

## MEETING MINUTES

Florida Courts E-Filing Authority  
Board of Directors Meeting  
January 27, 2022  
2:00 p.m., EST

Florida Courts E-Filing Authority Board of Directors held a meeting on January 27, 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 2:04 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 Stacy M. Butterfield 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 December 2021 minutes. The Honorable John Tomasino seconded the motion and all voted in favor.

## Treasurer's Report

### Monthly Financial Report

The Honorable Jeffrey R. Smith presented the December 2021 financial report. He asked Ms. Lane Williams, FCCC Director of Finance, for further explanation of some of the figures. She explained that with the new payment processor, Adyen, that the Authority accounts were now being used for all activities, rather the payment processing being handled by Civitek on behalf of the Authority. That was the reason this month's report shows increased transactional costs and bad debt. Ms. Williams explained that the bad debt and transaction costs have always been there and handled as Authority expenses, just not shown as clearly.

Mr. Smith commented that the merchant fees seeming slightly high. Ms. Williams felt they would even out over the year.

## Progress Reports

### E-Portal Progress Report

Ms. Carolyn Weber, Portal Program Manager, was recognized to present the December Portal Progress Report. She noted that the volumes were on par for a December, but did highlight that December 2, 2021, was the highest volume number of submissions to date thusfar.

### Third Party Vendor Approval – Marketgrid, 360 Legal

Ms. Weber presented the requests for approval for third party vendors Marketgrid and 360 Legal.

The Honorable Todd Newton made a motion to approve both third party vendors, Marketgrid and 360 Legal. The Honorable Tara S. Green seconded the motion. All voted in favor of the motion.

### Service Desk Report

Ms. Gia Howell, Portal Service Desk Manager, provided the highlights of the service desk inquiries for the month of December. She did note that the calls were slightly low compared to the few previous months, but typical for this time of the year. She did note that there had been no calls about the DIY Florida interviews in the month of December.

## Florida Courts Technology Commission

The Honorable Karen E. Rushing, Chair, spoke to the fact that Clerks continue to tackle uniformity of dockets and document descriptions. Mr. Tom Hall told the Board that he also was observing the court's attempt to adopt standards for signatures.



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## Old Business

### Funding Committee Report

The Honorable Tara S. Green, Funding Committee Chair, gave a brief update that the Funding Committee had met over the past years to look at value-added services that the Authority could offer. Recently, she noted, the committee had met twice and felt that the concepts were in flux, and that the reserves were sufficient at this point. She informed the Board that if any new ideas come along for value-added services, the Funding Committee would be happy to review them and bring back a recommendation to the full Board.

### DIY Florida Webpage

The Honorable Tara S. Green, Communications Committee Chair, commented that she had received nothing but positive comments about the new Authority website. She further reminded the Board that they had discussed the DIY Florida project as part of the new website, but wanted to take some time to get it up and running before bringing the DIY materials to the Board.

She informed the Board that Kyle Dunaway, FCCC Director of Marketing and Communications, had put together some promotional materials for DIY Florida that could be shared with the Board for their review and approval.

The Honorable Karen E. Rushing, Chair, recognized Mr. Kyle Dunaway who showed the new DIY Florida webpage and reviewed materials for social media posts that Clerk and the Courts can use to promote the interviews.

The Honorable John Tomasino made a motion to approve the webpage and the associated materials shown by Mr. Dunaway. The Honorable Tara S. Green seconded the motion. All voted in favor.

## New Business

### Letter from Thomas + LoCicero

The Honorable Karen E. Rushing, Chair, asked if anyone had any questions or discussion on the letter received by the Authority General Counsel. There was no discussion.

## General Counsel Report

### DOC Contract

Ms. Lynn Hoshihara, Esq., General Counsel, recommended that the contract between the Authority, the Clerks Association and the Florida Department of Corrections (DOC) should be renewed for another year so that the process of sending the commitment packets securely through the Portal to DOC could continue. She commented that the contract would have to be on a one-year cycle because DOC was not able to enter into contracts with longer terms.



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The Honorable Tara S. Green made a motion to approve signing the contract with DOC in order to continue the partnership of sending the commitment packets securely from the E-Filing Portal, though the local Clerks and Sheriff's Offices to the DOC reception centers. The Honorable Todd Newton seconded the motion. All voted in favor.

Mr. Tom Hall was recognized to speak. He commented that SC21-1598 addressed the revision to the civil cover sheet suggested by Clerks to provide a check box for the filer to denote the case having an allegation of sexual abuse. He noted that would make a change to the civil cover sheet generated by the Portal and would entail programming. The amended cover sheet becomes effective April 1, 2022.

### **Public Comment**

There were no comments.

### **Adjournment**

The Honorable Karen E. Rushing, Chair, announced that the next meeting was scheduled for March 15, 2022, and thanked everyone for attending.

The meeting was adjourned at 2:43 a.m., EST.



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