



EXECUTIVE COUNCIL MEETING
June 17, 2024



Stacy M. Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

Tiffany Moore Russell, ESQ.
ORANGE COUNTY
VICE-CHAIR

Laura E. Roth, ESQ.
VOLUSIA COUNTY
SECRETARY/TREASURER

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
GILCHRIST COUNTY

JODY PHILLIPS
DUVAL COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

JOHN A. CRAWFORD
NASSAU COUNTY

JOHN DEW
EXECUTIVE DIRECTOR

BERTILA SOTO
11TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

MICHELLE R. MILLER
SAINT LUCIE COUNTY

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

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

EXECUTIVE COUNCIL MEETING

June 17, 2024

Meeting: 2:30 PM – 5:00 PM, Eastern

Rosen Shingle Creek Resort

WebEx Link: <https://flclerks.webex.com/flclerks/j.php?MTID=m37c7b81b16864a05580b8623cf99f313>

Meeting Code: 2316 487 2321; **Password:** CCOC

Conference Call: 1-866-469-3239; **Access Code:** 2316 487 2321

Call to Order.....	Hon. Stacy Butterfield
Invocation	Hon. John Crawford
Roll Call.....	Hon. Laura Roth
1) Introduction and Agenda Approval	Hon. Stacy Butterfield
2) Approve Minutes from 3/18/24 and 5/9/24 Meeting.....	Hon. Laura Roth
3) Treasurer’s Report	Hon. Laura Roth
a) CFY 2022-23 Annual Financial Report	
b) CFY 2023-24 CCOC Office Budget	
c) CFY 2024-25 Proposed Corporation Budget	
d) Auditor General Audit	
4) Committee and Workgroup Reports	
a) Budget Committee	Hon. Tiffany Russell
b) PIE Committee.....	Hon. Laura Roth
c) Legislative Committee	Hon. Carolyn Timmann
5) Review of CCOC.....	Hon. Tara Green
6) Update on Guardianship Data Transparency Project	Hon. Ken Burke
7) Report on TCBC.....	Hon. Judge Soto
8) Results of CCOC Election.....	Hon. Laura Roth
9) Other Business.....	Hon. Stacy Butterfield
a) Public Comment	

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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DRAFT Minutes of March 18, 2024, Executive Council Meeting

The Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) met in person at the Hyatt Regency Jacksonville Riverfront, Jacksonville, Florida and via Webex on March 18, 2024. The agenda and materials were distributed and posted to the CCOC website before the meeting.

Call to Order, Invocation, and Roll Call

Chair Stacy Butterfield called the meeting to order at 3:02 PM. Secretary/Treasurer Laura Roth introduced Barb Blankenship of the CCOC who called the roll, and Clerk John Crawford provided the invocation.

Council members present: Chair Stacy Butterfield, Vice-Chair Tiffany Moore Russell, Secretary/Treasurer Laura Roth, Clerk Crystal Kinzel, Clerk Todd Newton, Clerk Jody Phillips, Clerk Michelle Miller, Clerk JD Peacock, and Clerk John Crawford. Clerk Tom Bexley and Honorable Judge Soto attended via Webex.

Council members absent: None

Agenda Item 1 – Introduction and Agenda Approval

Chair Butterfield asked the Council for Agenda Approval.

Clerk Phillips made a motion to accept the agenda. Clerk Peacock seconded the motion. Motion carried.

Agenda Item 2 – Approve Minutes from December 13, 2023 Meeting

Clerk Roth asked the Council for any corrections to the minutes of December 13, 2023. None were noted.

Clerk Miller made a motion to approve the minutes. Clerk Peacock seconded the motion. Motion carried.

Agenda Item 3 – CCOC Treasurer’s Report

a) CFY 2023-24 CCOC Office Budget Update

Clerk Roth reported that the CFY 2023-24 CCOC budget is expected to be well within the budget authority at the end of the fiscal year. Clerk Roth pointed out of the 33% of the current year, the CCOC office has expended just under 25% of the budget.

Clerk Roth requested a motion to approve the CCOC Office Budget Update Report. Clerk Phillips made a motion to approve the CCOC Office Budget. Clerk Peacock seconded the motion. Motion carried.

b) Update on Cyber Security Protection

Clerk Roth provided an overview of previous Cyber Security Protection discussions. John Dew then discussed what safety measures have currently been implemented in the office along with three options moving forward in purchasing the insurance. Clerk Peacock stated that getting the insurance is a must, but we should wait until after the final report is in from the Consultant.

Clerk Phillips made a motion to purchase the Insurance. Clerk Peacock seconded the motion. Motion carried.

c) CCOC Office Staffing - Compensation

Clerk Roth turned the floor over to John Dew to discuss the Current Staffing within CCOC. Mr. Dew introduced the new staff members and discussed the leaving of Marleni Bruner. Mr. Dew reviewed the overall workload within the office along with discussion of compensation for the added duties that staff members have now absorbed. It was agreed that this would not be across the board but based on additional duties and not to exceed 10%. Clerk Miller asked that documentation with performance incentives be made of the individuals expanded duties to justify the additional pay. Mr. Dew agreed to provide the additional duties.

Clerk Peacock made a motion to approve the Executive Director working with Treasurer for compensation with documentation of performance. Clerk Newton seconded the motion. Motion carried.

d) CCOC Audit Updates

Mr. Dew gave an overview of the two audits that are currently being done. One is the CCOC Annual Financial Audit, and the second is the State Auditor General’s Office which is done every three years in compliance with the statute. They both should be finishing up soon.

Agenda Item 4 – Committee Reports

a) Executive Committee

Chair Butterfield provided an overview as to the reason for having the March 7th Executive Committee meeting. There were two timely contracts that needed to be established as soon

as possible. The first was for an internal auditing firm to help with the audits and financials of the office since the previous firm was no longer on contract and we were in the middle of two audits. The second was to hire a vendor to examine the cybersecurity of the CCOC Office and start the process prior to the upcoming March 18th Council meeting.

The Executive Committee approved hiring the firm of Thomson Brock Luger & Company, noting that the hourly rate is \$6 more per hour than our previous contract and allows the maximum amount of \$26,100 which is \$2,250 more than the previous contract.

The Committee then approved hiring Erickson Security LLC for \$30,600 to conduct tests in several areas and will be compiling an assessment of the findings as it relates to prevention of successful cybersecurity attacks.

Clerk Newton made a motion to approve the Executive Committee actions. Clerk Roth seconded the motion. Motion carried.

b) Budget Committee

Clerk Russell announced that there would be an upcoming virtual committee meeting on March 28th and an in-person meeting on May 8th in Citrus County. Clerk Russell discussed the upcoming 2024-25 budget and the task of the four active workgroups, including the Jury Management Workgroup chaired by Clerk Angela Vick, the Living Wage Analysis Workgroup chaired by Clerk Nikki Alvarez-Sowles, the Needs-Based Budget Workgroup Chaired by Clerk Ken Burke, and the Compliance Investment Program Workgroup chaired by Clerk Brandon Patty. The workgroups are currently working to review the specific budgetary components.

