

MINUTES
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
SUNDAY, JUNE 18, 2006
ANNUAL CORPORATION MEETING

The June 18, 2006 Annual Meeting of the Florida Clerks of Court Operations Corporation (CCOC) was called to order at 1:00 p.m. by Executive Council Chairman, Maryanne Morse, who welcomed members and guests.

APPROVAL OF AGENDA

Ms. Morse, Seminole County Clerk, and CCOC Chair asked if there were any changes, additions, or corrections to the Agenda. There being none, Mr. Forman, Broward County Clerk, moved to approve the agenda. The motion, seconded by Mr. Barton, Indian River County Clerk, was approved unanimously.

APPROVAL OF MINUTES – JUNE 12, 2005

Ms. Morse asked if there were any revisions to the Draft Minutes from the June 12, 2005 Corporation Meeting. There being none, a motion to approve the minutes was made by Mr. Burke, Pinellas County Clerk, and seconded by Mr. Smith, Putnam County Clerk. The minutes were approved as circulated.

TREASURER'S REPORT

Mr. Barton, CCOC Treasurer reported that the Corporation balance is \$202,507.20. The breakdown by category is Office Staff - \$189,732.56, Professional Services - \$221,896.36, FACC - \$86338.53, FACC Education - \$340,000.00, Travel - \$10,071.85, and General Expenditures - \$48,239.65. The total expenditures through June 2, 2006 are \$896,278.95.

Mr. Weiss, Polk County Clerk, moved that the Financial Report be filed for audit. The motion, seconded by Mr. Barton, passed unanimously.

CORPORATION AUDITS

Mr. Dew, CCOC Executive Director, reported that by statute, CCOC must be audited annually by the Auditor General. He noted that included in the meeting packet was both the audit and Ms. Morse's response as Chair of the CCOC Executive Council. The Council reviewed the preliminary findings at its last meeting. Ms. Morse's took the Council's input into consideration in making her response to the Auditor General. All but the final two issues have been dealt with. The new Council will deal with the last two issues. The findings would indicate that we've done a very good job especially considering we've only been in existence for three years.

Mr. Burke complimented Ms. Morse and Mr. Dew on the Response to the Audit. All responses were proactive and direct reflecting positively on the CCOC.

COMMENTS BY THE CHAIR

Ms. Morse reminded all Clerks that this is the Annual Meeting and their comments and questions are welcome at any time during the meeting.

Ms. Morse wished a Happy Father's Day to all fathers who have joined us today. She apologized for the meeting being held on Father's Day but reminded everyone that the Plan of Operations requires we meet in conjunction with the FACC Annual Meeting / Summer Conference and Sunday is our day to meet. She hopes the dads will have time to call home and / or spend time with their families for at least part of today and thanked each of them for their attendance, either in person or by telephone.

ACTIVITIES AND ACCOMPLISHMENTS

Ms. Morse stated that the accomplishments of this Corporation of the past year or two have been phenomenal. One of the year's biggest challenges came in with the Legislative decision requiring us to appear before the Legislative Budget Commission to request increased budgetary funding for Clerks to hire and train staff for new judges. None of us understood the process or what it would require. Although we'd hoped to appear before the LBC in September or October 2005, we were not able to do so until January 2006. We are happy to report, however, that all Clerks who needed staff to accommodate their new judges were authorized to increase their budgets accordingly. This past Legislative session saw the approval of even more judges who will take office in January after the fall elections. Ms. Morse cautioned Clerks who will need LBC approval to increase their budgets to begin gathering materials as soon as possible. Additionally, we endured only two hurricanes this past year as opposed to the barrage of hurricanes in 2004.

Ms. Morse thanked all the members of the Council for their outstanding cooperation and hard work on behalf of all the Clerks this year. She specifically complimented Ms. Zorn for her work at the CCOC office and most especially Mr. Dew for his knowledge, his hard work, and his being available all the time including nights, holidays, and weekends. She also thanked our legal counsel, Mr. Boyd, for his honesty and sage advice.

She directed those in attendance to their packets for a complete report of CCOC activities and accomplishments.

CCOC STRATEGY PLAN

Mr. Dew reported that CCOC staff has developed a "strategic plan" for review and approval by the Corporation members. He went through the plan which encompasses a three year period. He noted that the plan has been reviewed and approved by the CCOC Executive Council at an earlier meeting. This plan includes required Service Areas. Within each Service Area, we have listed specific Work Activities. And within each Work Activity, we have listed specific Strategy Ideas. This plan will enable us to better draft, determine the associated cost for, and offer specific task assignments. Mr. Forman moved to approve the Strategic Plan. The motion was seconded by Mr. Barton. Mr. Smith complimented Mr. Dew on the attention to detail and the ease with which the

Strategic Plan can be read and understood. Approval of the Strategic Plan was unanimous.

PROPOSED BUDGET

Mr. Barton reported the proposed budget by category:

Staff -	\$317,472
OPS -	\$30,000
General Expenses -	\$69,855
Travel -	\$15,500
Staff Training -	\$4,000
Contractual Expenses -	\$544,500
Total -	\$981,327

Additionally, the Budget for Education would be \$400,000.00.

Mr. Barton moved approval of the proposed 06-07 Budget. Mr. Weiss seconded the motion. There being no discussion, the motion passed unanimously.

Mr. Barton moved that we continue to use SunTrust for our public depository for FY 06-07. Mr. Weiss seconded his motion. Mr. Fry asked how SunTrust was originally selected. Mr. Dew responded that FACC set up the account with SunTrust before we took over. Mr. Kent, FACC Executive Director, explained that FACC talked with several banks and felt this was the best choice at that time. The vote in favor of keeping our account at SunTrust was unanimous.

Ms. Morse asked if there was any other business to come before the entire Corporation. There being none, the meeting was adjourned at 2:24 p.m.