**Minutes of October 17, 2023, Budget Committee Meeting**

**Approved by the Budget Committee at the meeting held on March 28, 2024.**

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting on October 17, 2023. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website. Provided below is a summary of staff notes from the meeting. These staff notes are designed to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold** text.

**Agenda Item 1 – Call to Order and Introduction**

Clerk Tiffany Moore Russell, Chair of the Budget Committee, called the meeting to order at 1:30 PM. The meeting was turned over to Griffin Kolchakian, CCOC Budget and Communications Director, to conduct roll call. Mr. Kolchakian called the roll.

Present via WebEx: Clerk Tiffany Moore Russell, Clerk Greg Godwin, Clerk Nikki Alvarez-Sowles, Clerk Ken Burke, Clerk Stacy Butterfield, Clerk Pam Childers, Clerk Gary Cooney, Clerk John Crawford, Clerk Nadia K. Daughtrey, Clerk Crystal Kinzel, Clerk Grant Maloy, Clerk Brandon Patty, Clerk Rachel Sadoff, Clerk Cindy Stuart, Clerk Carolyn Timmann, Clerk Angela Vick.

Absent from meeting: Clerk Tom Bexley, Clerk Tara S. Green, Clerk Clayton Rooks, lll.

**Agenda Item 2 – Approve Agenda**

**A motion was made to approve the agenda by Clerk Sadoff and seconded by Clerk Vick; the motion was adopted without objection.**

**Agenda Item 3 – Approve Minutes from 8/3/23 Meeting**

Chair Russell presented the minutes of the August 3, 2023, meeting to the committee. Chair Russell referenced the proposed revision that Clerk Vick sent staff prior to the meeting correcting a vote.

**A motion was made to adopt the minutes with Clerk Vick’s revision by Clerk Butterfield and seconded by Clerk Sadoff; the motion was adopted without objection.**

**Agenda Item 4 – Revenue and Expenditures Update**

Chair Russell called on Mr. Kolchakian to provide the Revenue and Expenditures update. Mr. Kolchakian stated that, through the month of August, clerks collected just over $469 million, which is $28.1 million above the $441 million REC projection for the year. Mr. Kolchakian stated that a major driver was the historic March due to the tort reform legislation. There are eleven months of actual expenditures data totaling $390 million, which is 6.1% below the year-to-date projection.

**Agenda Item 5 – 2024 Budget Committee Workplan and Calendar**

Chair Russell thanked the committee for a successful budget year and stated that she looks forward to building on the accomplishments of the committee. Chair Russell presented the proposed Budget Committee workplan for CFY 2023-24 which is included in the meeting packet. Chair Russell referenced some committee successes that have been implemented over the past few budget cycles. Chair Russell stated that, for the past few years, the committee has worked to establish a Base Budget to build upon, voted to utilize the annual Cumulative Excess the same way we handle the Unspent Budgeted Funds, and implemented weighted cases into the budget development process. Chair Russell stated that the committee voted to roll 10% of the Cumulative Excess funds into the clerks’ reserve fund in each of the past three years bringing the total to just under $1.6 million.

**Agenda Item 6 – Workgroups Update**

Clerk Vick was recognized to give the Jury Management Workgroup update. Clerk Vick stated that two of the four requested deliverables have been met so far. The first deliverable was an amount of $4.8 million to the clerks’ legislative team to request increased jury funding from the Legislature. The second deliverable was to approve the Jury Reimbursement Form for this budget year. The third deliverable was to conduct an analysis of jury expenditures data, summons data, and local juror processes. Clerk Vick stated that she reached out to clerks whose costs were higher than the Peer Group average as well as offices that had estimates that were substantially increased. The last deliverable was to recommend an allocation methodology to address the funding shortfall clerks will face in the upcoming year. Clerk Vick stated that the recommendation of the workgroup is to maintain the current allocation of a prorated allocation according to the policy that is currently in place.

Clerk Patty was recognized to give the Surplus Revenue Collections Distribution Workgroup update. Clerk Patty stated that the workgroup will work on providing a plan of action and milestones in the upcoming months. Clerk Patty stated that the goal of this program is to invest in compliance. The workgroup is planning to meet in St. Johns in-person if anyone would like to join. Clerk Burke mentioned that at the compliance summit, ideas were shared of what some offices are doing regarding compliance. For example, before someone is released from jail, they let them know how much they owe. Clerk Patty stated that it’s important to work closely with CIS to determine the ROI in a program. Clerk Burke stated that, during Operation Green Light, we celebrate all these payment plans but then realize that not many people are successful on these plans. Clerk Kinzel asked if all clerks are using collections agencies to try and meet the standard for collections. Jason L. Welty, CCOC Deputy Executive Director, provided this information in the meeting chat. Clerk Kinzel stated that we could also have a breakdown of those offices that are meeting collections which would allow us to see how to best move forward with those that are not meeting the standard. Clerk Patty stated that the workgroup will investigate those counties that already have compliance efforts and try to allow them to get funding for other office functions.

Chair Russell acknowledged Clerk Burke to present the Needs-Based Budget Workgroup. Clerk Burke stated that the workgroup will begin its work soon and will gather additional staff to serve on this workgroup.

Clerk Alvarez-Sowles was recognized to present the proposed Living Wage Analysis Workgroup. Clerk Alvarez-Sowles stated that the purpose of the workgroup is to look at additional budgetary factors used in allocations, specifically cost-of-living expenses. Clerk Alvarez-Sowles stated that the workgroup would review the MIT living wage calculator and develop a model that can be used similarly to weighted workload. The workgroup would gather salary and position data from the Operational Budget and create data comparisons to try and develop a methodology. Clerk Alvarez-Sowles stated that this workgroup would meet after the Operational Budgets are submitted. Clerk Roth is concerned about a workgroup that only focuses on a single factor. Clerk Alvarez-Sowles answered that she would like to chip away at the different factors that clerks face, but she would like to focus on the cost-of-living for now.

**A motion was made to approve the Living Wage Analysis Workgroup by Clerk Cooney and seconded by Clerk Kinzel; the motion was adopted without objection.**

**Agenda Item 7 – Operational Budget Discussion**

Mr. Kolchakian stated that the Operational Budget is collected every year and provides the committee and CCOC with valuable budgetary data. Mr. Kolchakian stated that the Operational Budget currently collects the budget projections for the upcoming fiscal year. The proposal up for committee consideration is to collect prior year actual budget expenditures data instead. Collecting prior year actuals will provide the committee and the CCOC with data and details on how funds are spent each year. Clerk Kinzel stated that the CCOC gets the annual operational close out data, so she is not sure what this proposal is trying to collect. Mr. Kolchakian stated that data does not break out personnel costs, health insurance costs, FRS actual costs, etc. Mr. Kolchakian stated that this will allow us to be able to identify our true needs moving forward.

**Agenda Item 8 – Other Business**

There was no other business brought before the committee.

Meeting adjourned at 2:30 PM.