



EXECUTIVE COUNCIL MEETING

October 21, 2025



CCOC EXECUTIVE COUNCIL MEETING

October 21, 2025

Meeting: 2:30 PM – 5:00 PM, Eastern

Location: World Golf Village, St. Augustine, FL

Zoom Link: <https://us06web.zoom.us/j/89752577177>

Meeting ID: 897 5257 7177; Conference Call: 1-305-224-1968

Call to Order.....	Hon. Tara S. Green
Roll Call	Hon. Michelle R. Miller
Public Comment	Hon. Tara S. Green
1) Approve Minutes from 8/19/25 Meeting	Hon. Michelle R. Miller
2) Treasurer's Report	Hon. Michelle R. Miller
a) CFY 2024-25 CCOC Office Budget	
3) CCOC Plan of Operations and Policies and Procedures	Jason L. Welty
4) CCOC Committee Updates	
a) Budget Committee	Hon. Stacy Butterfield
b) PIE Committee.....	Hon. Laura Roth
c) Legislative Committee	Hon. Carolyn Timmann
5) Report on TCBC	Hon. Judge Soto
6) Other Business	Hon. Tara S. Green



MINUTES OF THE EXECUTIVE COUNCIL MEETING

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)

DATE: August 18, 2025

TIME: 12:00 – 12:25 PM

LOCATION: Virtual

CALL TO ORDER

Chair Green called the meeting to order at 12:00 PM.

ROLL CALL

Secretary/Treasurer Clerk Michelle R. Miller conducted the roll call.

Present:

Chair Tara Green

Vice-Chair Todd Newton

Secretary/Treasurer Michelle R. Miller

Clerk Stacy M. Butterfield

Clerk Tiffany Moore Russell

Clerk Nadia K. Daughtrey

Clerk Victoria L. Rogers

Clerk Ken Burke

Clerk Juan Fernandez-Barquin

Clerk Jody Phillips

Judge Bertila Soto

A quorum was established.

1. Public Comment

- Chair Green opened the floor for public comment.
- Clerk Kinzel inquired whether she should provide comments during public comment or under the budget item; she opted to wait for the budget discussion.

2. Approval of Minutes (August 19, 2025)

- Motion to approve: Clerk Butterfield.
- Second: Clerk Russell.

- Vote: Approved unanimously.

3. CCOC Office Budget Correction

- Jason Welty presented an explanation of a correction related to the Guardianship Data Transparency appropriation.
- Due to timing of the state budget and clerks' budget approval process, an error had been made in calculating the appropriation.
- Request: Adjust the FY 25–26 budget to \$2,609,763 to correct the error.

Action Taken:

- Motion to amend: Clerk Newton.
- Second: Clerk Daughtrey.
- Vote: Approved unanimously.

4. CFY 2025-26 Revenue-Limited Budget

- Chair Green presented the recommended Revenue-Limited Budget of \$532.5 million.
 - Includes 1 FTE for each of the 37 new judges (\$2.9 million).
 - Accounts for FRS increase (\$1 million).
 - Adds \$9.8 million in weighted case allocations above the Base Budget.
 - Represents a \$13.7 million increase year-over-year (2.6%).
 - All 67 clerk offices will see funding increases.

Action Taken:

- Motion to approve: Clerk Butterfield.
- Second: Clerk Newton.
- Vote: Approved unanimously.

Public Comment (Post-Vote):

- Clerk Kinzel expressed strong concerns about the budget process:
 - Reliance on potentially outdated/invalidated case weighting data.
 - Insufficient funding for statutory requirements (e.g., juror funding).
 - Urged the Council to reject the budget and push for legislative action.

- Chair Green and members acknowledged concerns, emphasizing:
 - Approval of budget does not equate to adequate funding.
 - Legislative advocacy remains critical.
 - The Budget Committee (chaired by Clerk Butterfield) will begin early meetings in October to review formulas, factors (e.g., cost of living, additional courthouses), and potential improvements.

Additional comments:

- Clerk Miller stressed need for earlier budget processes and stronger communication with the legislature.
- Clerk Munz expressed concerns about funding disparities between similar sized counties.
- Discussion highlighted importance of the Additional Budget Components (ABC) Workgroup under the Budget Committee.

5. Other Business

- No additional business was raised.

6. Adjournment

- Chair Green adjourned the meeting at 12:25 PM.



AGENDA ITEM 2

DATE: October 21, 2025
SUBJECT: Treasurer's Report
COUNCIL ACTION: Information only

OVERVIEW:

CFY 2024-25 Budget Update: As seen on the attached CCOC Office Budget Report (**Attachment 1**), the office has expended 78 percent of the approved budget through July 2025, or 83 percent of the annual budget.

