Santa Rosa	1,672	1,856	4,521	1,562	1,990	5,635	1,651	1,812	3,926
Sarasota	5,637	3,812	10,306	5,656	4,200	9,239	5,501	4,410	10,071
Seminole	5,076	3,581	14,619	5,224	3,897	12,840	5,630	3,982	13,284
Sumter	994	1,141	2,513	992	1,155	2,347	966	1,286	3,346
Suwannee	444	440	750	411	602	839	483	503	812
Taylor	247	264	534	265	272	516	226	322	464
Union	128	88	164	119	113	155	112	91	98
Volusia	9,463	7,294	10,425	10,925	7,061	9,988	7,492	7,467	13,394
Wakulla	348	353	738	327	413	671	358	339	502
Walton	840	1,057	1,091	851	1,614	1,220	829	1,393	1,021
Washington	321	286	754	257	269	527	288	318	725
TOTALS	327,958	201,640	539,431	364,690	210,426	572,462	347,823	217,351	595,701



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POLK COUNTY
EXECUTIVE COUNCIL CHAIR



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FLORIDA CLERKS OF COURT
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AGENDA ITEM 6

DATE: March 15, 2024
SUBJECT: Payment Plan Workgroup Update
COMMITTEE ACTION: Information Only

OVERVIEW:

Attached is a summary of the Payment Plan Workgroup findings regarding CFY 2022-23 data. The next meeting of the workgroup will be on Thursday, May 2, 2024, via Webex. Call-in information can be found on the CCOC website.

The workgroup would like to get more counties involved in the pilot project, especially smaller to midsize counties.

COMMITTEE ACTION: Information Only

LEAD STAFF: Marleni Bruner, CCOC Performance, Policy, and Education Director

ATTACHMENTS:

1. Payment Plan Workgroup Summary

County:

Contact:

E-Mail Address:

Report Month:

Version #:

CASES ON A PAYMENT PLAN													COMMENTS	
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	
A1 Circuit Criminal														Circuit Criminal
Cases Placed on a Payment Plan													0	
A2 County Criminal														County Criminal
Cases Placed on a Payment Plan													0	
A3 Juvenile Delinquency														Juvenile Delinquency
Cases Placed on a Payment Plan													0	
A4 Criminal Traffic - UTCs														Criminal Traffic - UTCs
Cases Placed on a Payment Plan													0	
A5 Circuit Civil														Circuit Civil
Cases Placed on a Payment Plan													0	
A6 County Civil														County Civil
Cases Placed on a Payment Plan													0	
A7 Probate														Probate
Cases Placed on a Payment Plan													0	
A8 Family														Family
Cases Placed on a Payment Plan													0	
A9 Juvenile Dependency														Juvenile Dependency
Cases Placed on a Payment Plan													0	
A10 Civil Traffic - UTCs														Civil Traffic - UTCs
Cases Placed on a Payment Plan													0	
A11 Multiple Case Types														Multiple Case Types
Cases Placed on a Payment Plan													0	
Total Cases on a Payment Plan =	0	0	0	0	0	0	0	0	0	0	0	0	0	

Number of Active Payment Plans ¹ on 9/30/22	PAYMENT PLANS												YTD Total	COMMENTS
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23		
Number of Payment Plans ²													0	
Number of Removed Payment Plans - Satisfied ³													0	
Number of Removed Payment Plans - Defaulted ⁴													0	
Number of Removed Payment Plans - Other ⁵													0	
Total Active Payment Plans =	0	0	0	0	0	0	0	0	0	0	0	0	0	

NOTES

- "Number of Active Payment Plans" in cell D45 includes all active payment plans as of September 30, 2022.
- "Number of Payment Plans" on Line 46 includes all new payment plans added for the month.
- "Number of Removed Payment Plans - Satisfied" on Line 47 includes active payment plans paid in full and no longer tracked.
- "Number of Removed Payment Plans - Defaulted" on Line 48 includes active payment plans that defaulted on payment and no longer tracked.
- "Number of Removed Payment Plans - Other" on Line 49 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.
- Submit reports in Excel format to Marleni Bruner, mbruner@fccoc.org.



