



EXECUTIVE COUNCIL MEETING

June 16, 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

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

CCOC EXECUTIVE COUNCIL MEETING

June 16, 2025

Meeting: 2:30 PM – 5:00 PM, Eastern

Location: Omni ChampionsGate

Zoom Link: <https://us06web.zoom.us/j/89811144937>

Meeting ID: 898 1114 4937; **Conference Call:** 1-305-224-1968

- Call to Order.....Hon. Stacy Butterfield
Roll Call.....Hon. Tara S. Green
1) Introduction and Agenda ApprovalHon. Stacy Butterfield
2) Approve Minutes from 2/24/25 MeetingHon. Tara S. Green
3) Treasurer's ReportHon. Tara S. Green
 a) CFY 2023-24 Annual Financial Report
 b) CFY 2024-25 CCOC Office Budget
 c) CFY 2024-25 Budget AmendmentJason L. Welty
 d) CFY 2025-26 Proposed Corporation BudgetJason L. Welty
 e) CCOC Financial Policies.....Jason L. Welty
4) CCOC Committee Updates
 a) Budget CommitteeHon. Tara Green
 b) PIE Committee.....Hon. Laura Roth
 c) Legislative CommitteeHon. Carolyn Timmann
5) Report on TCBC.....Hon. Judge Soto
6) Results of CCOC Election.....Hon. Tara S. Green
7) Other Business.....Hon. Stacy Butterfield
 a) Public Comment



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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
Vice-Chair Laura E. Roth
Secretary/Treasurer Tara S. Green
Clerk Todd Newton
Clerk Tiffany Moore Russell

Clerk Michelle R. Miller
Clerk Nadia K. Daughtrey
Clerk Jody Phillips
Clerk Crystal K. Kinzel
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 _____, 2025.



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AGENDA ITEM 3 – Amended from First Publication

DATE: June 16, 2025
SUBJECT: Treasurer's Report
COUNCIL ACTION: Approval is needed for items 2, 2a, 3, and 4 only. Item 1 is for informational purposes only.

OVERVIEW:

1. **CFY 2023-24 Audited Financial Statement:** The CFY 2023-24 Audited Financial Statements were incomplete at the original publication. However, our external auditors, Law, Redd, Crona & Munroe, P.A., provided a draft on June 13, 2025 (**Attachment 1**) and the CCOC Governance Letter (**Attachment 2**). The draft is posted and can be 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 3**), 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 by 10 percent, which was more than the anticipated seven percent increase approved at the 2024 Council/Corporation meeting, 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 and a coordinator for the Guardianship Transparency Database (**Attachment 4**).

- 4. Financial Policies:** CCOC recognizes the urgent need to thoroughly evaluate financial policies and procedures. Historically, there has not been a comprehensive review, leading to many policies lacking associated procedures and some areas without a policy. The transition from one Executive Director to another presents a unique opportunity to reshape the governance framework. To gain the Council's approval, a new set of robust financial policies will be introduced, supported by clear procedures outlining the authority granted to executive staff (Attachments 5-11). By prioritizing the development of financial policies, CCOC demonstrates a commitment to transparency and accountability, ensuring preparedness to meet obligations and effectively serve the mission. The executive staff will bring additional policies to each Council meeting throughout the year.

COUNCIL ACTION: Approve CFY 2024-25 CCOC Office Budget Report, CFY 2024-25 budget amendment, Proposed CCOC CFY 2025-26 office budget, and policies and procedures related to Procurement and P-cards.

LEAD STAFF: Jason L. Welty, CCOC Executive Director

ATTACHMENTS:

1. DRAFT - CCOC - 9.30.24 Financial Statements
2. DRAFT - CCOC Governance Letter 2024
3. CFY 2024-25 CCOC Office Budget Report
4. CFY 2025-26 Proposed Office Budget
5. Business Purchasing Credit Card Policy
6. Business Purchasing Credit Card Procedure
7. Business Purchasing Credit Card Request Form
8. Business Purchasing Credit Card Employee Acknowledgement
9. Procurement of Services and Commodities Policy
10. Procurement and Purchasing Procedure
11. Procurement and Purchasing CCOC-Conflict of Interest Form



	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

Title: Business Purchasing Credit Card Policy

Policy Number: [Assign Number]

Effective Date: June 16, 2025

Supersedes: New Policy

Review Date: Annually

Authority

- Chapters 112, 215, and 287, Florida Statutes
- Chapter 60A-1, Florida Administrative Code

Purpose:

This policy establishes clear guidelines for effectively using and managing business purchasing credit cards. Outlining responsible spending practices, accurate record-keeping, and compliance with company financial guidelines ensures that all business-related expenses are managed efficiently and transparently.

Scope:

This policy applies to all employees who are issued a business purchasing credit card. It covers the entire lifecycle of credit card use, from issuance and authorized use to documentation, review, and security.

