

MEETING MINUTES

Florida Courts E-Filing Authority
Board of Directors Meeting
December 9, 2021
11:00 a.m., EST

Florida Courts E-Filing Authority Board of Directors held a meeting on December 9, 2021, at 11:00 a.m., EST, by WebEx. The following board members were present:

- The Hon. Karen E. Rushing, Chair** (Clerk of Court, Sarasota County)
- The Hon. Todd Newton, Vice Chair | District IV** (Clerk of Court, Gilchrist County)
- The Hon. Jeffrey R. Smith, CPA | District V** (Clerk of Court, Indian River County)
- The Hon. Tara S. Green | District III** (Clerk of Court, Clay County)
- The Hon. John Tomasino** (Clerk of the Court, Florida Supreme Court)
- The Hon. Clayton O. Rooks | District I** (Clerk of Court, Jackson County)
- The Hon. Steve Land | District II** (Clerk of Court, Lafayette County)
- The Hon. Stacy M. Butterfield, CPA | District VI** (Clerk of Court, Polk County)
- The Hon. Kevin Madok | District VII** (Clerk of Court, Monroe County)

Present Not Present

Introduction and Roll Call

The Honorable Karen E. Rushing, Chair, welcomed everyone to the meeting and asked Beth Allman to call the roll. A quorum was present.

Adoption of the Agenda

The Honorable Jeffrey R. Smith made a motion to adopt the agenda. The Honorable John Tomasino seconded the motion. All voted in favor of the motion.

Reading and Approval of the Minutes

Seeing no correction or additions, the Honorable Jeffrey R. Smith moved to approve the October minutes. The Honorable Clayton O. Rooks seconded the motion and all voted in favor.

Treasurer's Report

Monthly Financial Report

The Honorable Jeffrey R. Smith presented the October 2021 financial report. There were no questions.

Purvis Gray Audit Reports

The Honorable Jeffrey R. Smith asked Mr. Ryan Tucker and Mr. Michael Sandstrum, Purvis Gray, to present the annual financial statements and operational audit to the Board. Both audits reports presented were "clean reports," presented as "strong, unmodified opinions." There were no questions.

The Honorable Jeffrey R. Smith made a motion to accept the audit reports. The Honorable Steve Land seconded the motion and all voted in favor.

The Honorable Jeffrey R. Smith asked that the issue of funding a developmental reserve be discussed at a future meeting.

Progress Reports

E-Portal Progress Report

Ms. Carolyn Weber, Portal Program Manager, was recognized to present the November Portal Progress Report. She noted that the volumes were declining slightly, as is normal for this time of the year, but despite the trends November 30, 2021, showed the highest number of submissions of the year (100,070) second only to the number of submissions sent through the system in June 2021.

Service Desk Report

Ms. Gia Howell, Portal Service Desk Manager, provided the highlights of the service desk inquiries for the month of November. She did note that the calls were slightly low compared to the few previous months, but typical for this time of the year.

Florida Courts Technology Commission

There were no issues to discuss.

Old Business

eCommerce Update

Mr. Melvin Cox, FCCC IT Director, informed the Board that the implementation of a new payment processor, Adyen, was going smoothly so far.

Website Redesign Update

Mr. Kyle Dunaway reminded the Board that they had approved the look and feel of the new website, as well as the press release and branding, and provided the



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technical teams time to work through any issues. He informed the Board that the teams discovered one more issue to overcome late last week, but, pending no further delays, expected the site to be ready to be “live” by the end of next week. Mr. Dunaway informed the Board that they would be informed as soon as the site was promoted to the Internet.

He showed the Board the new site and document templates in the new branding style.

New Business

Annual Report

Mr. Kyle Dunaway, FCCC Director of Communications and Marketing, presented the 2020-2021 Annual Report to the Board, noting it was published in the new branding style.

The Honorable John Tomasino moved to approve the report. The Honorable Tara S. Green seconded the report and all voted in favor.

General Counsel Report

Ms. Lynn Hoshihara, Esq., General Counsel, had nothing to report.

Public Comment

There were no comments.

Adjournment

The meeting was adjourned at 11:38 a.m., EST.



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