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EXECUTIVE COUNCIL MEETING  
December 18, 2025

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## CCOC EXECUTIVE COUNCIL MEETING

December 18, 2025

Virtual Meeting: 10:00 AM – 12:00 PM, Eastern

Zoom Link: <https://us06web.zoom.us/j/82804308532>

Meeting ID: 828 0430 8532; Conference Call: 1-305-224-1968

Call to Order.....	Hon. Tara S. Green
Roll Call.....	Jason L. Welty
Public Comment .....	Hon. Tara S. Green
1) Approve Minutes from 10/21/25 Meeting.....	Hon. Tara S. Green
2) Treasurer’s Report .....	Hon. Tara S. Green
a) CFY 2024-25 CCOC Office Budget	
b) Revenue Distribution .....	Jason L. Welty
3) CCOC Plan of Operations, Policies, and Procedures .....	Jason L. Welty
4) Contract Review .....	Thomas Dunne
5) 2024-25 CCOC Annual Report.....	Griffin Kolchakian
6) Executive Director Performance Review .....	Hon. Tara S. Green
7) Other Business.....	Hon. Tara S. Green



**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION**

2560-102 BARRINGTON CIRCLE ✓ TALLAHASSEE, FLORIDA 32308 ✓ PHONE 850.386.2223 ✓ FAX 850.386.2224 ✓ WWW.FLCCOC.ORG

**Attendance**

**Executive Council Meeting**

**December 18, 2025**

<b>Council Member</b>	<b>Present In-Person</b>	<b>Present Online</b>	<b>Absent</b>
Honorable Tara Green, Chair			
Honorable Todd Newton, Vice-Chair			
Honorable Michelle Miller, Secretary/Treasurer			
Honorable Ken Burke			
Honorable Stacy Butterfield			
Honorable Nadia Daughtrey			
Honorable Juan Fernandez-Barquin			
Honorable Jody Phillips			
Honorable Vickie Rogers			
Honorable Tiffany Moore Russell			
Honorable Bertila Soto			



**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	Judge Bertila Soto
Vice-Chair Todd Newton	Clerk Nadia K. Daughtrey
Secretary/Treasurer Michelle R. Miller	Clerk Victoria L. Rogers
Clerk Stacy M. Butterfield	Clerk Juan Fernandez-Barquin
Clerk Tiffany Moore Russell	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**



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## AGENDA ITEM 2

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**DATE:** December 18, 2025  
**SUBJECT:** Treasurer's Report  
**COUNCIL ACTION:** Information only

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### OVERVIEW:

**CFY 2024-25 Budget Update:** As seen on the attached CCOC Office Budget Report (**Attachment 1**), the office expended 92 percent of the approved budget in FY 2024-25 or \$191,515 under budget. The budget-to-actual expenditure figures presented herein are preliminary and unaudited. These amounts are subject to change pending completion of year-end reconciliation by CCOC's contracted accountants. In addition, there are outstanding invoices and obligations related to the fiscal year that have not yet been paid or posted and will be recorded in the applicable fiscal year upon processing.

**COUNCIL ACTION:** Information Only

**LEAD STAFF:** Jason L. Welty, CCOC Executive Director

### ATTACHMENTS:

1. CFY 2024-25 CCOC Office Budget Report

## CCOC Budget and Expenditures

FY 2024-2025

	FY24/25	October	November	December	January	February	March	April	May	June	July	August	September
<b>Personal Services</b>		\$ 70,579.05	\$ 91,058.57	\$ 83,496.18	\$ 99,700.33	\$ 112,764.97	\$ 117,638.82	\$ 114,336.06	\$ 109,238.59	\$ 100,740.61	\$ 102,402.45	\$ 103,471.12	\$ 87,737.68
<b>Operating</b>		\$ 47,749.70	\$ 42,245.64	\$ 53,297.09	\$ 89,367.96	\$ 17,473.57	\$ 113,706.00	\$ 13,201.45	\$ 175,611.21	\$ 166,856.64	\$ 13,409.13	\$ 37,048.34	\$ 123,176.90
<b>Capital Outlay</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>		\$ 118,328.75	\$ 133,304.21	\$ 136,793.27	\$ 189,068.29	\$ 130,238.54	\$ 231,344.82	\$ 127,537.51	\$ 284,849.80	\$ 267,597.25	\$ 115,811.58	\$ 140,519.46	\$ 210,914.58
<b>YTD</b>		\$ 118,328.75	\$ 251,632.96	\$ 388,426.23	\$ 577,494.52	\$ 707,733.06	\$ 939,077.88	\$ 1,066,615.39	\$ 1,351,465.19	\$ 1,619,062.44	\$ 1,734,874.02	\$ 1,875,393.48	\$ 2,086,308.06
<b>YTD Budget</b>	\$ 2,277,823.87	\$ 189,818.66	\$ 379,637.31	\$ 569,455.97	\$ 759,274.62	\$ 949,093.28	\$ 1,138,911.94	\$ 1,328,730.59	\$ 1,518,549.25	\$ 1,708,367.90	\$ 1,898,186.56	\$ 2,088,005.21	\$ 2,277,823.87
<b>Budget to Actuals</b>		\$ 71,489.91	\$ 128,004.35	\$ 181,029.74	\$ 181,780.10	\$ 241,360.22	\$ 199,834.06	\$ 262,115.20	\$ 167,084.06	\$ 89,305.46	\$ 163,312.54	\$ 212,611.73	\$ 191,515.81
<b>% YTD</b>		5%	11%	17%	25%	31%	41%	47%	59%	71%	76%	82%	92%



