



EXECUTIVE COUNCIL MEETING
January 22, 2025



STACY M. BUTTERFIELD, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

LAURA E. ROTH, ESQ
VOLUSIA COUNTY
VICE CHAIR

TARA GREEN
CLAY COUNTY
SECRETARY/TREASURER

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
GILCHRIST COUNTY

JODY PHILLIPS
DUVAL COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

NADIA DAUGHTREY
DESOTO COUNTY

JASON L. WELTY
EXECUTIVE DIRECTOR

BERTILA SOTO
11TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

MICHELLE R. MILLER
SAINT LUCIE COUNTY
TIFFANY MOORE RUSSELL, ESQ
ORANGE COUNTY

ROB BRADLEY
BRADLEY, GARRISON & KOMANDO, P.A.
GENERAL COUNSEL

EXECUTIVE COUNCIL MEETING

January 22, 2025

Meeting: 12:00 PM – 12:30 PM, Eastern

Zoom Link: <https://us06web.zoom.us/j/83893257880>

Meeting ID: 838 9325 7880; Conference Call: 1-305-224-1968

Call to Order.....Hon. Stacy Butterfield
InvocationHon. Stacy Butterfield
Roll Call.....Hon. Tara S. Green
1) Introduction and Approve AgendaHon. Stacy Butterfield
2) Approve Minutes from 12/16/24 Meeting.....Hon. Tara S. Green
3) Approve Operational Budget Forms.....Hon. Tara S. Green
4) Other Business.....Hon. Stacy Butterfield



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DRAFT Minutes of December 16, 2024, Executive Council Meeting

These draft minutes are up for approval.

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 13th. 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.



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AGENDA ITEM 3

DATE: January 22, 2025
SUBJECT: Operational Budget
COUNCIL ACTION: Approve Revised Operational Budget Forms

OVERVIEW:

Annually, the clerks complete the Operational Budget submission for the upcoming fiscal year. The Operational Budget currently collects budget projections for the current fiscal year, including personnel costs, FTE, operating costs, and capital costs. The Budget Committee tasked the Operational Budget Workgroup, chaired by Clerk Kellie Hendricks Rhoades, to draft two proposals: 1. to collect the prior year's actual budget expenditures data and 2. streamline and improve the existing 10-tab spreadsheet that collects current-year budget projections.

At the direction of the Budget Committee, the workgroup created two draft spreadsheets which would revise the annual Operational Budget submission (up for Council approval):

- Prior-Year Actuals – collects prior-year actual budget expenditures summary data:
 1. Actual Expenditure Summary by UAS Code tab
 2. Reconciliation tab
- Current-Year Projections – a streamlined version of the existing 10-tab spreadsheet which collects current year projections:
 1. A – Front Page tab
 2. B - Personnel tab
 3. C - Projected Expenditure by UAS Code tab
 4. D - Reconciliation tab

The workgroup also proposes to move FTE-related data from the Operational Budget to the monthly EC Report, including actual court-related FTE and the number of separations.

If approved, CCOC will publish and send out these updated forms with instructions and hold an optional virtual training session. The submissions will be due four to six weeks after the forms are sent out. The forms will capture actual CFY 2023-24 expenditures data and CFY 2024-25 current-year budget projections. The review process will remain the same; once submitted, CCOC staff will perform technical reviews and will contact each county individually if corrections or updates are needed.

COUNCIL ACTION: Approve Revised Operational Budget Forms

ATTACHMENTS:

1. Operational Budget Submission Forms
2. Amended EC Report

OPERATIONAL BUDGET - PRIOR-YEAR ACTUAL COURT-RELATED EXPENDITURES

County:

