



## The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors met on October 11, 2021, at 8:30 a.m., EDT, at the Sawgrass Marriott. The meeting was also made available by WebEx. The following board members were present in person:

- ✓ The Honorable Karen E. Rushing, Sarasota County Clerk, Chair
- ✓ The Honorable Todd Newton, Gilchrist County Clerk, Vice Chair
- ✓ The Honorable Jeff Smith, Indian River County Clerk, Secretary/Treasurer
- ✓ The Honorable Tara S. Green, Clay County Clerk
- ✓ The Honorable John Tomasino, Clerk, Supreme Court
- ✓ The Honorable Clayton O. Rooks, Jackson County Clerk
- ✓ The Honorable Steve Land, Lafayette County Clerk
- X The Honorable Stacy Butterfield, Polk County Clerk
- ✓ The Honorable Kevin Madok, Monroe County Clerk

Ms. Lynn Hoshihara, Esq., Authority General Counsel, and Mr. Tom Hall, Consultant, were in attendance.

- I. The Honorable Karen E, Rushing opened the meeting at 8:35 a.m., EDT. She welcomed those in the room and those participating by WebEx. Chairman Rushing asked for a roll call. A quorum was present.

### II. Adoption of the Agenda

Chairman Rushing 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

Chairman Rushing recognized the Honorable Jeff Smith to present the September 2021 minutes as posted on the website.

Hearing no changes or corrections, the Honorable Jeff Smith moved adoption of the September 2021 minutes. The Honorable Todd Newton seconded the motion. All voted favorably.

### IV. Treasurer's Report

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### **Review of the Monthly Financial Report**

Chairman Rushing recognized the Honorable Jeff Smith to present the Treasurer's Report.

The Honorable Jeff Smith reviewed the August 2021 financial report with the board. There were no questions.

### **V. Progress Reports**

#### **E-Portal Progress Report**

Chairman Rushing recognized Ms. Carolyn Weber, FCCC Portal Program Manager, to present the September 2021 Progress Report. Ms. Weber reviewed the report, noting that the volumes were beginning to show the slight downturn that is always seen at this time of year.

Ms. Weber informed the Board that the 2021.02 release date would need to be rescheduled from October 30 to November 20 in order to complete the re-write of the new e-commerce functions, finish testing for e-commerce and the processing of Department of Revenue administrative child support documents.

Ms. Weber reviewed the items listed in the Portal Change Advisory Board (PCAB) report and asked the board's approval, thereby allowing any of the items to be included in a release as deemed appropriate.

The Honorable Kevin Madok moved to approve the PCAB report as presented. The Honorable Jeff Smith seconded the motion. All voted in favor.

#### **Service Desk Report**

Ms. Gia Howell, Portal Service Desk Supervisor, presented the September service desk report, noting the call volumes had decreased in September from the high numbers seen in August. She reported that the volumes seemed to have been higher the previous month due to the implementation of the ecommerce provisions and the changes in CCIS. There were no questions.

### **VI. Florida Courts Technology Commission**

It was noted that the next Florida Courts Technology Commission (FCTC) meeting would be held November 3-5, 2021.

#### **Old Business**

##### **eCommerce Update**

Mr. Melvin Cox, FCCC Director of IT, provided the Board a brief update on the implementation of the new payment processor, Adyen, noting that the work was

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still on-going. He commented that they were working on FAQs, hoping to have those out about 30 days ahead of time to assist all users.

#### **Website Redesign Update**

The Honorable Tara S. Green, Chair, Authority Communications Committee, reported that the website would be ready to be live in the November/December timeframe. Once live, she noted, the branding on all Authority documents would be changed and the press release would be disseminated.

The Honorable Jeff Smith asked if the new website would be ADA compliant. The Honorable Tara Green responded commenting that had been a requirement of the RFP.

Mr. Kyle Dunaway was recognized to show the new website to the Board.

The Honorable Tara S. Green made a motion to approve the new website for look and feel, as it is, allowing staff to continue to work with the vendor to doublecheck all links and documents, shooting for a “go-live” date in the late November/early December timeframe; and to approve the press release for dissemination once the site is live. The Honorable Todd Newton seconded the motion and all voted in favor of the motion.

#### **VII. New Business**

There was no new business.

#### **VIII. General Counsel Report**

Ms. Lynn Hoshihara, Esq., had no updates to provide.

#### **Rules Report**

Mr. Tom Hall reported that there were no specific rules impacting the portal at this time.

#### **Public Comment**

There were no comments from the public.

#### **IX. Adjourn**

The Honorable Karen E. Rushing, Chair, thanked everyone for attending.

The Honorable Steve Land moved to adjourn the meeting. The Honorable Todd Newton seconded the motion and all voted in favor.

The meeting was adjourned at 9:04 a.m., EDT.