**Minutes of September 10, 2024, Executive Council Meeting**

**(Approved at December 16, 2024 Council Meeting)**

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The Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) met in Miami and via WebEx on September 10, 2024. Before the meeting, the agenda and materials were distributed and posted to the CCOC website.

**Call to Order, Invocation, and Roll Call**

Chair Stacy Butterfield called the meeting to order at 2:35 PM. Clerk Todd Newton provided the invocation. Secretary/Treasurer Tara Green called the roll.

Council members present in-person: Chair Stacy Butterfield, Vice-Chair Tiffany Moore Russell, Secretary/Treasurer Laura Roth, Clerk Michelle Miller, Clerk JD Peacock, Clerk Todd Newton, Clerk John Crawford, and Judge Soto.

Council members present via WebEx: Clerk Crystal Kinzel and Clerk Jody Phillips.

Council members absent: Clerk Tom Bexley.

**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 Moore-Russell seconded the motion. Motion carried.**

**Agenda Item 2 – Approve Minutes from 6/17/24 Meeting**

Clerk Green presented minutes from June 17, 2024, to the Executive Council for any objections or actions.

Clerk Kinzel noted on page 4 of the minutes that, in her opinion, there was a conflict for clerks to sign the budget certification letter. She noted that the letter said clerks were certifying that they were only expending court-related revenues for items referenced in s. 28.35(3)(a), F.S., However, she said that we are also paying for juror expenses out of these revenues when we don’t have enough state general revenues provided. Shannon Ramsey-Chessman explained that s. 40.29(5), F.S., requires clerks to use their court revenues when insufficient State General Revenue is available for juror expenses. Clerk Kinzel believes that one is in conflict with the other statute.

**Judge Soto motioned to approve the June 17, 2024, minutes with the suggested revisions noted on page 4. Clerk Miller seconded the motion. Motion carried**.

**Agenda Item 3 – Treasurer’s Report**

**Item a) CFY 2023-24 CCOC Office Budget**

Clerk Green presented an overview of the CFY 2023-24 CCOC office budget. The CCOC office has expended less than 83% of the approved budget through August. CCOC continues to stay on track to be within the approved budget authority. A couple of line items have a percentage that is over budget but well within the total annual budget. These were unforeseen expenses due to communication issues. The CCOC has the authority to use money throughout the funds as long as it stays within the budget.

**Clerk Miller moved to approve the CCOC CFY 2023-24 office budget report. Judge Soto seconded the motion, which carried**.

**Agenda Item 4 – Committee and Workgroup Reports**

**Item a) Budget Committee**

Clerk Russell presented the proposed CFY 2024-25 Revenue-Limited Budget for Executive Council approval. In May, the Budget Committee established the Base Budget at $482.6 million, which included the current year's Revenue-Limited Budget, the calculated FRS increase for each clerk, and the current year's $8 million allocation to address the “glitch” fix from last year. In June, the committee determined that the remaining available funding would be allocated as follows: 50% of the funds using weighted cases statewide, 25% of the funds using the MIT Living wage distribution as presented to the committee at the June meeting, and 25% of the funds were set aside for committee allocation at the August meeting. At that time, the weighted cases would have been $17.8 million, the MIT Living Wage allocation would have been $8.9 million, and the remaining balance unallocated would have been $8.9 million.

In July, the REC set the CFY 2024-25 revenue estimate, which determined that $518.8 million was available to build the Revenue-Limited Budget. Based on this, there was $8.9 million available for the committee to deliberate on and allocate at the August meeting. In August, clerks could present their budget requests to the committee. The committee deliberated allocations based on the motion approved in June. However, during the August meeting, the Budget Committee decided, based on a motion presented, to reverse a decision allocating $8.9 million using the MIT Living wage. As a result, the committee proposed and approved the Revenue-Limited Budget, which includes the $482.6 million Base Budget, a weighted cases allocation of $17.8 million, $658,000 for one FTE for each newly created judge approved in 2024, a 3% court-side pay increase for all employees totaling $13.6 million, a $4.6 million allocation based on prior-year jury cost, and a motion ensuring each clerk receives at least a 6% year-over-year increase above their original current year budget unless a clerk hit the set budget cap.

**Clerk Russell made a motion to approve the $518.8 million Revenue-Limited Budget. Clerk Daughtrey seconded the motion. The motion carried, with Clerk Kinzel voting nay.**

Clerk Russell presented an overview of the Hope Cards proposed allocation methodology up for Council approval. During the legislative session this year, Senate Bill 86 was signed into law, which requires the clerks to consult with the Attorney General to develop the Hope Card Program to issue these cards. Since clerks may not assess a fee for issuing a Hope Card, the Legislature appropriated $176,000 in nonrecurring General Revenue for State Fiscal Year 2024-25 to implement this program. The bill takes effect October 1, 2024, so this funding is for nine months (October 2024–June 2025) and will be released and distributed quarterly for three quarters. At the August meeting, the Budget Committee approved a proposed allocation methodology using the 82,066 petitions filed for injunctions for protection in 2022-23 and proportionally distributes the $176,000 statewide based on these petitions.

