Vice-Chair Mahon called the Trial Court Budget Commission (TCBC) meeting to order at 8:30 a.m. The roll was taken with a quorum present.

**Agenda Item I: Opening Remarks by Chair**

Vice-Chair Mahon welcomed Judge Angela Cowden and Judge David Denkin as ex-officio members representing the Florida Conference of Circuit Judges and Conference of County Court Judges of Florida, respectively. Vice-Chair Mahon also thanked Judge Joseph Williams and Judge Scott Bernstein for their recent tenure as ex-officio members on behalf of their conferences.

Vice-Chair Mahon reported that per AOSC18-23, he and Judge Steinbeck have been reappointed as vice-chair and chair of the TCBC, respectively, through June 30, 2020.
**Agenda Item II: Approval of Prior Meeting Minutes**
Vice-Chair Mahon presented the draft meeting minutes from the June 26, 2018, TCBC meeting and asked if there were any changes necessary before approval. Judge Ficarrotta moved to approve the minutes as drafted. Judge Lauten seconded, and the motion passed without objection.

**Agenda Item III: FY 2017-18 Budget Status**

A. **Salary Budgets**
   Dorothy Willard provided an overview of the trial court salary budgets for FY 2017-18 as of June 30, 2018. The salary liability for the trial courts General Revenue/State Court Revenue Trust Fund was $3,213,287 under the salary appropriation. The Administrative Trust Fund salary liability was under the appropriation by $34,316, and the Federal Grants Trust Fund liability was under the appropriation by $53,969.

B. **Positions Vacant More Than 180 Days**
   Beatriz Caballero presented the positions vacant for more than 180 days as of August 8, 2018. Ms. Caballero noted the majority of the vacancies are actively being advertised in an effort to become fully staffed.

C. **Operating Budgets**
   Jessie McMillan reviewed the operating budget expenditures for FY 2017-18 as of August 21, 2018. Ms. McMillan reminded the commission that the certified forward period is still active through September 30, 2018.

D. **Trust Fund Cash Balances**

E. **Year-End Spending Plan**
   Jessie McMillan reported expenditures related to the FY 2017-18 year-end spending plan and the FY 2017-18 year-end spending plan for virtual remote interpreting (VRI) as of August 21, 2018. Ms. McMillan reminded the commission that the certified forward period is still active through September 30, 2018.

   Roosevelt Sawyer then provided a status update regarding the implementation of VRI and enhancements to the statewide call manager.
F. **Conflict Counsel Cases over Flat Fee**
   Kelsey Harper reported the amount paid over the flat fee for conflict counsel criminal cases for FY 2017-18 is $9,357,835. Ms. Harper reminded the commission that the certified forward period is still active through September 30, 2018.

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**Agenda Item IV: FY 2018-19 Budget Status**

A. **Problem-Solving Court Advisory Group Allocation Recommendations**
   Judge Smiley provided an overview of the problem-solving courts FY 2018-19 allocations as previously approved by the TCBC, and then provided an overview of the applications received for first priority requests, second priority requests, and additional allocation requests. Judge Smiley then presented the advisory group recommendations for funding the requests, as well as the recommendations for implementation.

   Allocation of Available Balance: Judge Nelson moved to approve Option 1, to fund all first priority requests at a nine-month funding level for a total of $1,266,058; increasing the previously approved allocation for the Lake County veterans court to $200,000 from $70,000; and funding second priority requests for the 14th, 15th, 19th, and 20th judicial circuits of $135,358, for a total of $1,531,416. Judge Soto seconded the motion. The motion passed without objection.

   Implementation: Judge Nelson moved to approve Option 1, to make funds available in September but specify that allocations are subject to adjustment based on analysis of detailed budgets and review of compliance with program criteria; authorize OSCA staff to work with the circuits as issues arise about whether expenditures are allowable or unallowable – seeking guidance as necessary from the advisory group and the TCBC Executive Committee; authorize the advisory group to make necessary adjustments to allocations based upon staff analysis of the detailed budgets, seeking approval by the TCBC Executive Committee for any significant adjustments. Judge Brunson seconded the motion. The motion passed without objection.

B. **Implementation of Court Interpreter Pay Plan and Related Recommendations and Senior/Supervising Law Clerk Classification Changes**
   Beatriz Caballero reported the court interpreter pay plan has been implemented for all impacted employees and all increases processed effective July 1, 2018, with no issues.