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PAYMENT PLAN COUNTING BUSINESS RULES
Monthly Payment Plan Report - PILOT
Effective October 1, 2022

The goal of these rules is to ensure the consistent and accurate counting of cases on a payment plan. These business rules are in draft form for the work of a pilot group of counties.

Reporting Guidelines

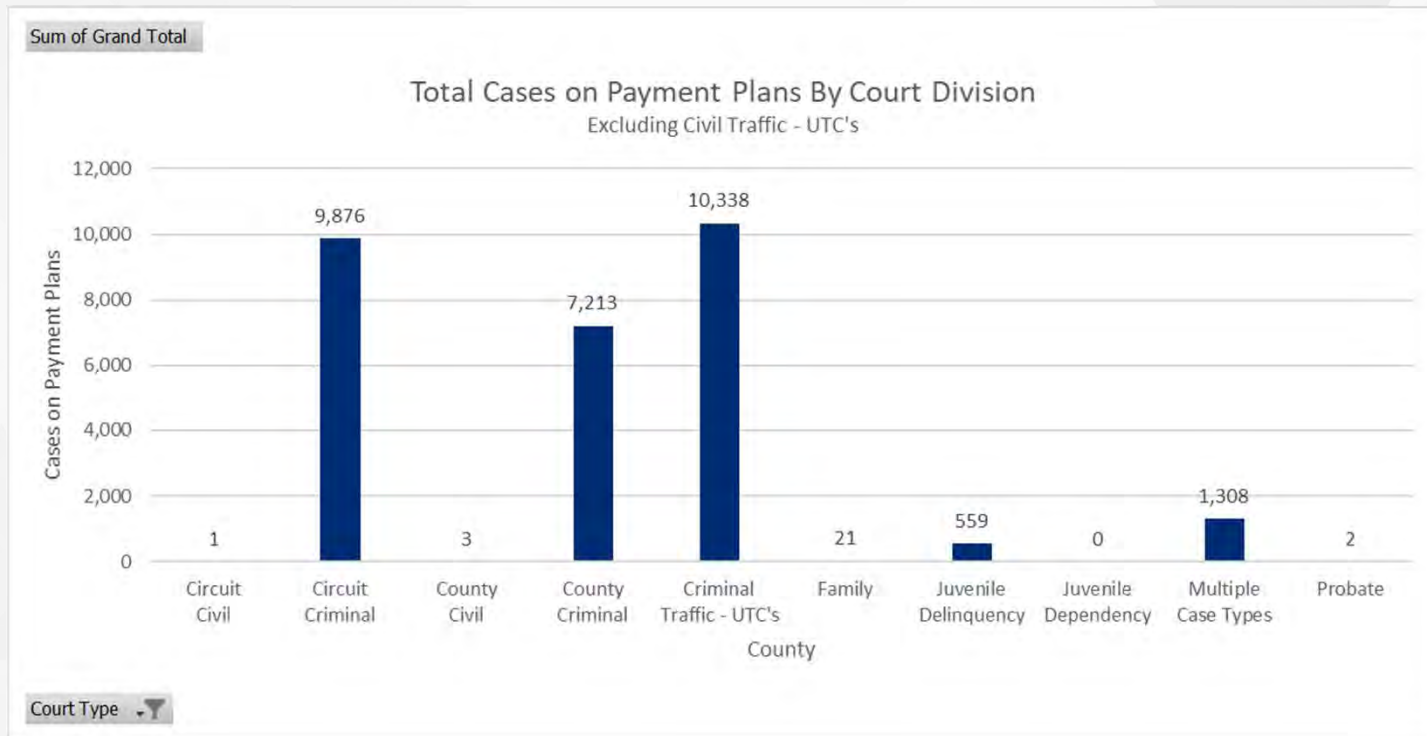
1. In sections A1 through A11, count the number of cases placed on a payment plan per month by court type.
 - a. Do not count the total number of payment plans.
2. If multiple cases are placed on a single payment plan, count by court division, if possible. If you cannot break out the court divisions of the cases placed on a payment plan, report the total number of cases on Line 41, section A11, Multiple Case Types.
3. In cell D45, enter the total number of payment plans tracked by your office, as of September 30, 2022.
4. The total number of new payment plans should be entered on Line 46.
 - a. For counties that create a new payment plan per case, this number will equal the totals on Line 43.
 - b. For counties that combine multiple cases into a single payment plan, this number will be less than the total on Line 43.
5. On Line 47, enter the total number of payment plans that have been removed; satisfied/paid in full, defaulted, or otherwise removed and are no longer being tracked.
6. If a case is added to an existing payment plan the case should be counted under the appropriate court division but no changes made to payment plan amount because that plan should already be captured in the total.
7. If a previously defaulted case is placed on a payment plan again, the case and payment plan should be added again.

