



CCOC CORPORATION MEETING

June 16, 2025

**STACY M. BUTTERFIELD, CPA**POLK COUNTY
EXECUTIVE COUNCIL CHAIRCRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEEJUAN FERNANDEZ-BARQUIN
MIAMI-DADE COUNTY
HOUSE APPOINTEEBERTILA SOTO
11TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE**LAURA E. ROTH, ESQ**VOLUSIA COUNTY
VICE CHAIRTODD NEWTON
GILCHRIST COUNTYNADIA DAUGHTREY
DESOTO COUNTYMICHELLE R. MILLER
SAINT LUCIE COUNTYTIFFANY MOORE RUSSELL, ESQ
ORANGE COUNTY**TARA GREEN**CLAY COUNTY
SECRETARY/TREASURERJODY PHILLIPS
DUVAL COUNTYJASON L. WELTY
EXECUTIVE DIRECTORROB BRADLEY
BRADLEY, GARRISON & KOMANDO, P.A.
GENERAL COUNSEL

ANNUAL CORPORATION MEETING**June 16, 2025****Meeting:** Immediately Following 2:30 PM (Eastern) Council Meeting**Location:** Omni ChampionsGate**Zoom Link:** <https://us06web.zoom.us/j/89811144937>**Meeting ID:** 898 1114 4937; **Conference Call:** 1-305-224-1968

- Call to OrderHon. Stacy Butterfield
Roll CallJason L. Welty
1) Agenda ApprovalHon. Stacy Butterfield
2) Approve Minutes of 2024 Meeting.....Hon. Tara S. Green
3) Treasurer's ReportHon. Tara S. Green
 a. CFY 2023-24 Annual Financial Report
 b. Report on CCOC Office Budget for CFY 2024-25
 i. CFY 2024-25 Budget Amendment
 c. Proposed Corporation Budget for CFY 2025-26
4) Report from the ChairHon. Stacy Butterfield
 a. Past Year's Accomplishments
 b. Future Work Plan
5) Tentative Council Meeting Dates for CFY 2025-26Jason L. Welty
6) Other Business.....Hon. Stacy Butterfield
 a. State of the CCOC.....Jason L. Welty
 b. Public Comment
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MINUTES OF THE ANNUAL CORPORATION MEETING

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)

Date: June 17, 2024

Location: Rosen Shingle Creek Resort (Orlando, FL)

1. CALL TO ORDER

The meeting was called to order by Chair Stacy Butterfield.

2. ROLL CALL

Executive Director John Dew Roll conducted roll call. A quorum was established.

3. Agenda Approval

Chair Butterfield presented the meeting agenda for approval.

- **Motion to approve the agenda:** Clerk Newton
- **Second:** Clerk Welty
- **Vote:** Approved unanimously

4. Approval of Minutes from 2023 Meeting

The draft minutes from the June 2025 Corporation meeting were presented for approval.

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

5. Treasurer's Report

Chair Butterfield stated that these items were just presented at the Executive Council meeting. There were no questions. Clerk Roth presented the CCOC Office Budget Update.

- **Motion to approve the CCOC Budget:** Clerk Daughtrey

- **Second:** Clerk Russell
- **Vote:** Approved unanimously

6. Report from the Chair

Chair Butterfield provided an update on the accomplishments of the CCOC over the past year, including a continued strong partnership with the FCCC.

7. Tentative Council Meeting Dates for CFY 2024-25

John Dew presented the upcoming tentative Council meeting dates.

8. Recognition of Non-Returning Council Members

John Dew recognized Clerk John Crawford and Clerk JD Peacock for their years of dedicated service to the CCOC Executive Council.

9. Other Business

Chair Butterfield presented an opportunity for other business to be discussed. There was none.

ADJOURNMENT

The meeting was adjourned by Chair Butterfield.

Approved by the Corporation on _____, 2025.



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AGENDA ITEM 3

DATE: June 16, 2025
SUBJECT: Treasurer's Report
CORPORATION ACTION: Approve the current budget report, CFY 2024-25 budget amendment, and CCOC CFY 2025-26 office budget

OVERVIEW:

