



Education Committee Meeting

July 27, 2026



EDUCATION COMMITTEE MEETING

July 27, 2026

Meeting: 1:00- 2:00 PM, Eastern

Location: Virtual through Zoom

[Zoom Link](#)

- 1) Call to Order and IntroductionHon. James M. Swisher
- 2) Roll CallLinzee Buck
- 3) Public CommentHon. James M. Swisher
- 4) Approve Minutes from May 12, 2026Hon. James M. Swisher
- 5) Approval of FY 2026–2027 Education PlanLinzee Buck
- 6) Walk through of Education Committee WebpageLinzee Buck
- 7) Open Discussion and Member InputHon. James M. Swisher
- 8) Next MeetingHon. James M. Swisher
- 9) Other BusinessHon. James M. Swisher



Education Committee Meeting Attendance July 27, 2026

	Committee Member	Present (On Call)	Absent
1	Honorable James M. Swisher Chair	X	
2	Honorable Sam Bailey	X	
3	Honorable Jody Phillips	X	
4	Honorable Robin “Cissy” Barfield	X	
5	Honorable Roger Eaton		X
6	Honorable Crystal Sconiers	X	
7	Honorable Todd Newton	X	



**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.



AGENDA ITEM 5

DATE: July 27, 2026

SUBJECT: Results of the FY 2026–2027 Education Topic Prioritization Survey

COMMITTEE ACTION: Approve FY 2026–2027 Educational Priorities and Planning Direction

OVERVIEW:

To assist with the development of the FY 2026–2027 Education Plan, the Education Committee completed a topic prioritization survey based on the findings of the 2026 CCOC Education Survey and subsequent committee discussions. The survey was designed to identify the committee's priorities for future educational programming and to ensure that upcoming training opportunities align with the operational needs of Florida Clerks' offices.

Committee members were asked to prioritize proposed full-day workshop topics, webinar series topics, conference session topics, and preferred educational delivery methods. Survey results are provided in Attachment A.

Overall, the survey results demonstrate a strong preference for educational offerings that are practical, interconnected, and immediately applicable. Members expressed interest in building a stronger understanding of Clerk operations, including finance, court operations, compliance, and reporting while also developing practical tools and best practices that can be implemented within their offices.

The survey also supports a more strategic approach to education planning by organizing workshops, webinars, and conference sessions into a cohesive learning pathway rather than treating each offering as an independent training event. This approach allows educational content to build upon itself throughout the year while reinforcing key operational concepts and encouraging collaboration among Florida Clerks' offices.

The identified priorities will guide staff in the development of educational programming, resource materials, webinar series, and conference offerings for FY 2026–2027. Staff will use these results to develop a balanced curriculum that combines foundational knowledge, practical application, and opportunities for innovation and the sharing of best practices.

LEAD STAFF: Linzee Buck, Education Coordinator

ATTACHMENTS:

1. Education Committee Topic Prioritization Survey Results



Attachment A

Education Committee Topic Prioritization Survey Results

Full-Day Workshop Preferences

Workshop Topic	Votes
Clerk Operations Essentials: Understanding the 'Why' Behind the Work	2
Building the Clerk Toolkit: Creating Practical Resources for Florida Clerks' Offices	2

Key Webinar Priorities

1. Finance Fundamentals for Clerk Staff
2. Court Operations & Budget Fundamentals
3. Best Practices Exchange: Process Standardization Across Counties
4. Case Count Reporting
5. DFS Audit Fundamentals
6. Supervisor Essentials: Leadership & Onboarding
7. Excellence in Customer Service & De-escalation

Conference Session Preferences

Topic	Selections
Automation in Clerk Operations	4
Jury Management	4
Payment Plans	1

Areas of Focus:

- Strong interest in foundational operational knowledge (finance, budgeting, reporting, and audits).
- Preference for practical, implementation-focused training and resource development. Unanimous support for conference sessions on Automation in Clerk Operations and Jury Management.
- Interest in organizing education as a connected learning pathway rather than standalone events.