Policy Statement

The Corporation shall ensure that purchasing cards are used responsibly, transparently, and only for official business purposes. The following guiding principles apply:

- 1. Promote Responsible Spending:**
 - Ensure that business purchasing credit cards are used exclusively for legitimate business expenses.
 - Prevent misuse and unauthorized purchases by setting clear boundaries and expectations.
- 2. Enhance Financial Accountability:**
 - Maintain accurate records of all transactions made with business purchasing credit cards.
 - Require detailed documentation and receipts to support expense reports.
- 3. Ensure Compliance with Corporation Guidelines:**
 - Align spending practices with the Corporation's financial regulations and budgetary constraints.

- Implement a review and reconciliation process to identify and address discrepancies.
4. **Safeguard Company Assets:**
- Protect credit card information and prevent unauthorized access.
 - Establish procedures for reporting lost or stolen cards promptly.

Compliance

Unauthorized, excessive, or fraudulent use will result in disciplinary action, which could include suspension of card privileges, restitution, termination, and referral for prosecution. Cardholders may be held personally liable for unauthorized charges.

Responsibility

The Executive Director, or designee, is responsible for:

- Oversight and enforcement of this policy;
- Development and implementation of detailed purchasing card procedures;
- Ensuring staff are trained in purchasing card responsibilities and ethics;
- Periodic review and revision of purchasing card practices to reflect statutory changes and operational needs.

Related Documents

- Cardholder Acknowledgment and Agreement Form
- Business Card Purchasing Request Form



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Business Purchasing Credit Card Policy

Purpose: This policy outlines the proper use and management of business purchasing credit cards to ensure responsible spending, accurate record-keeping, and compliance with the Corporation's financial guidelines.

Scope: This policy applies to all employees who are issued a business purchasing credit card.

Definitions:

Abuse – Improper use of state purchasing card. Abuse of the purchasing card by any department employee includes but is not limited to falsification of records, fraud, theft, using the card for personal gain, allowing another individual to use the accountholder's card or account number, repeated non-compliance with processes and procedures, or divulging confidential information.

Accountholder – The CCOC employee who is issued a business purchasing credit card.

Invoice – Vendor's itemized document stating prices and quantities of services and/or commodities delivered for verification and payment.

Justification – A statement explaining why the goods or services are necessary or beneficial to the department and State. If specific statutory justification exists, the statute should be included in the comment (for example, "pursuant to s. 287.057, F.S.").

Merchant – The name of the business listed on the transaction reported to Works. This term is synonymous with the term Vendor.

Misuse – Incorrect or improper use of the state purchasing card. Misuse of card privileges includes but is not limited to failure to process transactions within specified timeframes, negligence in performance of accountholder and participant responsibilities; non-compliance with purchasing rules; and carelessness in maintaining card security.

Eligibility and Issuance:

- Business purchasing credit cards will be issued to employees based on their role and need for business-related expenses.
- Employees must sign an acknowledgment form agreeing to comply with this policy before receiving a card.



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2. Authorized Use:

- Credit cards are to be used exclusively for legitimate business expenses, including travel, office supplies, and other pre-approved purchases.
- Employees must complete a Purchasing Request Form (Attachment 2) in advance of purchase, signed authorization from the Executive Director.
- Personal use of the credit card is strictly prohibited. Any inadvertent use for non-business purposes must be reported to the Executive Director forthwith and the employee must tender reimbursement to CCOC within one business day.
- Examples of legitimate business expenses include:
 - Airfare, hotel accommodations, and transportation for business travel
 - Office supplies and equipment
 - Business meals and client entertainment (within company guidelines)
 - Conference and seminar fees
 - Software and subscriptions necessary for business operations
 - Any other purchase pre-approved by the Executive Director.

3. Spending Limits:

- Each card will have a predetermined spending limit based on the employee's role and departmental budget. Any expenditure exceeding these limits requires prior written approval from a supervisor.
- Higher spending limits may be granted based on job duties and with proper approval from the Executive Director.

4. Documentation and Receipts:

- Employees must retain and submit itemized receipts for all purchases made with the credit card.
- All receipts must be turned in to the Office Manager within 7 business days of purchase.



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5. Review and Reconciliation:

- The Office Manager will review all credit card statements and reconcile them with submitted expense reports and receipts.
- Any discrepancies or unauthorized charges must be reported to the Executive Director immediately.

6. Card Security:

- Employees are responsible for safeguarding their credit card and account information.
- Lost or stolen cards must be reported to the Office Manager and the card issuer immediately.