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## AGENDA ITEM 2b

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**DATE:** December 18, 2025  
**SUBJECT:** Revenue Distribution  
**COUNCIL ACTION:** Motion

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### OVERVIEW:

As part of the revenue estimation process, CCOC tracks clerks' remittances to state trust funds. In discussions before estimating conferences, CCOC, the Office of the State Courts Administrator (OSCA), and the Office of Economic and Demographic Research (EDR) outline various revenue sources. As part of this discussion, it seemed that certain revenues may have been allocated to the wrong trust funds.

CCOC undertook a review of the additional \$4 filing fee in county civil claims and requested a few counties to review their distribution within their accounting systems. As a result, CCOC found that \$225,583.28 was inappropriately distributed to the CCOC. These revenues should have been directed to OSCA for the court system expenses.

CCOC will continue to review the distribution of fees to the proper funds, and CCOC encourages clerks to periodically review the latest FCCC Distribution Schedule and the splits within their accounting systems to ensure accuracy.

**COUNCIL ACTION:** Motion to allow the Executive Director to work with OSCA to distribute \$225,583.28 of filing fees that were inadvertently directed to CCOC.

**LEAD STAFF:** Jason L. Welty, CCOC Executive Director



### AGENDA ITEM 3

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**DATE:** December 18, 2025  
**SUBJECT:** CCOC Plan of Operation  
**COUNCIL ACTION:** Information Only

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#### OVERVIEW:

##### Plan of Operation

The Executive Council and the Corporation have not considered changes to the “Plan of Operation” since 2018. Several sections in the Plan are obsolete, and new sections of law are not contemplated in the Plan. This memo briefly outlines the changes made in each section.

- Entire document – grammatical and stylistic changes
- Section 1-4 – added new statutory references to CCOC duties. Removed extraneous bullets as these are codified in law and unnecessary to duplicate within the Plan of Operation.
- Section 2-1 – moved to Section 2-3 for consistency with Article I (duties are preceded by establishment and structure). Removed the Revenue Enhancement Committee as its duties have become a part of the Legislative Committee’s responsibility.
- Section 2-2 - moved to Section 2-1 to establish the membership of the council before getting into the election and duties.
- Section 2-3 – moved to Section 2-2 and updated to provide Council election information via email
- Section 2-4 – removed references to being physically present and added references to electronic meeting formats.
- Section 4-1 – authorizing CCOC to lease or purchase office space.
- Section 4-2 – provided additional detail regarding the administration of personnel.

**COUNCIL ACTION:** Information Only

**LEAD STAFF:** Jason L. Welty, Executive Director

#### ATTACHMENTS:

- 2025 CCOC Plan of Operation Draft 12-15-25

**PLAN OF OPERATION**  
**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**ARTICLE I**  
**GENERAL PROVISIONS**

**Section 1-1: Name**

The name of the Corporation shall be the Florida Clerks of Court Operations Corporation.

**Section 1-2: Establishment**

The Florida Clerks of Court Operations Corporation, hereinafter known as "Corporation", is established under ~~Section s. 28.35, Florida Statutes F.S., as amended from time to time.~~ The statutory duties assigned to the Corporation shall be performed by the Executive Council ~~(Council) through the Corporation staff. Any future reference to the Executive Council in this document shall be referred to as the "Council".~~

**Section 1-3: Legal Structure**

- A. The Corporation is established as a public corporation organized to perform ~~those the~~ functions specified in statute and ~~delineated herein as described in this Plan of Operation.~~
- B. Membership in the Corporation ~~shall be~~ consists of the Clerks of the Circuit Court, ~~who shall hold their position and authority each serving~~ in an ex officio capacity.
- C. ~~The members must adopt the~~ Corporation Plan of Operation ~~shall be adopted by the members~~ and may be amended by a majority vote of the Corporation members at the annual meeting ~~of the Corporation held pursuant to provisions herein. The~~ Plan of Operation may not contradict the Corporation's statutory purpose, construction, operation, or scope of duties/authority ~~of the Corporation.~~

**Section 1-4: Corporation Powers and Duties**

The duties of the Corporation shall include the functions assigned to the Corporation, as defined in ~~ss. 27.52, 28.35, s.28.36, 28.37, 28.42, 40.29, 57.082, and 318.18, 322.75, and 744.2112~~ Florida Statutes, ~~r~~

- ~~A. Adopting a Plan of Operation.~~
- ~~B. Conducting the election of an Executive Council.~~

~~C. Recommending to the Legislature changes in the amounts of the various court-related service charges, fines, fees and costs established by law to ensure reasonable and adequate funding of the Clerks of Court in the performance of their court related functions.~~

~~D. Performing the functions specified in sections 28.35 and 28.36, Florida Statutes.~~

~~E. Developing and certifying a uniform system of workload measures and clerk workload performance standards as set forth in law and defined by the membership of the Corporation.~~

~~F. Reviewing, certifying and recommending proposed budgets using the methodology set forth in law.~~

~~G. Submitting its proposed budget and the information described in 28.35(2)(f), F.S., along with proposed budgets for each Clerk of Court, to the Legislative Budget Commission.~~

~~H. Developing and conducting Clerk education programs.~~

~~I. Submitting an audited annual financial statement to the Auditor General and such other entities if required by law.~~

~~J.~~

Hiring staff and paying other expenses, as necessary, to perform the responsibilities and duties of the Corporation as described by law.

