**CCOC ANNUAL CORPORATION MEETING MINUTES**

**June 5, 2023**

**Held immediately following the 2:30 PM Executive Council Meeting**

**In person and via WebEx at the Sawgrass Marriott in Ponte Vedra Beach**

**CALL TO ORDER, INTRODUCTION AND APPROVAL OF AGENDA**

The June 5, 2023, Annual Meeting of the Corporation of the Florida Clerks of Court Operations Corporation (CCOC) was called to order at 4 PM, EDT by the CCOC Executive Council Chair Jeffrey Smith. He asked Clerk John Crawford to provide an invocation.

**ROLL CALL**

The roll call was conducted, and 41 Clerks were in person or online. A quorum was present.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF MINUTES**

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

**TREASURER’S AND FINANCIAL REPORT**

Clerk Peacock noted that the Treasurer’s and Financial Report was the same as presented just a few minutes earlier at the Executive Council meeting. He made a motion to approve the report and it was seconded by Clerk Bexley. The motion passed unanimously.

**CHAIR’S REPORT**

Chair Smith said it has been a successful past year as is evident in the amount of additional dollars we received this session from the Legislature. In addition to our relationship with the Legislature improving, also our relationship between the CCOC and FCCC is much better. He noted that the CCOC Compliance Program moved forward as we have reached out to more than 30 Clerk’s offices. Our expectations are not just to receive additional revenues, but also assist our constituents meet their mandated court obligations.

Chair Smith talked about the tremendous work of the CCOC Committees. In particular, the Budget Committee held numerous meetings and created workgroups to meet the many demands on improving the budget process. As an example, he pointed out that one such workgroup was created to develop a formula for determining the allocation of dollars to Clerk offices when a new judge is assigned to their area. The recommendation from the workgroup was approved first by the Budget Committee and then by the Executive Council and gives us the direction moving forward to assure fair funding for all the Clerks that receive a new judge. Additionally, the statutory compliance workgroup, and the cost-of-living workgroup were established.

Chair Smith noted that the PIE Committee approved the Payment Plan Form as required by statute. In fact, he pointed out that we met all of our statutory obligations.

In conclusion, he wanted to thank the Clerks that voted for him to be on the Council and that he hoped he had represented them well with both honesty and integrity. He noted that he especially appreciated the work done by Executive Director John Dew and all the staff of the CCOC. He thanked Mr. Dew for helping him more fully understand the work of the CCOC and counted him as a friend. He asked that all Clerks, especially the newly elected Clerks, to please consider being a part of the CCOC. And to come with the approach not that you represent your own office, but that you are part of a team to advance an opportunity for all 67 Clerks to be successful and united.

Finally, he thanked all the Clerks and staff that went to Tallahassee during the session to represent and speak on behalf of the Clerks. Together we will continue to be successful.

**Tentative Council Meeting Dates for CFY 2022-2023**

Mr. Dew reported that the Council is scheduled to meet on September 5th in Orlando, March 18th in Jacksonville, and June 17th in Orlando. However, we may have additional meetings as necessary to take care of Council business.

**Other Business**

Chair Smith asked if any of the Corporation members present or on the phone had any other business to be addressed. There were no responses. He asked if there was anyone else in the room or on the phone that had any issues to come before the Corporation. There were no responses. The meeting moved from Corporation business to having the newly elected Council members sworn in.

**Swearing in of Council Members and Election of Executive Board**

Chair Smith swore in the newly elected Council members for the term of July 1, 2023, through June 30, 2025. He swore in Clerk Newton, Clerk Miller, Clerk Roth, and Clerk Moore Russell. Chair Smith asked General Counsel Rob Bradley to handle the election of the CCOC Executive Board. Mr. Bradley asked if there were any nominations from the Council for electing the Chair. Clerk Peacock nominated Clerk Butterfield for Council Chair. Rob Bradley asked if there were any other nominations for Chair of the Executive Council. Being none, Clerk Newton made a motion that nominations be closed which was seconded by Clerk Peacock. This motion was approved. A motion was made by Clerk Crawford and seconded by Clerk Moore Russell to elect Clerk Butterfield as Chair. The motion passed unanimously. Counsel Bradley turned the meeting over to newly elected Chair Butterfield. She thanked the members for their confidence and began the election process for the Vice-Chair and Secretary/Treasurer.

Chair Butterfield asked if there were any nominations for Vice-Chair. Clerk Newton nominated Clerk Moore Russell as Vice-Chair which was seconded by Clerk Crawford. With no other nominations, a motion was made by Clerk Bexley and seconded by Clerk Crawford to elect Clerk Moore Russell as Chair. The motion passed unanimously.

Clerk Butterfield noted the last position to be filled was the Secretary/Treasurer position. Clerk Moore Russell nominated Clerk Roth which was seconded by Clerk Bexley. There were no other nominations. Clerk Bexley made a motion to elect Clerk Roth as Secretary/Treasurer which was seconded by Clerk Moore Russell. The motion passed unanimously.

**The meeting was adjourned at 4:35 PM Eastern Standard Time.**