7. Violations:

- Misuse of the credit card, including unauthorized purchases or failure to submit receipts, may result in disciplinary action, up to and including termination.
- Employees shall be required to reimburse the company for any unauthorized expenses.
- Unauthorized purchases include, but are not limited to:
 - Personal expenses
 - Cash advances
 - Alcoholic beverages
 - Entertainment expenses
 - Fuel for personal vehicles
 - Purchases from vendors located within the State of Florida that do not accept the tax exemption

8. Policy Review:

- This policy will be reviewed annually and updated as necessary to ensure compliance with company objectives and financial regulations.



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References

- [1] [Review of Department Purchase Card Use - Florida Department of ...](#)
- [2] [Works® User Manual - Florida Department of Financial Services](#)
- [3] [State of Florida Purchasing Card Program](#)
- [4] [https://floridadep.gov/](#)



**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

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Business Purchasing Credit Card Policy

ATTACHMENT 2

PURCHASING REQUEST FORM

NAME: _____

DATE: _____

COMMODITY SOUGHT: _____

JUSTIFICATION (BENEFIT TO

CCOC): _____

APPROVED BY:

Jason L. Welty, Executive Director



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Business Purchasing Credit Card Policy

ATTACHMENT 1

Employee Acknowledgment:

I acknowledge that I have received, read, and understand the Business Purchasing Credit Card Policy. I agree to comply with the terms and conditions outlined in this policy.

Employee Name: _____

Employee Signature: _____

Date: _____

Title: Procurement of Services and Commodities Policy

Policy Number: [Assign Number]

Effective Date: June 16, 2025

Supersedes: N/A

Review Date: Annually

Authority

- s. 28.35, Florida Statutes
- s. 287.057, Florida Statutes
- Florida Administrative Code
- CCOC Plan of Operations, Article IV – Administration, Section 4-1: Financial Administration

Purpose

A procurement policy aims to ensure that the best value, the most advantageous balance of price, quality, and performance, is obtained when purchasing business-related products and services and to minimize fraud, waste, and abuse in purchasing.

Scope

This policy applies to all CCOC employees, contractors, and any individuals or entities authorized to make or approve purchases on behalf of the Corporation. It encompasses all procurements of goods, commodities, and contractual services regardless of funding source.

Policy Statement

The CCOC shall procure goods and services in a transparent, competitive, and equitable manner consistent with applicable state and federal laws, administrative rules, and internal procedures. Procurements shall:

1. **Promote Accountability:** Document and retain all procurement activities to ensure auditability.
2. **Ensure Legal Compliance:** Adhere to Florida Statutes, the Florida Administrative Code, applicable Comptroller and DMS memoranda, and the Americans with Disabilities Act (ADA).
3. **Encourage Competition:** Use open and competitive methods, unless otherwise permitted by law or procedure
4. **Prevent Abuse:** Enforce internal controls to mitigate conflicts of interest, fraud, waste, and abuse.
5. **Support Inclusion and Diversity:** Encourage participation by small, minority-owned, women-owned, and veteran-owned businesses, in alignment with state policy.
6. **Incorporate Sustainability:** – Consider environmental sustainability and life-cycle costs where feasible and appropriate.



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Responsibility

The Executive Director, or designee, is responsible for:

- Oversight and enforcement of this policy;
- Development and implementation of detailed procurement procedures;
- Ensuring staff are trained in procurement responsibilities and ethics;
- Periodic review and revision of procurement practices to reflect statutory changes and operational needs.

Compliance

Failure to adhere to this policy and related procedures may result in disciplinary action, including termination of employment or contract. It may be referred to the appropriate legal or administrative authorities.

Related Documents

- Procurement and Purchasing Procedures
- Contract Negotiation Policy

Title: Procurement and Purchasing Procedures

Related Policy: Procurement of Services and Commodities

1. DEFINITIONS

Administrative Services Director - The individual within CCOC who acts as the Executive Director's designee overseeing public procurement activities for commodities and services necessary to operate the Corporation and its facilities.

Approver- CCOC employee authorized to review and approve or deny purchases and expenditures of funds.

Bidder – Person or entity submitting a response to a competitive solicitation.

Corporation – For the purpose of this policy, Corporation or CCOC shall mean the Florida Clerks of Court Operations Corporation, a political subdivision of the State of Florida.

Certification of Best Value – The process of affirmatively confirming that a product or service meets price, quality, and performance requirements in the purchaser's professional judgment. It adds credibility to the purchase by demonstrating that it was thoughtful, deliberate, and provided the best value.

Commodity – Any supplies, materials, goods, merchandise, food, printing, equipment, information technology, or other tangible property.

Competitive Solicitations – Advertised solicitations for services and/or commodities with an expected spend amount of \$35,000 or more, such as an Invitation to Bid (ITB) or Request for Proposal (RFP).

Discretionary Purchase - A procurement method for routine small purchases under \$10,000, requiring at least one written quote.



