**APPROVED Minutes of May 9, 2024, Executive Council Meeting**

**Minutes Approved at June 17, 2024 EC Meeting**

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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.**