**Minutes of January 13, 2025, Budget Committee Meeting**

**Approved by the Budget Committee at the meeting held on May 14, 2025.**

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting on January 13, 2025. 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 1:01 PM. Griffin Kolchakian, CCOC Budget and Communications Director, called the roll.

Present via Zoom: Chair Tara Green, Clerk Nikki Alvarez-Sowles, Clerk Ken Burke, Clerk Stacy Butterfield, Clerk Pam Childers, Clerk Gary Cooney, Clerk Nadia K. Daughtrey, Clerk Brenda Forman, Clerk Crystal Kinzel, Clerk Grant Maloy, Clerk Brandon Patty, Clerk Kellie Hendricks Rhoades, Clerk Clayton Rooks, Clerk Tiffany Moore Russell, Clerk Rachel Sadoff, Clerk Carolyn Timmann.

Absent from meeting: Vice-Chair Greg Godwin, Clerk Tom Bexley, Clerk Michelle Miller.

**Agenda Item 2 – Approve Agenda**

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

**Agenda Item 3 – Approve Minutes from 11/6/24 Meeting**

The minutes of the November 6, 2024, meeting were presented for approval. Clerk Kinzel provided two recommended revisions.

**A motion was made to approve the minutes of the November 6, 2024, meeting including the proposed revisions by Clerk Sadoff and seconded by Clerk Kinzel; the motion was adopted without objection.**

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

Mr. Kolchakian provided an update on CFY 2024-25 revenues and expenditures. Total revenues through November were 0.8% below the projected amount. Expenditures were 16.3% below the approved budget to date. No vote was required for this agenda item.

**Agenda Item 5 –** **Workgroups Update**

1. **Jury Management Workgroup**

Clerk Maloy presented the proposed consolidated Jury Management Report which combines the three existing jury-related reports into one; this will reduce clerks’ reporting workload. There was committee discussion on the purpose of this revision and OSCA reporting requirements.

**A motion was made to approve the proposed Jury Management Report by Clerk Maloy. The motion failed to receive a second.**

The committee tasked the workgroup to review the changes discussed and to bring the form back to the committee for approval at the next meeting.

1. **Operational Budget Workgroup**

Clerk Rhoades presented the revised Operational Budget forms to include prior-year actuals and streamline current-year budget projections.

**A motion was made to approve the Operational Budget forms by Clerk Daughtrey and seconded by Clerk Cooney; the motion was adopted without objection.**

The committee tasked the workgroup to review items discussed at this meeting prior to the forms going to the Council. If committee members have any questions or proposed revisions to these forms, they can email these items to Griffin this week.

1. **Additional Budget Components Workgroup**

Chair Green provided an overview of this newly created workgroup that will review significant budget components that are not included in the weighted workload measure. If any clerk has staff that are interested in serving on this workgroup, email their information to Griffin this week.

**Agenda Item 6 – Other Business**

**A motion was made to approve the additions to the EC Report associated with the revised Operational Budget forms by Clerk Cooney and seconded by Clerk Alvarez-Sowles; the motion was adopted without objection.**

The meeting was adjourned at 2:39 PM.