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Emergency Purchase - A purchase necessitated by a sudden turn of events (for example, acts of God, riots, fires, floods, accidents, or any circumstances or cause beyond the control of the Corporation in the normal conduct of its business), where the delay for competitive bidding or use of a state contract would be detrimental to the interests of the CCOC. Emergency purchases require approval from the Executive Director or designee.

Evaluation Team - A group of at least three people that collectively have experience and knowledge in the program areas and service requirements and have been selected to evaluate the responses received from an ITB or RFP for which commodities or contractual services are sought. Evaluation team members are appointed by the Executive Director or designee when an ITB or RFP is used as a solicitation. All evaluation team members must complete a conflict-of-interest form.

Invitation to Bid (ITB) - A competitive solicitation for sealed bids, which includes the title, date, and hours of the public bid opening and defines explicitly the commodities or services required. ITBs are price-driven and awarded to the lowest bidder.

Invitation to Negotiate (ITN) - A written solicitation for competitive sealed replies from vendors, used to select one or more vendors with whom the Corporation will commence negotiations for the procurement of commodities or contractual services.

Invoice - Vendor's itemized document stating prices and quantities of services and/or commodities delivered for verification and payment.

Notice of Award - A written notice identifying the vendor(s) chosen by the Corporation from a competitive or informal solicitation.

Price Comparison - The process of determining the best price for a known product or service by comparing the cost and quality of products offered by competitors. It is used when businesses know what they want, and there are nominal differences in product or service performance. It is often used for recurring purchases and low-value products and services.

Procurement - The act, through the utilization of various methods, of obtaining contractual services and commodities for the Corporation.



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Purchasing Threshold Categories - The categories related to specific dollar amounts are shown below (additional detail is provided starting on page 4):

- Category 1 - \$10,000
- Category 2 - \$10,001 - \$34,999
- Category 3 - \$35,000+

Response - An offer extended to the Corporation in response to a competitive solicitation.

Request for Proposal (RFP)—RFPs are a form of competitive solicitation used when the purpose and use for which the commodity, group of commodities, or contractual service(s) being sought can be specifically defined, and the Corporation can identify necessary deliverables. A responsive vendor may propose various combinations or versions of commodities or contractual services to meet the specifications of the solicitation document. RFPs are awarded based on both price and quality.

Request for Proposal Evaluation Sheet - A form prepared by the Corporation and included in the competitive RFP solicitation for evaluating responses submitted for consideration. The evaluation sheet must identify the most critical aspects of proposals and contain a methodology for evaluating and comparing the responses.

Request for Quotes (RFQ) – RFQs are used when the purpose and use for which the commodity, group of commodities, or contractual service(s) is sought to determine whether a price, term, or condition is favorable to the Corporation. RFQ means an oral, electronic, or written request for a vendor's written pricing or service information. Using an RFQ does not constitute a decision or intended decision subject to protest as generally defined in s. 120.57(3), F.S. RFQs are required when the proposed purchase meets Category 2 purchasing thresholds.

Single Source Purchase - Purchasing services and/or commodities available from only one vendor or source.

Solicitation - A competitive request for bids, proposals, quotes, replies, or offers to provide services and/or commodities.



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Unauthorized Purchase - Purchases that are disallowed or have not been approved by a person who authorizes such purchase. Unauthorized purchases may result in the purchaser being held responsible for payment and return of the goods and/or subject to disciplinary action.

Vendor - A person or entity that contracts to sell services and/or commodities to the Corporation. Vendors must have a valid W-9 on file.

2. STANDARDS / PROCEDURES

All procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. The Corporation must begin with an analysis of the need for the procurement to avoid purchasing unnecessary items (this may include an examination of lease versus purchase alternatives). The purchaser must then identify and clearly specify standards for the goods or services desired and seek competitive offers where it is possible to obtain the best possible quality at the best price.

Category 1 Purchases (\$0 - \$10,000) - Certification of Best Value or Price Comparison

- a) Purchases not exceeding the Category 1 threshold will be approved at the sole discretion of the Executive Director or their designee as designated in writing.
- b) All purchases in this category shall be aligned with and within the Corporation's approved budget.
- c) Proper documentation of the request and approval by the Executive Director or their designee will be provided to the Administrative Services Director. At a minimum, documentation must include the request, approval, and proof of purchase. The Administrative Services Director will determine if a purchased commodity should be added to the Corporation inventory list in line with the Corporation's Fixed Asset Policy and is responsible for doing so.

Category 2 Purchases (\$10,001- \$34,999) - Request for Quotes, Evaluation Sheet

- a) Purchases in this category may be initiated by the Executive Director or designee and require an RFQ to be evaluated for the best value.
- b) At the direction of the Executive Director, the Administrative Services Director or designee shall post an RFQ on the Corporation website.
- c) The RFQ shall be posted for no less than five (5) business days and will contain:
 - i. The service or commodity being requested.



