I. Welcome and Introductions Judge Diana Moreland, Chair

Judge Moreland called the meeting to order at 3:00 p.m.

II. Approval of the September 30, 2016 Minutes (*Decision Needed*)

Judge Moreland asked if there was a motion to approve the September 30, 2016, meeting minutes. Judge Smiley moved to approve the minutes. The motion was seconded by Judge Johnson. The minutes were approved unanimously without modification.

III. Issuance of Multiple Administrative Orders by the Supreme Court

The Commission reviewed administrative orders approved by the Court related to projects the Commission is working on. They include:

- AOSC16-15 Uniform Case Reporting
- AOSC16-105 Shared Remote Interpreting Services
- AOSC17-11 Dependency/TPR Appeals
- AOSC17-12 Provision of Expert Witness Services

Work has begun on implementing the policies approved by the Court via the above administrative orders. Judge Moreland thanked the members that participated on individual committees responsible for the reports.
IV. Status Updates

Court Statistics and Workload Committee (CSWC)

The Judicial Data Management Services (JDMS) Project is about to enter into an operational stage. The clerks will be sending data through the OSCA JDMS servers. The counties currently participating include Hillsborough and Brevard. The schedule for these counties was discussed at CSWC’s most recent meeting and will be presented to the Court. Options for clerks to submit data include via a web or CMS server. OSCA is continuing to work on developing the software needed.

In December 2016, CSWC requested the Florida Courts Technology Commission (FCTC) CAPS Certification Subcommittee to review three proposed enhancements to the CAPS Requirements Document. In response, the FCTC CAPS Certification Subcommittee appeared supportive of the option to report the status of cases to clerk and JDMS as well as the option for judges or case managers to identify the cases believed to be closed. They deferred work on the capability to request and retrieve performance statistics from JDMS Dashboard until the dashboard is available. Recommendations concerning capabilities are expected in the coming months. CSWC staff will coordinate with the FCTC CAPS Certification Subcommittee on these recommendations.

No technology requests were approved by the legislature. They did request that OSCA provide some additional information on how to measure performance with the technology that the court system currently has. The SRS Manual revision is nearly complete currently undergoing an internal review by OSCA management. Once the review is complete, the full manual will be presented to the CSWC for approval. Judge Bailey asked for some additional information on open and re-open cases and making sure the workload is properly accounted for judicial certification projections.

Shared Remote Interpreting Governance Committee

An update was provided on the activities of the Shared Remote Interpreting Governance Committee (Governance Committee). The Governance Committee was established to make recommendations to the Commission on Trial Court Performance and Accountability, the Court Interpreter Certification Board, and the Trial Court Budget Commission, regarding management and oversight issues of shared remote interpreting services, also known as, Virtual Remote Interpreting (VRI) services. The Governance Committee is also responsible for establishing the statewide VRI pool, collecting associated workload data, overseeing administration/management issues such as procedural changes to the service model pool, and developing recommendations on additional VRI funding needs.

The Governance Committee has met three times to review share remote interpreting services. The Governance Committee identified three action items to work on. They include establishing the statewide pool and memorandums of understanding between the circuits that are currently participating in the pilot, a multi-point functionality through the bridge and to communicate with circuits regarding the activities of the Governance Committee. A letter was issued to the Chief Judges of the Florida Circuit Courts informing them of the establishment of the Governance Committee. A survey was also
sent to them asking for their assistance with a form to communicate their VRI expansion plans. This information will help guide the Governance Committee in monitoring VRI services and determine training needs and resource adjustments to the statewide network and the VRI pool.

**Due Process Workgroup**

Judge Roundtree sent a letter to the Trial Court Administrators asking them to provide steps they are taking to implement expert witness policies and procedures. The memo included actions the Supreme Court approved, as well as circuit and OSCA implementation. A meeting will take place with the circuits to provide training and get feedback as to how implementation is going. The Florida Court Education Counsel (FCEC) has added this issue for discussion at the upcoming meeting. The Workgroup met in April and identified two key issues as it related to court interpreting issues: 1) the difficulty in hiring and retaining certified interpreters and, 2) the scope and type of proceedings interpretations should be done. The Workgroup plans to work with TCBC’s Personnel Committee to seek some solutions as it pertains to the hiring issues. On the scope issue, the Workgroup directed staff to conduct research for consideration.

**V. Timeline and Additional Directives to Performance Management Workgroup (Decision Needed)**

The Court approved the recommendations of the Performance Management Workgroup’s report entitled Recommendations on a Performance Management Framework in Florida’s Trial Courts. Consistent with AOSC16-39, the Court directed TCP&A in FY 2016-2018 to:

1. Establish baseline data and benchmarks for measuring Time to Disposition, Clearance Rate, and Age of Active Pending Caseload, upon collection of accurate data;
2. Develop a process for correcting court data problems and errors;
3. Prioritize and begin to develop administrative performance criteria for the essential elements of the trial courts, as provided for under section 29.004, Florida Statutes;
4. Review trial court time standards as a means to identify further performance indicators;
5. If items 1) through 4) have been achieved, identify new performance indicators and measures/dashboards for integrating performance measures into existing operational policies and procedures.

The Workgroup was re-established by a letter from Judge Moreland on November 15, 2016 to continue work on the Performance Management Framework as directed in the new term. The Workgroup’s timeline to complete the tasks was discussed with a completion date of April 2018. Two national initiatives that may impact the establishment of a Performance Management Framework was discussed. The first initiative is the implementation of the 2016 report, Call to Action: Achieving Justice for All. This report lists several recommendations to the Conference of Chief Justices by the Civil Justice Improvements Committee. Judge Jennifer Bailey currently serves as a member
of this committee. She also chaired the Court Operations Committee, whose role was to examine the internal infrastructure of the courts. Currently, she is spearheading a pilot project in Miami to try out some of the recommendations in this report. Information regarding the pilot project may be found at www.NCSC.org/civil.

The second initiative is the National Center for State Court’s (NCSC) Effective Criminal Case Management Project which looks at discovering and documenting criminal case-flow management practices in state trial courts. The NCSC is currently receiving data from several states including Florida’s 8th and 15th Circuits. Completion of their project is anticipated for September 2018.

Staff would like the Commission to approve the Workgroup’s proposed timeline and direct the Performance Management Workgroup to consider the outcomes of the above mentioned national initiatives.

Jude Bailey moved to accept the Performance Management Workgroup timeline. The motion was seconded by Judge Hulslander. The motion passed.

As directed in AOSC17-11 on Dependency/TPR Appeals, staff has recommended TCP&A to direct the Performance Management Workgroup to develop recommendations for establishing:

- New time frames for trial court judges from completion of trial to entry of final judgment in dependency/termination of parental rights cases.
- A fixed time period within which counsel must submit either prepared orders in a dependency case following trial or proposed orders in a termination of parental rights case following trial.
- Request for motion to modify and/or approve the action as drafted by staff on page 46 of the meeting materials packet.

Jude Bailey moved to accept. The motion was seconded by Judge Smiley. The motion passed.

VI. Other Business

In the next few weeks, staff will contact the Commission via email to approve the Long-Range Program Plan measures. An in-person meeting is being planned for the fall. Judge Moreland thanked the members for their participation.

There being no other business, the meeting was adjourned at 3:55 p.m.