## Section 1-5: Corporation Meetings

Meetings of the Corporation shall be governed by the following provisions:

~~A. The Corporation shall hold an annual business meeting each year and such other meetings as deemed necessary by the call of the Council or upon the petition to the Council by twenty-two (22) or more members of the Corporation. The Corporation will work with the Florida Court Clerks & Comptrollers to coordinate meetings for the convenience of the members. At the annual business meeting the Council shall recommend a tentative schedule of all regular meetings for the coming year. In the name of efficiency and economy, the Corporation will try to coordinate its meetings with the meetings of the Florida Court Clerks & Comptrollers.~~

~~B.A. The Corporation shall hold an annual business meeting each year and such other meetings as deemed necessary by the call of the Council or upon the petition to the Council by twenty-two (22) or more members of the Corporation.~~

~~C.B. The Corporation shall Nnotice of the Corporation's annual meeting shall be given thirty (30) days prior to before the meeting date. The agenda, stating the substance and nature of each agenda item, shall be provided at least seven days prior to the annual meeting. For other meetings described in subsection A, notice shall be provided at least seven days prior to the meeting and shall include an agenda as described above. The agenda shall advise the members the substance and nature of each agenda item and will be provided~~

~~seven (7) days prior to the annual meeting. For other meetings of the Corporation, as provided in Section 1-5 A, notices shall be provided a minimum of seven (7) days prior to such meetings with agenda provisions as previously noted.~~

~~D.C. All meetings of the Council and the annual meeting of the Corporation shall be open to the public pursuant to Florida law. Proceedings of Corporation meetings shall be governed by the most current edition of "Robert's Rules of Order," with detailed minutes of all proceedings taken and maintained by the Secretary/Treasurer. Upon approval by the Corporation, minutes shall be posted on the Corporation's website for public access.~~

~~D. Corporation Annual Meeting: After providing proper notice as outlined under Section 1-5, a quorum will consist of a majority of the Corporation membership. This includes counting those present in person and by phone.~~

~~E. Proceedings of Corporation meetings shall be governed by the most current edition of "Robert's Rules of Order" with detailed minutes of all proceedings taken and maintained by the Secretary/Treasurer. Said minutes, upon approval of the Corporation, shall be placed on and maintained by the Corporation on the Corporation's website for public access.~~

~~F.—~~

## ARTICLE II COUNCIL

### Section 2-1: Duties and Responsibilities

~~The Council shall perform on behalf of the Corporation, those duties and responsibilities assigned by statute and the plan of operation to the Corporation. Such duties and responsibilities shall be administered in accordance with the Plan of Operation approved by the Corporation and as such may be subsequently amended as provided in Section 1-3 C. The Council shall develop for its own internal use, administrative, personnel, and purchasing policies for the Corporation Office.~~

~~The Council shall have standing committees to help more efficiently carry out statutory duties. Ad hoc committees may be established as determined necessary by the Chair. Summary minutes of all proceedings of meetings of the standing committees shall be taken and maintained by CCOC staff and placed and maintained on the Corporation website for public access. Minutes are not required to be taken at the ad hoc committee meetings.~~

~~Standing committees shall include:~~

~~Budget Committee: The primary duties of the Budget Committee shall be to: Develop budget forms and instructions for Clerks; Inform and educate Clerks on the budget process; Request Clerks to submit a budget; Develop budgetary evaluation criteria; Review Clerks proposed budgets consistent with the evaluation criteria; Recommend to the Council a proposed budget for all Clerks and; Recommend such amendments to existing or proposed budgets as may be required. The Committee shall also be responsible for presenting the budget before the Legislature, Governor or their staff as needed. The Committee shall identify Legislative problems and solutions and recommend them to the CCOC Legislative Committee.~~

~~Performance Improvement and Efficiency Committee: The Committee shall work with Corporation members to help carry out statutory duties of developing workload measures and clerk workload performance standards as well as seeking methods to develop where feasible further efficiencies in Clerks' court-related duties.~~

~~Legislative Committee: The Committee shall act on behalf of the Council as requested to provide recommendations to the Legislature as required by statute and the Plan of Operations. The Committee shall further review Legislative priorities, committee hearings, bills, and other issues as they relate to Clerks and CCOC activities.~~

~~Clerk Education Program Committee: The Committee shall work with Corporation members to help carry out statutory duties of developing and conducting clerk education programs.~~