CCOC PAYMENT PLAN

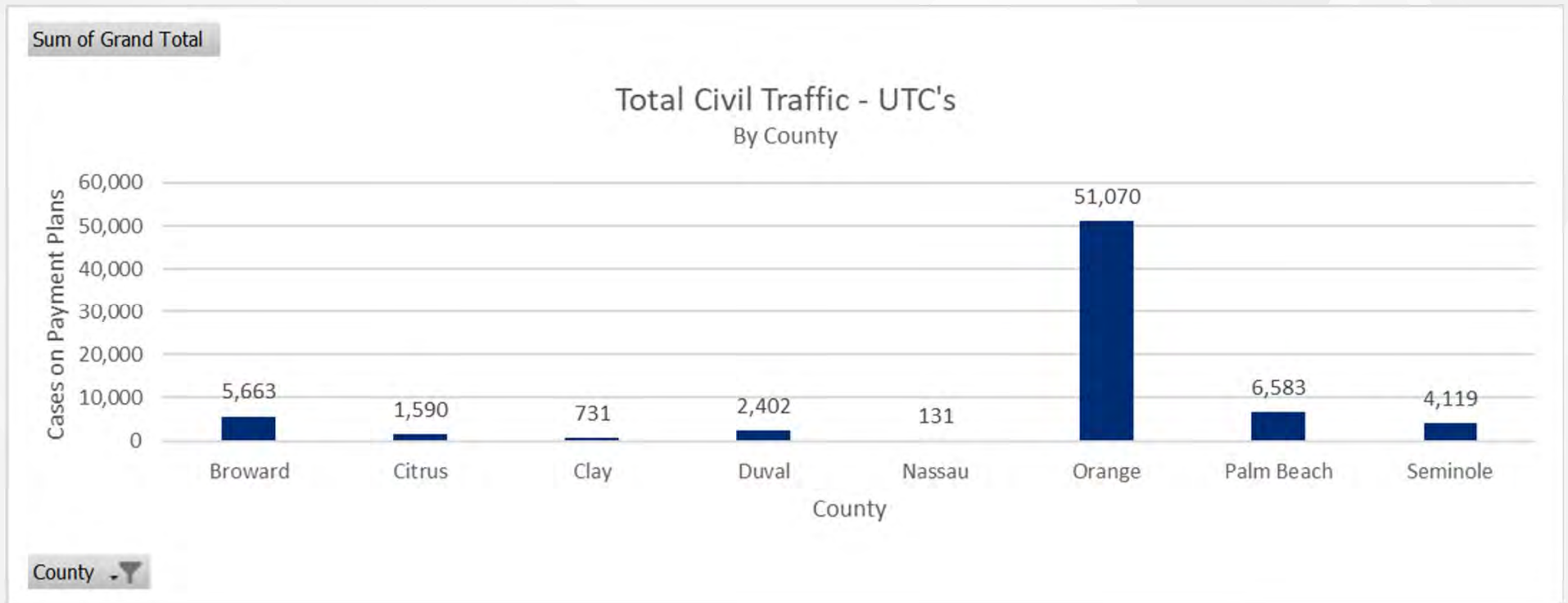
Workgroup Summary



CFY 2022-23 DATA PAYMENT PLANS

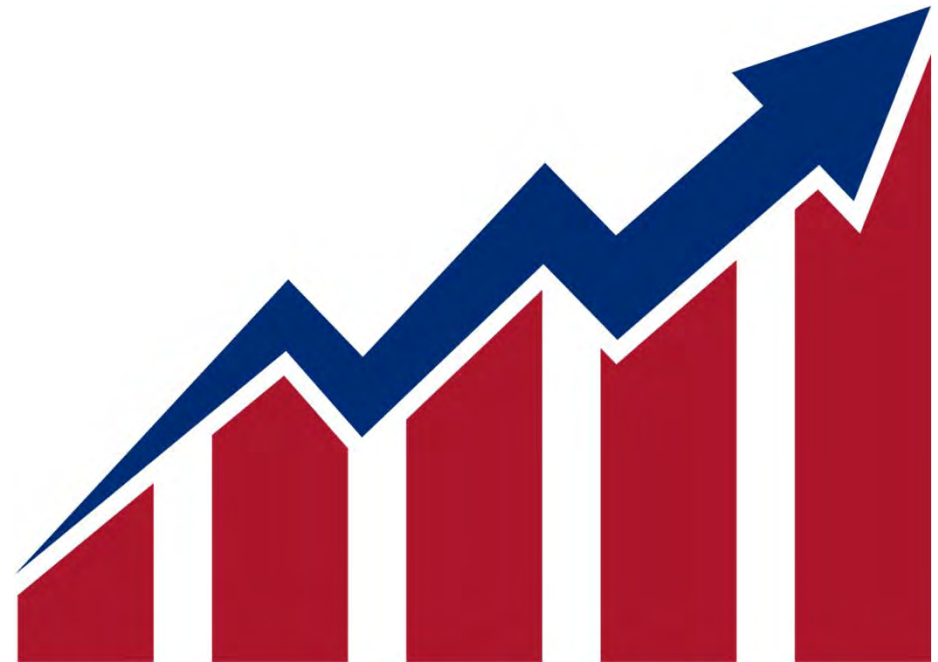


CFY 2022-23 DATA PAYMENT PLANS



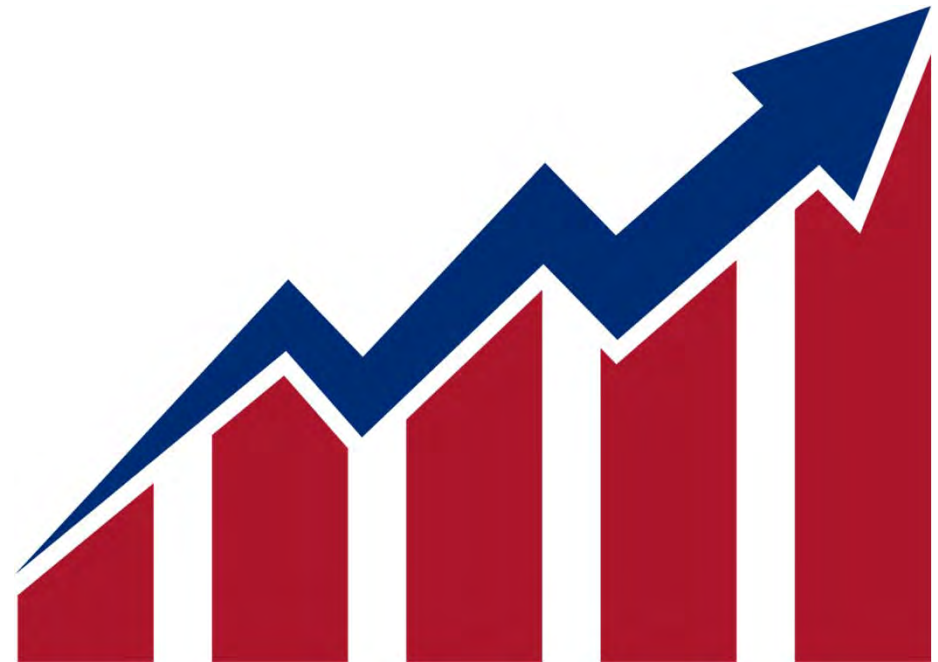
DATA

- The traffic citation anomaly in Orange County is due to individuals receiving multiple violations (toll violations, red light violations, and other tickets) at one time. Orange County staff indicated that an individual could receive 10-15 violations.
- The way cases are paid off when bundled will affect the satisfaction rate. It will vary by county as various methods for payoff occur:
 - pay off one case at a time
 - pay off the cases that can suspend your license first
 - pay off the lowest balances first
 - equal payment to all cases on a payment plan.



