**Minutes of November 6, 2024, Budget Committee Meeting**

**Approved by the Budget Committee at the meeting held on January 13, 2025.**

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting on November 6, 2024. An agenda and materials were distributed prior to the meeting and posted on the CCOC website. Below is a summary of staff notes from the meeting which are designed to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold** text.

**Agenda Item 1 – Call to Order and Introduction**

Clerk Tara Green, Chair of the Budget Committee, called the meeting to order at 10:02 AM. Griffin Kolchakian, CCOC Budget and Communications Director, called the roll.

Present via Zoom: Chair Tara Green, Vice-Chair Greg Godwin, Clerk Nikki Alvarez-Sowles, Clerk Ken Burke, Clerk Stacy Butterfield, Clerk Pam Childers, Clerk John Crawford, Clerk Crystal Kinzel, Clerk Grant Maloy, Clerk Michelle Miller, Clerk Clayton Rooks, Clerk Carolyn Timmann.

Absent from meeting: Clerk Tom Bexley, Clerk Gary Cooney, Clerk Nadia K. Daughtrey, Clerk Brenda Forman, Clerk Brandon Patty (military deployment), Clerk Kellie Hendricks Rhoades, Clerk Tiffany Moore Russell, Clerk Rachel Sadoff, Clerk Cindy Stuart, Clerk Angela Vick.

**Agenda Item 2 – Approve Agenda**

**A motion was made to approve the agenda by Clerk Maloy and seconded by Clerk Butterfield; the motion was adopted without objection.**

**Agenda Item 3 – Approve Minutes from 8/19/24 Meeting**

Chair Green presented the minutes of the August 19, 2024, meeting to the committee.

**A motion was made to approve the minutes of the August 19, 2024, meeting by Clerk Godwin and seconded by Clerk Maloy; the motion was adopted without objection.**

**Agenda Item 4 – Revenue and Expenditures Update**

Chair Green recognized Mr. Kolchakian to provide the revenue and expenditures update. Mr. Kolchakian provided an overview of the clerks’ CFY 2023-24 collected revenues and court-related expenditures. Clerk Butterfield wanted to clarify that the redirects they received in July were not included in the original REC projections for CFY 2023-24; Mr. Kolchakian agreed.

**Agenda Item 5 – 2025 Budget Committee Workplan and Calendar**

Chair Green presented the proposed budget committee schedule for planning purposes, including a few deliverable dates. Clerk Alvarez-Sowles asked if the committee would be approving a CFY 2024-25 Needs-Based Budget. Chair Green indicated that the committee could address this issue at a later meeting, if needed.

**Agenda Item 6 –** **Workgroups Update**

1. **Jury Management Workgroup**

In light of Clerk Vick’s upcoming retirement, Chair Green recognized Clerk Maloy as the new chair of the Jury Management Workgroup. In Clerk Vick’s absence, Mr. Kolchakian provided the workgroup update. Mr. Kolchakian also reminded the committee that clerks would continue to face a jury reimbursement shortfall each quarter moving forward. The legislative team does plan to request additional state funding to cover these costs during the upcoming session.

1. **Operational Budget Workgroup**

Chair Green recognized Clerk Rhoades to provide an overview of the Operational Budget Workgroup. The workgroup plans to present their proposal at the next committee meeting.

1. **Additional Budget Components Workgroup (*Proposed*)**

Chair Green introduced a proposed workgroup that would review significant budget components that are not included in the weighted workload measure, potentially including items like cost-of-living, multiple courthouses, AOs, and senior judges. Chair Green recognized Clerk Butterfield to provide some context on the new workgroup. Clerk Butterfield stated that, at recent meetings, the committee discussed various factors that impact the clerks’ budget that are not captured in the weighted cases. The intent of the new workgroup was to identify what those additional factors were, select the top few, and review them to make a recommendation to the committee regarding an allocation methodology. Clerk Butterfield stated that the goal of the workgroup was to bring the committee recommendations for use in the upcoming budget development process. This could be a starting point that the committee could build upon. Chair Green agreed. Clerk Alvarez-Sowles stated that a lot of work had been done by the Cost of Living Workgroup regarding identifying a living wage. Since this is one of the factors that might be considered by this new workgroup, she proposed it would be a good starting point.

**A motion was made to approve the Additional Budget Components Workgroup by Clerk Butterfield and was seconded by Clerk Kinzel; the motion was adopted without objection.**

**Agenda Item 7 – Other Business**

Chair Green stated that the CCOC Legislative Committee requested that the Budget Committee revisit the established formula for additional judges. Shannon Ramsey-Chessman was recognized to provide some background information regarding the workgroup and the data and work that went into establishing the formula. There was additional discussion on what the courts include in their calculations. After Mrs. Ramsey-Chessman’s detailed explanation, Clerk Timmann (chair of the Legislative Committee) agreed to reiterate the intent to use the established formula to request clerk funding instead of resurrecting the workgroup at this time. Clerk Burke wanted to ensure that it was directly communicated to the Chief Justice of the Supreme Court and the Trial Court Budget Commission that if additional judges are appointed, the clerks needed additional funding to support the new judges. He requested this be included in the motion. Clerk Butterfield mentioned that there had been discussion regarding a joint communication with the CCOC and the FCCC relating to the approval of the new judges and the need for related clerk funding. There was additional discussion regarding hearing officers and magistrates.

**A motion to utilize the current established formula for requesting clerk funding when new judges are approved and to participate in a joint communication from the FCCC and CCOC regarding the need for funding if new judges are approved was made by Clerk Butterfield and seconded by Clerk Alvarez-Sowles; the motion was adopted with Clerk Kinzel voting nay.**

The meeting was adjourned at 10:59 AM.