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- ii. Associated timeframes.
- iii. Corporation contact for RFQ submission.
- d) If no responses to the RFQ are received, the Administrative Services Director or designee will contact at least three (3) potential vendors. The individual seeking the quote should stress to the vendor(s) that an order is not being placed and that no goods should be shipped or services provided unless a purchase order is issued or a contract is fully executed. Regardless of who solicits quotes, identical information must be provided to each vendor, and quotes received must be for the same items, services, terms, and conditions to ensure an equitable comparison of prices. Quotes where the vendor has not specified a specific expiration date may be assumed to be good for 90 days. If a quote has expired, the requester will be required to obtain a new quote. Quotes shall be within 90 days.
- e) All applicable documentation related to the purchase will be provided to the Administrative Services Director for accounting, auditing, and backup purposes.

Category 3 Purchases (\$35,000.00 or more) – Formal Solicitation, Evaluation Plan, Team, and Sheet

- a) All purchases for services above the Category 3 threshold must be completed through formal solicitation.
- b) The Executive Director will direct the Administrative Services Director to prepare the solicitation using one of the following methods:
 - i. Invitations to Bid (ITB): Vendors are solicited by issuing a written Invitation to Bid posted on the Corporation Website. The ITB is awarded to the responsive bidder offering the lowest price. Bidder qualifications and products or services are compared to the requirements of the ITB but not each other. Some examples of when an ITB might be used:
 - 1. When the solicitation is for standard, off-the-shelf products.
 - 2. When filling an immediate one-time need or fulfilling a long-term requirement with repetitive deliveries of the same or similar products/services.
 - 3. When the Corporation desires to fulfill the requirements at the lowest possible price consistent with the minimum standards being met.



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- ii. Requests for Proposal (RFP): When the Corporation can specify the commodities or services to be purchased or the qualifications or efforts required of potential vendors, RFPs will be issued. Some examples of when RFPs might be used:
 - 1. When the solicitation is for nonstandard products or services, and there is some flexibility in what is ultimately purchased.
 - 2. When there are believed to be more than two or three vendors who can submit a satisfactory offer.
 - 3. When the Corporation seeks to balance price and quality to achieve the best value,

RFPs must specify the criteria, including but not limited to price, which will be used to determine the award. The relative weight that will be given to each criterion should be indicated. In addition to price, criteria that may be considered include the vendor's proposed method of achieving the Corporation's stated goals, past experience, present available resources, schedule, work samples, staff resumes, and so on. Also, if the Corporation contemplates renewal of the commodities or contractual services contract, that fact must be stated in the request for proposals. The proposal shall also include the price for each year the contract may be renewed so it can be considered in the evaluation process.

The contract shall be awarded to a responsible and responsive vendor whose proposal is determined in writing to be the most advantageous to the Corporation, considering the price and other criteria outlined in the RFP. The contract file shall contain documentation supporting the basis for the award.

- iii. Advertising - All competitive solicitations must be advertised on the Corporation website for no less than ten (10) calendar days unless it is determined in writing by the Executive Director that a shorter period is critical for the Corporation's best interests.
- iv. Evaluations of Responses - Bids are evaluated by the Administrative Services Director and others, depending on the service or commodity to be procured. A committee of at least three employees with experience



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and knowledge in the program areas and service requirements will evaluate proposals. All evaluation team members, regardless of the type of solicitation that was issued, must complete a Conflict of Interest form and participate in Corporation-approved training related to procurement. The Executive Director shall certify, on the Conflict of Interest Form, whether or not a conflict exists. If the Executive Director certifies a conflict exists, he or she shall replace the evaluator with another.

1. Sealed bids, proposals, or replies received by the Corporation are exempt from public inspection until the Corporation provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.
 2. Negotiation is usually carried out by teams representing each organizational entity that will have some responsibility for working with the outcome. Teams generally include members with differing focuses or areas of expertise, authority, and responsibility, such as business perspective, outcome and performance perspective, technical perspective, and legal perspective. Negotiation teams should have a chairperson, such as the Administrative Services Director, who ensures organized progress.
 3. Team members should understand their roles and meet and communicate to evaluate and plan. Others with specific expertise can be available “on call” or between sessions but do not necessarily need to participate. Team members must include individuals who can speak authoritatively for the Corporation.
- v. Posting of Awards - Notice of intended awards for all solicitations will be posted on the Corporation website for seventy-two (72) hours, excluding weekends and State-observed holidays, to provide adversely affected parties an opportunity to protest the intended award. No award will be issued until this requirement has been met.



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- vi. Under no circumstances may a purchase be broken up to avoid formal procurement.
- vii. All contracts requiring formal solicitation must be signed and approved by the Treasurer or Chair of the Executive council. No contract will be considered executed until reviewed and signed by the Treasurer or Chair of the executive Council.

