



**MINUTES OF THE EXECUTIVE COUNCIL MEETING
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)**

DATE: October 21, 2025

TIME: 2:30 PM – 5:00 PM

LOCATION: World Golf Village, St. Augustine, FL

CALL TO ORDER

Chair Green called the meeting to order at 2:30 PM.

ROLL CALL

Secretary/Treasurer 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

Judge Bertila Soto

Clerk Nadia K. Daughtrey

Clerk Victoria L. Rogers

Clerk Juan Fernandez-Barquin

Clerk Jody Phillip

A quorum was established.

1. Public Comment

Chair Green opened the floor for public comment; there was no public comment.

2. Approval of Minutes (August 19, 2025)

- **Motion to approve:** Clerk Butterfield
- **Second:** Clerk Russell
- **Vote:** Approved unanimously

3. Treasurer's Report

Clerk Miller presented the CCOC Budget to the Council. Through July, CCOC expended approximately 78 percent of its budget, below the expected 83 percent. There were no questions from the Council.

4. CCOC Plan of Operations and Policies and Procedures

CCOC Executive Director Jason L. Welty presented the memo and shared with the Council potential areas for update for the Corporation's Plan of Operations. These areas include Corporation & Council Meetings, Duties and Responsibilities, Other Officers, and Operations. Mr. Welty provided a few examples of items that need updating and committed to providing draft language at the December Council meeting.

5. Committee Updates

A. Budget Committee Report

- Clerk Butterfield provided an update on the Budget Committee, including a revenue update, a workgroups update, the committee's tentative workplan for the year, and Clerk Fernandez-Barquin's Peer Group update request for Miami-Dade County. Clerk Butterfield thanked clerks and staff who serve on the workgroups.

B. Performance Improvement and Efficiencies (PIE) Committee Report

- Clerk Roth provided an update on the PIE Committee, including the Q3 PMAP Report, a workgroups update, updates on the PAC framework and payment plans, and highlighted the committee's continued efforts to ensure accuracy, transparency, and alignment of data reporting with the realities of the clerk workload.
- Approval of the FY 2024-25 Q3 PMAP Report:
 - **Motion to approve: Clerk Daughtrey**
 - **Second: Clerk Newton**
 - **Vote: Approved unanimously**

C. Legislative Committee Report

- Mr. Welty, on behalf of Clerk Timmann, provided an update on the Legislative Committee, including the clerks' Legislative Budget Request (LBR), the funding shortfall advocacy efforts will focus on, and a summary of the presentation made to the Senate Justice Appropriations Committee on October 8. Legislative efforts will focus on showing legislators measurable data, including summons growth,

turnover rates, and unfilled positions. The committee will continue to collaborate with the FCCC legislative team to communicate the clerks' complex funding needs.

6. Trial Court Budget Commission (TCBC) Report

Judge Bertila Soto provided an update on the Trial Court Budget Commission (TCBC). The TCBC met in July 2025 to approve the FY 2025-26 allocations and to make recommendations for the FY 2026-27 LBR. These requests include IT, personnel, and bandwidth resources, salary adjustments for hearing officers, additional FTE for case management, and courthouse furnishings. The next meeting is scheduled for November 20, 2025, to allocate reappropriated due process and child support funds.

Chair Green thanked Judge Soto for her continued partnership and support.

7. Other Business

No other business was brought before the Council.

- **Motion to adjourn: Clerk Newton**
- **Second: Clerk Butterfield**
- **Vote: Approved unanimously**

Meeting adjourned