~~Revenue Enhancement Committee: The Committee shall work with the Council to recommend to the Legislature changes in the various amounts of court related fines, fees, service fees, and costs.~~

~~Executive Committee: The Committee shall consist of the Council Officers as established in Section 3-1. The purpose of the Committee is to act on behalf of the Council when decisions need to be made on issues requiring immediate attention or on administrative issues. The Council shall be notified of any action taken by the Executive Committee. All decisions of the Executive Committee shall be provided to the Council at the Council's next meeting for confirmation.~~

## **Section 2-~~12~~: Membership**

The Council shall be composed of eight ~~C~~clerks elected by the Corporation members. Two ~~c~~clerks shall be from each of the following four population categories and shall serve ~~for a term of two-~~ years ~~terms.~~

- A. Group A: Less than 100,000 citizens
- B. Group B: 100,000 but fewer than 500,000
- C. Group C: 500,000 but fewer than 1 million
- D. Group D: 1 million or more

~~The Executive Council shall consist of staggered two-year terms. The Executive Council shall establish the process, terms, and division within groups to implement the staggered terms. The Executive Council shall consist of staggered two (2) year terms. The Executive Council shall establish the process, the terms and division within Groups to implement the staggered terms.~~

The Council shall also include, as ex officio members, a designee of the President of the Senate, a designee of the Speaker of the House of Representatives, and a designee of the Chief Justice of the Supreme Court.

## Section 2-23: Election of Council

At the annual meeting, the currently sitting Council members shall conduct the meeting then the General Counsel will swear in the incoming board members. ~~will be sworn in.~~

Council members, other than designees of the President of the Senate, the Speaker of the House of Representatives and Chief Justice of the Supreme Court, assuming office at the annual meeting, shall be elected pursuant to the following:

A. Counties shall be assigned to population categories based on individual county population estimates for the year in which the election is held, as published by the Office of Economic and Business Research (EDR), University of Florida. Counties comprising population categories delineated herein shall be based on individual county population estimates for the year in which the election is held as published by the Bureau of Economic and Business Research, University of Florida.

~~B. On or before April 1 of each year, the Secretary/Treasurer shall provide email notice to all clerks of the upcoming election. The notice shall include the election schedule and a statement that any clerk who intends to be a candidate must notify the Secretary/Treasurer in writing by April 15. On or before April 1 of each year, the Secretary/Treasurer shall provide written notice to all Clerks of the Court of the upcoming election. Notification of the election shall include an election schedule as well as notice to Clerks of the Court to submit to the Council Secretary/Treasurer by April 15 their intent to be a candidate for election to the Council.~~

~~C. By May 15 of each year, the Secretary/Treasurer shall prepare an election ballot that shall contain the names of all candidates divided into appropriate population categories of their respective counties. The ballot shall be distributed to all clerks via email at least 15 days before the ballot return deadline. By May 15 of each year, the Secretary/Treasurer shall prepare an election ballot which shall contain the names of all Clerks of Court divided into appropriate population categories of their respective counties. The names of those Clerks of Court who have expressed their intent to be a declared candidate for Council election shall be so indicated on the ballot. The ballot shall be distributed to all Clerks of Court in such a manner as to provide documentation of proper delivery and to ensure receipt by the Clerks of Court a minimum of fifteen (15) days prior to the ballot return deadline. The ballot package shall be clearly marked as an official ballot and shall include an envelope with the proper return address.~~

~~D.B.~~ All ballots shall be returned to the ~~specific address~~ email address of a Certified Public Accountant (CPA) selected by the Council by the designated date for the official opening and counting of the ballots. The CPA shall maintain custody of all ballots until the designated date and time for opening and counting.

~~E.C.~~ On the date and at the time and location noticed for the official opening and counting of the ballots, the designated CPA shall open and count all ballots and shall certify

the official results of the election. ~~Electronic votes shall be counted and certified, as established above.~~ The designated CPA shall serve notice of certification to the Council and; the Corporation Members.

~~F.D.~~ Special elections ~~as may be necessary and called pursuant to Section 2-4 shall be conducted within the requirements and framework of the above provisions, as may be necessary and called pursuant to Section 2-4, shall be conducted within the requirements and framework of the above provisions,~~ including applicable schedule timelines. Special elections may be held to fill a vacated term on the Council for the remaining term of the vacated office.

~~G.E.~~ If a candidate is unopposed, then no ballot process/election process shall be required.

### **Section 2-3: Duties and Responsibilities**

The Council and Corporation staff shall perform, on behalf of the Corporation, those duties and responsibilities assigned by statute and the Corporation's Plan of Operation. Such duties and responsibilities shall be administered in accordance with the Plan of Operation. The Council shall develop administrative, personnel, and purchasing policies for the Corporation.

The Council shall have standing committees to help more efficiently carry out statutory duties. Ad hoc committees may be established as determined necessary by the Council Chair. Summary minutes of all proceedings of meetings of the standing committees shall be taken and maintained by Corporation staff and placed and maintained on the Corporation website for public access. Minutes are not required to be taken at the ad hoc committee meetings.