CCOC staff finalized the CFY 2022-23 settle-up process. Nine counties were owed \$3.2 million from the Trust Fund, and 58 counties owed \$21.4 million to the Trust Fund. Two calculated amounts will be used to build the Clerks' CFY 2024-25 budget: \$11.9 million in Unspent Budgeted Funds (UBF) and \$14.2 million for the clerks' share of the Cumulative Excess (CE) of revenue. The CFY 2023-24 Operational Budget submissions were due on February 9th. CCOC staff are reviewing these budgets and will make outreach, if needed. We are still waiting for the Governor to sign the clerks' priority bill.

The last noted topic discussed was the monthly EC Report. It has been updated to reflect the calculated excess change from monthly to quarterly.

c) PIE Committee

Clerk Roth noted The CCOC Performance Improvement and Efficiencies (PIE) Committee met on March 15, 2024, via Webex. At this meeting, the Committee addressed several items starting with the approval of the Quarter 1 Performance Measures and Action Plans Report. The report is posted to the CCOC website for review.

Clerk Miller made a motion to approve the CFY 2022-23 Quarter 1 Performance Measures and Action Plans Report. Clerk Phillips seconded the motion. Motion carried.

Clerk Roth continued with an overview of the quarter 1 Cases/Subcases report that was presented by Johnny Petit, CCOC Actuarial Performance Analyst, during the March 15th Webex meeting.

The last item discussed was Peer Group Analysis. Clerk Roth noted that Clerk Cooney presented two options for updates to the current Peer Groups. The PIE Committee reviewed the comments from clerks and discussed the options. Clerk Roth discussed approving the Peer Group Analysis along with the discussion of the weighted caseload analysis being used.

Clerk Roth made a motion to approve the Peer Groups. Clerk Newton seconded the motion. Clerk Kinzel voted nay. Motion carried.

Clerk Roth discussed the effectiveness of Operation Greenlight and the Payment Plan Tracking Form that has been developed. This Form is a Pilot Plan that is set to be Implemented by the Clerks as of October 2024. Mr. Dew asked that we carrier this over until the Council has time to review the form.

d) Legislative Committee

Clerk Timmann stated that the clerks' priority bill (HB 1077 by Representative Botana and SB 1470 by Senator Hutson) passed the Legislature and is awaiting the Governor's signature. This bill increases flexibility for funding court-related technology improvements, redirects the \$12.50 administrative fee in s. 318.18(18), F.S., from State General Revenue to the clerks, corrects the revenue redirect "glitch" fix for county summonses omitted from last year's clerks' bill, establishes a driver license reinstatement pilot program in Miami-Dade, and authorizes clerks to invest funds from the Fine and Forfeiture Fund into an interest-bearing account with earnings used for court-related operations and enhancements. The projected annual fiscal impact to clerks is \$28.8 million. Other budget-related items impacting clerks include a current year \$8 million appropriation in the "Back of the Bill" to address the "glitch" fix, continued State funding for juror reimbursement expenses (the legislative team did request additional funding but was not approved), the employer portion of FRS costs slightly increased (the employee portion did not increase), and continued State funding for eNotify.

Agenda Item 5 – 20 Year Review of CCOC

A Survey was provided to the Clerks and Staff regarding the CCOC to find out what has worked, what they feel has not worked and what could be done differently in the future. Chair Butterfield discussed having the Panel look at the results of the survey and recommendations on how the CCOC can improve. Panel members include Chair Stacy Butterfield, Clerk Tara Green, Clerk Jason L. Welty, Shannon Ramsey-Chessman, and John Dew. The Panel will be meeting on March 19, 2024, to discuss the results. The question was addressed on do we need to hire an outside consultant to review the findings.

It was suggested that the Council consider having a strategy planning session and invite Clerks and others to attend. CCOC could also consider hiring someone that can lead the session or

sessions, as well as examine the current structure of the CCOC office, including pay compensation. While the CCOC Budget is typically approved for the next county fiscal year during the June Summer Conference, it can be revised later with approval being needed from the full Corporation membership. A study could be conducted during the next few months and reviewed by the Council after the Summer Conference, if necessary.

Chair Butterfield asked the Executive Council if a workgroup should be formed along with the hiring of an outside consultant to process the findings and overall ideas.

Clerk Roth made a motion to the Executive Council to approve the information of a work group along with hiring a consultant. Clerk Newton seconded the motion. Motion carried.

Agenda Item 6 – Update on Guardianship Data Transparency Project

Clerk Burke discussed the problem of abuse from guardianships and the stealing of funds. This explains the strong need for a guardianship database. The Legislature provided the CCOC \$2.4 million dollars to create the database. Clerk Burke noted there should be sufficient funds to carry us through June 2024 and expect to have some dollars that will be remitted back to the State. The Guardianship Database is going well with the help of the CCIS. Clerk Burke discussed all the factors that needed to be captured and the limited number of areas that we currently have available to pull the information from. He discussed that the most recent feedback was positive with only a few modifications. Clerk Burke thanked all the Clerks who reviewed the data. He announced to the Council that the Guardianship Database would go live by April 15, 2024.

Agenda Item 7 – Report on TCBC

Judge Soto provided the TCBC overview report. The TCBC met on February 27th to establish a technology funding subcommittee to review and improve the governance of Trial Court Technology funds. As the state funding for technology expands, so does the trial court's reliance on it. The subgroup will evaluate and recommend technology funding requests, along with determining the equitable distribution of new and existing technology resources. The commission approved the reallocation of vacant Child Support Enforcement Hearing Officers and provided the status update on the Fiscal Year 2023-24 due process expenditures. The next meeting is set for March 22nd to discuss a proposed year end plan.

Agenda Item 8 – Other Business

Chair Butterfield addressed the group for any additional business. None was noted.

The meeting was adjourned at 4:04 PM.



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DRAFT Minutes of May 9, 2024, Executive Council Meeting

The Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) met via Webex on May 9, 2024. The agenda and materials were distributed and posted to the CCOC website before the meeting.

Call to Order, Invocation, and Roll Call

Chair Stacy Butterfield called the meeting to order at 9:01 AM. Executive Director John Dew provided the invocation. Secretary/Treasurer Laura Roth called the roll.

Council members present: Chair Stacy Butterfield, Vice-Chair Tiffany Moore Russell, Secretary/Treasurer Laura Roth, Clerk Crystal Kinzel, Clerk Jody Phillips, Clerk Michelle Miller, Clerk JD Peacock, Clerk Tom Bexley, and Honorable Judge Soto.

Council members absent: Clerk Todd Newton and Clerk John Crawford.

Agenda Item 1 – Introduction and Agenda Approval

Chair Butterfield stated the agenda was located on the website for review and asked the Council for Agenda Approval.

Clerk Miller made a motion to accept the agenda. Clerk Kinzel seconded the motion. Motion carried.