C. **Cost Recovery Reserve Access Procedures**
   Dorothy Willard reported that at the June 26, 2018, TCBC meeting, the commission approved the due process cost recovery budget authority allocations, and placed budget authority in a statewide reserve. Ms. Willard added at the same meeting, the TCBC charged the Budget Management Committee (BMC) with developing procedures to allow access to the reserve by circuits, if needed.
The procedures have been developed, and the BMC recommends approval of the proposed procedures.

Judge Stargel moved approval of the BMC’s recommendation, and Judge Lauten seconded the motion. The motion passed without objection.

D. Revenue Estimating Conference
Kris Slayden reported the Article V Revenue Estimating Conference (REC) met on July 18, 2018, and August 2, 2018, to review the official revenue projections. Ms. Slayden then reported the revenue estimates look healthy, and an updated Long-Range Financial Outlook Statement will be produced and adopted by the legislature in September.

E. Salary Budgets
Dorothy Willard reported at the June 26, 2018, TCBC meeting, the FY 2018-19 start-up salary budget presented as of May 31, 2018, projected a liability over appropriation of $6,233,722. Since that time, adjustments have been made to the start-up liability reports and the payroll liability to reflect projections using July 1, 2018, data. The FY 2018-19 adjusted start-up salary budget now projects a liability over appropriation of $5,561,143, and supplemental appropriations for FY 2018-19 retirement and health benefit changes have not yet been received.

Ms. Willard presented the FY 2018-19 Salary Budget as of July 31, 2018, reporting the projected liability over appropriation of $4,601,874, and noted if lapse continues at the rate realized in July, the current year liability will be met in February 2019.

Grant Slayden made a motion that based upon OSCA’s favorable report regarding salary lapse, this matter be referred to the Personnel Committee for their review and recommendation of possible actions to be presented to the TCBC, and Judge Stargel seconded the motion. The motion passed without objection.

Vice-Chair Mahon asked Beatriz Caballero for an estimated date the Personnel Committee recommendations may be available and Ms. Cabellero responded that she will contact the chair and other members to determine a meeting date as soon as possible. Judge Parker asked if the committee would be looking at the restrictions on upward classification. Vice-Chair Mahon requested the Personnel Committee review all angles for consideration of recommendations.
Agenda Item V: FY 2019-20 Legislative Budget Request (LBR)

A. LBR Timeline
   Dorothy Willard provided an overview of the trial court Legislative Budget Request (LBR) timeline, and reported that the issues decided today by the commission will be distributed to the circuits on August 31, 2018, and notification of the appeals process explained with a deadline date of September 10, 2018. The final LBR issues will then be considered by the Supreme Court on September 26, 2018.

B. Issues for Consideration

1. Civil Case Efficiency Initiative
   Judge Smiley provided an overview of the Civil Case Efficiency Initiative, and noted the goal of this initiative is to reduce the time to resolve civil case disputes with multiple components. Kris Slayden then provided a cost projection of each element, as was requested by the commission at the last TCBC meeting due to filing increases.

   After much discussion, Vice-Chair Mahon requested the commission vote to include or exclude the civil case initiative as a whole. Should the commission vote to include the initiative as an LBR issue, the commission will then vote individually on the elements to include in the LBR.

   Vice-Chair Mahon requested a show of hands to include the civil case initiative for LBR consideration; there were 7 Yay votes.

   Vice-Chair Mahon requested a show of hands to exclude the civil case initiative for LBR consideration; there were 13 Nay votes.

   Vice-Chair Mahon noted the TCBC does not approve the Civil Case Efficiency Initiative be submitted as an LBR issue for FY 2019-20.

2. Employee Pay Issue
   Beatriz Caballero provided a historical overview of the Equity, Recruitment, and Retention Pay Issue for the State Courts System, and noted that with the decision made in Agenda Item B.1., Option 1 is no longer available for consideration.

   Staff Pay Adjustment:
   Ms. Caballero provided the methodology used to compute the amounts presented in the staff pay adjustment options for consideration.
Judge Stargel moved a modified Option 2 at 5%, or approximately $7 million for the trial court portion, but with the funds to be used to address specific needs rather than being an across-the-board adjustment for all employees. Judge Rondolino seconded, and the motion was unanimously approved.

Classification and Pay Study:
Blan Teagle provided an overview of the Classification and Pay Study performed by Management Advisory Group (MAG) in 2005, and stated the study was extremely comprehensive. Mr. Teagle stated that a current review is recommended to ensure current compliance with federal and state laws, as well as to adjust class code structures to ensure court competency knowledge, skills, and abilities (KSA’s) are relevant.

Mark Weinberg moved to approve Option 1, and Judge Smiley seconded. The motion was unanimously approved.