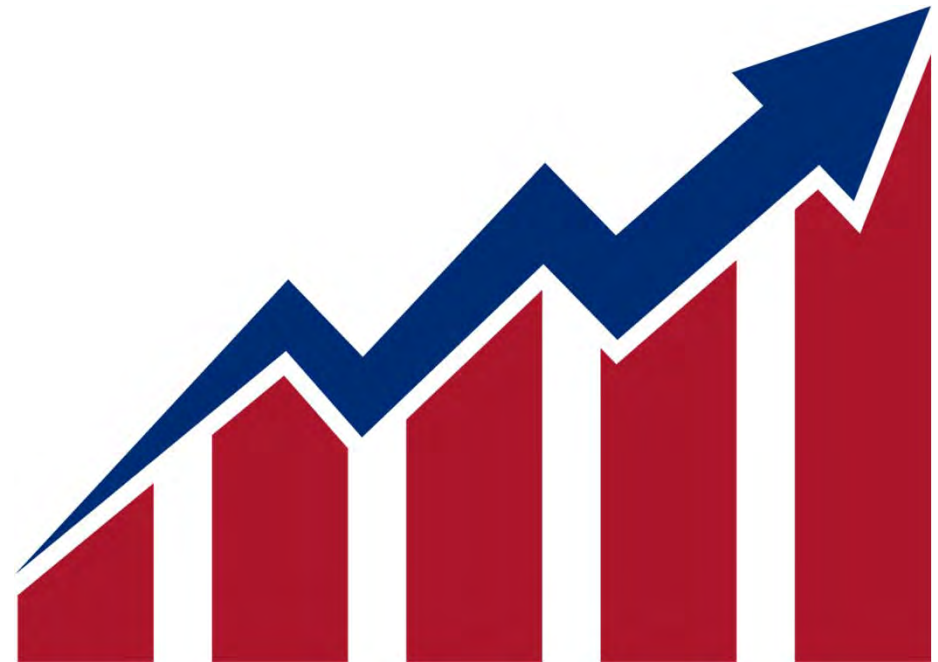
DISCOVERIES

- Cases from appeals need to be recorded in the court division where the case originated.
 - Count the payment plan in the same court division the case is counted in (ties to the Outputs report).
- Definition of satisfied: payment plan paid in full
- Defaulted is defined by the local clerk.
 - If placed back on a payment plan, would appear as a new payment plan.