1. **CFY 2023-24 Audited Financial Statement:** At the time of publication, the CFY 2023-24 Audited Financial Statements are incomplete. Our external auditors, Law, Redd, Crona & Munroe, P.A., anticipate that a draft version will be available before the Council and Corporation meetings. The draft will immediately be posted and found on the CCOC website at this link: <https://flccoc.org/about-us/corporation/>. Additionally, the auditors will be available at the Council and Corporation meetings for questions.
2. **CFY 2024-25 Budget Update:** As seen on the attached CCOC Office Budget Report (**Attachment 1**), the office has expended 52 percent of the approved budget through April 2025, or 58 percent of the annual budget.
 - a. **CFY 2024-25 Budget Amendment:** As part of the CFY 2024-25 budget, the Corporation-approved budget did not include expenditures for the Guardianship Transparency Database. CCOC and Cloud Navigator executed a Memorandum of Agreement on July 31, 2024, after the Corporation set the CFY 2024-25 budget. The current year's budget must be amended to reflect this expenditure of \$281,000.
3. **CFY 2025-26 Budget Request:** CCOC requests a 13 percent increase in personnel expenses and a 17 percent increase in education services. Last year, our education contract increased 10 percent, which was more than the anticipated seven percent increase approved last year, and we anticipate additional increases in these costs. The increase in personnel will provide select salary increases and the ability to hire a Legislative Coordinator to replace the Deputy Executive Director (**Attachment 2**).

TREASURER'S REPORT

CORPORATION ACTION: Approve budget report, CFY 2024-25 budget amendment, and recommended CCOC CFY 2025-26 office budget

LEAD STAFF: Jason L. Welty, CCOC Executive Director

ATTACHMENTS:

1. CFY 2024-25 CCOC Office Budget Report
2. CFY 2025-26 Proposed Office Budget



	FY24/25	October	November	December	January	February	March	April
Personal Services		\$ 70,670.25	\$ 91,291.57	\$ 83,602.17	\$ 94,953.48	\$ 112,705.27	\$ 112,410.01	\$ 112,655.74
Operating		\$ 24,144.10	\$ 65,372.01	\$ 27,674.81	\$ 86,511.79	\$ 16,477.97	\$ 120,813.99	\$ 15,033.06
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ 94,814.35	\$ 156,663.58	\$ 111,276.98	\$ 181,465.27	\$ 129,183.24	\$ 233,224.00	\$ 127,688.80
YTD		\$ 94,814.35	\$ 251,477.93	\$ 362,754.91	\$ 544,220.18	\$ 673,403.42	\$ 906,627.42	\$ 1,034,316.22
YTD Budget	\$ 1,996,823.87	\$ 166,401.99	\$ 332,803.98	\$ 499,205.97	\$ 665,607.96	\$ 832,009.95	\$ 998,411.94	\$ 1,164,813.92
Budget to Actuals		\$ 71,587.64	\$ 81,326.05	\$ 136,451.06	\$ 121,387.78	\$ 158,606.53	\$ 91,784.52	\$ 130,497.70
% YTD		5%	13%	18%	27%	34%	45%	52%

DRAFT 2023-2024 CCOC Budget

CCOC Budget CFY 2024-2025	
Amended	
	Budget Category Amount
CCOC STAFF:	\$1,114,060.87
OPS STAFF:	\$34,000.00
GENERAL EXPENSES:	\$85,200.00
TRAVEL	\$40,000.00
STAFF TRAINING:	\$10,000.00
CONTRACTUAL EXPENSES:	\$288,563.00
Guardianship Database Contract	\$281,000.00
EDUCATION SERVICES:	\$425,000.00
TOTALS:	\$2,277,823.87

CCOC Budget CFY 2025-2026	
Proposed	
	Budget Category Amount
CCOC STAFF:	\$1,256,000.00
OPS STAFF:	\$34,000.00
GENERAL EXPENSES:	\$85,200.00
TRAVEL:	\$40,000.00
STAFF TRAINING:	\$10,000.00
CONTRACTUAL EXPENSES:	\$684,563.00
Guardianship Database Included	
EDUCATION SERVICES:	\$500,000.00
TOTALS:	\$2,609,763.00



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AGENDA ITEM 5

DATE: June 16, 2025
SUBJECT: Tentative Council Meeting Dates for CFY 2025-26
CORPORATION ACTION: Informational only

OVERVIEW:

The CCOC Plan of Operation requires that the Council establish a schedule of all regular meetings for the coming year at the annual corporation meeting. Historically, the CCOC has attempted to arrange all Council meetings with the FCCC training schedule to make it more convenient for Clerks and staff to attend meetings. Therefore, the Council usually lists tentative meeting dates based on the FCCC calendar.

CCOC contacted FCCC, and they provided us with a tentative calendar to help us coordinate the quarterly EC meetings. The following three dates are set for the potential meetings. However, depending on the call of the CCOC Council leadership, there may be additional meetings.

October 21, 2025 – FCCC Fall Conference

December 2025 – Virtual Meeting to approve contracts

March 16, 2026 – FCCC Winter Conference

June 22, 2026 – FCCC Summer Conference; Executive Council and Annual Corporation Meeting

CORPORATION ACTION: Informational only

LEAD STAFF: Jason L. Welty, CCOC Executive Director