Agenda Item 2 – Discuss and Approve Budget Committee Recommendations

Clerk Russell presented the Budget Committee recommendations from their May 8, 2024, committee meeting and thanked Clerk Angela Vick of Citrus County and the Citrus County Realtors Association for hosting the meeting.

The first item for Council approval was the CFY 2024-25 Budget Issues Request Forms. Clerk Russell stated that, during the annual budget development process, each Clerk submits their

detailed budget request to the CCOC for any items they would like to see funded over the current year budget. This submission includes three forms: The Budget Issues Request Form, the Revenue Projections Forms, and the Clerk Certification Letter.

Clerk Russell outlined the changes to these forms based on the approval of the Clerks' priority legislation (HB 1077). The Certification Letter now includes "improving court technology" in the first section as a court related function. Also, the Revenue Projections Form is updated to remove the "Issuance of a Summons" and "Traffic Admin. Fees" Ch. 2008-111 lines.

Clerk Russell noted that all forms are due June 1st, and that any minor changes can be completed by CCOC.

Clerk Russell made a motion to accept the budget forms as presented. Clerk Roth seconded the motion.

Discussion of the motion was engaged by Clerk Kinzel stating that the current Certification Letter referenced that a Clerk would certify that they are only expending court-related revenues on items found in s. 28.35(3)(a), F.S. However, the letter included juror expenses and she pointed out that the referenced statute does not include paying court-related revenues for juror expenses. She stated that it would not be appropriate for clerks to certify this letter with that language included. Clerk Russell asked Griffin Kolchakian, CCOC Budget and Communications Director, to comment on the question. Mr. Kolchakian stated that the form was the same form that has been used for the previous three to four years, and the only change was the addition of the technology statement.

Clerk Kinzel asked that the minutes show that she raised the same objection at the Budget Committee meeting on May 8, 2024. Shannon Ramsey-Chessman from the Palm Beach Clerk's office suggested that the Certification Letter also reference s. 40.29(5), F.S., which requires that Clerks pay for juror expenses out of the court-related dollars if there is not sufficient State General Revenue available for reimbursement. Chair Butterfield asked that the Certification Letter also include the reference to s. 40.29(5), F.S., for juror expenses. This would clarify that clerks are allowed to pay these expenses from court-related revenues.

Chair Butterfield reviewed the motion and asked for a vote. Motion carried. The motion was opposed by Clerk Kinzel.

Clerk Russell presented the second item for Council approval which was the current year funding allocation as part of the "glitch fix" to last year's Clerk priority bill regarding the \$8 million appropriated in the "Back of the Bill" (Section 131 of the General Appropriation Act (GAA)). The Budget Committee discussed methodologies in distributing the funding once the GAA is approved by the Governor. The Budget Committee passed a motion recommending allocating \$1.1 million to cover the Jury reimbursement shortfall for Quarters Two and Three and \$6.9 million using weighted cases statewide.

Clerk Russell made a motion to approve the Budget Committee recommendation for the allocation methodology to distribute the funding to cover the actual jury shortfalls and by weighted cases statewide. Clerk Peacock seconded the motion. Motion carried. The motion was opposed by Clerk Kinzel.

Clerk Russell announced that the next Budget Committee will be a virtual meeting sometime in June. She also reminded the Council that there would be a CCOC Virtual Budget Training for all Clerks and staff on May 14, 2024.

Agenda Item 3 – Other Business

Chair Butterfield asked the Council members if there are any other items to discuss under other business.

Clerk Kinzel asked that a new EC Form be considered to reflect the new spending authority. Mr. Dew stated that the CCOC staff would update the new authority as part of that form.

Chair Butterfield asked if there was anyone in the audience or on the phone that would like to discuss any issues. There were none.

Chair Butterfield announced the next Executive Council meeting will be held June 17, 2024, at 2:30 PM. It will be an in-person meeting as well as virtual. It will be held as the start of the Summer Conference in Orlando. Please check the CCOC website for more information.

The meeting was adjourned at 9:20 AM.



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AGENDA ITEM 3

DATE: June 17, 2024
SUBJECT: Treasurer's Report
COUNCIL ACTION: Approval needed on items (b) and (c) only. Items (a) and (d) are for informational purposes only.

OVERVIEW:

Item (a): CCOC Office Financial Statements for the year ending September 30, 2023.

The audit firm of Law, Redd, Crona & Munroe submitted to us the CFY 2022-2023 CCOC Office Financial Statements and Governance Letter on June 10th, 2024. The only issue presented in the financial statements report, as found on page 41, was that there was a significant deficiency finding due to the successful fraudulent cyberattack. It was however noted on the next page that the CCOC have taken numerous actions to help prevent such successful attacks in the future. Other than this one fraudulent issue, there were no findings or concerns related to the financial management of the CCOC.

The CFY 2022-23 CCOC Office Financial Statements and can be found on the CCOC Webpage by clicking on this link: <https://flccoc.org/wp-content/uploads/2024/06/FINAL-Florida-Clerks-of-Court-Operations-Corporation-Financial-Statements-2023.pdf>

The Financials Governance Letter can be found on the CCOC Webpage by clicking on this link: <https://flccoc.org/wp-content/uploads/2024/06/FINAL-Florida-Clerks-of-Court-Operations-Corporation-Governance-Letter-2023-1.pdf>

Item (b): CCOC CFY 2023-2024

Office Budget Report (**Attachment 1**), currently through the month of May 2024 the office has expended less than 55% of the approved budget through 67% of the annual year. We continue to stay on track to be well within our approved budget authority.

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.

Item (c): CCOC Office 2024-2025 Proposed Budget.

We are asking for less than a 4% increase in the CCOC Office Budget. The areas of increase include expected pay raises and expected increases in contractual costs since all current contracts expire at the end of this calendar year and there is an expectation that costs for services will increase. **(Attachment 2)** Note: CCOC office and organization structure will undergo a review and evaluation this year and there may be suggested changes which would require the CFY 24/25 budget to be amended during the year. This would require approval by the Executive Council and Corporation membership.

Item (d): Florida Auditor General Operational Audit of CCOC

Every three years, as required by statute, the Florida Auditor General (OAG) conducts an Operational Audit of the CCOC. The OAG began their audit in December 2023 and concluded their fieldwork in March 2024.

The audit report did not disclose any findings nor recommendations regarding the CCOC process and administrative activities. The previous OAG Operational Audit Report of the CCOC conducted in 2020 also did not disclose any findings and recommendations.

SUMMARY: The CCOC continues to follow statutory requirements and oversight of the office. CCOC management is pleased that again we did not receive negative comments from the Office of the Auditor General. **(Attachment 3)**

COUNCIL ACTION: Approve latest CCOC office budget report and approve recommended CCOC office CFY 24/25 budget.

