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## The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors met on April 17, 2019, at 2:00 p.m., EDT, 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

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

The Honorable Jeff Smith, Vice Chair, served as Chair in the absence of the Honorable Tim Smith. He opened the meeting at 10:20 a.m., EST. He welcomed those participating by WebEx and asked Ms. Beth Allman, Authority Administrator, to call the roll. The members present are shown above. A quorum was present.

### I. Adoption of the Agenda

The Honorable Todd Newton made a motion to adopt the agenda. The Honorable Karen Rushing seconded the motion. All voted to adopt the agenda as shown.

### II. Reading and Approval of the Minutes

The Honorable Todd Newton presented the minutes from the February 26, 2019, meeting. The Honorable Karen Rushing moved to accept the February 26 minutes. The Honorable John Tomasino seconded the motion. All voted favorably.

### III. Treasurer's Report

#### Monthly Financial Report

The Honorable Todd Newton reviewed the February 2019 financial report. There were no questions.

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The Honorable Karen Rushing moved to accept the February financial reports. Honorable John Tomasino seconded the motion. All voted in favor of the motion.

#### Funding Work Group Report

Ms. Beth Allman, Authority Administrator, provided a status report on the Funding Work Group activities. She noted that the work group Chair, Clerk Tara Green, and Mr. Tom Hall, were meeting with Florida Bar President John Stewart next week to get the focus group under way.

#### Budget Presentation and Discussion

Brian Machek, the FCCC CFO, made a presentation on the 2018-2019 fiscal year revenue and expenses to date, and presented the Board a proposed 2019-2020 budget. He spoke to the need for an investment and reserve policy.

The Honorable Todd Newton made a motion to adopt the proposed budget for the 2019-2020 fiscal year. The Honorable Karen Rushing seconded the motion.

There was no discussion and all voted in favor of the motion to adopt the 2019-2020 operating budget.

The Honorable Todd Newton made a motion to adopt an investment and a reserve policy. The Honorable Karen Rushing seconded the motion.

In discussion, the Honorable Sharon Bock made the suggestion that Mr. Machek or a CPA to draft the policies.

Clerk Newton revised the amendment to add that Mr. Machek would spearhead the effort to develop the investment policy and the reserve policy in consultation with Lynn Hoshihara.

All voted favorably on the motion.

The Honorable Jeff Smith asked that the policies be brought back to the Board for consideration at the June meeting.

#### **IV. Progress Reports**

##### E-Portal Progress Report

The Honorable Jeff Smith, acting chair, recognized Ms. Carolyn Weber, Portal Project Manager, to review the March 2019 Progress Report. Ms. Weber reported that the submissions overall were on the rise; additionally all submissions to state agencies were increasing. She also noted there were still over half the documents being sent through portal as scanned documents, taking up more storage space than documents that are sent through in a native format.

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Ms. Weber reminded the Board that as directed at the previous meeting, accounts pending activation for more than 72 hours would be deleted with this next release.

Portal Change Advisory Board Report

Ms. Weber Ms. Weber reviewed the list of items presented by the Change Advisory Board to the Authority Board for approval.

The Honorable John Tomasino moved to approve the items listed as potential changes to the portal. The Honorable Jeff Smith seconded the motion. All voted favorably on the motion.

Service Desk Report:

Ms. Gia Howell, Service Desk Manager, presented the March Service Desk Report. There were no questions.

**V. Florida Courts Technology Commission**

The Honorable Jeff Smith recognized the Florida Courts Technology Commission (FCTC) members, the Honorable Karen Rushing, the Honorable David Ellspermann, and the Honorable Scott Ellis, and thanked them for their service on the commission.

It was noted that the next FCTC meeting would be held May 2-3 in St. Augustine.

**VI. New Business**

There was no new business reported.

**VII. Old Business**

There was no old business reported.

**VIII. General Counsel Report**

The Chairman welcomed Ms. Lynn Hoshihara, Esq., who updated the board on various issues. She reported that the DIY Functionality Policy work group would be meeting soon and would provide an update at the June meeting. She also informed the board she had worked with staff to insure the portal could notify the driver improvement school of receipt of the completion certificates. There were no questions.

Public Comment

There was no one wishing to speak.

Chairman Smith thanked everyone for attending, noting the next meeting would be held in conjunction with the FCCC Summer Conference in Orlando, June 25, 2019.

**IX. Adjourn**

The Honorable Todd Newton moved the Board adjourn. The Honorable Karen Rushing

seconded the motion. All voted in favor of the motion. The meeting adjourned at 2:45 p.m.