



The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors held the Annual Meeting on June 16, 2020, at 2:00 p.m., EDT, 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)
- ✓ 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. Lynn Hoshihara, Esq., Authority General Counsel, was also in attendance.

I. Introduction and Roll Call

The Honorable Tim Smith, Chair, opened the meeting at 2:01 p.m., EDT. He welcomed all 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 Todd Newton moved adoption of the agenda. The Honorable Tara Green seconded the motion. All voted to accept the agenda as presented.

Annual Meeting of the Authority

III. Review of Annual Authority Activities

Chairman Tim Smith opened the Annual Meeting of the Authority and provided an overview of the year's activities. Chairman Smith highlighted the activities since the E-Filing Authority was created, remarking that it had been 10 years since the Interlocal Agreement was signed. He recognized those who had been instrumental

in getting the Authority and the E-Filing Portal off the ground in 2010. He recognized the Honorable Sharon R. Bock and the Honorable Karen E-Rushing as charter members, members who had served on the Board of Directors since 2010, and thanked them for their service.

In lieu of the elections for vice chair and secretary/treasurer regularly held at the Annual Meeting, Chairman Smith asked that the Honorable Tara Green and the Honorable Jeff Smith retain their offices until the Board holds the next meeting. He noted that meeting would serve as an organizational meeting, instead of this one.

Chairman Tim Smith welcomed the Honorable Pam Childers, Escambia County Clerk, who will take the place of The Honorable JD Peacock, Okaloosa County Clerk, and the Honorable Kevin Madok, Monroe County Clerk, who will take the place of the Honorable Sharon Bock, Palm Beach County Clerk, both of their terms beginning July 1, 2020.

Chairman Tim Smith then concluded the Annual Meeting and opened the Annual Meeting of the Board of Directors.

Annual Meeting of the Board

IV. Reading and Approval of the Minutes

Chairman Smith recognized the Honorable Tara Green, Secretary/Treasurer, to present the April 16, 2020, minutes as shown 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 April minutes as presented. The Honorable JD Peacock seconded the motion. All voted in favor.

V. Treasurer's Report

Monthly Financial Report

Chairman Smith recognized the Honorable Tara Green, Secretary/Treasurer to present the monthly financial report. The Honorable Tara Green presented the April 2020 financial report. There were no questions.

Budget Presentation

The Honorable Tara Green, Secretary/Treasurer, recognized Brian Machek, FCCC CFO, to review the proposed budget for the 2020-2021 fiscal year. Clerk Green reminded the Board that Mr. Machek had reviewed a draft budget at the April meeting, but wanted to monitor the filings so that he could adjust the budget, if needed, before this meeting. Mr. Machek reviewed the budget overview document and proposed budget documents with the Board. He also reviewed the budget projections based on the past few months' filing volumes.

The Honorable Tara Green moved to adopt the budget as presented. The Honorable Jeff Smith seconded the motion. All voted in favor of the motion.

Mr. Machek was then recognized to review the Reserve Policy.

The Honorable Jeff Smith made a motion to accept the Reserve Policy as presented. The Honorable JD Peacock seconded the motion. The Honorable Karen Rushing asked for an explanation of the proposed reserve amounts. Mr. Machek explained the two suggested reserve amounts. All voted favorably on the motion.

VI. Progress Reports

E-Portal Progress Report

Chairman Smith recognized Ms. Carolyn Weber, FCCC Portal Program Manager, to review the May 2020 Progress Report. She reviewed the document posted on the website and displayed on the screen.

Chairman Smith thanked Ms. Weber for providing e-filing volumes to the courts during this time. The Honorable JD Peacock asked her to send the case filing volumes to the Florida Clerk of Courts Operations Corporation also.

She also told the Board that the Judicial Management Council had recently approved two small claims forms, the statement of claim and answer, and with Board approval, those would be added to the A2J portion of the Portal.

The Honorable JD Peacock asked the Board, in order to align with the adopted policy on the A2J project, to approve placement of the small claims forms to the A2J functionality on the Portal once they are approved by the Supreme Court. He asked this in the form of a motion. The Honorable John Tomasino seconded the motion. All voted favorably on the motion.

Release Updates – 2020.01

Ms. Weber reported the Portal Technical team was continuing to work with the Department of Revenue in order to assist them in getting their documents into a format that could be sent through the Portal.

Ms. Weber also noted there would be a hot fix performed on June 27 that would contain a few minor enhancements. The Honorable JD Peacock thanked the Portal Technical Team on their work with DOR. He also asked for an update on getting rid of Silverlight. Ms. Weber stated that it was a huge project, but the Portal Technical Team is committed to get off Silverlight and hope to do so by December 2020.

Third Party Vendor Request for Certification – US Legal Pro

Ms. Weber presented the documentation certifying that US Legal Pro had met all the technical tests. She asked the Board for their approval to certify the newest third party vendor.

The Honorable John Tomasino made a motion to approve US Legal Pro as a certified third party vendor. The Honorable Jeff Smith seconded the motion. All voted favorably.

Portal Change Advisory Board

Ms. Weber reviewed the document with the Portal Change Advisory Board suggestions for changes to the Portal.

The Honorable Karen Rushing made a motion to approve the first two items suggested as viable so that when they are ready, they can be included in a release. The Honorable Todd Newton seconded the motion and all voted favorably.

Service Desk Report

Chairman Smith 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 month. There were no questions.

VII. Florida Courts Technology Commission

Chairman Smith thanked FCTC members, the Honorable Karen Rushing, the Honorable Angel Colonnese, and The Honorable David Ellspermann, for their service. He recognized the newest FCTC member, taking Clerk Ellspermann's place, The Honorable Tara Green.

The Honorable Karen Rushing updated the Board that the work being done on uniform docket descriptions would be presented to an FCTC Portal subcommittee in August.

VIII. New Business

Appointment of Committees

Communications Committee

Finance Committee

The Honorable Tim Smith, Chair, commented that he would like to appoint two committees. He spoke to establishing a Communications Committee to update the branding and website and develop a true communications plan for the next decade. Then, he spoke to the need for a Finance Committee that would work on policies and procedures needed for guiding the business of the agency.

He noted that he wished to leave the appointment of the committees to the incoming chair.

IX. Old Business

Chairman Smith recognize the Honorable Karen Rushing who provided an update on the uniform document description project. She confirmed with Ms. Carolyn Weber that once the descriptions were decided upon, that the Portal would deploy those descriptions to the counties.

X. General Counsel Report

Security Policy

Chairman Smith recognized Ms. Lynn Hoshihara, Esq., Board General Counsel, to present the updated Security Policy. She explained that while a similar policy had been passed in 2016, the policy was updated to allow the technical team to make revisions to Portal security without having to come back to the Board each time technology changed or that they had a new tool to use.

The Honorable John Tomasino made a motion to adopt the updated policy. The Honorable Todd Newton seconded the motion and all voted favorably on the motion.

Rules Cases

Tom Hall was recognized to update the Board on current rules cases of interest. He spoke to rules case 19-2163 that codifies the Authority and the Portal in the rules of court for purposes of providing attorneys notice.

Public Comment

There was no one wishing to speak.

XI. Adjourn

Chairman Smith thanked everyone for attending and adjourned the meeting.

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