LEAD STAFF: John Dew, CCOC Executive Director

ATTACHMENTS:

1. CCOC Office Budget Report for CFY 23-24
2. Proposed Office Budget for CFY 24-25
3. Florida Auditor General Operational Audit Report of the CCOC

BAU
6/7/24
J. Saw
6/4/24
JED 6/10/2024

CCOC Budgetary Report County Fiscal Year 2023 - 2024 (October 1, 2023 - September 30, 2024)															
Budget Category	Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Year to Date Expenditures	(%) of Budget Expended
CCOC STAFF:	\$1,065,545.89	\$76,796.93	\$71,746.29	\$67,039.54	\$63,869.22	\$61,748.84	\$71,070.72	\$59,656.51	\$64,469.53	\$0.00	\$0.00	\$0.00	\$0.00	\$536,397.58	50.34%
Total Salaries	\$720,545.89	\$53,808.08	\$48,359.09	\$46,311.54	\$44,230.89	\$39,885.33	\$39,232.83	\$39,840.67	\$40,518.17	\$0.00	\$0.00	\$0.00	\$0.00	\$352,186.60	48.88%
Executive Director	\$161,003.47	\$13,416.95	\$13,416.95	\$13,416.95	\$13,416.95	\$13,416.95	\$13,416.95	\$13,416.95	\$13,416.95	\$0.00	\$0.00	\$0.00	\$0.00	\$107,335.60	66.67%
Deputy Executive Director	\$112,418.23	\$9,368.19	\$3,459.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,827.39	11.41%
Budget & Communications Director	\$93,454.11	\$7,787.85	\$7,787.85	\$7,787.85	\$7,787.85	\$7,787.85	\$7,787.85	\$7,787.85	\$7,787.85	\$0.00	\$0.00	\$0.00	\$0.00	\$62,302.80	66.67%
Actuarial and Performance Analyst	\$55,547.75	\$4,628.98	\$4,628.98	\$4,628.98	\$4,628.98	\$4,628.98	\$4,628.98	\$4,628.98	\$4,628.98	\$0.00	\$0.00	\$0.00	\$0.00	\$37,031.84	66.67%
Budget Manager I - Data Quality Officer	\$42,168.30	\$3,513.11	\$3,513.11	\$3,513.11	\$3,513.11	\$0.00	\$2,722.72	\$4,537.50	\$4,537.50	\$0.00	\$0.00	\$0.00	\$0.00	\$25,850.16	61.30%
Project Manager	\$88,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Prf Policy and Education Director	\$83,058.72	\$6,921.56	\$6,921.56	\$6,921.56	\$6,921.56	\$6,921.56	\$1,728.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,334.77	43.75%
Executive Assistant/Human Resources	\$37,609.60	\$3,134.13	\$3,134.13	\$3,134.13	\$3,134.13	\$1,735.68	\$2,386.80	\$3,447.58	\$3,447.58	\$0.00	\$0.00	\$0.00	\$0.00	\$23,554.16	62.63%
Internal Revenue(Corporation Responsibility)	\$75,000.00	\$3,656.17	\$2,749.55	\$2,596.17	\$3,396.62	\$2,931.85	\$3,932.14	\$2,939.54	\$2,991.32	\$0.00	\$0.00	\$0.00	\$0.00	\$25,193.36	33.59%
Retirement, Benefits and Other	\$270,000.00	\$20,442.68	\$22,207.65	\$21,113.48	\$17,142.71	\$20,398.66	\$30,541.00	\$18,970.80	\$23,732.04	\$0.00	\$0.00	\$0.00	\$0.00	\$174,549.02	64.65%
OPS STAFF:	\$34,000.00	\$1,110.00	\$1,570.00	\$2,981.65	\$901.00	\$1,467.00	\$2,635.25	\$2,094.50	\$2,772.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,531.40	45.68%
GENERAL EXPENSES:	\$85,200.00	\$5,093.72	\$9,398.02	\$3,972.91	\$5,020.78	\$4,318.44	\$13,920.01	\$4,880.34	\$3,837.42	\$0.00	\$0.00	\$0.00	\$0.00	\$50,441.64	59.20%
Rent (including Utilities)	\$50,200.00	\$3,622.31	\$3,591.06	\$3,584.80	\$3,604.04	\$3,598.47	\$3,579.71	\$3,563.68	\$3,635.08	\$0.00	\$0.00	\$0.00	\$0.00	\$28,779.15	57.33%
Communications (+ Internet and Phone)	\$5,000.00	\$314.62	\$199.35	\$296.65	\$301.82	\$310.81	\$296.39	\$298.33	\$202.34	\$0.00	\$0.00	\$0.00	\$0.00	\$2,220.31	44.41%
Equipment, Supplies and Other	\$30,000.00	\$1,156.79	\$5,607.61	\$91.46	\$1,114.92	\$409.16	\$10,043.91	\$1,018.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,442.18	64.81%
TRAVEL:	\$40,000.00	\$685.81	\$796.53	\$4.00	\$0.00	\$0.00	\$211.35	\$364.85	\$116.98	\$0.00	\$0.00	\$0.00	\$0.00	\$2,179.52	5.45%
STAFF TRAINING:	\$10,000.00	\$1,520.00	\$0.00	\$0.00	\$5,817.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,337.59	73.38%
CONTRACTUAL EXPENSES:	\$284,563.00	\$18,365.00	\$20,480.79	\$20,628.75	\$35,597.75	\$20,917.00	\$18,707.00	\$20,849.25	\$29,854.22	\$0.00	\$0.00	\$0.00	\$0.00	\$165,399.76	65.15%
General Counsel	\$65,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	61.54%
FY 23-24 Survey, Reporting, and Other Services	\$203,563.00	\$13,365.00	\$15,480.79	\$15,628.75	\$15,597.75	\$13,591.00	\$10,717.00	\$15,849.25	\$24,854.22	\$0.00	\$0.00	\$0.00	\$0.00	\$125,083.76	61.45%
Audit Services	\$16,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$2,326.00	\$2,990.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,316.00	126.98%
EDUCATION SERVICES	\$397,200.00	\$36,000.00	\$24,000.00	\$16,500.00	\$0.00	\$100,700.00	\$66,833.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$244,033.00	61.44%
TOTALS:	\$1,916,508.89	\$139,571.46	\$127,991.63	\$111,126.85	\$111,206.34	\$189,151.28	\$173,377.33	\$87,845.45	\$101,050.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1,041,320.49	54.33%

*CCOC Staff has the authority to spend beyond category amounts as long as they stay within the total Annual Budget Authority.

