

## MEETING MINUTES

Florida Courts E-Filing Authority  
Board of Directors Meeting  
March 15, 2022  
2:00 p.m., EST

Florida Courts E-Filing Authority Board of Directors held a meeting on March 15, 2022, at 2:00 p.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, opened the meeting at 2:00 p.m., welcomed everyone to the meeting and asked Beth Allman to call the roll. A quorum was present.

### Adoption of the Agenda

The Honorable Todd Newton made a motion to adopt the agenda. The Honorable Tara S. Green seconded the motion. All voted in favor of the motion.

### Reading and Approval of the Minutes

Seeing no corrections or additions, the Honorable Jeffrey R. Smith moved to approve the January 27, 2022, minutes. The Honorable Todd Newton seconded the motion and all voted in favor.

## Treasurer's Report

### Monthly Financial Report

The Honorable Jeffrey R. Smith presented the January 2022 financial report. Mr. Smith asked Ms. Lane Williams, FCCC CFO, to share with the Board the banking issues that had occurred due to the recent Suntrust and BB&T merger. Ms. Williams explained to the Board that the merger had caused some irregularities in the banking systems across the country; not just for the Portal. She assured the Board that any issues that were experienced had been rectified and payments were flowing smoothly.

### Directors and Officers Insurance

Mr. Smith reminded the Board that the annual Director's and Officers insurance policy was coming up for renewal on May 1, 2022. He noted that staff had already been in touch with the insurance company to obtain quotes. He suggested he work with staff to select the most favorable option and then ratify the action at the May 5, 2022 meeting.

Ms. Hoshihara concurred and commented that if the Board was willing to delegate the authority to Mr. Smith to take such action, they could do so through a motion.

The Honorable Stacy M. Butterfield made a motion to allow Clerk Smith to act on the Authority's behalf to select the lowest quote for the Director's and Officer's insurance policy for the next year. The Honorable John Tomasino seconded the motion and all voted favorably.

Mr. Smith also commented that Purvis Gray had been the Authority auditor for the past few years and reminded the Board that it was getting to be time to form an audit selection committee, possibly at the June meeting. Ms. Hoshihara confirmed that she would ask the Board to appoint a selection committee and approve issuing an RFP for audit services at the appropriate time.

## Progress Reports

### E-Portal Progress Report

Ms. Carolyn Weber, Portal Program Manager, was recognized to present the February Portal Progress Report. She noted that the filing numbers were not as high as those seen in other months, but typical for this time of year. She also commented that the number of filer accounts continued to grow each month.

### Release 2022.01

Ms. Weber briefly reviewed the document listing the features of the 2022.01 Release.



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The Honorable Stacy Butterfield moved to approve the release with the features as shown in the document. The Honorable Kevin Madok seconded the motion. All voted in favor of the motion.

### **Service Desk Report**

Ms. Gia Howell, Portal Service Desk Manager, reviewed the highlights of the service desk inquiries for the month of February.

There were no questions.

### **Florida Courts Technology Commission**

The Honorable Karen E. Rushing, Chair, spoke to the continued project to tackle the uniform document descriptions project and its importance to the court.

It was noted that the next Florida Courts Technology Commission meetings would be held in Crystal River on May 12-13, 2022.

### **Old Business**

There was nothing to report.

### **New Business**

#### **Discussion of Potential for 6<sup>th</sup> District Court of Appeals**

The Honorable Karen E. Rushing, Chair, recognized the Honorable John Tomasino who informed the Board about the bill to create a new District Court of Appeals. He spoke the need to slightly reconfigure the jurisdiction of the other District Courts. He noted that the change may create some re-programming for the Portal.

#### **Third Party Vendor Letter**

The Honorable Karen E. Rushing, Chair, pointed out that the letter presented to the Board signed by four third party vendors states, "We respectfully request that the E-Filing Authority prioritize including the return of court documents to the attorneys and third party vendors statewide in a future release." She commented on the need for standardization and how difficult it is. She expressed the desire to continue to work toward it. The Honorable John Tomasino expressed the similarity with the Document Identification Number (DIN) and asked if the PORTal could charge for the service and should the concept go to FCTC?

The Honorable Karen E. Rushing, Chair, recognized Mr. Jim Cabral, Vice President of InfoTrack. He told the Board that the vendors were looking for the the standardization of the return of service, much like they experienced in other states.



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There was a discussion of how other states returned service. Mr. Cabral thought it was an Electronic Court Filing standard. Mr. Tom Hall mentioned that there might need to be a rule change. Ms. Carolyn Weber mentioned that the Best Practice Committee had done a survey on the topic. It was asked if this topic could be on the next E-Filing Agenda.

### **General Counsel Report**

#### **Letter from Thomas + LoCicero**

Ms. Lynn Hoshihara, Esq., General Counsel, briefly acknowledged the receipt of the letter from Thomas + LoCicero and recommended that the board not engage in discussion as it was now part of pending litigation.

Mr. Tom Hall was recognized to speak. He commented that he was watching the Civil Action Reform report in the event it may have some Portal impact.

### **Public Comment**

No one in attendance asked to speak.


### **Adjournment**

The Honorable Karen E. Rushing, Chair, thanked everyone for attending and announced that the next meeting was scheduled for May 5, 2022.

The Honorable Todd Newton made a motion to adjourn. The Honorable Stacy M. Butterfield seconded the motion and all voted in favor.

The meeting was adjourned at 2:36 p.m., EDT.



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