UAS Codes		604	608	614	634	654	674	694	713	715	724	744	764	Other	TOTAL
		Clerk Court Admn.	Jury Management	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	Information Systems	Legal Aid	County Criminal	County Civil	Traffic		
Salary and Benefits Costs:															
11	Salary - Executive														\$ -
12	Salary - Regular Employees														\$ -
13	Salary - Other Employees (OPS, etc.)														\$ -
14	Salary - Overtime														\$ -
15	Salary - Special Pay														\$ -
16	Compensated Leave														\$ -
17	Compensated Sick Leave														\$ -
18	Compensated Compensatory Leave														\$ -
21	FICA Taxes														\$ -
22	FRS - Retirement Contributions														\$ -
23	Life and Health Insurance (and Other Benefits)														\$ -
24	Workers' Compensation														\$ -
25	Unemployment Compensation														\$ -
26	Other Postemployment Benefits (OPEB)														\$ -
TOTAL Salary and Benefits:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Operating Costs:															
31	Professional Services														\$ -
32	Accounting & Auditing														\$ -
33	Court Reporter Services														\$ -
34	Other Contracted Services														\$ -
40	Travel and Per Diem														\$ -
41	Communications														\$ -
42	Freight and Postage														\$ -
43	Utilities														\$ -
44	Rentals and Leases														\$ -
45	Insurance														\$ -
46	Repair and Maintenance														\$ -
47	Printing and Binding														\$ -
48	Promotional Activities														\$ -
49	Other Current Charges & Obligations														\$ -
51	Office Supplies														\$ -
52	Operating Supplies														\$ -
54	Books, Publications, Subscriptions, Memberships														\$ -
55	Training														\$ -
59	Depreciation														\$ -
TOTAL Operating Costs:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Costs:															
60 - 68	TOTAL Capital Costs:														\$ -
TOTAL COURT-SIDE EXPENDITURES:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Supplemental Information (please breakout costs included above):

23	Separation Payouts														
	Health Insurance														
	Life Insurance														
	Long-term Disability														
	Short-term Disability														\$ -
	FSA														
	Dental														
Vision															

Additional Information and comments:

2023-24 ACTUAL COURT-RELATED SPENDING AUTHORITY AND EXPENDITURES

CCOC Revenues

On EC Report

Fines and Fees Revenues (County Fiscal Year):	-	S123
Prior-Year September Revenues:	-	E123
[Less] Current-Year September Revenues:	-	Q123
CCOC Trust Fund Revenues:	-	R126
Additional CCOC Revenues:	-	R124
Adjusted CCOC Revenues:	-	R127

Court-related Expenditures

Actual Court-related Expenditures (County Fiscal Year):	-	
[Less] Jury Distribution/Reimbursement Received:	-	
[Less] Title IV-D Funded Costs:	-	
[Less] BOCC Funding for Court-related Expenditures:	-	
[Less] Other Non-CCOC Court-related Funding (Grants, etc.):	-	
CCOC Expenditures:	-	S133

Settle-Up Calculation

Revenue-Limited Budget Authority:	-	D8
CCOC Expenditures:	-	S133
Unspent Budget Authority:	-	R146
Over/(Under) Collected Revenues:	-	
[Less] Payments to the Trust Fund:	-	S136
Due To/From CCOC (Settle-Up):	-	R145
Reconciliation to Zero:	-	

Additional Information and comments - please provide an explanation for non-zero reconciliation as well as any BOCC Funding for Court-related Expenditures or Other Non-CCOC Court-related Funding amounts:

Clerks of Court Operational Budget

County Fiscal Year 2024-25

Section 28.36, Florida Statutes



DRAFT CCOC Form Version 1
Created 11/5/2024

County:

