

MEETING MINUTES

Florida Courts E-Filing Authority Meeting
February 10, 2024
2:00 p.m., ET

Florida Courts E-Filing Authority Board of Directors held a Board meeting on February 10, 2025, by WebEx. All board members were present:

- ☑ **The Hon. Doug Chorvat, Jr., Chair** (Clerk of Court, Hernando County)
 - ☑ **The Hon. Todd Newton, Vice Chair | District III** (Clerk of Court, Gilchrist County)
 - ☑ **The Hon. Kevin Madok | District VII** (Clerk of Court, Monroe County)
 - ☑ **The Hon. John Tomasino** (Clerk of the Court, Florida Supreme Court)
 - ☑ **The Hon. Clayton O. Rooks, CPA | District I** (Clerk of Court, Jackson County)
 - ☑ **The Hon. Steve Land | District II** (Clerk of Court, Lafayette County)
 - ☑ **The Hon. Laura E. Roth, Esq. | District IV** (Clerk of Court, Volusia County)
 - ☑ **The Hon. Rachel Sadoff | District V** (Clerk of Court, Brevard County)
 - ☑ **The Hon. Karen E. Rushing | District VI** (Clerk of Court, Sarasota County)
- ☑ Present ☐ Not Present

I. Introduction and Roll Call

The Honorable Doug Chorvat, Jr., Chair, opened the meeting at 2:00 p.m., ET, and welcomed everyone to the meeting. He asked Beth Allman to call the roll. A quorum was present.

II. Public Comment

No one from the public commented at this time.

III. Action Items

a. Adoption of the Agenda

The Honorable Karen E. Rushing made a motion to adopt the agenda. The Honorable Todd Newton seconded the motion and all voted in favor.

The Honorable
DOUG CHORVAT
Chairman
Clerk, Hernando County

The Honorable
TODD NEWTON
Vice Chairman
Clerk, Gilchrist County
District III

The Honorable
KEVIN MADOK, CPA
Secretary/Treasurer
Clerk, Monroe County
District VII

The Honorable
JOHN TOMASINO
Clerk of the Court
Florida Supreme Court

The Honorable
CLAYTON O. ROOKS
Clerk, Jackson County
District I

The Honorable
STEVE LAND
Clerk, Lafayette County
District II

The Honorable
LAURA E. ROTH
Clerk, Volusia County
District IV

The Honorable
RACHEL SADOFF
Clerk, Brevard County
District V

The Honorable
KAREN E. RUSHING
Clerk, Sarasota County
District VI

b. Reading and Approval of the Minutes

The Honorable Kevin Madok, Secretary/Treasurer, presented the December 12, 2024, minutes. The minutes were accepted as presented.

c. 2025.01 Portal Release

Ms. Melissa Bennefield reviewed the proposed schedule and items included in the release for the April 2025.01 Release.

The Honorable John Tomasino made a motion to accept Release 2025.01. The Honorable Kevin Madok seconded the motion and all voted in favor.

d. MOU with Florida Department of Law Enforcement

Ms. Hoshihara, Esq., Authority General Counsel, presented the MOU previously approved by the Board for the FDLE use of the Portal for sending their notices to Clerks of having closed a criminal history file.

The Honorable Karen E. Rushing asked if FDLE had been able to address the notices being sent for each charge and correcting them to only be a notice of when the whole Criminal History record was closed? Ms. Allman responded that staff was not aware that the agency had made any changes to their process. Ms. Rushing asked why the Portal would take the notices until they are fixed? Clerk Rushing further questioned why the Authority would sign the agreement before the data was corrected?

Ms. Hoshihara explained the MOU was to memorialize the process currently utilizing the Portal, but she agreed a message could be sent back to the agency related to the Board's concern about the data being sent.

Chairman Chorvat agreed there could be a letter sent to FDLE along with the executed MOU asking for a date of completion of the modifications needed to the system.

The Honorable John Tomasino made a motion to approve signing the MOU with FDLE. The Honorable Clayton Rooks seconded the motion and all voted in favor.

The Honorable Karen E. Rushing moved to include with the executed MOU a letter asking FDLE asking for an estimated completion date. The Honorable Todd Newton seconded the motion and all voted favorably.

e. Audit reports – Purvis Gray

The Honorable Kenvin Madok, Treasurer, recognized Purvis Gray auditors Ryan Tucker Michael Sundstrum and Daniel Sturmer. The auditors presented the annual financial and system audits for the 2024 fiscal year. There were no questions.

The Honorable Kevin Madok made a motion to accept the financial and system audit reports for the 2024 fiscal year as presented. The Honorable Todd Newton seconded the motion and all voted in favor.

IV. Reports

a. Treasurer's Report - Monthly Financial Report

The Honorable Kevin Madok presented the November 2024 monthly financial report. He told the Board at the end of November 2024 assets stood at \$11,322,618 million. Expenses were \$971,991. Revenue for the month was \$843,972. Year-to-date income was shown as -\$154,000.

There were no questions.

The Honorable Doug Chorvat, Jr., Chair, accepted the report.

b. Progress Reports **Monthly Progress Report**

Ms. Melissa Bennefield reviewed the January 2025 monthly progress report. She also introduced Michael Beckley, the new Portal Program Manager.

Service Desk Report

Ms. Gia Howell, FCCC Portal Service Desk Supervisor, reviewed the highlights of the January 2025 monthly service desk operations report. There were no questions.

c. Florida Courts Technology Commission

The Honorable Karen E. Rushing informed the Board the document description pilot program was still underway. She reported the FCCC Portal Project team had reached out to several other counties to be part of the pilot.

Chairman Chorvat reminded the Board the next FCTC meetings were February 13-14, 2025, to be held on a virtual platform.

d. Rules Report

Mr. Tom Hall informed the Board the "E-Everything" rule was still at the Supreme Court, but was watching for it, if it were to be published. He also gave an update of the activities of The Florida Bar rules committees generally.

e. Public Comment

There was no one wishing to speak.

VI. Adjournment

Chairman Doug Chorvat, Jr., thanked everyone for attending and reminded the board the next meeting was scheduled for Wednesday, April 16, 2025, by WebEx.

He adjourned the meeting at 2:54 p.m., ET.