



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

DATE: December 18, 2025
TIME: 10:00 AM – 12:00 PM
LOCATION: Virtual

CALL TO ORDER

Chair Green called the meeting to order at 10:00 AM.

ROLL CALL

Executive Director Jason L. Welty conducted the roll call.

Present:

Chair Tara Green

Vice-Chair Todd Newton

Clerk Stacy M. Butterfield

Clerk Nadia K. Daughtrey

Clerk Victoria L. Rogers

Clerk Juan Fernandez-Barquin

Clerk Jody Phillips

A quorum was established.

Members Absent (Excused):

Secretary/Treasurer Michele Miller

Clerk Tiffany Morre Russell

Judge Bertilla Soto

1. Public Comment

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

2. Approval of Minutes (October 21, 2025)

- **Motion to approve:** Clerk Daughtrey moved to approve the minutes with a correction to spell out the acronym “PMAP” in the PIE Committee report.
- **Second:** Clerk Newton
- **Vote:** Approved unanimously

3. Treasurer’s Report

- a) FY 2024–2025 CCOC Office Budget

Mr. Welty presented the FY 2024–2025 CCOC office budget report.

- Expenditure was approximately 92% of budget, coming in just under \$200,000 below budget.
- Some outstanding invoices remain and may slightly adjust totals.
- **Action:** Informational only; no action required.

b) Revenue Distribution

Mr. Welty reported on revenue analysis conducted with the Office of State Courts Administrator (OSCA) and the Office of Economic and Demographic Research (EDR).

- A review of the \$4 county civil filing fee revealed \$225,583.28 was incorrectly distributed to CCOC and should have been allocated to OSCA.
- Discussion emphasized data quality, analytics limitations, and the need for improved anomaly detection across counties.
- **Motion:** Clerk Burke moved to authorize the Executive Director to work with OSCA to transfer the misallocated funds to the proper entity.
- **Second:** Clerk Rogers
- **Vote:** Approved unanimously.

Staff committed to continued efforts to enhance data quality, analytics, and peer comparison tools.

4. CCOC Plan of Operations, Policies and Procedures

Mr. Welty presented proposed updates to the CCOC Plan of Operations, including:

- Grammatical and stylistic revisions
- Clarification of Executive Director authority
- Addition of authority for leasing/purchasing office space
- Discussion item regarding voting representation for members on active military duty
- **Motion:** Clerk Burke moved to establish a Plan of Operations Committee consisting of the Chair, Vice Chair, and Secretary/Treasurer to review proposed changes and work with staff.
- **Second:** Clerk Butterfield
- **Vote:** Approved unanimously.

Council members were encouraged to submit additional feedback ahead of the March meeting.

5. Contract Review

Mr. Welty presented annual contract renewals.

- All vendors provided satisfactory service.

- Understory (website hosting/management) recommended for a three-month renewal pending issuance of a new RFQ.
- **Motion:** Clerk Newton moved to approve renewal of six contracts and authorize the Executive Director to negotiate and execute agreements.
- **Second:** Clerk Butterfield
- **Vote:** Approved unanimously.

6. CCOC Annual Report

Griffin Kolchakian presented highlights of the CCOC Annual Report, which includes an operational overview, budget development and reconciliation summary, Reserve Fund balance, and Council and committee updates. The report will be submitted by January 1 to the Governor and legislative leadership and posted to the CCOC website.

- **Action:** Informational only.

7. Executive Director Performance Review

Chair Green outlined the timeline for the Executive Director Performance Review for Jason Welty, covering approximately 13 months of service.

Timeline:

- January 15 – Evaluation materials distributed
- February 15 – Evaluations due to the Chair
- March – Chair review with Executive Director
- March 16 – Council discussion and feedback

Council members suggested that:

- The Executive Director provides a self-evaluation
- Council members gather peer group feedback to inform evaluations
- These suggestions were supported by the group.

Mr. Welty also provided a brief update on:

- FY 2025–26 revenue estimates, currently projected at \$549.1 million, a significant increase from prior estimates
- Anticipated budget challenges ahead
- Ongoing work of the Trial Court Budget Commission, including encouragement for council members to participate in the vacancies workgroup to assist with policy development related to the budget process
- **Action:** Informational only.

8. Other Business

With no further business, the meeting was adjourned at 10:46 AM.