



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

DATE: July 27, 2026

TIME: 1:00 – 2:00 PM ET

LOCATION: Virtual

1. CALL TO ORDER

Chair James M. Swisher called the meeting to order at 1:00 PM.

ROLL CALL

Present:

Chair James M. Swisher

Clerk Sam Bailey

Clerk Jody Phillips

Clerk Crystal Sconiers

Clerk Robin “Cissy” Barfield

Clerk Todd Newton

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 May 12, 2026 meeting minutes.

- **Motion to approve:** Clerk Jody Phillips
- **Second:** Clerk Todd Newton
- **Vote:** Approved unanimously

4. 2026–2027 Education Plan Review

Presented by Linzee Buck:

Survey responses from committee members, previous Education Committee discussions, and the statewide education survey were compiled to develop a proposed education plan for FY 2026–2027.

The committee reviewed priorities in three primary areas:

Full-Day Workshop Priorities

- Clerk Operations Essentials: *Understanding the Why Behind the Work*
- Building the Clerk Toolkit

The proposed concept combines both topics into a single full-day workshop:

- Morning session focused on understanding the purpose and responsibilities of clerk operations.
- Afternoon session dedicated to developing practical tools and resources participants can implement in their offices.

Discussion included:

- Creating practical resources that participants can immediately use.
- Building consistency across clerk offices.
- Providing value for both new and experienced employees.

Committee Action

The committee agreed to move forward with the combination of the workshop topics rather than selecting only one.

- **Motion:** Clerk Todd Newton
- **Second:** Clerk Crystal Sconiers
- **Vote:** Approved unanimously

5. Webinar Priorities

Presented by Linzee Buck:

Committee survey results ranked webinar topics by priority.

Top-ranked topics included:

- Finance Fundamentals for Clerk Staff
- Court Operations and Budget Fundamentals
- Best Practices Exchange
- Case Count Reporting
- DFS Audit Fundamentals
- Supervisor Essentials
- Excellence in Customer Service

Discussion highlighted:

- Using survey rankings as the foundation for webinar scheduling.
- Remaining flexible to address emerging statewide priorities.
- Developing webinars that build progressively from introductory to advanced concepts.

Committee Action

The committee agreed to move forward with the webinar topics in the order of importance from the survey.

- **Motion:** Clerk Todd Newton
- **Second:** Clerk Jody Phillips
- **Vote:** Approved unanimously

6. Conference Education Priorities

The committee reviewed conference education topics identified through the survey.

Top priorities included:

- Automation and Clerk Operations
- Jury Management

Discussion focused on:

- Implementing the previously discussed three-tier education model consisting of:
 - Introductory overview
 - Intermediate deep dive
 - Hands-on practical application
- Whether to focus on one topic at a time or develop both topic tracks simultaneously.
- Aligning conference education with the needs of clerk offices across the state.

Committee members discussed:

- Flexibility within FCCC conference programming.
- The importance of providing sessions that benefit multiple functional areas.
- Opportunities to collaborate with the FCCC Strategic Technology Committee's AI and Emerging Technologies workgroup to support automation-related education.

Committee Action

The committee agreed to move forward with both conference topic tracks rather than selecting only one.

- **Motion:** Clerk Todd Newton
- **Second:** Clerk Jody Phillips
- **Vote:** Approved unanimously

7. Education Resource Updates

Presented by Linzee Buck

A walkthrough of recent updates to the CCOC Education Committee website was provided.

Updates included:

- Improved organization of educational resources.
- Easier navigation to training materials.
- Additional resources supporting committee education initiatives.

Committee members expressed appreciation for the enhancements and noted the improvements will make educational resources more accessible to clerk staff statewide.

8. Open Discussion

Committee members discussed:

- Coordination with upcoming FCCC conference planning.
- Opportunities to align future educational offerings with emerging statewide needs.
- Continued collaboration with other CCOC and FCCC committees.

9. Next Steps and Meeting Schedule

Action Items

- Staff will begin planning the approved workshop and webinar priorities.
- Education programming will move forward using the committee-approved priority rankings.
- Staff will coordinate with FCCC regarding future conference education sessions and potential collaboration opportunities.

The next Education Committee meeting is scheduled for: Thursday, November 5, 2026, at 1:00 PM ET.

10. Other Business

With no further business, Chair Swisher adjourned the meeting at 1:47 PM.