Standing committees shall include:

- A. Budget Committee: Duties include developing budget forms and instructions for Clerks; educating Clerks about the budget process; requesting and reviewing proposed Clerk budgets using established evaluation criteria; recommending a consolidated budget for all Clerks to the Council; recommending amendments to existing or proposed budgets as necessary; presenting the budget to the Legislature, the Governor, or their staff as required; and identifying legislative issues and proposed solutions for referral to the Legislative Committee.in clerks' court-related duties.
- B. Legislative Committee: Duties include reviewing legislative priorities, committee hearings, and bills affecting clerks and CCOC activities, and providing recommendations to the Legislature on court-related fines, fees, service charges, and costs, and on the distribution of those fines and fees.

C. Performance Improvement and Efficiency Committee: Duties include working with Corporation members to develop, review, and refine workload measures and performance standards for Clerks' court-related functions; evaluating Clerk operations to identify opportunities to improve efficiency, effectiveness, and consistency; recommending process improvements, best practices, and operational enhancements to support high-quality court services; analyzing performance data to identify trends and areas requiring corrective action or support; and coordinating with other committees, as appropriate, to ensure performance expectations align with budgetary, legislative, and educational priorities.

D. Education Committee: Duties include assisting Corporation members to help carry out statutory duties of developing and conducting clerk education programs. The Committee shall ensure that all education programs comply with applicable continuing education requirements and support the Corporation's mission of promoting efficient and effective court operations throughout Florida.

E. Executive Committee: The Committee shall consist of the Council Officers as established in Section 3-1. The purpose of the Committee is to act on behalf of the Council when decisions must be made on issues requiring immediate attention or on administrative matters. The Council shall be notified of any action taken by the Executive Committee. All decisions of the Executive Committee shall be provided to the Council at the Council's next meeting for confirmation.

#### **Section 2-4: Council Meetings**

A. At the annual Corporation meeting, the Council shall recommend a tentative schedule of all regular meetings for the coming year. To promote efficiency and cost-effectiveness, the Corporation must coordinate its in-person meetings with those of the Florida Court Clerks & Comptrollers.

A.B. The Council shall meet in accordance with the annually published schedule of meetings. The Council can meet either in person or via an electronic meeting platform. Other meetings may be called by the Chair and/or by petition of ~~a minimum of at least~~ three (3) Council members.

B.C. Notice of the Council meetings shall be given seven (7) days ~~prior to~~ before the meeting date to the Council and members of the Corporation and said notice shall include the agenda which shall advise the Council and Corporation members the substance and nature of each agenda item. For other ~~meetings of the Council, as provided herein, notices shall be provided a minimum of seven (7) days of such meetings~~ Council meetings, as provided herein, notices shall be provided a minimum of seven (7) days before such meetings, with agenda provisions as previously noted. The seven (7) day notice can be waived by seven (7) members of the Council at the commencement of the meeting.

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- ~~C~~.D. In any Council meetings, all reasonable efforts shall be made to have ~~telephone~~ electronic access available to all members. Council members should attend ~~personally but may in person, but may also~~ attend and vote electronically.
- ~~D~~.E. All meetings of the Council shall be open to the public, governed pursuant to Florida law.

### Section 2-5: Member Attendance and Participation

Attendance and participation of Council members shall be governed by the following provisions:

- A. A vacancy in office is declared when a member has three consecutive unexcused absences from ~~meetings of the Council~~ meetings; dies while in office; or no longer holds the qualifying office for Council membership. The Chair must grant excused absences, or no longer holds the office which would entitle him or her to be a member of the Council. An excusal shall be granted by the Chair.
- B. When a vacancy occurs or is imminent, the Secretary/Treasurer or the Chair must provide written notification to the Council. Upon such a vacancy becoming imminent, the Secretary/Treasurer or the Chair shall provide written notification to the Council.
- C. Upon such notification by the Secretary/Treasurer or the Chair, the Council shall notify the Corporation members of the vacancy.
- D. If the remaining term is less than six (6) months, the vacancy will remain open until the next regular election. If more than six (6) months remain, the Council shall direct the Secretary/Treasurer or Chair to conduct a special election under Section 2-3 to fill the unexpired term. The timeline for this process under Section 2-3 may be shortened to conclude within 30 days. If such occurs, and the remaining time on the term is less than six (6) months, the vacancy will be left open until the next regular election. If the term remaining is more than six (6) months, the Council shall direct the Secretary/Treasurer or Chair to conduct a special election pursuant to Section 2-3 to fill the unexpired term. The timeframe for such process pursuant to Sections 2-3 may be shortened such that the process is concluded within 30 days total.
- E. The attendance by a member's designated representative at any regular and/or special meeting of the Council and/or Committee of the Council does not constitute official attendance by that member, and such representative shall not be permitted to cast a vote on behalf of the represented member. WOULD THE COUNCIL LIKE TO MAKE AN EXCEPTION TO THIS RULE WHEN A COUNCIL MEMBER IS CALLED AWAY ON ACTIVE MILITARY DUTY?

