

MEETING MINUTES

Florida Courts E-Filing Authority
Board of Directors Meeting
May 5, 2022
1:00 p.m., ET

Florida Courts E-Filing Authority Board of Directors held a meeting on May 5, 2022, at 1:00 p.m., ET, 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 1:01 p.m., welcoming everyone. She asked Ms. 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 Stacy M. Butterfield seconded the motion. All voted in favor of the motion.

Public Comment

The Honorable Karen E. Rushing, Chair, stated that public comments could be taken throughout the meeting. She asked that, when possible, a speaker use the “raise your hand” feature to be recognized.

Reading and Approval of the Minutes

With the correction of Clerk Smith's name on the second page, paragraph three, the Honorable Todd Newton moved to approve the March 15, 2022, minutes. The Honorable Steve Land seconded the motion and all voted in favor.

Treasurer's Report

Monthly Financial Report

The Honorable Jeffrey R. Smith presented the March 2022 financial report. Mr. Smith asked Ms. Lane Williams, FCCC, to review the financial report and explain the new format. There were no questions.

2022-2023 Budget Presentation

Mr. Brain Macheck, FCCC, was recognized to present the proposed fiscal year 2022-2023 budget to the Board. He walked the Board through the proposed budget, noting there was about 3% growth for the 2022-2023 year due to the increased cost for contract services. There were no questions or concerns.

The Honorable Todd Newton made a motion to accept the proposed 2022-2023 Authority Budget. The Honorable Steve Land seconded the motion and all voted in favor of the motion.

Directors and Officers Insurance Ratification

The Honorable Karen E. Rushing reminded the Board that this issue was raised at the last meeting and the Board voted to allow staff to work with the Treasurer and the insurance agent to approve an applicable policy by May 1 in order to have continuous coverage.

The Honorable Stacy M. Butterfield made a motion to ratify the Directors and Officers Insurance policy, effective May 1, 2022, for the next year. The Honorable Todd Newton seconded the motion. All voted in favor of the motion.

Progress Reports

E-Portal Progress Report

Ms. Carolyn Weber, Portal Program Manager, reviewed the highlights of the April Portal Progress Report. She reminded the Board that the release was going into production the next weekend and the last set of users would be moved off Silverlight by the end of October.

Service Desk Report

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

There were no questions.



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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. She told the Board that she was on several Supreme Court/ Florida Courts Technology Commission (FCTC) work groups, the Document Identification Number (DIN) Work Group and the Standardization Work Group. She explained how the DIN would work and there was a discussion of how the DIN would be assigned. The Chair further stated she would like for Authority staff to explore what it would take to accomplish what the court has stated as an objective for standardizing document descriptions.

The Honorable Stacy M. Butterfield made a motion that Authority staff explore the options available for standardization or document descriptions and bring their recommendations back to the board.

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

Old Business

Issued Summonses

The Honorable Karen E. Rushing, Chair, asked Ms. Carolyn Weber to review how the summons process worked. She noted that while Clerks could docket the summons and it would be available to the filer in the “My Cases” view, the Third Party Vendors wanted a webservice, which would require approval by the Board in order to undertake programming to make the summonses available, much like the driver school certifications were made available. Chair Rushing felt that some Clerks were not docketing the summonses, which could be interpreted that they should be as noted in Chapter 28, Florida Statutes. The Honorable Stacy Butterfield suggested the Board look at the survey done by the Best Practices Committee some time back and consider sending a letter to all Clerks encouraging them to docket the summons.

New Business

There was a lengthy discussion on the new payment refund/settlement process. The Honorable Todd Newton asked to return to the previous refund/settlement process. Ms. Weber suggested it was only happening when the Clerk took something out of the correction queue. She noted that only 14 counties were signed up for the delayed refund process, currently an “opt-in” process. The Honorable Stacy M. Butterfield asked why everyone was not signed up for the delayed refund process. There was continued discussion of whether the delayed



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process was beneficial, or not. It was noted that the new process has been confusing for filers.

There was discussion of why the settlement process was chosen. Mr. Melvin Cox explained that when the new payment processing method was being implemented, the current process seemed clearer for regular filings; everyone received the payments quicker.

The Chair said she would work with Carolyn Weber to bring back a recommendation to the Board in June with a standard recommendation and allow the Board to make a decision.

General Counsel Report

Ms. Lynn Hoshihara, Esq., General Counsel, reported that she had no updates at this time.

The Honorable Karen E. Rushing, Chair, asked if there was anyone in the audience wishing to speak. There were no comments.

Adjournment

The Honorable Karen E. Rushing, Chair, thanked everyone for attending and announced that the next meeting, the Authority Annual Meeting, was scheduled for June 6, 2022, at the FCCC Summer Conference.

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 2:10 p.m., ET.



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