COUNCIL ACTION: Information Only

LEAD STAFF: Jason L. Welty, CCOC Executive Director

ATTACHMENTS:

1. CFY 2024-25 CCOC Office Budget Report

FY 2024-25
CCOC Budget and Expenditures
through July 2025

	FY24/25	October	November	December	January	February	March	April	May	June	July
Personal Services		\$ 70,670.25	\$ 91,291.57	\$ 83,602.17	\$ 94,953.48	\$ 112,705.27	\$ 112,410.01	\$ 112,655.74	\$ 111,035.65	\$ 107,071.74	\$ 88,851.95
Operating		\$ 24,144.10	\$ 65,372.01	\$ 27,674.81	\$ 88,511.79	\$ 16,477.97	\$ 120,813.99	\$ 15,033.06	\$ 149,715.22	\$ 17,167.32	\$ 50,198.58
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	\$ 260,750.87	\$ 124,239.06	\$ 137,050.53
YTD		\$ 94,814.35	\$ 251,477.93	\$ 362,754.91	\$ 544,220.18	\$ 673,403.42	\$ 906,627.42	\$ 1,034,316.22	\$ 1,295,067.09	\$ 1,419,306.15	\$ 1,556,356.68
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	\$ 1,331,215.91	\$ 1,497,617.90	\$ 1,664,019.89
Budget to Actuals		\$ 71,587.64	\$ 81,326.05	\$ 136,451.06	\$ 121,387.78	\$ 158,606.53	\$ 91,784.52	\$ 130,497.70	\$ 36,148.82	\$ 78,311.75	\$ 107,663.21
% YTD		5%	13%	18%	27%	34%	45%	52%	65%	71%	78%



AGENDA ITEM 3

DATE: October 21, 2025
SUBJECT: CCOC Plan of Operations and Policies and Procedures
COUNCIL ACTION: Information Only

OVERVIEW:

Plan of Operations

This memo highlights areas for the Council to consider modifications to the CCOC Plan of Operations to better align practices with statutory requirements under Florida Statutes, carried out by the Executive Council on behalf of the Corporation. Many of these changes simply align the Plan of Operations with changes to statute since the plan was last modified in 2018.

Areas for revision

- 1) Corporation & Council Meetings
- 2) Duties and Responsibilities
- 3) Other Officers
- 4) Operations

CCOC will bring draft language to the December Council meeting for the Council's review. Additionally, CCOC will bring additional draft policies and procedures for the Council's approval.

COUNCIL ACTION: Information Only

LEAD STAFF: Jason L. Welty, Executive Director



AGENDA ITEM 4.b

DATE: October 21, 2025
SUBJECT: PIE Committee Report
COUNCIL ACTION: Approve the CFY 2024–25 Quarter 3 PMAP Report

OVERVIEW:

The CCOC Performance Improvement and Efficiencies (PIE) Committee met virtually on October 3, 2025, to review Quarter 3 of CFY 2024–25 and receive updates from its standing workgroups. During this meeting, the committee approved the Quarter 3 PMAP Report, reviewed the statewide cases and subcases update, and heard progress reports from the PAC Framework, Payment Plan, and Performance Measures Workgroups.

The Quarter 3 PMAP Report showed that 53 counties were required to submit a total of 155 action plans. 51 counties submitted plans related to collections, nine for filing timeliness, thirteen for docketing timeliness, and three for juror payment processing. The report also noted continued improvements in data accuracy and timely submissions. The CFY 2024-25 Quarter 3 PMAP report has been published on the CCOC website: (<https://flccoc.org/ccoc-reports/#pr>) and submitted to the Legislature by August 14, 2025.

PAC Framework / Case Weights Workgroup: The workgroup finalized the redesigned PAC Framework structure and completed approximately 85% of the statutory task mapping. A standardized Local Administrative Order (LAO) template was developed to capture non-statutory duties, along with a draft glossary of shared definitions. The group is developing a data validation and certification process that includes statistical reviews, anomaly detection, and peer comparisons to ensure data accuracy and consistency.

Payment Plan Workgroup: Updates to the CFY 2025–26 Monthly Payment Plan form and business rules were finalized, clarifying definitions and improving instructions. The workgroup will begin assessing the effectiveness of payment plans statewide after the completion of CFY 2024–25 data review in December.

Performance Measures Workgroup: The group held seven meetings and conducted a statewide survey with 26 clerk offices to identify current metrics, gaps, and recommendations for new measures. The results are being used to create a more standardized, data-driven performance measurement system. The workgroup is reviewing the draft PAC framework to identify performance metrics that better reflect operational realities.

COUNCIL ACTION: Approve the CFY 2024–25 Quarter 3 PMAP Report

LEAD STAFF: Johnny Petit, Director of Data and Research