**APPROVED MEETING MINUTES**

**Executive Committee Meeting**  
Florida Clerks of Court Operations Corporation (CCOC)  
**Date:** February 5, 2025  
**Time:** 10:00 AM – 10:30 AM, Eastern  
**Location:** Virtual (Zoom)

**Call to Order**

Clerk Butterfield called the Executive Committee meeting to order at 10:00 AM and thanked the members for attending the meeting.

**Roll Call**

Clerk Green conducted the roll call. The following members were present:

* Clerk Stacy Butterfield (Chair)
* Clerk Laura Roth (Vice Chair)

A quorum was confirmed.

**1. Approval of Agenda**

Clerk Butterfield presented the meeting agenda for approval.

* **Motion: Clerk Green**
* **Second: Clerk Roth**
* **Vote: Unanimously approved**

**2. Approve Contract Amendment for Thomson Brock Luger & Company**

Clerk Butterfield and Jason Welty presented a proposal for a contract amendment to the **Internal Auditor** contract with Thomas Brock Luger & Company. CCOC did not have preparation of the financial statements in the budget or the scope of the work, and it will need to be a separate engagement. The Statements on Standards for Accounting and Review Services require prepared financial statements to be a separate engagement under AR-C Section 70 Preparation of Financial Statements and have its own engagement letter. TBL estimated twelve hours to prepare and two hours of review for an expected fee of $2,750.

* **Motion: Clerk Green**
* **Second: Clerk Roth**
* **Vote: Unanimously approved**

**3. Other Business**

No additional business was presented.

With no further items for discussion, Chair Butterfield adjourned the meeting at **10:15 AM**.