



The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors met on August 27, 2019, at 2:00 p.m., EDT, by WebEx. The following board members were present:

- ✓ The Honorable Tim Smith, Putnam County Clerk, Chair
- ✓ The Honorable Jeff Smith, Indian River County Clerk, Vice Chair
- ✓ The Honorable Tara Green, Clay County Clerk, Secretary/Treasurer
- ✓ The Honorable John Tomasino, Clerk, Supreme Court (by WebEx)
- ✓ The Honorable JD Peacock, Okaloosa County Clerk
- ✓ The Honorable Steve Land, Lafayette 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

Ms. Lynn Hoshihara, Esq., Authority General Counsel, was also in attendance.

I. The Honorable Tim Smith, Chair, opened the meeting at 2:00 p.m., EDT. He welcomed those participating by WebEx. Chairman 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 John Tomasino moved adoption of the agenda. The Honorable Karen Rushing seconded the motion. All voted to accept the agenda as presented.

III. Reading and Approval of the Minutes

Chairman Smith recognized the Honorable Tara Green to present the June 2019 minutes.

Hearing no suggested changes, the Honorable Tara Green moved adoption of the minutes as posted on the website. The Honorable Karen Rushing seconded the motion. All voted favorably.

IV. **Treasurer's Report**

Review of the Monthly Financial Report

Chairman Smith recognized the Honorable Tara Green to present the June 2019 financial statements. She presented that assets at the end of June stood at \$4.6M, \$4 M in cash and \$624,000 in accounts receivable. Liabilities stood at \$ 1.1 M at the end of June. Equity stood at \$3.5 M.

Through the month of June 2019, she informed the board that total revenues were \$7.6 M and total expenses were \$6.5 M. The change in net assets year-to-date was \$ 1.2 M.

Funding Workgroup Report

Chairman Smith recognized the Honorable Tara Green, chair of the Funding Work Group, to make a report on the Funding Work Group, comprised of Ms. Hoshihara and FCCC staff. She reported that as of June, Ms. Hoshihara, Esq.; and Mr. Hall have meet with Clerk Tomasino and Ms. C. Erica White, Esq., General Counsel for the Office of the State Courts Administrator; to discuss possible revisions to the Interlocal Agreement and associated documents. The draft is currently under review by FCCC and the Court. She commented that she hoped to have it to the Board for review by the next meeting. Clerk Green also commented that she was in conversation with Mr. Jon Stewart, current President of The Florida Bar, to assemble an attorney focus group to get their input for value-added services.

V. **Progress Reports**

E-Portal Progress Report

Chairman Smith recognized Ms. Carolyn Weber, FCCC Portal Project Manager, to review the July 2019 status report posted on the website. Ms. Weber reported that there were 1.57 million filings, representing 2.3 million documents for the month, and 10.8 million pages. Throughout the year, it has been the same—about one day to docket a filing.

Ms. Weber updated the Board on the project to send driver license certifications to the Clerks offices. Currently, 86% of the traffic cases are found in CCIS such that a UCN can be used to file the completion certificate to the correct county. There are still about 4% not found in the system and require further research. As a note, she informed the Board the project team was working to develop a webpage where students could check to see if their driving school certificate has been submitted to the Clerk's Office.

2019.02 Release – November 2019

Chairman Tim Smith recognized Ms. Weber to update the Board on the 2019.02 scheduled for November 22, 2019 and posted on the website. She explained that the issues on the report presented to the board were enhancements to portal functionality as suggested by users. She noted that she had also discussed the list earlier in the month with the FCTC.

The Honorable JD Peacock moved to approve the items shown in the document for Release 2019.02. The Honorable Todd Newton seconded the motion; all voted favorably to approve the 2019.02 Release list.

Service Desk Report

Ms. Gia Howell, Portal Service Desk Supervisor, was recognized to present the July 2019 Service Desk Report as posted on the website. There were no questions.

VI. Florida Courts Technology Commission

It was noted that the next Florida Courts Technology Commission (FCTC) meeting will be held November 14-15, 2019, at the Omni Championsgate in Orlando.

VII. New Business

No new business was brought before the board at this time.

VIII. Old Business**Driver School Completions Status Report**

Ms. Weber noted that she provided the information in her monthly progress report, but commented that the Portal Program Team was continuing to monitor the process for the best way to pass the completion certificates to the Clerks.

IX. General Counsel Report

Ms. Lynn Hoshihara, Esq., E-Filing Authority General Counsel, had no updates at this time.

Public Comment

There was no one in the audience wishing to speak.

X. Adjourn

Mr. Smith thanked everyone for attending the meeting and reminded the Board and those on the WebEx that the next meeting was scheduled to be held at the Tradewinds, St. Petersburg, FL, on October 1, 2019.

The meeting was adjourned at 2:29 p.m., EDT.

**Annual Report of the Florida Courts E-Filing Authority to the Membership
June 25, 2019**

Welcome!

I am glad to see the members of the E-Filing Authority, Florida’s Clerks, and the Clerk’s staff, and others who have joined us.

Welcome to our Annual meeting.

We have had a very busy year and I am so proud!

When we envisioned the Portal in 2010, we never anticipated even half the volumes we now see.

It astounds me that every month--the number of filers and the number of documents continue to increase!

We can boast that we have linked all of the courts in the 20 judicial circuits, the 5 District Courts of Appeal and the Supreme Court – all through the Portal.

I believe we are the first state in the nation to be truly, and completely, integrated to where someone can file in any of our State’s Courts.

We are hard at work –

We have a Funding Work Group that is working to find innovative ways to best sustain our operations into the future.

To continue to address the needs of our users, the E-Filing Authority Board of Directors, along with the Portal Technical team, made the e-filing portal easier to use over this past program year:

- The Authority put in place efficiencies specifically for Clerk case processing.
- The Authority put in place efficiencies specifically for Filers.
- The Authority continued to add to our ability to securely transmitting information between the Portal and State Agencies.
- This year, our Portal Service Desk implemented “live answering” calls for the first time since we started.
- Educating filers is a key component to our success -- the Portal Team and Service Desk Supervisors will be at the Florida Bar conference at the end of this week.

And, let me not forget to mention that the Authority once again received “clean,” or unqualified audits for our operations, a testimony to our fair and accountable business standards.

No other state has the governance structure we have. It is unique, but shows that when we work together, when we believe in and work toward a common goal, we can build a better mousetrap!

Our governance is framed and organized by our partnerships. And you are all part of that partnership – from the Clerks and staff who are here, to the staff back at your offices, the association staff, the Courts and, of course, the thousands of filers.

So, please let me thank you all for the support you provide every day and the work you each put into making the Florida Courts E-Filing Portal the success that it is.

Thank you for attending and thank you for listening to this report of our successful year.