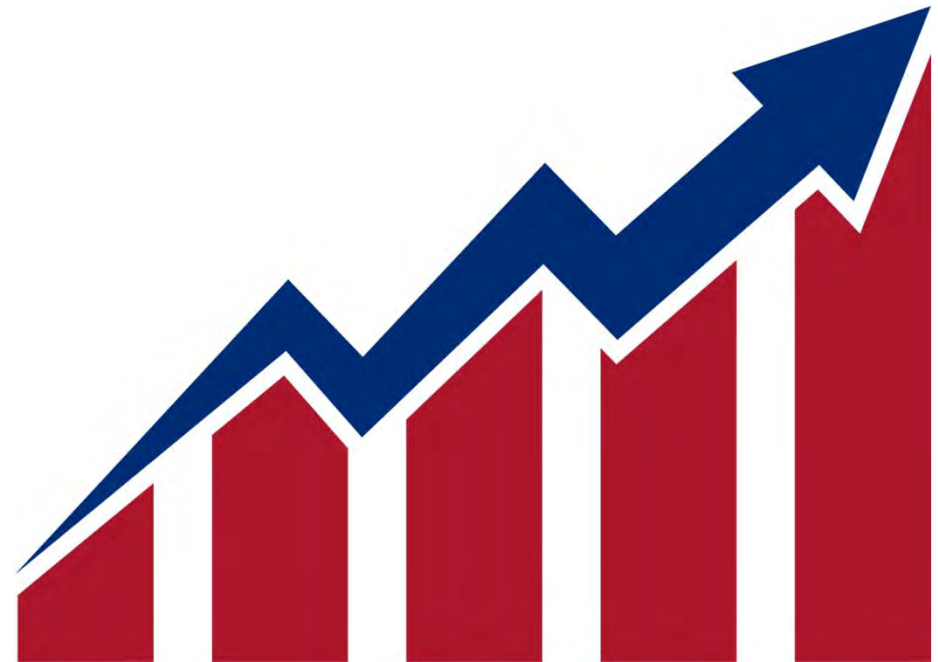
DISCOVERIES

- May need a further review and edit of Business Rules to address the use of the “Other” line for Removed Payment Plans.
 - Mitigation or modification of Sentence was one example presented.



ISSUES

- Missing 2 months of data from Orange County for CFY 2022–23.
- Missing data from Orange County for CFY 2023–24.
- Need more counties to participate in the pilot, particularly smaller to midsize counties; however, the workgroup will gladly accept all counties volunteering.



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AGENDA ITEM 7

DATE: March 15, 2024
SUBJECT: Compliance CPR Training
COMMITTEE ACTION: Information Only

OVERVIEW:

The CCOC is proud to announce a new education opportunity for 2024: Compliance CPR Training. This free training is offered to clerks and their compliance staff through the CCOC contract with CIS, Inc. This multi-module certification training focuses on three key areas of compliance improvement: Communication, Process Improvement, and Reporting Analytics.

Communication

Communication through customer interaction drives results.

- Clerks working in compliance service find it difficult to engage in payment conversations with customers. It takes preparation, practice, and the right frame of mind to encourage payment plan participation. Communication training brings the “talk tools” necessary to succeed in payment plan counseling.

Process Improvement

Process improvements must align best practices for performance efficiency.

- Process improvement doesn’t wait for outcomes, but instead encourages more timely results. Compliance CPR Training focuses on improved payment plan enrollment, better notifications, and strategies that reduce customer defaults.

Reporting

Clerks must continually analyze reporting trends to measure workload, customer service, and revenue opportunities.

- Clerks collect case data that helps manage case progress, workload volume, and payment details. Using a solid set of compliance reports with an understanding of how to use them, clerks can analyze sooner, retool as needed, and plan better.

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.

Structure and Schedule

The training is comprised of four modules:

- Module 1 - Communications (one session, in-person, six site options capped at 25 participants for each location), 9:00 AM – 2:30 PM
 - Tuesday, March 26 Jackson County
 - Thursday, March 28 Leon County
 - Tuesday, April 2 Nassau County
 - Tuesday, April 23 Seminole County
 - Thursday, April 25 Palm Beach County
 - Tuesday, April 30 Charlotte County
- Module 2 – Process Improvement (two sessions, online), 9:30 AM – 11:30 AM
 - Tuesday, May 14 Part A
 - Thursday, June 13 Part B
- Module 3 – Reporting Analytics (two sessions, online), 9:30 AM – 11:30 AM
 - Tuesday, May 21 Part A
 - Thursday, June 27 Part B
- Module 4 – CPR Summary and Certificate Ceremony (one session, in-person and online), 10:00 AM – 12:30 PM
 - Thursday, July 18 Seminole County

Upon completion of Module 1, registration information for Module 2 will be shared with participants. Participants who complete all six sessions will receive a Certificate of Completion at the Certificate Ceremony.

[Registration](#) is now open through Eventbrite.

The deadline to register for each Module 1 venue is as follows:

- Jackson and Leon Counties: Friday, March 15, 2024
- Nassau County: Friday, March 22, 2024
- Seminole and Palm Beach Counties: Friday, April 12, 2024
- Charlotte County: Friday, April 19, 2024

For questions, please email CCOC Performance, Policy, & Education Director Marleni Bruner at mbruner@flccoc.org.

COMMITTEE ACTION: Information Only

LEAD STAFF: Marleni Bruner, CCOC Performance, Policy, and Education Director

ATTACHMENTS: None