DRAFT 2023-2024 CCOC Budget

CCOC Budget 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 and Other	\$270,000.00

OPS STAFF:	\$34,000.00
-------------------	-------------

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 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:	\$1,916,508.89
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CCOC Budget Request County Fiscal Year 2024-2025 (October 1, 2024 - September 30, 2025)
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	Budget Category Amount
CCOC STAFF:**	\$1,114,060.87

Executive Director	\$165,833.57
Deputy Executive Director	\$115,790.78
Budget and Communications Director	\$96,257.73
Performance, Policy, and Education Director	\$90,760.00
Actuarial and Performance Analyst	\$57,214.18
Budget Manager II	\$57,766.00
Data Quality Officer	\$53,348.11
Project Manager*	\$88,200.00
Office Manager	\$43,890.50
Internal Revenue(Corporation Responsibility)	\$75,000.00
Retirement, Benefits, Workers' Comp & Other***	\$270,000.00

OPS STAFF:	\$34,000.00
-------------------	-------------

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
----------------	-------------

STAFF TRAINING:	\$10,000.00
------------------------	-------------

CONTRACTUAL EXPENSES:	\$288,563.00
General Counsel	\$65,000.00
FY 21-22 Survey, Reporting, and Other Services	\$203,563.00
Audit Services	\$20,000.00

EDUCATION SERVICES:****	\$425,000.00
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TOTALS:*****	\$1,996,823.87
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* The Executive Council last 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. We may or may not need an additional position to continue to manage the Guardianship Database. However, we should discuss this issue and consider seeking and consider seeking funding from the Legislature in the 2025 Session.

** Included in the individual FTE salary is a 3% raise based on what was provided to State workers effective July 1, 2024 and the promised 3% increase for newly hired employees after their 6 month probation period.

***Increases in health insurance, FRS, and other.

****Expect Cost of Educational Services to increase as we will be negotiating a new contract for Calendar Year 2025.

STATE OF FLORIDA AUDITOR GENERAL

Operational Audit

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION



Sherrill F. Norman, CPA
Auditor General

Florida Clerks of Court Operations Corporation

During the period October 2022 through September 2023, John Dew served as the Executive Director, and the following individuals served on the Florida Clerks of Court Operations Corporation Executive Council:

Executive Council Members

Honorable Stacy Butterfield, CPA, Chair	Polk County Clerk of Courts
Honorable Tiffany Moore Russel, Vice Chair	Orange County Clerk of Courts
Honorable Laura E. Roth, Esq., Secretary/Treasurer	Volusia County Clerk of Courts
Honorable Todd Newton	Gilchrist County Clerk of Courts
Honorable John Crawford	Nassau County Clerk of Courts
Honorable Michelle Miller	Saint Lucie County Clerk of Courts
Honorable JD Peacock, II	Okaloosa County Clerk of Courts
Honorable Jody Phillips from 2-21-23 ^a	Duval County Clerk of Courts
Honorable Harvey Ruvin through 12-31-22 ^a	Miami-Dade County Clerk of Courts

Other Designated Executive Council Members

Honorable Bertila Soto from 12-13-23 ^b	Chief Justice Designee
Honorable Ronald Ficarrota through 8-29-23 ^b	Chief Justice Designee
Honorable Crystal Kinzel	Senate President Designee
Honorable Tom Bexley	House Speaker Designee

^a Member passed away 12-31-22, and the position remained vacant through 02-20-23. Honorable Jody Phillips was elected on 02-21-2023.

^b Seat was vacant 8-30-2023 through 12-12-2023.

The team leader was Dylan Hunter and the audit was supervised by Gina Bailey, CPA.

Please address inquiries regarding this report to Derek Noonan, CPA, Audit Manager, by e-mail at dereknolan@aud.state.fl.us or by telephone at (850) 412-2881.

This report and other reports prepared by the Auditor General are available at:

FLAuditor.gov

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State of Florida Auditor General

Claude Pepper Building, Suite G74 · 111 West Madison Street · Tallahassee, FL 32399-1450 · (850) 412-2722

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

SUMMARY

This operational audit of the Florida Clerks of Court Operations Corporation (CCOC) focused on selected CCOC processes and administrative activities. Our audit did not disclose any findings and recommendations regarding the CCOC processes and administrative activities included within the scope of our audit that must be reported in writing.

BACKGROUND

Pursuant to State Law,¹ the Florida Clerks of Court Operations Corporation (CCOC) was created as a public corporation organized to perform specified functions. All clerks of the circuit court (clerks) are members of the corporation and hold their positions and authority in an ex officio capacity.

The Executive Council of the CCOC is composed of eight clerks elected by the members for a term of 2 years with two clerks from counties with a population of fewer than 100,000, two clerks from counties with a population of at least 100,000 but fewer than 500,000, two clerks from counties with a population of at least 500,000 but fewer than 1 million, and two clerks from counties with a population of 1 million or more. In addition, the Executive Council includes, as ex officio members, a designee of the President of the Senate and a designee of the Speaker of the House of Representatives. The Chief Justice of the Supreme Court also designates one additional member to represent the State Courts System.

State law² prescribes the CCOC duties, which include:

- Adopting a plan of operation including a detailed budget.
- Conducting the election of the Executive Council.
- Recommending to the Legislature changes in the amounts of the various court-related fines, fees, service charges, and costs established by law to ensure reasonable and adequate funding of the clerks in the performance of their court-related functions.
- Developing a formula, if the number of judges increased pursuant to State law,³ to estimate the total cost associated with clerk support for circuit and county judges Statewide, and making recommendations to the Legislature for additional needed funding using the formula.
- Developing and certifying a uniform system of workload measures and applicable workload standards for court-related functions and clerk workload performance in meeting the workload performance standards. The CCOC must develop the workload measures and workload performance standards in consultation with the Legislature, notify the Legislature of any clerk not meeting the workload performance standards, and provide the Legislature a copy of any corrective action plans.
- Contracting with the Department of Financial Services (DFS) for the DFS to audit the court-related expenditures of individual clerks.

¹ Sections 28.35 and 28.36, Florida Statutes.

² Section 28.35(2), Florida Statutes.

³ Sections 28.35(2)(c)2.a., 26.031, and 34.022, Florida Statutes.

- Reviewing, certifying, and recommending proposed budgets submitted by clerks pursuant to State law.⁴ As part of this process, the CCOC is required, among other things, to:
 - Calculate the minimum amount of revenue necessary for each clerk to efficiently perform the list of court-related functions specified in State law.⁵
 - Prepare a cost comparison of similarly situated clerks of the court, based on county population and numbers of filings, using the standard list of court-related functions.
 - Identify those clerks projected to have court-related revenues insufficient to fund court-related expenditures.
 - Identify the budget of any clerk which exceeds the average budget of similarly situated clerks by more than 10 percent.
- Developing and conducting clerk education programs.

Pursuant to State law,⁶ the CCOC entered into a contract with the State Chief Financial Officer for the audit of the court-related expenditures of the individual clerks. The contract is funded by fees collected by the clerks pursuant to State law,⁷ and made available to the CCOC for the performance of its duties and responsibilities as set forth in State law.

AUDIT RESULTS

Our audit did not disclose any findings that must be reported in writing regarding management's performance related to the selected CCOC processes and administrative procedures. As such, we are not making any recommendations.

