



The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors met on December 14, 2017, at 10:00 a.m. by WebEx. The following members were present: The Honorable Tim Smith, Putnam County Clerk, Chair; The Honorable Jeff Smith, Indian River County Clerk, Vice Chair; The Honorable John Tomasino, Clerk, Supreme Court; The Honorable JD Peacock, Okaloosa County Clerk; The Honorable Kathy Brown, Liberty County Clerk; The Honorable Todd Newton, Gilchrist County Clerk; The Honorable Karen E. Rushing, Sarasota County Clerk; The Honorable Sharon R. Bock, Esq., Palm Beach County Clerk; and Lynn Hoshihara, Esq., Authority General Counsel, were in attendance. The Honorable Tara Green, Clay County Clerk, Secretary/Treasurer; was unable to attend. A quorum was present.

- I. The Honorable Tim Smith, Chair, opened the Annual meeting at 10:00 a.m. He welcomed everyone attending by WebEx.

Chairman Tim Smith asked for a roll call. A quorum was present.

- II. Adoption of the Agenda

Chairman Tim Smith asked for a motion to adopt the agenda. The Honorable Karen Rushing moved adoption of the agenda. The Honorable Sharon Bock seconded the motion. All voted to accept the agenda as presented.

- III. Reading and Approval of the Minutes

Chairman Tim Smith presented the October 2017 minutes. Hearing no suggested changes, The Honorable JD Peacock moved adoption of the minutes as posted on the website. Clerk Rushing seconded the motion. All voted favorably.

- IV. Financial Report

Chairman Tim Smith recognized Ms. Peggy Ball to present the October financial statements. She presented that assets at the end of October stood at \$2.4M, \$1.9M in cash and \$ 0.5M in accounts receivable and \$6K in prepaid expenses. Liabilities stood at \$ 0.4M. This figure represented \$ 0.4M in accounts payable and \$12K in accrued annual audit fees. Equity stood at \$2M.

Through the month of October 2017, Ms. Ball told the board that total revenues were \$2M and total expenses were \$1.6 M. The change in net assets year-to-date was \$ 0.4 M.

Ms. Ball introduced Mr. John Keillor and Mr. David Strange, Lanigan & Associates, to present the Authority Annual audited financial statements and the operational audit. Both audits were unqualified, or “clean.” Chairman Tim Smith moved to accept both audits as presented. Clerk Peacock seconded the motion and all voted favorably.

V. Progress Reports

E-Filing Portal Progress Report

Chairman Tim Smith recognized Ms. Carolyn Weber, Portal Project Manager, to review the November 2017 status report. Ms. Weber reported that there were 1.2 million submissions in November, representing almost 1.8 million documents for the month, and 8.1 million pages. November numbers showed 176,338 portal users.

Ms. Weber commented that the third party vendors continue to use the system with success, the number of registered self-represented litigants continued to rise, although the number of filings for that filer type remained static, and judges were e-filing through the judge viewers.

FCCC/Portal Change Advisory Board Report and Release 2018.01

Chairman Tim Smith recognized Ms. Carolyn Weber, Portal Project Manager, to review the Change Advisory Board report. She explained that there were 12 ticket items that, with the board approval, would be available to include in portal releases when applicable. Chairman Tim Smith asked for a motion to accept the Change Advisory Board Report. The Honorable John Tomasino moved to accept the report. The Honorable Todd Newton seconded the motion and all voted favorably.

Ms. Weber, in referring to the Release 2018.01 document, commented that the release was scheduled for April 2018 and had just a small list of enhancements as some require more work and time than others. She noted that with the board approval, the team could move forward with the release development and programing. Chairman Tim Smith asked for a motion to approve the 2018.01 Release document with proposed changes to the portal. Clerk Tomasino moved to accept the release document. Clerk Newton seconded the document, Chairman Smith noted that the document should be sent to the FCTC, as per the Authority agreement. All voted favorably to accept the 2018.01 Release document as presented.

Service Desk Report:

Ms. Gia Howell, Portal Service Desk Supervisor, was recognized to present the service desk report. She reported to the board that calls were down and overall the response and resolve times were also down. She reported that most of the questions from month-to-month were consistent, relating to account set-up, e-service and other general case questions. She also noted that the service desk was still working on the pending filing clean-up project, helping counties with codes to make sure filings were flowing efficiently.

VI. Florida Courts Technology Commission

Chairman Tim Smith recognized Mr. Melvin Cox, Director of IT, who shared with the board a motion, noted below, passed at the last Florida Courts Technology Commission (FCTC) meeting.

* Conversion of Filings to PDF/A Workgroup:

Motion to recommend the Portal, for those documents not filed as PDF/A, begin the process to ultimately convert received documents to PDF/A, understanding that the Portal will continue to provide the documents to each individual clerk in the format that the clerk can process. In support of this process, the Portal will educate the filers as to the requirement of filing documents in PDF/A format. - approved as 1st reading.

FCCC to provide a change order with the Portal specifications regarding converting documents to PDF/A at the next meeting as well as the Portal Subcommittee meeting in February 2018.

Mr. Cox told the board that FCCC was preparing a change order to reflect the motion and would bring it to the next Florida Courts Technology Commission (FCTC) meeting, then will present it to the E-Filing Authority Board at their late February meeting. He informed the board that the next FCTC meeting will be held on February 8-9, 2018, in St. Augustine.

VII. New Business

None noted.

VIII. Old Business

None noted.

IX. General Counsel Report

Website Posting Policy

Ms. Lynn Hoshihara, Esq., presented a draft website posting policy to the board members for their review. She asked for comments prior to the next board meeting.

Procurement Policy for Audit Services

Ms. Hoshihara explained that pursuant to direction by the board to issue bid for audit services every five years as a best practice, she had amended the existing policy for audit services to clarify that such services must be competitively procured every five years. Clerk Green stated that she had reviewed the policy as amended and had no issues. Clerk Peacock made a motion to adopt the amended policy. Clerk Todd Newton seconded the motion and all voted favorably.

Public Comment

None noted.

X. Adjourn

Mr. Smith thanked everyone for attending and noted that the next meeting was scheduled to be held in conjunction with the FCCC Winter Conference in Sanibel on February 27, 2018, from 1:00 p.m. to 3:00 p.m., EST.

The meeting was adjourned at 10:47 a.m.