



The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors met on October 1, 2019, at 9:00 a.m., EDT, at the Trade Winds Island Grand, St. Pete Beach, Florida, and by WebEx. The following board 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 (by WebEx)
- X The Honorable JD Peacock, Okaloosa County Clerk
- ✓ The Honorable Steve Land, Lafayette 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. Kerry Parsons, Esq., Authority General Counsel, was also in attendance.

I. The Honorable Tim Smith, Chair, opened the meeting at 9:01 a.m., EDT. He welcomed those in the room and participating by WebEx. Chairman Smith asked for a roll call. A quorum was present.

II. Adoption of the Agenda

Chairman Tim Smith asked for a motion to adopt the agenda.

The Honorable Tara Green moved adoption of the agenda. The Honorable Sharon Bock seconded the motion. All voted to accept the agenda as presented.

III. Reading and Approval of the Minutes

Chairman Smith recognized the Honorable Tara Green to present the August 2019 minutes.

Hearing no suggested changes, the Honorable Tara Green moved adoption of the minutes as posted on the website. The Honorable Todd Newton seconded the motion. All voted favorably.

IV. Treasurer's Report**Review of the Monthly Financial Report**

Chairman Smith recognized the Honorable Tara Green to present the August 2019 financial statements. She presented that assets at the end of August stood at \$4.5M, \$3.8 M in cash and \$682,000 in accounts receivable. Liabilities stood at \$ 783,000 at the end of August and equity stood at \$3.7 M.

Through the month of August 2019, she informed the board, total revenues were \$688,000 and total expenses were \$610,000, for a net income of \$78,000. The change in net assets year to date is \$208,000. There were no questions on the August financial report.

V. Progress Reports**E-Portal Progress Report**

Chairman Smith recognized Ms. Carolyn Weber, FCCC Portal Project Manager, to review the August 2019 status report. Ms. Weber reported that as of the end of August, there were 257,469 registered users. During that month, there were 1.57 million filings, representing 2.3 million documents for the month, and 11.1 million pages. Throughout the year, it has been the same—about one day to docket a filing.

The Honorable Tim Smith, Chair, asked Ms. Weber to include a slide showing the filing volume in the same month in prior years for comparison.

There was a brief discussion of the volumes going to the correction queue. Tom Hall commented that the Rules of Judicial Administration Committee was proposing a new rule to delimit what can be rejected. He commented that it was going to be effective in February, 2020.

Ms. Weber updated the Board on the project to send driver license certifications to the Clerks offices. Currently, 86% of the traffic cases are found in CCIS such that a UCN can be used to file the completion certificate to the correct county. There are still about 4% not found in the system and require further research. She felt that was in part due to the driver school completions sent in before a UTC is in the system. She informed the Board the project team was working to develop a webpage where students could check to see if their driving school certificate has been submitted to the Clerk's Office.

There was a brief discussion about the difficulty in matching the certificate when there was not a UTC and the comment was made that the Department of Highway Safety and Motor Vehicles (DHSMV) had no edit checks to make sure the UTC number was correct when submitted through the system. The Board suggested that the FCCC Legislative team look into revising the law to make the process work better and that Chairman Smith write a letter to DHSMV asking them to add edit checks in their system.

Service Desk Report

Ms. Gia Howell, Portal Service Desk Supervisor, was recognized to present the August 2019 Service Desk Report. She reported that overall calls were down as well as the acknowledge time. However, the pro se filer calls had increased during the month of August. There were no questions.

VI. Florida Courts Technology Commission

It was noted that the next Florida Courts Technology Commission (FCTC) meeting will be held November 14-15, 2019, at the Omni Championsgate in Orlando. There were no other comments.

The Honorable Sharon Bock took a moment of personal privilege to introduce Mr. Rodney Romero, who presented his idea to the Board of Directors on adding check boxes to allow for replacing a paper form, 1199A. Chairman Smith asked staff to contact Mr. Romero in order to get more details.

VII. New Business**DOR Connectivity**

Mr. Melvin Cox reported on the activities that FCCC had recently undertaken in working with the Florida Department of Revenue (DOR) to assist in reducing the amount of paper documentation being sent to the Clerk's Offices. The first efforts, he explained would be incorporated into the first release of 2020, and Portal Program team would continue working with DOR to develop a batch interface later in 2020.

VIII. Old Business

There was no old business brought forth at this time.

IX. General Counsel Report

Ms. Kerry Parsons, Esq., E-Filing Authority General Counsel, had nothing to report at this time.

Public Comment

There was no one in the audience wishing to speak.

X. Adjourn

Mr. Smith thanked everyone for attending the meeting and reminded the Board and those on the WebEx that the next meeting was scheduled to be held on December 12, 2019, at 10:00 a.m., by WebEx.

The meeting was adjourned at 9:41 a.m., EDT.