



STACY M. BUTTERFIELD, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

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VICE CHAIR

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CLAY COUNTY
SECRETARY/TREASURER

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
GILCHRIST COUNTY

JODY PHILLIPS
DUVAL COUNTY

JUAN FERNANDEZ-BARQUIN
MIAMI-DADE 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

MINUTES OF THE EXECUTIVE COUNCIL MEETING

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)

Date: February 24, 2025

Time: 2:30 PM – 5:00 PM, Eastern

Location: The Florida Hotel & Conference Center (Orlando, FL)

CALL TO ORDER

The meeting was called to order by Chair Stacy Butterfield.

INVOCATION

Chair Butterfield led the invocation.

ROLL CALL

Secretary/Treasurer Tara S. Green conducted the roll call.

Present:

Chair Stacy M. Butterfield

Clerk Michelle R. Miller

Vice-Chair Laura E. Roth

Clerk Nadia K. Daughtrey

Secretary/Treasurer Tara S. Green

Clerk Jody Phillips

Clerk Todd Newton

Clerk Crystal K. Kinzel

Clerk Tiffany Moore Russell

Judge Bertila Soto (virtual)

A quorum was established.

1. Introduction and Agenda Approval

Chair Butterfield presented the meeting agenda for approval.

- **Motion to approve the agenda:** Clerk Daughtrey
- **Second:** Clerk Miller
- **Vote:** Approved unanimously

2. Approval of Minutes of January 22, 2025, Meeting

The draft minutes from the January 22, 2025, Executive Council meeting were presented for approval.

- **Motion to approve the minutes:** Clerk Russell
- **Second:** Clerk Miller
- **Vote:** Approved unanimously

3. Approval of Minutes from February 5, 2025, Emergency Executive Committee Meeting

The draft minutes from the February 5, 2025, Emergency Executive Committee meeting were presented for approval.

- **Motion to approve the minutes:** Clerk Kinzel
- **Second:** Clerk Newton
- **Vote:** Approved unanimously

4. Treasurer's Report

Clerk Green presented the Treasurer's Report, including:

a) CFY 2024-25 CCOC Office Budget Update

- The CCOC office is currently projected to be within the approved CFY 2024-25 budget authority.
- Through January, the office has expended approximately 27.4% of the budget through 33.4% of the year.
- The report was provided as information only and required no action.

5. CCOC Committee Updates

Executive Director Jason L. Welty introduced the committee updates.

a) Budget Committee Update by Clerk Green

- The Budget Committee approved revisions to the annual Operational Budget submission, with forms due to the CCOC by March 14.
- The CFY 2023-24 settle-up calculation is being finalized.
- The Additional Budget Components Workgroup plans to hold its organizational meeting soon.
- The Article V Revenue Estimating Conference (REC) met on February 11 to provide updated revenue projections, with slight increases for the current and next year.
- The committee will begin the CFY 2025-26 budget development process in the coming months.
- This report was provided as information only and required no action.

b) Legislative Committee Update by Clerk Timmann

- Legislative Session begins on March 4.
- The legislative team presented the clerks' LBR issues to the Senate Appropriations Committee on Criminal and Civil Justice on February 12 and presented case tracking and caseload trends to the House Justice Budget Subcommittee on February 18.
- The clerks' funding requests include:
 - Reimbursement for injunctions for protection (\$3.3 million)
 - Reimbursement for Baker Act, Marchman Act, and Sexually Violent Predators cases (\$2.5 million)
 - Additional jury reimbursement funding (\$4.8 million)
 - Funding to support new judges (TBD pending Legislature's action) based on the approved formula for requesting State funding
- The clerks' priority bill was filed in the House by Representative Alex Rizo (HB 639) and in the Senate by Senator Danny Burgess (SB 272); these bills are identical. The bill would increase the statutory base salary for Clerks of the Circuit Court and Comptrollers, Supervisors of Elections, and Property Appraisers.

c) PIE Committee Update by Clerk Roth

- The Performance Improvement and Efficiencies (PIE) Committee approved the CFY 2024-25 Quarter 1 Performance Measures and Action Plans report on February 7; the report has been posted to the website and submitted to the legislature.
- The committee is piloting SMART Action Plans to improve corrective strategies for counties not meeting performance benchmarks.
- CCOC is exploring a new compliance initiative to replace the compliance contract.
- This report was provided as information only and required no action.

6. Report on TCBC

Judge Soto provided a report on TCBC. Judge Soto reported that the TCBC had approved the allocation of \$400,000 for 2023-24 and had allocated 4.0 FTE positions to support digital court reporter positions and a trial court staff attorney position. The TCBC will meet again on March 6 to discuss the Statewide salary budget and consider 2026-27 legislative budget requests.

7. Other Business

Chair Butterfield presented an opportunity for other business to be discussed.

ADJOURNMENT

Chair Butterfield adjourned the meeting.

Approved by the Executive Council on June 16, 2025.