### Section 2-6: Quorum

Executive Council: A quorum shall consist of at least five (5) members of the Council being ~~physically~~ present. After a quorum is established, other members can participate and vote by phone. ~~However, in an emergency situation, subject to the call of the Chair, a meeting of the Council can be held by phone and a quorum be present if at least 5 members call in.~~

~~Corporation Annual Meeting: After provided proper notice as outlined under Section 1.5, a quorum will consist of a majority of the Corporation membership. This includes counting those present in person and by phone.~~

### ARTICLE III COUNCIL OFFICERS

#### Section 3-1: Executive Officers

The Executive Officers shall be the Chair, Vice Chair, and Secretary/Treasurer. Said officers shall be elected by majority vote of the Council at the first meeting of the Council at the beginning of each new Council year ~~with each officer serving a one (1) year, and, with each officer serving a one (1) year term, and~~ shall develop a schedule for meetings of the Council and Corporation for the coming year. Executive Officers may serve successive terms. All officers of the Council are also officers of the Corporation. If at any time during the one year an officer's position becomes vacant, the Council at ~~their~~ its next meeting shall select a Council member to fill the vacant position.

- A. Chair: The Chair shall preside at all meetings of the Corporation and the Council and shall serve as the Council's Executive Officer. If the Chair and the Vice Chair will not be present for a meeting, the Chair may designate another officer or member to preside in the Chair's absence. The Chair shall have authority to appoint regular or special committees as deemed necessary, appoint committee members, and appoint the chair and vice chairs of each committee.
- B. Vice Chair: The Vice Chair shall exercise all the powers and duties of the Chair during the Chair's absence or inability to act and shall perform such other duties as may be assigned by the Council or Chair.
- C. Secretary/Treasurer: The Secretary/Treasurer shall oversee the keeping of ~~a true up to date record of all proceedings of the Council and the Corporation and shall be~~ and accurate up-to-date record of all proceedings of the Council and the Corporation, and shall be the chief financial agent of the Corporation. As chief financial agent, he or she shall oversee the financial matters of the Corporation, shall be the Chair of any audit committee, and shall propose the annual budget of the Corporation.

#### Section 3-2: Other Officers

The ~~ex officio non-voting Officers of the Council shall be an Executive Director, ex officio non-voting Officers of the Council shall be the Executive Director and a General Counsel. Said officials shall be appointed by the Council. The Council shall appoint officials~~ based on the professional requirements of the applicable position ~~and subject to such, subject to the~~ other provisions herein.

- A. Executive Director: The Executive Director shall serve as the Administrator for the functions of the Council. Employment and/or contracting for the position shall be pursuant to Section 4-2 and the Corporation's Annual Budget, pursuant to Section 4-1 B. The Executive Director is a managerial and ~~policy-making~~policy-making employee who serves at the pleasure of the Council without civil service protection. A performance evaluation ~~shall be conducted annually of the Executive Director of the Executive Director shall be conducted annually~~ by July 1<sup>st</sup>. The Chair shall request ~~from each Council member an evaluation that an evaluation from each Council member, which~~ shall be submitted directly to the Chair. The Chair shall go over the evaluations with the Director. The Chair will provide the ~~compilation of the evaluations to the Council members~~Council members with the compilation of the evaluations.
- a. The Executive Director has the responsibility to ~~effect, recommend, or make or recommend~~ personnel, budget, expenditure, or policy decisions in his or her area of responsibility. The Executive Director shall be included in the Senior Management Services Class of the Florida Retirement System. The Executive Director shall be responsible for the ~~day-to-day~~day-to-day operations of the Corporation as well as ~~act as function as~~ a liaison between the Corporation and the Florida Court Clerks & Comptroller's.
- b. General Counsel: The General Counsel shall provide legal services in accordance with the policy directives of the Council ~~relative~~ related to the operations and the statutory duties and responsibilities of the Corporation.

#### ARTICLE IV ADMINISTRATION

##### Section 4-1: Financial Administration

- A. Fiscal Year: The Corporation's fiscal and program year shall ~~begin~~ commence beginning on October 1 and end on September 30.
- B. Budget and Program Administration: ~~The Corporation, a~~At its annual meeting, the Corporation, shall adopt an annual operating budget and program work plan for ~~each the~~ upcoming fiscal year, as presented by the Executive Director and recommended by the Council. ~~Each The~~ budget and work plan shall ~~be structured as to provide a detailed delineation of projected revenues and proposed expenditures by classification, personnel, operating and capital.~~ Each quarter, unless otherwise requested by the Corporation and/or the Council, the Secretary/Treasurer shall report ~~to the Corporation and the Council as to~~ the status of the budget and may make recommendations for required modifications.

C. Accounting and Financial Reporting: The financial reporting system for funds received by the Florida Clerk of Court Operations Corporation to ~~carry out execute~~ its statutory responsibilities and the associated annual audit shall ~~comply be in accordance~~ with the following provisions:

1. The Council shall maintain a financial reporting system that records, establishes accountability for, and provides controls over all funds received in accordance with Generally Accepted Accounting Principles and applicable state law.
2. ~~The Council shall ensure that an independent audit is conducted each year of the preceding fiscal year's financial statements and related records, performed by a Certified Public Accountant (CPA) in accordance with Generally Accepted Governmental Auditing Standards issued by the Comptroller's Office of the United States of America. The Council shall cause to be made each year an independent audit of the preceding year's financial statements and records associated with the financial reporting system provided herein by a Certified Public Accountant (CPA) in accordance with Generally Accepted Governmental Auditing Standards issued by the Comptroller's Office of the United States of America.~~

D. The Council shall ~~timely~~ submit the resulting annual audit report, management letter, and Council response to the Corporation members and such other entities that may be designated by law.

