



**MINUTES OF THE EDUCATION COMMITTEE MEETING
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)**

DATE: March 24, 2026
TIME: 10:00 AM – 11:00 AM
LOCATION: Virtual

1. CALL TO ORDER

Chair James M. Swisher at 10:02 AM

ROLL CALL

Present:

Chair James M. Swisher
Clerk Todd Newton
Clerk Jody Phillips

Clerk Roger Eaton
Clerk Crystal Sconiers
Clerk Robin “Cissy” Barfield

A quorum was established.

2. Approval of Agenda

- Motion to approve: Clerk Todd Newton
- Second: Clerk Roger Eaton
- **Vote:** Agenda approved unanimously

3. Introduction to the Education Committee

Chair Swisher welcomed members and introduced the purpose of the newly established

Education Committee:

- Identify gaps in education and resources
- Support clerks statewide, with emphasis on small counties
- Improve access to training and professional development

Jason Welty emphasized:

- Education is a statutory responsibility of CCOC
- This is the first formal activation of the committee
- Focus will include both technical training and leadership development

4. Committee Focus Area

Presented by Linzee Buck:

- Identify gaps in training and education
- Improve onboarding processes
- Share best practices across offices
- Develop accessible resources (e.g., recorded trainings, tools for smaller counties)

Discussion confirmed the need to:

- Avoid duplicating existing efforts
- Focus on filling gaps, especially due to fewer conferences

5. Initial Action Plan and Deliverables

Jason Welty outlined:

- Transition to a credit-hour-based contract model with FCCC
- Increased flexibility in training delivery
- Potential for:
 - Grants (e.g., Certified Public Manager program)
 - Expanded training opportunities

Agreed strategy:

- Develop and distribute a statewide survey
- Supplement with:
 - Staff feedback from individual offices
 - Committee discussions

Action:

- Linzee Buck to draft survey and circulate for review
- Survey timeline: ~2 weeks with follow-up reminder

6. Open Discussion and Member Input

- Committee will contribute to conference topic development
- Immediate input requested for upcoming summer conference
- Long-term goal:
 - Develop a 3-year education plan
 - Move away from reactive planning

Key discussion points:

- Need for short, accessible training formats
- Increased use of:
 - Virtual learning
 - Recorded sessions
- Leverage CertiClerk Learning Management System for statewide access

7. Meeting Schedule

- Standard cadence: Quarterly meetings
- Additional meetings as needed during startup phase
- Next meeting:
 - Target: May (prior to next conference)
 - Format: In-person (Tallahassee)
 - Date TBD via scheduling poll

8. Other Business

With no further business, the meeting was adjourned at 10:31 AM.