OBJECTIVES, SCOPE, AND METHODOLOGY

The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations. State law⁸ provides that, at least every 3 years, the Auditor General shall conduct an operational audit of the Florida Clerks of Court Operations Corporation (CCOC).

We conducted this operational audit from December 2023 through March 2024 in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

This operational audit of the CCOC focused on selected CCOC processes and administrative activities. The overall objectives of the audit were to:

⁴ Section 28.36, Florida Statutes, provides the budget procedure for the court-related functions of the clerks.

⁵ Section 28.35(3)(a), Florida Statutes, provides the standard list of court-related functions clerks may fund from filing fees, service charges, costs, and fines.

⁶ Section 28.35(2)(e), Florida Statutes.

⁷ Sections 28.2401(3), 28.241(1)(a), and 34.041(1)(b), Florida Statutes.

⁸ Section 11.45(2)(f), Florida Statutes.

- Evaluate management’s performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines.
- Examine internal controls designed and placed in operation to promote and encourage the achievement of management’s control objectives in the categories of compliance, economic and efficient operations, reliability of records and reports, and safeguarding of assets, and identify weaknesses in those controls.
- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Section 11.45(7)(h), Florida Statutes.

This audit was designed to identify, for those programs, activities, or functions included within the scope of the audit, weaknesses in management’s internal controls significant to our audit objectives, instances of noncompliance with applicable governing laws, rules, or contracts and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

As described in more detail below, for those programs, activities, and functions included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the program, activity, or function; identifying and evaluating internal controls significant to our audit objectives; exercising professional judgment in considering significance and audit risk in the design and execution of the research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency and appropriateness of the evidence gathered in support of our audit findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

Our audit included the selection and examination of transactions, and records, as well as events and conditions, occurring during the audit period October 2022 through September 2023, and selected CCOC actions taken prior and subsequent thereto. Unless otherwise indicated in this report, these records and transactions were not selected with the intent of statistically projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of management, staff, and vendors, and as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

In conducting our audit, we: Reviewed applicable laws, contracts, and CCOC policies and procedures, and other guidelines, and interviewed CCOC personnel to obtain an understanding of and evaluate selected processes and administrative activities.

- Examined CCOC records to determine whether the CCOC had developed an anti-fraud policy to provide guidance to employees for communicating known or suspected fraud to appropriate individuals.
- Reviewed CCOC procedures related to identifying potential conflicts of interest. For all the CCOC executive council members, we reviewed the Department of State, Division of Corporations, records; statements of financial interests; and CCOC records to identify any relationships that represented a potential conflict of interest with vendors used by the CCOC.
- Examined CCOC records to determine whether the CCOC established and managed a reserve for contingencies within the Clerks of the Court Trust Fund pursuant to Sections 28.36(3)(a) and 28.37(4)(b), Florida Statutes. Specifically, we determined whether the CCOC:
 - Reported the balance and use of the reserve for contingency funds in the CCOC’s annual report in accordance with Section 28.36(3)(b), Florida Statutes.
 - Used reserves maintained in the Clerks of the Court Trust Fund, as provided in Section 28.36(c), Florida Statutes, for purposes delineated in Section 28.35(3)(a), Florida Statutes.
 - Considered the cumulative excess of all fines, fees, service charges, and court costs retained by the clerks for development of the combined clerks’ budgets in accordance with Section 28.37 (4)(b), Florida Statutes.
- Examined CCOC records to determine whether, pursuant to Section 28.42(2), Florida Statutes, the clerks, through the CCOC, had developed a uniform payment plan form for use by individuals wishing to establish a payment plan for unpaid court fees.
- Examined CCOC records to determine whether the clerks submitted a request for reimbursement for juror compensation pursuant to Section 40.29(5), Florida Statutes. Specifically, from the population of 268 jury reimbursement forms submitted by the 67 counties, during our audit period of October 2022 through September 2023, tested 30 reimbursements to determine whether the requests were timely submitted.
- Determined whether the number of judges had increased, pursuant to Sections 26.031 and 34.022, Florida Statutes, and examined CCOC records to determine whether the CCOC had developed a formula to be used to estimate the total cost associated with clerk support for circuit and county judges Statewide pursuant to Section 28.35(2)(c) 2.a., Florida Statutes.
- Examined CCOC records to determine whether the CCOC complied with Section 28.35(2)(d), Florida Statutes, by developing a uniform system of workload measures and performance standards in consultation with the Legislature and appropriately monitoring the clerks. Specifically, we:
 - Evaluated the Workload Performance Measure Form reporting instructions to determine whether the measures and standards were designed to facilitate an objective determination of each clerk’s performance.
 - Examined the annual fiscal management reports submitted by 15 of the 67 clerks for the county fiscal year ended September 30, 2023, to determine whether the reports were timely filed.
 - Examined CCOC records to determine whether the CCOC notified the Legislature of clerks not meeting workload performance measures and provided the Legislature with corrective action plans for those clerks.

- Evaluated the effectiveness of CCOC procedures related to identifying potential conflicts of interest. Specifically, we:
 - Obtained and reviewed the 2022 calendar year Full and Public Disclosure of Financial Interest forms (Form 6) filed by the Executive Council members and management.
 - Searched the Florida Department of State, Division of Corporations records using Executive Council member and management names.
 - Compared business interests identified in the Form 6 disclosures and Division of Corporations records to CCOC vendor activities to determine whether conflicts of interest existed during the audit period.
- Communicated on an interim basis with applicable officials to ensure the timely resolution of issues involving controls and noncompliance.
- Performed various other auditing procedures, including analytical procedures, as necessary, to accomplish the objectives of the audit.
- Obtained management's views concerning the conclusions in this audit report, prepared a summary of management's comments, and provided a copy of the summary to management to verify that the comments were accurately represented. In addition, we included the summary of management's response in this report under the heading **MANAGEMENT'S RESPONSE**.

AUTHORITY

Section 11.45, Florida Statutes, requires that the Auditor General conduct at least every 3 years an operational audit of the accounts and records of the Florida Clerks of Court Operations Corporation. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.



Sherrill F. Norman, CPA
Auditor General

MANAGEMENT'S RESPONSE

CCOC management concurred with the audit results.



Stacy M. Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

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ORANGE COUNTY
VICE-CHAIR

Laura E. Roth, ESQ.
VOLUSIA COUNTY
SECRETARY/TREASURER

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
GILCHRIST COUNTY

JODY PHILLIPS
DUVAL COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

JOHN A. CRAWFORD
NASSAU COUNTY

JOHN DEW
EXECUTIVE DIRECTOR

BERTILA SOTO
11TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

MICHELLE R. MILLER
SAINT LUCIE COUNTY

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

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

AGENDA ITEM 4a

DATE: June 17, 2024
SUBJECT: Budget Committee Update
COUNCIL ACTION: Information Only

OVERVIEW:

In May, the CCOC Budget Committee met to approve the budget issue request submission forms, approve the SFY 2024-25 Jury Management Reimbursement Form, set the CFY 2024-25 Base Budget at \$482.6 million, and approve the current year allocation of the “glitch” fix “Back of the Bill” \$8 million appropriation of State General Revenue funds.

