



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

TOM BEXLEY
FLAGLER 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

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**.