



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

DATE: May 12, 2026

TIME: 12:30 – 1:30 PM ET

LOCATION: Virtual

1. CALL TO ORDER

Chair James M. Swisher called the meeting to order at 12:30 PM.

ROLL CALL

Present:

Chair James M. Swisher

Clerk Sam Bailey

Clerk Jody Phillips

Clerk Crystal Sconiers

Clerk Robin “Cissy” Barfield

A quorum was established.

2. Public Comment

Chair Swisher opened the floor for public comment.

No public comments were received.

3. Approval of Previous Meeting Minutes

The committee reviewed the March 24, 2026 meeting minutes.

- Motion to approve: Clerk Crystal Sconiers
- Second: Clerk Jody Phillips
- Vote: Approved unanimously

4. Summer Conference Education Session Update

Presented by Linzee Buck:

- Summer Conference education programming will consist of two training sessions:
 - Title IV-D Random Moment Sampling (RMS)
 - Indigency process updates and proposed form changes
- Both sessions will include panel discussions featuring clerks and staff sharing office practices and experiences.

- Committee members were encouraged to recommend panel participants.
- Quick reference guides are being developed to support indigency-related training.

Discussion included:

- Importance of sharing successful office practices.
- Encouraging participation from clerks and staff with subject matter expertise.

5. Statewide Education Survey Results

Presented by Linzee Buck:

- Survey responses identified key training and development needs across clerk offices.
- Top themes included:
 - Onboarding and staff training
 - Technical process training
 - Best practices and knowledge sharing
 - Budget and finance education

Respondents expressed a strong preference for:

- Virtual learning opportunities
- Recorded training modules
- Short, accessible training formats

Discussion highlighted:

- Training videos and self-paced learning modules as valuable onboarding tools.
- Cost and time barriers associated with travel-based training.
- Opportunities to expand access through online and recorded content.

6. Training Priorities and Future Development

Jason Welty discussed opportunities to expand education offerings through structured training programs, including multi-part training series that allow for both introductory and advanced content.

- Committee discussion focused on:
 - Prioritizing training topics with fiscal impact to clerk offices.
 - Budget and finance fundamentals.
 - DFS audit findings and recommendations.
 - Allocation methodologies and other recurring audit topics.
 - Developing deeper, more practical training opportunities beyond introductory overviews.

Clerk Stacy Butterfield emphasized the importance of prioritizing educational topics that directly impact funding, budgeting, and financial operations.

7. Next Steps and Meeting Schedule

Action Items:

- Linzee Buck will distribute follow-up information regarding training topic prioritization.
- Committee members will provide input on future educational priorities.
- A scheduling poll will be distributed to establish meeting dates for the remainder of the year.

The committee agreed to continue meeting quarterly, with the next meeting targeted for late July or August 2026.

8. Other Business

With no further business, the meeting was adjourned at 1:01 PM.