3. Other Issues
Sharon Bosley reported at the June 26, 2018, meeting, the TCBC considered possible new issues for LBR consideration, including courthouse furnishings. Ms. Bosley stated five circuits submitted requests for funding of courthouse furnishings. Judge Stargel noted that during the Executive Meeting, the 11th Circuit withdrew their request, and Vice-Chair Mahon noted that these type requests are generally addressed with year-end funds, if available. Vice-Chair Mahon then asked if the commission wanted to hear details of the remaining requests, and the commission indicated they did not.

Vice-Chair Mahon noted there was no motion to approve any of the courthouse furnishing requests as LBR’s.

C. Priority Ranking of LBR Issues
Vice-Chair Mahon noted, on behalf of the commission, the only LBR request for FY 2019-20 will be the Employee Pay Issue.

Agenda Item VI: 2019 Judicial Branch Statutory Agenda
Eric Maclure reported that parallel to the development of the LBR is development of the Judicial Branch Statutory Agenda. For example, a policy committee may have charges from the Supreme Court to make recommendations on a particular issue. The process is to collect these issues through the Office of Legislative Affairs by working with various committees and judicial conferences and present them to the Court at the end of September, and thereafter, will be published as the Judicial Branch Statutory Agenda. The Executive Committee did not have any recommendation for inclusions of statutory issues on behalf of the TCBC.
Agenda Item VII: Judicial E-Filing Workgroup Recommendations
Judge Smiley reported this issue was forwarded to the Judicial E-Filing Workgroup, by then-Chief Justice Labarga, to develop an implementation plan to address workload and other considerations for judicial e-filing. Judge Smiley reported the workgroup has developed an implementation plan and the associated cost estimates for the proposed e-filing recommendations, as detailed in the materials, and the Workgroup recommends approval of the report for submission to Judge Munyon and the Florida Courts Technology Commission (FCTC).

Kathleen Pugh motioned approval to approve the Judicial E-Filing Workgroup recommendations and forward to the FCTC, and Judge Brunson seconded. The motion was unanimously approved.

Agenda Item VIII: Work Group on County Court Jurisdiction – Information Item
PK Jameson referenced AOSC18-39 (AO), which establishes the Work Group on County Court Jurisdiction within the Judicial Management Council (JMC). Ms. Jameson then provided an overview of the AO and its purpose, and reported the workgroup will present its findings and recommendations to the TCBC, The Commission on Trial Court Performance and Accountability, and the Commission on District Court of Appeal Performance and Accountability for comment. The JMC will then submit the Work Group’s report, along with the JMC’s comments and recommendations, to the chief justice via the state courts administrator, no later than November 30, 2018.

Agenda Item IX: TCBC Operating Procedures
Eric Maclure reported Rule of Judicial Administration 2.230 requires the TCBC establish operating procedures necessary to carry out its responsibilities, and noted the TCBC last modified the Trial Court Budget Commission Operational Procedures in December 2001, with Supreme Court approval received in February 2002.

Mr. Maclure then presented the preliminary draft revisions to the current procedures, noting this is not an action item being requested at this meeting. Instead, Chair Steinbeck has requested the commission review the draft revisions prior to the next TCBC meeting, at which time the revisions will be discussed and voted upon for TCBC approval and subsequent submission to the Court for final approval.

Agenda Item X: Report from Chief Justice Designee to Florida Clerks of Court Operations Corporation Executive Council
Judge Ficarrotta recognized Stacy Butterfield as the Florida Clerks of Court Operations Corporation (CCOC) new Chair, and Tara Green as the Vice-Chair. Judge Ficarrotta then reported the Revenue
Estimating Conference met on August 2, 2018, and reported that revenues are projected at $412.9M, along with $11.7M from General Revenue for funding their juror program, which translates to a statewide budget of approximately $424.6M. Judge Ficarrotta noted this is an increase of approximately 3.7% over the FY 2017-18 budget, and noted this is the first increase received in 10 years.

Judge Ficarrotta then stated the CCOC is continuing to work with the OSCA on the electronic notification project, as required in legislative proviso, and it is anticipated there will be an Invitation to Negotiate issued within the next 30 days and a vendor(s) selected by the end of November, 2018. The next CCOC Executive Council meeting will be in October, 2018, in Jacksonville, Florida.

**Agenda Item XI. Other Business**
Grant Slayden thanked Elizabeth Garber, the 2nd circuit’s budget manager, for providing training to the trial court administrators in regards to the trial court budget process.

**Adjournment**
With no other business before the commission, the meeting adjourned at 11:00 a.m.