Chair Roundtree called the Trial Court Budget Commission (TCBC) meeting to order at 12:00 p.m. The roll was taken with a quorum present.

Agenda Item I: FY 2016-17 Budget Status

A. Salary Budgets
Dorothy Willard provided an overview of the trial court salary budgets for FY 2016-17 as of April 30, 2017. The salary liability for the trial courts General Revenue/State Court Revenue Trust Fund was $1,529,604 under the salary appropriation, which equates to 0.42% under appropriation.

Ms. Willard reported the Administrative Trust Fund’s salary liability was under the appropriation by $32,616, and the Federal Grants Trust Fund’s liability was under the appropriation by $107,008.

Ms. Willard noted that the trial courts sustained a $2 million reduction in the salary budget during the legislative session, and as a result conducted research to determine how that may impact the trial courts in FY 2017-18. Ms. Willard projected a deficit of $7.2 million at start-up, which may increase or decrease based on payroll projections. Additional information will be provided at the June 27, 2017, TCBC meeting regarding this issue.
B. Personnel Actions
Beatriz Caballero provided an overview of the status of reclassifications and other personnel actions as of May 8, 2017. Ms. Caballero noted the total of approved reclassifications is $185,950 and the total of pending reclassifications is $24,567. From the $230,000 allocation, $19,483 remains, if the pending actions are approved.

C. Positions Vacant More than 180 Days
Beatriz Caballero provided a brief overview of the positions vacant for more than 180 days as of May 4, 2017. Ms. Caballero notes that the majority of vacant positions relate to court interpreting.

D. Operating Budgets
Dorothy Willard provided an overview of the operating budgets for FY 2016-17 as of April 30, 2017. Ms. Willard requested that all trial court administrators analyze their current Other Personal Services balances and if they are not going to be utilized, that budget amendments be requested to shift the funds to other categories to reduce reversions.

Operating Budgets – Due Process Budget Status Report
Ms. Willard reported that as of April 30, 2017, the projected deficit for all Due Process Elements is $2,273,142. After applying Reserve funding, the remaining deficit will be approximately $600,000. To date, the Cost Recovery Reserve has approximately $610,000 to cover the projected deficit.

Operating Budgets – Post Adjudicatory Drug Court Expansion Program
Ms. Willard provided an overview of the post-adjudicatory drug courts appropriation for FY 2016-17, and noted the balance of funding not allocated was placed at the statewide level. The TCBC approved a process requiring individual requests for statewide level funds be submitted for consideration to the TCBC.

The First Judicial Circuit-Escambia County has requested an additional $9,000 for additional treatment funds for two post-adjudicatory drug court expansion programs.

The Fifth Judicial Circuit-Marion County has requested an additional $13,000 for treatment services.
The Executive Committee recommended approval of both requests. Walt Smith moved to approve the requests. Judge Ficarrotta seconded, and the motion passed without objection.

E. Trust Fund Cash Balances
Dorothy Willard provided an overview of the State Courts Revenue Trust Fund (SCRTF) as of April 30, 2017. Ms. Willard noted the Cost Recovery Reserve balance of $610,910 is available to assist with any due process deficits if needed.

F. Year-End Spending Plan Status Report and Discussion
Ms. Willard provided an overview of the Fiscal Year 2016-17 year-end spending plan as of May 9, 2017, and noted that outreach to all circuits for a status report was conducted, and all circuits are on track to expend all funds.

Chair Roundtree inquired as to the plan to utilize any of the year-end spending plan funds that may not be expended. Ms. Willard stated that any unused funds will be applied to the Internal Revenue Service lawsuit, or a Budget Amendment will be processed to apply those funds towards any due process deficit to preserve reserve cash.

Agenda Item II: Outcomes from 2017 Legislative Session/Preparing for 2018 Legislative Session
Ms. Willard provided an overview of the funding received from the 2017 Legislative Budget Request (LBR). There was no funding received for the Supreme Court or Office of the State Courts Administrator. Funding was received for courthouse repairs in Nassau and Liberty counties, and for the 3rd DCA courthouse for ADA, security, and building system upgrades. The trial courts received funding for various legislative projects. Ms. Willard noted there was a $2 million reduction in salary budget.

Judge Nelson inquired as to why the Court Technology LBR was not funded. Judge Lauten responded that proviso language states there should be a unified plan prepared using existing resources. Once complete, that plan should be presented next legislative session with the request for new funding.

Ms. Willard provided an overview of the proviso language, and Beatriz Caballero then provided an overview of pay, benefits, and retirement issues.
Eric Maclure noted the 2018 Legislative Session will begin in January, 2018. The LBR submission deadline is September 15, 2017, which is one month earlier than the standard deadline date of October 15. Therefore, the TCBC will be presented with information for direction at the July 22, 2017, meeting. These decisions, along with direction received from the DCABC, will be compiled and presented to the Supreme Court for a final LBR package. Mr. Maclure also noted that funding requests from the circuit court chief judges will be presented to the Funding Methodology Committee, which will then be brought before the TCBC for priority ranking for direction on further development.

**Agenda Item III: Personnel Committee Referrals – Status Report**
Walt Smith provided an overview of the two issues the Personnel Committee was tasked with reviewing at the January 20, 2017, TCBC meeting: Reclassifications and the Law Clerk Incentive Plan.

Reclassifications:
Information is still being gathered in regards to the reclassification issue. A survey is being conducted among all circuits to determine what functions are being performed at each of those circuits.

Law Clerk Incentive Plan:
Mr. Smith indicated there will be an Action Item presented to the TCBC at the June 27, 2017, meeting that will request a supervisor be distinguished by class title, and additional salary be provided for this class. A written report will be provided to assist with the decision making process.

**Agenda Item IV: Other Business**
Chair Roundtree asked the commission members if there was any other business to discuss. There being no response, Chair Roundtree asked PK Jameson to provide an update regarding the Internal Revenue Service (IRS) audit.

Ms. Jameson reminded the members that the IRS began a desk audit of the state in 2016, to identify state employees that received a W-2 and a 1099 during calendar year 2016. At this juncture, primarily court reporting and court interpreting contactors will be impacted. The IRS feels that all court reporters should be employees. The State Courts System (SCS) and the Judicial Administrative Commission (JAC) have retained counsel. Chair Roundtree noted that if an appeal is filed, there are financial consequences associated, and added that the SCS has consulted with DFS. Staff is looking ahead should extensive changes be realized.
The question was raised as to whether Court Interpreting and Court Reporting salary increases should be requested in the FY 2017-18 LBR, and/or new positions. Dorothy Willard noted that FTE are far more expensive than contractual.

**Adjournment**
With no other business before the commission, the meeting adjourned at 12:30 p.m.