



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

DATE: June 16, 2025

TIME: Upon Completion of the Executive Council meeting

LOCATION: World Equestrian Center in Ocala, Florida

CALL TO ORDER

Chair Green called the meeting to order at 3:15 PM.

ROLL CALL

Jason Welty conducted the roll call. A quorum was established

1) Agenda Approval

- **Motion to approve:** Clerk Chorvat
- **Second:** Clerk Washington
- **Vote:** Approved unanimously

2) Approve Minutes of 2024 Meeting

- **Motion to approve:** Clerk Timmann
- **Second:** Clerk Green
- **Vote:** Approved unanimously

3) Treasurer's Report – Clerk Green presented the Treasurer's Report, which was the same from the Executive Council Meeting.

a. CFY 2023-24 Annual Financial Report

- i. Law Redd issued a clean audit opinion.
- ii. There were no significant deficiencies or material weaknesses in internal control identified.
- iii. There were no instances of noncompliance noted with laws, rules, contracts, or grant agreements.
- iv. As a follow-up to the prior year's finding on the cybersecurity fraud, Law Redd noted that the actions taken by CCOC were sufficient to report that corrective action was taken on the issue.

b. CFY 2024-25 CCOC Office Budget

- i. FY 2024-25 budget status (as of April 30): \$1.3M expended (52% of budget), under budget by \$130,498.

c. CFY 2024-25 Budget Amendment

- i. CCOC requested approval for a CFY 2024-25 budget amendment of \$281,000 for Cloud Navigator's guardianship database contract.

- d. CFY 2025-26 Proposed Corporation Budget
 - i. The Proposed FY 2025-26 CCOC Budget is \$2,609,763, which includes additional funding for contracted services, salaries/benefits, legislative coordinator position, and education contract increases.
 - ii. Clerk Newton asked about the \$115,000 difference in the contractual services.
 - iii. Mr. Welty explained that the amount was accidentally added to the budget twice and that the contractual services line for the FY 2025-26 budget should be \$569,563. That reduces the Proposed FY 2025-26 CCOC Budget to \$2,494,763.
 - e. CCOC Financial Policies
 - i. CCOC presented two new policies for the Council's consideration: Purchasing Credit Card Policy and Procurement Policy.
- **Motion to approve the Treasurer's Report, which includes the FY 2024-25 budget amendment, the FY 2025-26 proposed budget (with correction to contractual services amount), and adoption of financial policies:** Clerk Daughtrey
 - **Second:** Clerk Washington
 - **Vote:** Approved unanimously

4) Report from the Chair

- a. Clerk Butterfield provided a report from the chair highlighting the successes in the CFY 2024-25 Budget being over \$500 million for the first time since coming out of the state budget in CFY 2013-14. Additional highlights include the Guardianship Transparency Database; the work being conducted by the workgroups including the Clerks' Court Service Framework and updated internal office improvements.

5) Tentative Council Meeting Dates for CFY 2025-26 – were proposed for:

- a. October 21, 2025 – FCCC Fall Conference
- b. December 2025 – Virtual Meeting to approve contracts
- c. March 16, 2026 – FCCC Winter Conference
- d. June 22, 2026 – FCCC Summer Conference; Executive Council and Annual Corporation Meeting

6) Other Business

- a. Executive Director Welty spoke about the state of the CCOC and changes that have been made in the six months since he started as the Executive Director.

The meeting was adjourned at 3:40 PM