As part of the State’s 2024-25 budget passed by the Legislature, \$8 million in current year funding was appropriated in the “Back of the Bill” to the clerks for the projected impact of the “glitch” fix from the Clerks’ priority bill last year. Section 131 of the General Appropriations Act (GAA) provides the Clerks with \$8 million in nonrecurring State General Revenue funds for 2023-24. As of June 9th, the GAA is awaiting the Governor’s signature for final approval.

- Pending approval of the GAA, the Committee and Council approved a funding allocation for the current year \$8 million, including \$1.1 million to fund the actual unfunded deficit balance of jury reimbursement funding for SFY Quarters Two and Three and allocated the remaining \$6.9 million using the statewide Weighted Workload Measure (WWM).

The Committee set the CFY 2024-25 Base Budget at \$482.6 million, which includes the CFY 2023-24 Revenue-Limited Budget of \$474.4 million, the calculated statewide FRS increase of \$164,000, and the current year allocation of the “glitch” fix Back of the Bill \$8 million outlined above. Based on the final revenue projections to be determined at the upcoming July REC meeting, the Committee will allocate any additional available funds.

After the June 12th virtual meeting, the next Committee meeting will be in-person in Orlando in August (potentially two days). Information can be found on the CCOC website.

COUNCIL ACTION: Information Only

LEAD STAFF: Griffin Kolchakian, Budget and Communications Director

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 6

DATE: June 17, 2024
SUBJECT: PIE Committee Update
COUNCIL ACTION: Approve the CFY 2023-24 Quarter 2 PMAP Report and Collection of Data for the Payment Plans.

OVERVIEW:

The CCOC Performance Improvement and Efficiencies (PIE) Committee will meet via WebEx on June 14, 2024. During this meeting, the committee will address the following items:

1. CFY 2023-24 Quarter 2 Performance Measures and Action Plans (PMAP) Report – The PIE Committee will review and is expected to approve the Quarter 1 PMAP Report, which has been posted on the CCOC website: <https://flccoc.org/ccoc-reports/#pr>.
2. Cases/Subcases Update – Johnny Petit, CCOC Actuarial Performance Analyst, will present a Quarter 2 cases and subcases report.
3. Payment Plan Workgroup Update – Nike Campbell, CCOC budget manager, will provide an update on the payment plan workgroup. The payment plan form was approved by the PIE committee on March 15, 2024. The Executive Council held off on voting at the March 18, 2024, meeting to allow the Council and Clerks time to review and understand the form. The follow-up request to the Executive Council is to approve the report form and business rules and have Clerks effective in County Fiscal Year 24/25 start collecting payment plan data. Publicity of Payment Plan training should begin in June, Online training in Summer TBD, and Data reporting begins with the October 2024 report due in November.

COUNCIL ACTION:

1. Approve the CFY 2023-24 Quarter 2 PMAP Report.
2. Approve The payment plan form and business rules.

LEAD STAFF: Johnny Petit, CCOC Actuarial Performance Analyst.

ATTACHMENTS:

1. Payment Plan Report
2. Payment Plan Business Rules

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.

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														
Cases Placed on a Payment Plan													0	Circuit Criminal
A2 County Criminal														
Cases Placed on a Payment Plan													0	County Criminal
A3 Juvenile Delinquency														
Cases Placed on a Payment Plan													0	Juvenile Delinquency
A4 Criminal Traffic - UTCs														
Cases Placed on a Payment Plan													0	Criminal Traffic - UTCs
A5 Circuit Civil														
Cases Placed on a Payment Plan													0	Circuit Civil
A6 County Civil														
Cases Placed on a Payment Plan													0	County Civil
A7 Probate														
Cases Placed on a Payment Plan													0	Probate
A8 Family														
Cases Placed on a Payment Plan													0	Family
A9 Juvenile Dependency														
Cases Placed on a Payment Plan													0	Juvenile Dependency
A10 Civil Traffic - UTCs														
Cases Placed on a Payment Plan													0	Civil Traffic - UTCs
A11 Multiple Case Types														
Cases Placed on a Payment Plan													0	Multiple Case Types
Total Cases on a Payment Plan =	0	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	
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	0	

NOTES

- "Number of Active Payment Plans" in cell D45 includes all active payment plans as of September 30th.
- "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 reports@flccoc.org.



2560-102 BARRINGTON CIRCLE ✓ TALLAHASSEE, FLORIDA 32308 ✓ PHONE 850.386.2223 ✓ FAX 850.386.2224 ✓ WWW.FLCCOC.ORG

PAYMENT PLAN COUNTING BUSINESS RULES
Monthly Payment Plan Report - PILOT
Effective October 1, 2024

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.



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AGENDA ITEM 4c

DATE: June 17, 2024
SUBJECT: Legislative Committee Update
COUNCIL ACTION: Information Only

OVERVIEW:

The Clerks' priority bill (HB 1077 by Representative Botana and SB 1470 by Senator Hutson) was signed into law and took effect on May 6th. The bill provides increased flexibility for funding court-related technology improvements, redirects the \$12.50 administrative fee in s. 318.18(18), F.S., from State General Revenue to the Clerks, corrects the revenue redirect "glitch" fix for county summonses inadvertently omitted from last year's Clerks' bill, establishes a driver license reinstatement pilot program in Miami-Dade, and authorizes Clerks to invest funds from the Fine and Forfeiture Fund into an interest-bearing account with earnings used for court-related operations and enhancements. The projected annual fiscal impact to Clerks is \$28.8 million.

The Clerks were also appropriated \$8 million in current year funding to address the "glitch" fix from last year and appropriated the continued State funding of \$11.7 million for juror reimbursement expenses. The employer portion of FRS costs slightly increased for an estimated impact of approximately \$164,000 to Clerks; the employee portion of FRS costs did not increase.

The Clerks' legislative team will continue to advocate on behalf of all Clerks and will begin establishing next year's legislative priorities in the coming months.

COUNCIL ACTION: Information Only

LEAD STAFF: Griffin Kolchakian, Budget and Communications Director



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AGENDA ITEM 6

DATE: June 17, 2024
SUBJECT: Update on Guardianship Data Transparency Project
COUNCIL ACTION: Information Only

OVERVIEW:

The Guardianship Database had a “soft launch” in April of this year. A letter was sent to all Clerks by the CCOC Operational Workgroup Chair Lisa Ross on April 17th, explaining the status of the project and the need for Clerks to revise their local case management systems to collect specific data. The FCCC Board of Directors met on May 29th and approved a “best practice” to have each Clerk’s office capture specific additional guardianship information in their local case management system (CMS). On June 4th, the FCCC sent out an advisory to all Clerks that they had passed a best practice recommending that Clerks include in the CMS new party and docket codes being added to CCIS ICD for the guardianship project.

