



## The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors held a meeting on September 16, 2020, at 2:00 p.m., EDT, by WebEx. The following board members were present:

- ✓ The Honorable Karen E. Rushing, Sarasota County Clerk, Chair
- ✓ The Honorable Jeff Smith, Indian River County Clerk, Vice Chair
- ✓ The Honorable Tara S. Green, Clay County Clerk, Secretary/Treasurer
- ✓ The Honorable John Tomasino, Clerk, Supreme Court (by WebEx)
- ✓ The Honorable Pam Childers, Escambia County Clerk
- ✓ The Honorable Steve Land, Lafayette County Clerk
- ✓ The Honorable Todd Newton, Gilchrist County Clerk
- ✓ The Honorable Kevin Madok, Monroe County Clerk

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

### I. Introduction and Roll Call

The Honorable Karen E. Rushing, Chair, opened the meeting at 2:00 p.m., EDT. She welcomed all participating by WebEx.

Chair Rushing asked for a roll call. A quorum was present.

### II. Adoption of the Agenda

The Honorable Karen E. Rushing, Chair, asked for a motion to adopt the agenda.

The Honorable Todd Newton moved adoption of the agenda. The Honorable Steve Land seconded the motion. All voted to accept the agenda as presented.

### III. Reading and Approval of the Minutes

The Honorable Karen E. Rushing, Chair, recognized the Honorable Tara Green, Secretary/Treasurer, to present the June 16, 2020, minutes as show on the screen and posted on the website. There were no questions or corrections to the minutes.

The Honorable Tara Green made a motion to approve the June minutes as presented. The Honorable Todd Newton seconded the motion. All voted in favor.

---

**IV. Treasurer's Report****Monthly Financial Report**

The Honorable Karen E. Rushing, Chair, recognized the Honorable Tara Green, Secretary/Treasurer to present the monthly financial report. The Honorable Tara Green presented the July 2020 financial report. There were no questions.

The Honorable Tara S. Green, Secretary/Treasurer, recognized Brian Machek, FCCC CFO, who informed the Board that the annual audits were scheduled to begin the week of September 21. He also noted that the financials showed the income as being down about \$20,000 for this time of year, but felt that overall, they would recover as the courts' activity increased.

**V. Elections**

The Honorable Karen E. Rushing, Chair, commented that elections were needed as directed by the Interlocal Agreement. She recognized Ms. Lynn Hoshihara, Esq., to advise the board.

Ms. Hoshihara informed the board that the Honorable Jeff Smith had expressed willingness to serve as Secretary/Treasurer if nominated.

The Honorable Todd Newton nominated the Honorable Jeff Smith as Secretary/Treasurer. The Honorable Steve Land seconded the motion. All voted favorably.

Ms. Hoshihara informed the board that the Honorable Todd Newton had expressed interest in holding the position of Vice Chair if nominated.

The Honorable Tara Green nominated the Honorable Todd Newton as Vice Chair. The Honorable Steve Land seconded the motion. All voted favorably.

The Honorable Karen E. Rushing, Chair, thanked the Honorable Tara S. Green for serving the last seven years on the Authority Board of Directors and willingness to remain on the board.

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

The Honorable Karen E. Rushing, Chair, recognized Ms. Carolyn Weber, FCCC Portal Program Manager, to review the August 2020 Progress Report. She reviewed the document posted on the website and displayed on the screen. She commented that the filing volumes and number of submissions were beginning to come up to almost pre-COVID levels.

---

### Release Updates – 2020.02

Ms. Weber reviewed the items to be included in the 2020.02 upgrade, scheduled for November 21, 2020.

The Honorable Tara S. Green made a motion to accept the items in the list for possible inclusion in the 2020.02 upgrade this November. The Honorable Todd Newton seconded the motion. All voted favorably.

### Third Party Vendor Request for Certification – Provana

Ms. Weber presented the documentation certifying that Provana had met all the technical tests. She asked the Board for their approval to certify the newest third party vendor for filing circuit civil and county civil –new and existing cases.

The Honorable Steve Land made a motion to approve Provana as a certified third party vendor. The Honorable Todd Newton seconded the motion. All voted favorably.

### Service Desk Report

The Honorable Karen E. Rushing, Chair, recognized Ms. Gia Howell, Portal Service Desk Supervisor, to review the monthly Service Desk Report. She reported that the call volumes were about the same as the prior months. There were no questions.

## **VII. Florida Courts Technology Commission**

Several topics raised at the Florida Courts Technology Commission meetings were discussed. The Honorable Karen Rushing, Chair, updated the Board reported the work being done on uniform docket descriptions, a work project being undertaken that is being driven by the Supreme Court. She expressed her desire to have the case types and subtypes adopted in the Portal.

There was discussion about the potential proposal for mandatory self-represented litigant's use of the portal. The board members expressed some concern about access to the courts if a self-represented filer was required to file through the portal.

The Honorable Karen E. Rushing, Chair, asked that staff see if they could find out how much paper is being filed in Clerk's Offices.

Tom Hall discussed the topic of the media coalition wanting immediate access to civil case filings.

## **VIII. New Business**

### Appointment of Committees

#### Communications Committee

#### Finance Committee

The Honorable Karen E, Rushing, Chair, commented that she would like to appoint two committees.

---

She appointed a Communications Committee to update the branding and website and develop a true communications plan for the next decade. She appointed the Honorable Tara S. Green to head up that committee. She appointed Tom Hall and Beth Allman as staff to that committee.

Then, the Chair spoke to the need for a Finance Committee that would work on policies and procedures needed for guiding the business of the agency. She appointed the Honorable Jeff Smith to lead that committee and asked Brian Macheck and Lane Williams to staff that committee.

**IX. Old Business**

There was no old business to discuss.

**X. General Counsel Report**

Government in the Sunshine

As the Authority is a public body, Ms. Lynn Hoshihara reviewed the Sunshine laws and Public Records laws.

Rules Cases

Tom Hall was recognized to update the Board on current rules cases of interest. He spoke to several issues that are being discussed at the rules committees, the most important to the Authority was the rule under consideration that would limit the reasons used by Clerks to reject documents.

Public Comment

There was no one wishing to speak.

**XI. Adjourn**

The Honorable Karen E. Rushing, Chair, thanked everyone for attending, and made closing remarks recognizing the previous chair, The Honorable Tim Smith, for his many years of service and adjourned the meeting.

The meeting was adjourned at 3:06 p.m., EDT.