**Clerk Russell moved to approve the proposed Hope Cards allocation, which Clerk Miller seconded. The motion carried**.

**Item b) PIE Committee**

Clerk Roth provided an overview. The CCOC Performance Improvement and Efficiencies (PIE) Committee meeting, initially scheduled for September 15, 2024, has been postponed to October 2024. The specific date and time date will be announced shortly. The Quarter 3 PMAP report was posted on the CCOC website before the August 15, 2024 statutory deadline.

At the emergency meeting on June 26, 2024, Clerk Roth underscored the critical need for a standing workgroup focused on regularly reviewing and updating the PAC framework. The workgroup’s primary objective will be to develop a comprehensive work plan and establish a schedule that ensures the PAC framework remains current and aligned with evolving statutes.

Clerk Green has been appointed to lead this workgroup, and the members will collaborate to create a detailed, structured plan for ongoing updates and improvements.

**Clerk Roth motioned to approve the CFY 2023-24 Quarter 3 PMAP report. Clerk Newton seconded the motion. The motion carried, with Clerk Kinzel voting nay.**

**Item c) Legislative Committee**

Clerk Timmann asked Griffin Kolchakian, CCOC Budget and Communications Director, to provide the Legislative Committee report. Mr. Kolchakian provided a brief overview of the committee. He stated that the committee will meet in the next few months to prepare for the upcoming legislative session and will continue to work as part of the clerks’ legislative team to advocate for all clerks.

**Item 5 – Update on Compliance Improvement Services**

Clerk Roth opened an overview regarding compliance services and spoke about improving the information and training provided to the clerks and their staff.

Clerks collect fines, fees, court costs, and service charges. While some of these collections support their court-related responsibilities, another portion provides revenue for the State and other entities.

The CCOC understands the importance of helping clerks meet their statutory duties while assisting the State and constituents. Therefore, they have provided a free service through a contract with Compliance Improvement Services for the last several years. Each year, we try to provide an update to the Council on the progress made and the clerk’s offices that have received such training.

Clerk Roth has been a champion for the program. It can provide an update, along with Don Murphy, who conducts the training statewide. The contract with Mr. Murphy will end this year, and the CCOC must rebid for compliance services.

Mr. Don Murphy with CIS presented an overview of the training that his group has completed in the last few years, along with CPR Training Feedback. Mr. Murphy spoke about the required Clerk Statutory Duty noted in Florida Statue 938.30 (9) and s. 938.29(3), and what he felt was following was to keep compliance going in Florida.

**Item 6 – Update on Guardianship Data Transparency Project**

John Dewgave the Executive Council an overview of the project's status. The Guardianship Database has been successfully developed and launched. However, we are still working with clerks to update their local case management systems and capture more specific needed information. The additional information needed will identify whether professional guardians are limited or plenary and if the case is active or inactive.

FCCC sent out Advisor Bulletin # 24-053 on June 4, 2024, with recommendations on including new party and docket codes to your CMS that CCIS would pull.

The CCOC funded several clerks' revisions. As of August 21, at least 45 clerks had updated their CMS to collect the new party and docket codes. However, only approximately fifteen clerk offices have started to input data from their guardianship case files using these new party and docket codes.

On September 3, Mr. Dew communicated with over fifty clerks, emphasizing the importance of getting specific information entered into their CMS for the Guardianship Database Project to be successful. Clerks responded to the messages and are working to enter the new party and docket codes into their system. The Guardianship Database Committee expects much progress to be made in the next few weeks.

**Item 7 – Report on TCBC**

Judge Soto reported on the last Trial Court Budget Commission (TCBC) meeting. The Commission met on August 8 to discuss and approve the Trial Court Funding issues that will be recommended to the Supreme Court for inclusion in the FY 2025-26 Legislative Budget Request.

The Commission recommended seven issues to the Supreme Court, including resources for court reporting, due process, case support, case management technology, expanding court interpreter services, and funds for Child Support Enforcement Hearing Officers, in conjunction with the Department of Revenue filing courthouse permissions. These recommendations will be presented to the Supreme Court in the coming weeks.

Additionally, the Commission approved the allocation of a new Child Support Enforcement Hearing Officer and an Associated Administrative Support FTE, allocating an additional problem-solving force to the 17th Circuit and providing a status update on fiscal years 2023-24 and 2024-25. The commission anticipates meeting again this fall.

**Item 8 – Other Business**

Chair Butterfield asked Council members if there were any other items to discuss. There were none. Chair Butterfield asked if anyone from the public wanted to be recognized. There were none.

**Judge Soto** **moved to adjourn the meeting. Clerk Miller seconded the motion, which was carried unanimously**. **The meeting was adjourned at 3:30 PM.**