The CCOC staff are currently working to see if we will be able to provide Clerks and FCCC with some funding for making these changes to the systems.

Clerk Burke will be providing an update of the Guardianship Data Transparency Project at the June 17th Council meeting and the June 18th 1:20pm CCOC Summer Conference session.

COUNCIL ACTION: Information Only

ATTACHMENT: April 17th Letter form CCOC Operational Workgroup Chair Lisa Ross



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Date: April 17, 2024

TO: Clerks and Comptrollers of the Circuit Court, State of Florida

FROM: CCOC Guardianship Transparency Operations Workgroup

RE: Guardianship Information and Transparency – Florida Statute 744.2112

Greetings,

This communication is to provide an update and insight into the ongoing efforts and accomplishments of the CCOC Guardianship Transparency Workgroup in working to establish the Statewide Florida Guardianship Data Transparency Database, as required by **744.2112 FS**.

As we all know, the guardianship information and transparency legislation came to the forefront due to inexcusable and exploitative acts by professional guardians in multiple counties throughout the state. There have since, been several workgroups providing insight, concerns, and recommendations, as to how professional guardians should be held to a higher standard. Thereby, raising the bar for professional guardians and their accountability and responsibilities to one of Florida's most vulnerable populations.

The Florida Legislation enacted **744.2112 FS**, which took effect on July 1, 2022. This statute provides for and requires transparency of professional guardians where the court has appointed them as either a limited or a plenary guardian of an incapacitated individual. Additionally, the statute requires, in part, The Florida Clerks of Court Operations Corporation (CCOC) and the clerks of court to establish a statewide database, which is required to provide fifteen elements of data.

Elements required:

1. Professional guardian's registration status
2. Substantiated Disciplinary history of each professional guardian
3. The status of each professional guardian's compliance with the statutory qualifications for guardianship under **744.2003 FS** or **744.3145 FS**
4. The locations of the professional guardian's office
5. The status of statutorily required reports and submissions under **744 FS**
6. The name of the petitioner
7. The name of the ward
8. The name of the guardian
9. The legal counsel for all parties (petitioner, ward and professional guardian)
10. The demographic information of the ward
11. The name of the judge on each guardianship case
12. The circuit in which the case is brought
13. The number of wards served by each guardian (by ward county of residence)
14. The ward's county of residence
15. The type of guardianship the ward is under (limited or plenary)

The Guardianship Information Transparency Operations Workgroup (workgroup) has worked together with CCOC, the Comprehensive Case Information System (CCIS) and the database developer, Cloud Navigator to find the best way for all sixty-seven counties Clerk's offices across the state, to report the necessary information to (CCIS) in order to meet each requirement. Additionally, CCOC has continued to work with the Office of Public and Professional Guardians (OPPG), to continue to obtain some of the previously mentioned required elements.

These required elements will be captured by each clerk's office's CMS's by utilizing the information provided in the petitions for guardianship, the party type/name fields and docket event codes, which will report to CCIS.

The workgroup is developing the Guardianship Best Practices document to submit to the FCCC Best Practices Committee for incorporation into the FCCC Best Practices program. This new Guardianship Best Practice will include recommendations to use specific party name type codes for the professional guardians, and a set of standard docket codes to represent the various guardianship events on the case.

Once the Guardianship Best Practice is approved, the CCIS team will update the CCIS ICD accordingly and distribute the updated development packages (CCIS Lite and Volusia Contract). The CCOC team will provide each Clerk's office and guardianship judiciary, upon request, a username to the demonstration database to review the changes effected by these new standard practices.

Thank you to everyone who has participated and worked so diligently to implement this important legislative update. I look forward to the continued progress and support in protecting our vulnerable population.

Sincerely,

Lisa Ross, CCOC – Guardianship Transparency Operational Workgroup, Chair

Rachel Sadoff, Brevard County, Clerk and Comptroller

Lisa.Ross@Brevardclerk.us

321-637-6552



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AGENDA ITEM 8

DATE: June 17, 2024
SUBJECT: CCOC Executive Council Election Results
COUNCIL ACTION: Information Only

OVERVIEW:

Every year four Council Member positions are available for election. On March 29th, the CCOC Secretary Clerk Roth informed all Clerks of the upcoming election and provided a schedule. Clerks were asked to provide to the CCOC by April 15th their interest in running for one of the Council seats.

On April 26th, the CCOC distributed ballots to all the Corporation members and notified them to return such ballots to the CPA firm of Thomson Brock Luger & Company by a May 24th deadline. The ballots were opened and counted by the firm, Executive Director John Dew, and Budget and Communication Director Griffin Kolchakian on May 31st. Executive Director Dew sent the results to all Clerks that afternoon. (Attached are the results of the election.)

The four newly elected Executive Council members will take their "Oath of Office" immediately following the Annual Corporation Meeting on June 17th. The new Council will then vote to select a Chair, Vice-Chair, and Secretary/Treasurer.

Current Council members John Crawford and JD Peacock did not seek reelection as they will both be retiring at the end of this year. We provide our sincere appreciation to Clerk Crawford who has served diligently on the Council for the past eighteen years. We will all miss his wisdom and invocations. Also thank you to Clerk JD Peacock who in his eight years of service provided needed leadership during Covid as Chair of the Council and prior to that as Secretary/Treasurer.

COUNCIL ACTION: Information Only

ATTACHMENT: Council Election Results

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.

MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

TBL
THOMSON BROCK
LUGER & COMPANY

Certified Public Accountants and Business Advisors

FRED C. LUGER, C.P.A.
MATTHEW R. HANSARD, C.P.A.
ANN MARIE BACHMAN, C.P.A.
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REBEKAH E.A. GRIFFIN, C.P.A.
OF COUNSEL
HAROLD A. BROCK, JR. C.P.A.
W. FREDERICK THOMSON, C.P.A.

May 31, 2024

**Members of the Florida Clerks of Court Operations Corporation
President of the Florida Senate
Speaker of the Florida House of Representatives**

In accordance with the Plan of Operations for the Florida Clerks of Court Operations Corporation, we are providing this written notification to serve as notice of our certification of the election results for the most recent election of the CCOC 2024 Executive Council.

The voting procedures outlined in the Plan of Operations were followed as per the prescribed method. Our firm controlled the receipt and counting of the ballots. We will continue to maintain an electronic copy of all ballots submitted for this election. The ballot counting was completed on this date with the following individuals in attendance:

- Griffin Kolchakian, CCOC Budget and Communications Director
- John K. Kirk, CPA, Internal Auditor for CCOC
- John Dew, CCOC Executive Director - Via teleconference

The ballots were tallied and as a result, the following members have been elected to the Executive Council:

- Group 1 – Nadia Daughtrey, DeSoto County
- Group 2 – Tara Green, Clay County
- Group 3 – Stacy Butterfield, Polk County
- Group 4 – Jody Phillips, Duval County

Feel free to contact me with any questions.

Respectfully Submitted,



John K. Kirk, CPA