E. Administration of Procurement and Contracting: The Council shall develop and adopt policies and guidelines for procurement and contracting in accordance with law.

F.  
~~E.~~ Lease and Acquisition of Facilities: The Council is authorized to lease or purchase office space. The Council may waive applicable procurement policies upon a determination that a direct negotiation strategy serves the best financial and operational interests of the Corporation. A record of such determination shall be maintained with the agreement.

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#### Section 4-2: Personnel Administration

The Executive Director shall be responsible for the day-to-day personnel administration of the Corporation. This authority includes the power to hire, supervise, evaluate, and terminate staff necessary to conduct the Council's functions, provided such actions remain within the scope of the approved budget.

Annually, as an element of the Corporation's budget and work plan preparation, the Executive Director shall develop and submit a proposed staffing plan to the Council for review. The Executive Director shall have the authority to adjust the staffing plan as needed, subject to the overall budget and the Council-approved personnel policies. The Executive Director shall ensure

that all personnel actions are consistent with the plan and the Corporation's policies and procedures.

The Council shall provide guidance and oversight to the Executive Director on personnel administration matters, as needed. The Executive Director shall keep the Council informed of any significant personnel actions or issues that may arise during the fiscal year.

Each year, as an element of the Corporation's annual budget and work plan, the Council shall submit to the Corporation for consideration, a staffing plan for the next fiscal year. Said plan shall delineate for each position the position title; position classification; and compensation.

#### **Section 4-3: Program/Policy Coordination**

For efficiency and public benefit, the Chair of the Corporation and its Executive Director shall meet regularly with the President and Executive Director of the Florida Court Clerks & Comptrollers to coordinate efforts on cross-organizational issues. economic benefit to the public, the Chair of the Corporation and its Executive Director shall meet with the President of the Florida Association of Court Clerks, Inc., and its Executive Director regularly to coordinate efforts related to economic budget and legislative issues.

### **ARTICLE V OPERATIONS**

Pursuant to the functions of the Corporation as provided by statute and performed by the Council, and pursuant to the Plan of Operation, the following specific provisions shall govern the Council in the administration of such functions.

#### **Section 5-1: Plan of Operation**

The Council shall submit to the Corporation each year ~~during its annual business meeting such changes and modifications as deemed~~, at its annual business meeting, such changes and modifications as it deems necessary.

#### **Section 5-2: Legislative Recommendations**

The Council shall develop such legislative changes it deems appropriate for recommendation to ~~the Florida~~Florida Legislature. Such recommendations shall be coordinated with the Legislative Committee of the Florida Association of Court Clerks, Inc., for the purpose of obtaining input regarding Legislative initiatives. The proposed changes shall be ~~agendaed and placed on the agenda~~ agendaed and placed on the agenda for consideration at the next scheduled regular meeting of the Council ~~prior to~~before November 30 of each year.

#### **Section 5-3: Research and Analytical Services**

The Corporation may contract to provide ongoing research and analytical evaluation ~~relative to the budgetary requirements, performance measures, and applicable performance standards on the Clerks of the Court, including review and monitoring of expenditures, fines, fees, service charges, and court costs~~ regarding the budgetary requirements, performance measures, and applicable performance standards for the Clerks of the Court, including review and monitoring of expenditures, fines, fees, service charges, and court costs, as provided by law.

#### **Section 5-4: Clerk of Court Education Programs**

The Corporation, pursuant to ~~Clerk of Court education function assigned to the Corporation~~ the Clerk of Court education function assigned to the Corporation, may contract for developing and conducting said education programs. Programs administered pursuant to such contract(s) may be based on the following requirement classifications and within the general provisions as herein provided.

- A. Certification Training – The contract may provide for the development, implementation, and administration of a program of training and education as required by s. 145.051, F.S., and delineated in Administrative Order of the Florida Supreme Court, dated November 18, 1996.
- B. Budgetary Training – The contract may provide for the development, implementation, and administration of training requirements deemed necessary by the Council for the effective ~~on-going~~ ongoing implementation and administration of the Clerk of Court budgetary and reporting process.
- C. Notification- Any contracts ~~entered into~~ entered by the Corporation for educational training of Clerks and staff shall include in the contract and training announcements, publication, and materials that funding for such training is paid for by the Corporation.



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#### AGENDA ITEM 4

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**DATE:** December 18, 2025  
**SUBJECT:** CCOC Contracts  
**COUNCIL ACTION:** Approve Recommended Vendors and Authorize Executive Director to Negotiate and Execute Contracts

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#### OVERVIEW:

Section 28.35(4), F.S., authorizes the CCOC to pay expenses as necessary to perform the official duties and responsibilities of the corporation.