Exceptions to Bid Requirements

- a) The following types of purchases do not require competitive solicitations:
 - i. Purchases of less than \$10,000.00.
 - ii. Purchases made from a state or local government Corporation or the Federal Government.
 - iii. Regulated utilities and communications lines.
 - iv. Purchases of services and/or commodities from a single source vendor.
 - v. Legal services (quotes may be obtained for comparison).
 - vi. Health services (quotes may be obtained for comparison).
 - vii. Artistic services.
 - viii. Auditing services.
 - ix. Contractual services provided to disabled persons by non-profit organizations.
 - x. Memberships allowed by Florida Statute or approved by the Executive Director or designee.
- b) Non-Competitive “Sole Source” Purchases
 - i. Occasionally, special requirements can be met only with a service or commodity available from only one vendor, with no known competitors capable of satisfying the requirements. The requester must document this situation, and documentation (such as a memorandum) must be submitted to the Executive Director. To demonstrate that a commodity or service should be purchased on a “sole source” non-competitive basis, it is not sufficient merely to indicate how the vendor differs from others in the marketplace. The differences must be shown to be **necessary** to the requester’s purpose and **unique**.
 - ii. If the price of a “sole source” commodity or service is over \$35,000.00, the requester must complete a justification for the purchase and submit



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the completed form to the Executive Director or designee, who will post it as an advertisement on the Corporation website for fifteen (15) business days, with a further seventy-two (72) hours posting of an Intent to Award if no other vendors are revealed from the advertisement.

c) Emergency Purchases

- i. If the requested purchase qualifies as an emergency, it should be indicated on the email request to the Executive Director, along with justification.
- ii. A purchase must be approved by the Executive Director or designee to classify it as an emergency.
- iii. If the purchase is approved as an emergency, only one quote is required, and the purchase may be made as soon as the approval is given.
- iv. Emergency Purchases may also be made during times of a declared state of emergency by the Governor of the State of Florida as outlined within the declaration.

d) Operational Expenditures

- i. Operational expenditure refer to the ongoing costs a business incurs to maintain its day-to-day operations. Common examples include:
 1. Rent and utilities
 2. Salaries and wages
 3. Insurance
 4. Office supplies and equipment

Upon approval of operational expenditures such as salaries and benefits or contracts by the Executive Council and/or Committee, any operational or contractual expenditures do not apply to the aforementioned thresholds as the Council and/or Committee have already approved the expenditures.

3. ATTACHMENTS

- a. Conflict of Interest Form
- b. Evaluator Appointment Memo



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CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
Request for Proposals No. xx-CCOC-xx

I certify that I have no present conflict of interest on the projects identified above and that I will recuse myself from any capacity of decision-making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. Consistent with Section 112.313, Florida Statutes, employees of the Corporation may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct and the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions and, therefore, may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) that might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Clerks of Court Operations Corporation related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Corporation related to the procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Corporation by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification approved by the Corporation ("Project Personnel"). I understand that the Corporation will maintain a list of Project Personnel. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the



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Corporation's Procurement Office. I will also maintain security and control over all documents containing Procurement Information in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project. I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Corporation or may otherwise violate the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above may result in disciplinary action by the Corporation.

Evaluator's Signature

Evaluator's Printed Name

Date

Disclosures

Nature of Conflict

Note: A disclosure does not mean a conflict exists.



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

AGENDA ITEM 4a

DATE: June 16, 2025
SUBJECT: Budget Committee Update
COUNCIL ACTION: Approve the Jury Management Form

OVERVIEW:

In May, the CCOC Budget Committee met to approve the revised SFY 2025-26 Jury Management Form, set the CFY 2025-26 Base Budget, and establish the allocation to the clerks' reserve fund.

The Committee set the CFY 2025-26 Base Budget to include the CFY 2024-25 Revenue-Limited Budget of \$518.8 million plus the calculated statewide FRS increase (the amount will be unknown until the legislative session concludes). CCOC will send out the calculated Base Budget once the Legislature approves the FRS rate increases. Based on the final revenue projections to be determined at the upcoming July REC meeting, the Committee will allocate any additional available funds.

JURY MANAGEMENT REPORT:

Currently, clerks are required to complete three separate jury-related forms:

1. CCOC Quarterly Jury Management Reimbursement Request Report
2. CCOC Quarterly Juror Management Performance Report
3. OSCA Monthly Jury Management Report

The Jury Management Workgroup, chaired by Clerk Maloy, proposed combining the three existing jury-related forms into a single quarterly Jury Management Report to reduce clerks' and staff workload and consolidate all jury-related data into a single place. The committee approved this revised form at the May meeting. If approved, it would be implemented beginning in July 2025, with the first quarterly submission due in October 2025.

COUNCIL ACTION: Approve the Jury Management Form

LEAD STAFF: Griffin Kolchakian, Budget and Communications Director

ATTACHMENTS:

1. SFY 2025-26 Jury Management Form

County:

Contact:

E-Mail Address:

Quarter:

Version #:

	Jul - Sep SFY Q1 (CFY Q4 PY)	Oct - Dec SFY Q2 (CFY Q1)	Jan - Mar SFY Q3 (CFY Q2)	Apr - Jun SFY Q4 (CFY Q3)	Total Expenditures During State Fiscal Year
Jury-Related Personnel Costs Include Managers/Supervisors, Deputies, and all others in all phases of the jury management process.					\$ -
Direct Operational Costs Include cost of Summons procedures. Do not include costs of Juror parking. Postage Printing Supplies Other (Include Specific Description on row 16, Below)					\$ - \$ - \$ - \$ -
Specific Descriptions of "OTHER" reported above on row 15. Please provide justification, calculations, and/or any information necessary to support the above expenditure amount on this row.					
Operating Cost Total:	\$ -	\$ -	\$ -	\$ -	\$ -
Juror Meals/Lodging Meals Lodging Meals and Lodging Total:					\$ - \$ - \$ -
Juror Statistics Number of Jury Summons Issued/Sent Number of Jurors Called to Report Number of Jurors That Reported for Service Number of Reporting Jurors Not Utilized Number of Juror Days Served Number of Jury Trials Scheduled Number of Jury Trials Cancelled After Jurors Have Reported Number of Jury Trials Disposed					0 0 0 0 0 0 0 0
Compensation to Jurors (Per Diem) Petit Juror Payment 3 Days or Less \$15.00 4 Days or More \$30.00 Petit Juror Payment Total: Grand Juror Payment 3 Days or Less \$15.00 4 Days or More \$30.00 Grand Juror Payment Total: ALL Jurors' Compensation Total:					\$ - \$ - \$ - \$ - \$ - \$ - \$ -
Juror Payment Performance Number of Juror Payments Issued Number of Juror Payments Issued Timely Standard: 100% % of Juror Payments Issued Timely					0 0 100.00% 100.00% 100.00% 100.00% 100.00%
S. M. A. R. T. ACTION PLANS For not meeting standard	Reason Code				
	Actions to Improve				
Jury Management Funding:	Jul - Sep SFY Q1 (CFY Q4 PY)	Oct - Dec SFY Q2 (CFY Q1)	Jan - Mar SFY Q3 (CFY Q2)	Apr - Jun SFY Q4 (CFY Q3)	Jury Management Funding During State Fiscal Year
JURY REIMBURSEMENT REQUESTED from JAC:	\$ -	\$ -	\$ -	\$ -	\$ -
JURY REIMBURSEMENT RECEIVED from JAC: (Amount received for the quarter requested)					\$ -
Amount of CCOC Article-V Funds necessary to cover Jury Management expenditures:					\$ -

- NOTES
1. Row 29 identifies individuals that are summoned, report for service, but are not part of voir dire (jurors that arrive and are never used, which could be due to a trial being canceled or postponed).

2. Row 30 identifies the "days served" which references sitting jurors in voir dire.

3. Row 31 identifies a trial that is set at the time jurors are called to report.

4. For the amounts entered on row 54, the cell for the quarter for which reimbursement is being requested should be blank. The cells for all prior quarters for which reimbursement has already been received should have the amount of that quarter's reimbursement.

5. Please select a Reason Code from the drop-down menu and provide an appropriate S.M.A.R.T. Actions to Improve for any quarter where the standard has not been met.

6. This form should be completed and returned to reports@flccoc.org (in Excel format) by the 15th of the month following the end of the quarter reimbursement is being requested.

CCOC BUSINESS RULES FOR PERFORMANCE

- Number of Jury Summons Issued:

1. Business Rules do not coincide with OSCA reporting rules

2. Include petit and grand jury

3. Report all summonses issued during the reporting period using the date of issuance
- Number of Juror Payments Issued:

1. Include all forms of payment issued

2. Include ALL payments for jury service (petit and grand jury)

3. Reporting period based on date of payment
- Number of Juror Payments Issued Timely:

1. Include all forms of payment issued

2. Exclude reissued checks

3. Reporting period based on date of payment

4. Include ALL payments for jury service (petit and grand jury)

5. Number of juror payments issued during reporting period that were within 20 days after completion of jury service as required by s. 40.32, F.S., and/or Rules of Judicial Administration, or within 20 days of revised request for payment if after original Date of Service.



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GENERAL COUNSEL

AGENDA ITEM 4b - Amended from First Publication

DATE: June 16, 2025
SUBJECT: PIE Committee Update
COUNCIL ACTION: Approve CFY 2024-25 Quarter 2 PMAP Report

OVERVIEW:

The CCOC Performance Improvement and Efficiencies (PIE) Committee met virtually in June to review Quarter 2 of CFY 2024-25 and receive updates from its standing workgroups. During this meeting, the committee approved the Quarter 2 PMAP Report (<https://flccoc.org/ccoc-reports/#pr>), discussed cases and subcases, discussed the SMART Action Plans pilot, and heard updates from the committee's workgroups, including:

1. **Payment Plan Workgroup** – Participation rose steadily from 44 submissions in October 2024 to 64 in April 2025. Action items included revising guidance examples, clarifying the usage of the "Other" category, and refining reporting instructions and business rules.
2. **Future Performance Measures Workgroup** – In six meetings, the workgroup reviewed the historical Article V system (330 tasks → 31 core measures) and surveyed all clerks on current and desired metrics. Survey findings will guide improvements to templates, definitions, and recommendations for more meaningful performance measures.
3. **PAC Framework/Case Weights Work Group** – Having met seven times since June 2024, the group has finalized 95% of the new framework's structure and layout, started a consolidated task-statute mapping (10% complete), and designed templates for capturing local administrative orders. The workgroup also plans to draft a glossary of shared definitions and a proposed data-validation workflow; discussions are underway regarding time-study planning, automation analysis, and a training roadmap.

Workgroup Recruitment – The PIE Committee is actively seeking additional Clerk staff, especially from all peer groups, to join the workgroups and lend insight. Anyone interested in participating, please sign up here: <https://forms.office.com/r/ujQOAFKdfx>

COUNCIL ACTION:

1. Approve the CFY 2024-25 Quarter 2 PMAP Report

LEAD STAFF: Johnny Petit, Actuarial Performance Analyst



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AGENDA ITEM 6

DATE: June 16, 2025
SUBJECT: CCOC Executive Council Election Results
COUNCIL ACTION: Information Only

OVERVIEW:

Four Council Member positions are available for election every year. On April 17, CCOC Executive Director Jason L. Welty informed all Clerks of the upcoming election. Clerks were asked to provide the CCOC with their interest in running for one of the Council seats by April 30.

On May 6, the CCOC distributed ballots to all the Corporation members and notified clerks to return them to the CPA firm of Thomson Brock Luger & Company (TBL) by a May 27 deadline. John Kirk from TBL, Executive Director Jason L. Welty, and Budget and Communication Director Griffin Kolchakian opened and counted the ballots on May 30.

The election results are attached.

The four newly elected Executive Council members will take their "Oath of Office" following the Annual Corporation Meeting on June 16. The new Council will then vote to select a Chair, Vice-Chair, and Secretary/Treasurer.

We want to express our gratitude to the newcomers on the Executive Council, as well as acknowledge those who have dedicated the last two years to serving on the Council. Thank you for your commitment and support.

COUNCIL ACTION: Information Only

LEAD STAFF: Jason L. Welty, Executive Director

ATTACHMENT:

1. Council Election Results

MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

TBL
THOMSON BROCK
LUGER & COMPANY

Certified Public Accountants and Business Advisors

FRED C. LUGER, C.P.A.
MATTHEW R. HANSARD, C.P.A.
ANN MARIE BACHMAN, C.P.A.
GREGORY J. COCHRAN, C.P.A.
JOHN K. KIRK, C.P.A.

KELLY VAZQUEZ, C.P.A.
SAWYER SCHMOOKLER, C.P.A.
REBEKAH E.A. GRIFFIN, C.P.A.
BRETT GILMAN, C.P.A.

HAROLD A. BROCK, JR. (Retired)
W. FREDERICK THOMSON (1943-2024)

May 30, 2025

**Members of the Florida Clerks of Court Operations Corporation
President of the Florida Senate
Speaker of the Florida House of Representatives**

In accordance with the Plan of Operations for the Florida Clerks of Court Operations Corporation, we are providing this written notification to serve as notice of our certification of the election results for the most recent election of the CCOC 2025 Executive Council.

The voting procedures outlined in the Plan of Operations were followed as per the prescribed method. Our firm controlled the receipt and counting of the ballots. We will continue to maintain an electronic copy of all ballots submitted for this election. The ballot counting was completed on this date with the following individuals in attendance:

- Griffin Kolchakian, CCOC Budget and Communications Director
- John K. Kirk, CPA, Internal Auditor for CCOC
- Jason L. Welty, CCOC Executive Director

The ballots were tallied and as a result, the following members have been elected to the Executive Council:

Group 1 – Todd Newton, Gilchrist County
Group 2 – Michelle Miller, St. Lucie County
Group 3 – Ken Burke, Pinellas County
Group 4 – Tiffany Moore Russell, Orange County

Feel free to contact me with any questions.

Respectfully Submitted,



John K. Kirk, CPA

Jkirk@tbl-cpa.com

