

**STACY M. BUTTERFIELD, CPA**POLK COUNTY  
EXECUTIVE COUNCIL CHAIRCRYSTAL K. KINZEL  
COLLIER COUNTY  
SENATE APPOINTEETOM BEXLEY  
FLAGLER COUNTY  
HOUSE APPOINTEEBERTILA SOTO  
11TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE**LAURA E. ROTH, ESQ**VOLUSIA COUNTY  
VICE CHAIRTODD NEWTON  
GILCHRIST COUNTYNADIA DAUGHTREY  
DESOTO COUNTYMICHELLE R. MILLER  
SAINT LUCIE COUNTYTIFFANY MOORE RUSSELL, ESQ  
ORANGE COUNTY**TARA GREEN**CLAY COUNTY  
SECRETARY/TREASURERJODY PHILLIPS  
DUVAL COUNTYJASON L. WELTY  
EXECUTIVE DIRECTORROB BRADLEY  
BRADLEY, GARRISON & KOMANDO, P.A.  
GENERAL COUNSEL

## DRAFT Minutes of December 16, 2024, Executive Council Meeting

*These draft minutes will be up for approval at the next Council meeting.*

The Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) met via Webex on December 16, 2024. Before the meeting, the agenda and materials were distributed and posted to the CCOC website.

The meeting was called to order by Clerk Stacy Butterfield, CCOC Executive Council Chair, at 11:00 AM.

### Invocation

- Conducted by Clerk John Crawford

### Roll Call

- Conducted by Clerk Tara S. Green – a quorum was present to conduct business. Clerks Butterfield, Roth, Green, Kinzel, Newton, Miller, Russell, and Phillips were present. Clerks Daughtrey, Bexley, and Judge Soto were excused.

### Agenda Item 1 – Introduction and Agenda Approval

- Introduction and Agenda Approval by Chair Stacy Butterfield

Clerk Newton motioned to approve the agenda, and Clerk Russell seconded the motion. The Council approved the motion unanimously.

### Agenda Item 2 – Approve Minutes from 9/10/24 Meeting

- Approval of minutes by Clerk Green
  - CCOC will amend the September minutes to show who was present at the Council meeting and those present via WebEx

Clerk Newton motioned to approve the minutes, and Clerk Miller seconded the motion. The Council approved the motion unanimously.

### Agenda Item 3 – Treasurer’s Report

- Treasurer’s Report and CFY 2024-25 CCOC Office Budget Update by Clerk Green
  - Overview: The CCOC is within the approved budget, with 12.8% expended through 16.7% of the year
  - There was a question about the November expenditures in the FY 23-24 Survey, Reporting, and Other Services category, which the Treasurer and Executive Director will answer directly

### Agenda Item 4 – CCOC Contracts

- CCOC Contracts by Jason L. Welty, CCOC Executive Director, and Thomas Dunne, CCOC Administrative Services Director
  - Overview: Seven contracts require renewal or re-negotiation
  - Council action: Approve recommended vendors and authorize the Executive Director to negotiate and execute contracts

**Clerk Miller motioned to approve the contracts and to authorize the Executive Director to negotiate and execute contracts, and Clerk Newton seconded the motion. The Council approved the motion unanimously.**

### Agenda Item 5 – Approve Legislative Committee Items

- Items presented by Clerk Carolyn Timmann
  - Overview: Chapter 2008-111, L.O.F. Report proposed changes

**Clerk Green motioned to approve the changes to the Ch. 2008-111, L.O.F. Report, and Clerk Newton seconded the motion. The Council approved the motion with Clerk Kinzel voting nay.**

- Overview: Trial Court Budget Commission (TCBC) letter for reimbursement for injunctions for protection

**Clerk Miller motioned to approve drafting and sending the TCBC letter, and Clerk Roth seconded the motion. The Council approved the motion unanimously.**

- Other items overview: Clerk workload for additional judges

### Agenda Item 6 – Approve CCOC Annual Report

- Overview: CCOC is statutorily required to report on its operations, activities, and end-of-year reconciliation
  - Discussion of potential changes to the report
    - Clerk Kinzel will provide a short recommendation list to include in the meeting minutes

**Clerk Phillips motioned to approve the CCOC Annual Report, and Clerk Miller seconded the motion. The Council approved the motion with Clerk Kinzel voting nay.**

**Agenda Item 7 – Other Business**

- Additional Hours for Procurement Vendor
  - Contract amendment to add 40 additional hours for Canopy Management Consulting Group LLC
  - Overview: Necessary for drafting and reviewing RFQs, RFPs, and training staff
    - Could we save dollars by having a clerk staff procurement committee?
  - Council action: Approve Contract Amendment to Add Additional Hours

**Clerk Green motioned to approve the contract amendment, and Clerk Russell seconded the motion. The Council approved the motion with Clerk Kinzel voting nay.**

- Staff Update of the Operational Budget Workgroup
  - Overview: Griffin Kolchakian, CCOC Budget and Communications Director, presented on the progress made by the Operational Budget Workgroup. The changes made by the workgroup intend to reduce the time it takes clerk staff to complete the form and provide additional valuable information to CCOC.
    - No action: the Budget Committee meets on January 13<sup>th</sup>. After the Budget Committee approves the changes, Chair Butterfield will call a single subject Council meeting to approve this revised form.

**Clerk Newton motioned to adjourn, seconded by Clerk Miller and unanimously adopted at 12:03 PM.**