WARNINGS

Tab

Warning

Type

Clerk Staff Notes

Visible

PROJECTED CURRENT-YEAR COURT-RELATED EXPENDITURES

UAS Codes		604	608	614	634	654	674	694	713	715	724	744	764	Other	TOTAL
		Clerk Court Admin.	Jury Management	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	Information Systems	Legal Aid	County Criminal	County Civil	Traffic		
Salary and Benefits Costs:															
11	Salary - Executive														\$ -
12	Salary - Regular Employees														\$ -
13	Salary - Other Employees (OPS, etc.)														\$ -
14	Salary - Overtime														\$ -
15	Salary - Special Pay														\$ -
16	Compensated Leave														\$ -
17	Compensated Sick Leave														\$ -
18	Compensated Compensatory Leave														\$ -
21	FICA Taxes														\$ -
22	FRS - Retirement Contributions														\$ -
23	Life and Health Insurance (and Other Benefits)														\$ -
24	Workers' Compensation														\$ -
25	Unemployment Compensation														\$ -
26	Other Postemployment Benefits (OPEB)														\$ -
TOTAL Salary and Benefits:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Operating Costs:															
31	Professional Services														\$ -
32	Accounting & Auditing														\$ -
33	Court Reporter Services														\$ -
34	Other Contracted Services														\$ -
40	Travel and Per Diem														\$ -
41	Communications														\$ -
42	Freight and Postage														\$ -
43	Utilities														\$ -
44	Rentals and Leases														\$ -
45	Insurance														\$ -
46	Repair and Maintenance														\$ -
47	Printing and Binding														\$ -
48	Promotional Activities														\$ -
49	Other Current Charges & Obligations														\$ -
51	Office Supplies														\$ -
52	Operating Supplies														\$ -
54	Books, Publications, Subscriptions, Memberships														\$ -
55	Training														\$ -
59	Depreciation														\$ -
TOTAL Operating Costs:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Costs:															
60 - 68	TOTAL Capital Costs:														\$ -

TOTAL COURT-SIDE EXPENDITURES:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
---------------------------------------	--	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Supplemental Information (please breakout costs included above):

23	Separation Payouts	\$ -	\$ -
	Health Insurance	\$ -	
	Life Insurance		
	Long-term Disability		
	Short-term Disability		
	FSA		
	Dental		
Vision			

Additional Information and comments:

2024-25 PROJECTED COURT-RELATED SPENDING AUTHORITY AND EXPENDITURES

Projected CCOC Revenues

On EC Report

Fines and Fees Revenues (County Fiscal Year):

--

R123

CCOC Trust Fund Revenues:

--

R126

Projected Adjusted CCOC Revenues:

-

R127

Projected Court-related Expenditures

Court-related Expenditures (County Fiscal Year):

-

[Less] Jury Distribution/Reimbursement:

-

[Less] Title IV-D Funded Costs:

--

[Less] BOCC Funding for Court-related Expenditures:

--

[Less] Other Non-CCOC Court-related Funding (Grants, etc.):

--

Projected CCOC Expenditures:

-

S133

Settle-Up Calculation

Revenue-Limited Budget Authority:

-

D8

Projected CCOC Expenditures:

-

S133

Unspent Budget Authority:

-

R146

Over/(Under) Collected Revenues:

-

[Less] Payments to the Trust Fund:

--

S136

Due To/From CCOC (Settle-Up):

-

R145

Reconciliation to Zero:

-

Additional Information and comments - please provide an explanation for non-zero reconciliation as well as any BOCC Funding for Court-related Expenditures or Other Non-CCOC Court-related Funding amounts:

Monthly EC Report – Lines 150 to 154 are proposed to be added

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
130																			
131																			
132				Certified Budgeted Expenditures ¹	Actual Expenditures Made ²														Expenditures (Oct-24 to Sep-25)
133	EXPENDITURES				Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25		
134																			
135	C.	³	Court Related Expenditures																
136			Net (Tot. Rev. minus Court-related Exp) =		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
137																			
138	D.	⁴	Payments TO the Clerks' Trust Fund For Excess Revenue payments ONLY	\$ -	\$ -														\$ -
139		⁵	Calculated Monthly Excess Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
140		¹⁰	Calculated Quarterly Excess Revenue	\$ -			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -
141																			
142			TOTAL EXPENDITURES (C+D =)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
143																			
144			NET (Revenues - Expenditures =)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
145																			
146																			
147																			
148																			
149																			
150																			
151	Full-Time Equivalents (FTE)		Court-related FTE ¹⁵		Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25		Average Monthly FTE (Oct-24 to Sep-25)
152																			
153	E.		Total Number of FILLED COURT-RELATED FTE (as of the last day of the month)																
154			Number of SEPARATIONS During the Month (as of the last day of the month)																
155																			
156			Additional Comments/Information:																
157																			