The CCOC contracts are provided on a one-year basis with the option for four one-year renewals, provided there is adequate funding and performance. All contracts below have renewals available. One of the contracts, Web Hosting Services, is being put out to bid via a Request for Quote (RFQ) with solicitations expected before the next Executive Council meeting. An additional contract, Education, is being re-negotiated with the current vendor.

The following table outlines the status of each service. CCOC staff recommend the Council allow CCOC's Executive Director, in close coordination with and direction from Chair Green, to renew five contracts for one year, one contract for three months to allow time for the RFQ, and to continue negotiating the education contract with the Florida Court Clerks and Comptrollers (FCCC). These contract terms will run from on, or around, January 1, 2026, through December 31, 2026. The Web Hosting Services contract will renew from January 1, 2026, through March 31, 2026. CCOC will return to the Council at their next regularly scheduled meeting to recommend a vendor for Web Hosting Services.

EC AGENDA ITEM #3- TREASURER'S REPORT

Recommended Vendor	Services Provided	Procurement Method	Notes	Contract rate/deliverables
Thomson, Brock, Luger, & Company	Internal Auditing Services	RFQ	Vendor recommended for one year renewal	\$110/hr not to exceed \$25,300. Represents a potential savings of \$800 per year.
Law, Redd, Crona & Monroe	External Auditing Services (Annual Financial Audit)	RFQ	Vendor recommended for one year renewal	\$160/hr not to exceed \$17,500 Annually. A potential increase of \$1,600 per year.
Understory, LLC	Website Hosting & Management	RFQ	Vendor recommended for three month renewal	Not to exceed \$16,000 Annually. No anticipated increased cost.
Synchros	Core HR Services	RFQ	Vendor recommended for one year renewal	Not to exceed \$5,000 annually. A savings of \$700 per year.
James Moore Technology	IT Managed Services	RFP	Vendor recommended for one year renewal	\$3,208.75/mo. \$39,505 Annually, which includes \$1,000 for a one-time transition fee.
Tallahassee Cleaning Solutions	Janitorial	RFQ	Vendor recommended for one year renewal	\$250.00/mo.
FCCC	Clerk and Staff Education	Not Solicited	CCOC recommends continued negotiations with FCCC.	To Be Determined

**COUNCIL ACTION:** Approve recommended vendors and authorize the CCOC Executive Director and Chair Green to renew six contracts and negotiate and execute contracts with the recommended vendors

**LEAD STAFF:** Thomas A. Dunne, Administrative Services Director



## AGENDA ITEM 5

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**DATE:** December 18, 2025  
**SUBJECT:** CCOC Annual Report  
**COUNCIL ACTION:** Information Only

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### OVERVIEW:

Paragraph 28.35(2)(h), F.S., requires the CCOC to prepare and submit a report on its operations and activities, as well as details on the clerks' budget development process and the end-of-year reconciliation. This report is due annually by January 1 and must be sent to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the chairs of the legislative appropriations committees.

As a reminder, this document solely provides a summary of actions carried out in the previous year by CCOC staff, the Council, and the committees.

**COUNCIL ACTION:** Information Only

**LEAD STAFF:** Griffin Kolchakian, Budget and Communications Director



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## AGENDA ITEM 6

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**DATE:** December 18, 2025  
**SUBJECT:** Annual Evaluation of Executive Director  
**COUNCIL ACTION:** Information Only

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### OVERVIEW:

The Executive Council will initiate the annual evaluation process for the Executive Director in accordance with the Plan of Operation.

- Annual Evaluation: The Executive Director is evaluated annually by the Executive Council, with completion by July 1.
- Evaluation Authority: The Council assesses performance in leadership, strategic objectives, and operational management.
- Initial Year Consideration: The Executive Director was appointed in November 2024, which did not allow sufficient data for the July 2025 deadline. With 13 months of service now complete, a comprehensive evaluation is appropriate.

The Council will conduct the evaluation at its earliest convenience. To assist, the Chair will provide the Performance Evaluation Form (attached).

### Suggested Timeline

- January 15, 2026: Distribute evaluation forms and supporting documentation
- February 15, 2026: Members submit completed evaluations to the Chair
- March 2026: Chair will review evaluation forms with Executive Director
- March 16, 2026: Council meeting to review results and provide feedback

### Next Steps

Council members are requested to review the attached form and suggest any modifications or additional criteria. Once finalized, the form will be distributed.

Thank you for your leadership and partnership in this process.

**COUNCIL ACTION:** Information Only

### ATTACHMENTS:

1. Annual Evaluation of Executive Director

# Annual Evaluation of Executive Director

Employee: Jason L. Welty

Evaluation Period: November 2024 – December 2025

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions: Provide narrative feedback for each section. Specific examples are encouraged.

## Section 1: Leadership & Strategic Direction

Comment:

## Section 2: Operational & Financial Management

Comment:

## Section 3: Stakeholder & Council Relations

Comment:

## Section 4: Key Strengths & Accomplishments

Comment:

## Section 5: Opportunities for Growth

Comment:

## Section 6: Strategic Priorities for 2026

Comment: