



The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors met on October 2, 2018, at 10:00 a.m., EDT, at the Hyatt Regency Riverfront, Jacksonville, Florida, and by WebEx. The following members were present:

- The Honorable Tim Smith, Putnam County Clerk, Chair
- The Honorable Jeff Smith, Indian River County Clerk, Vice Chair
- The Honorable Tara Green, Clay County Clerk, Secretary/Treasurer
- The Honorable John Tomasino, Clerk, Supreme Court
- The Honorable JD Peacock, Okaloosa County Clerk
- The Honorable Billy Washington, Madison County Clerk
- The Honorable Todd Newton, Gilchrist County Clerk
- The Honorable Karen E. Rushing, Sarasota County Clerk
- The Honorable Sharon R. Bock, Esq., Palm Beach County Clerk

Lynn Hoshihara, Esq., Authority General Counsel, was also in attendance.

- I. The Honorable Tim Smith, Chair, opened the meeting at 10:07 a.m., EDT. He welcomed those in the room and those participating by WebEx.

Chairman Tim Smith asked for a roll call. The members present are shown above.

- II. Adoption of the Agenda

The Honorable JD Peacock made a motion to adopt the agenda. The Honorable Billy Washington seconded the motion. All voted to adopt the agenda.

- III. **Reading and Approval of the Minutes**

The Honorable Tara Green, Secretary/Treasurer, presented the September 2018 minutes. Hearing no corrections or additions, she moved adoption of the minutes as posted on the website. The Honorable Karen Rushing seconded the motion. All voted favorably.

- IV. **Treasurer's Report**

Monthly Financial Report

The Honorable Tara Green reviewed the August financial report. There were no questions.

Contract for Audit Services

The Honorable Tara Green reported that the Audit Selection Committee had asked staff to negotiate price with Purvis Gray and presented the contracts for audit service for approval.

The Honorable JD Peacock moved to approve the audit contract with Purvis Gray and the Honorable Todd Newton seconded the motion. All voted favorably.

The Honorable Tara Green, Chair of the Funding Work Group, briefed the board that the work group met and is continuing to look at funding issues and the governing documents. The group will continue to meet and provide a more detailed report to the Board at the next meeting.

Chairman Tim Smith recognized Mr. Melvin Cox, FCCC Director of IT, to brief the Board on the status on the recent technical issues impacting the Portal.

Mr. Chris Hart, CEO, FCCC, was recognized. He committed to present to the Board for review and approval a formalized communication protocol for Portal disruption incidences.

V. Progress Reports

E-Portal Progress Report

Chairman Tim Smith recognized Ms. Carolyn Weber, Portal Project Manager, to review the August 2018 Progress Report. Ms. Weber reported that the number of registered filers continues to increase, up 4,000 since July to a total of 208,000, and that the number of filings was at an all-time high at 1.5 M submissions for the month.

Service Desk Report:

Chairman Tim Smith recognized Ms. Gia Howell, Service Desk Manager to present the August Service Desk Report. She reviewed the monthly Service Desk Report as posted on the website.

VI. Florida Courts Technology Commission

Chairman Tim Smith recognized those Florida Courts Technology Commission (FCTC) members, the Honorable Karen Rushing, the Honorable Sharon Bock, and the Honorable Scott Ellis, and thanked them for their service on the commission.

There was a lengthy discussion initiated by the Honorable Karen Rushing about the newly formed FCTC group looking at case maintenance standards.

The Honorable John Tomasino commented about a recently created FCTC work group, chaired by Judge Bidwill, to discuss filing the Department of Commitment packets, sending and accessing other documents through the Portal.

It was noted that the next FCTC meeting was to be held November 1-2, 2018, in St. Petersburg.

VII. New Business

There was no new business to report.

VIII. Old Business

Status Report: DIY Forms:

There was a discussion about the recent Portal technical issues and the time it is taking to develop each interview, time that the technical staff would normally be spending on the release scheduled for October.

Chairman Tim Smith asked the Board to direct that work on the DIY forms be delayed. He suggested the DIY implementation be delayed until after the next release and asked that Mr. Melvin Cox and staff give a report at the next meeting on the time it takes to implement the forms and develop a process for prioritization of the forms, noting when they would be worked on.

The Honorable Sharon Bock moved to delay the implementation on the DIY forms and at the same time asked Mr. Cox and staff to report at the next meeting on how long it takes to implement the forms and a process for how to prioritize them. The Honorable Tara Green seconded the motion. There was discussion on the motion.

The Honorable Sharon Bock noted that needed to be a process for approval of the forms and an assessment of how much it would cost, both at the technical team level and locally. She noted that the Honorable Tiffany More Russell had asked the Strategic Technology Committee to look into the financial resources needed to implement the forms. She also commented that originally the agreement was that there would be no cost to implement and that it would only be the Supreme Court-approved forms.

All voted favorably on the motion.

IX. General Counsel Report

Chairman Tim Smith recognized Ms. Hoshihara, Esq. She reviewed Sunshine Law requirements for the Board and provided them a handout of the presentation.

Public Comment

David Fraser, JJI & Provest, asked if the Portal could send a link in an email providing notice to his clients of court-generated summonses. Chairman Tim Smith asked Carolyn Weber to contact Mr. Fraser and report to the Board at the next meeting.

There were no further comments.

X. Adjourn

Mr. Smith thanked everyone for attending, noting that a December meeting date would be noticed.

The meeting adjourned at 11:21 a.m.