



MEETING AGENDA

11:30 a.m. to 1:00 p.m., Friday, May 12, 2017
Telephone Conference Call

Note: By close of business on Wednesday, May 10, materials will be posted at:
<http://www.flcourts.org/administration-funding/court-funding-budget/trial-court-budget-commission/>

Welcome and Roll Call

- I. Fiscal Year 2016-17 Budget Status
 - A. Salary Budgets
 - B. Personnel Actions
 - C. Positions Vacant More than 180 Days
 - D. Operating Budgets (including Requests for Additional Post-Adjudicatory Drug Court Allocations)
 - E. Trust Fund Cash Balances
 - F. Year-End Spending Plan Status Report and Discussion
- II. Outcomes from 2017 Legislative Session/Preparing for 2018 Legislative Session
- III. Personnel Committee Referrals – Status Report
- IV. Other Business

Adjourn

Next Meeting: Tuesday, June 27, 2017, Orlando

Agenda Item I.A. FY 2016-17 Budget Status – Salary Budgets

Item I.A.: Salary Budgets

**FY 2016-17 Trial Courts Salary Budget
General Revenue and State Courts Revenue Trust Fund
April 2017**

CIRCUIT	1	Projected Full Employment Payroll Liability through June 30, 2017	275,134,433
	2	Projected DROP Liability through June 30, 2017	168,431
	3	Projected Law Clerk Below Minimum Pay Plan Liability through June 30, 2017	879
	4	Projected Law Clerk Incentives Pay Plan Liability through June 30, 2017	1,200
	5	Law Clerk Payroll Liability FY 17-18 through FY 19-20	267,059
	6	Projected Overtime Liability through June 30, 2017	23,641
	7	Court Interpreter Certification Liability	98,926
	8	Remaining Chief Judge Discretionary Funds for Retention/Equity/Recruitment Issues	107,157
	9	Total Projected Payroll Liability through June 30, 2016	275,801,726
	10	Salary Appropriation	(273,461,920)
	11	Projected Liability OVER/(UNDER) Salary Appropriation @ Full Employment	2,339,806
	12	Actual Payroll Adjustments through April 30, 2017	(3,717,839)
	13	Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(1,378,033)
	14	Estimated Leave Payouts	376,500
	15	Final - Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(1,001,533)
COUNTY	16	Projected Full Employment Payroll Liability through June 30, 2017	84,958,833
	17	Projected DROP Liability through June 30, 2017	58,988
	18	Salary Appropriation	(85,040,754)
	19	Projected Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(22,933)
	20	Actual Payroll Adjustments through April 30, 2017	(533,931)
	21	Projected Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(556,864)
	22	Estimated Leave Payouts	28,793
	23	Final - Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(528,071)
Trial Court Summary	24	Projected Full Employment Payroll Liability through June 30, 2016	360,093,266
	25	Projected DROP Liability through June 30, 2016	227,419
	26	Projected Law Clerk Below Minimum Pay Plan Liability through June 30, 2016	879
	27	Projected Law Clerk Incentives Pay Plan Liability through June 30, 2016	1,200
	28	Law Clerk Payroll Liability FY 16-17 through FY 20-21	267,059
	29	Projected Overtime Liability through June 30, 2017	23,641
	30	Court Interpreter Certification Liability	98,926
	31	Remaining Chief Judge Discretionary Funds for Retention/Equity/Recruitment Issues	107,157
	32	Total Projected Payroll Liability through June 30, 2017	360,819,547
	33	Salary Appropriation	(358,502,674)
	34	Projected Liability OVER/(UNDER) Salary Appropriation @ Full Employment	2,316,873
	35	Actual Payroll Adjustments through June 30, 2016	(4,251,770)
	36	Projected Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(1,934,897)
	37	Estimated Leave Payouts	405,293
	38	Final - Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(1,529,604)

Item I.A.: Salary Budgets

**FY 2016-17 Trial Courts Salary Budget
 Administrative Trust Fund
 April 2017**

1	Projected Full Employment Payroll Liability through June 30, 2017	241,566
2	Projected Overtime Liability through June 30, 2017	501
3	Total Projected Payroll Liability through June 30, 2017	242,067
4	Salary Appropriation	(272,344)
5	Projected Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(30,277)
6	Actual Payroll Adjustments through April 30, 2017	(2,339)
7	Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(32,616)
8	Estimated Leave Payouts	0
9	Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(32,616)

**FY 2016-17 Trial Courts Salary Budget
 Federal Grants Trust Fund
 April 2017**

1	Projected Full Employment Payroll Liability through June 30, 2017	6,015,571
2	Salary Appropriation	(6,112,552)
3	Projected Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(96,981)
4	Actual Payroll Adjustments through April 30, 2017	(28,638)
5	Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(125,619)
6	Estimated Leave Payouts	18,611
7	Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(107,008)

Agenda Item I.B. FY 2016-17 Budget Status – Personnel Actions

**Agenda Item I.B.: Trial Court FY 2016-17
 Reclassifications and Other Personnel Actions
 as of May 8, 2017**

Circuit	Number of Reclasses Requested	Dollar Amount of Requests	Status of Requests as of June 30, 2016	Dollar Amount of Approved Reclass Requests	Dollar Amount of Pending Reclass Requests
1	1	9,320	1 approved	9,320	
2	1	25,713			
3	4	44,059	3 approved	35,066	8,993
4	1	18,735	1 approved	18,735	
5	6	5,428	6 approved	31,385	
6	7	40,908	5 approved	22,624	6,674
7	2 (*)	(25,584)	2 approved	(25,584)	
8					
9					
10					
11	1	8,900			8,900
12	2	20,123	1 approved	2,934	
13	1	10,813	1 approved	10,813	
14	2	23,153	2 approved	23,153	
15	5	19,638	5 approved	28,460	
16	1	5,615	1 approved	5,615	
17	4	5,934	4 approved	24,672	
18	2 (*)	(4,805)	2 approved	(4,805)	
19					
20	1	3,562	1 approved	3,562	
Total	41	211,512		185,950	24,567
Total Approved and Pending				210,517	

* These reclasses include one request from each circuit resulting in a downgrade of the pay grade.

Agenda Item I.C. FY 2016-17 Budget
Status – Positions Vacant More Than 180
Days

Agenda Item I.C.: Vacancies over 180 days as of 05/04/17

Circuit	Cost Center	Cost Center Name	Position #	Class Title	FTE	# of Days Vacant	Date Position Vacant	Base Rate
11th Circuit	122	Case Management	010290	COURT PROGRAM SPECIALIST II ¹	1.0	222	09/24/2016	\$36,115.32
11th Circuit	131	Court Interpreting Services	010347	COURT INTERPRETER-CERTIFIED ²	1.0	307	07/01/2016	\$43,331.16
11th Circuit	131	Court Interpreting Services	010369	COURT INTERPRETER ³	1.00	276	08/01/2016	\$37,756.20
11th Circuit	131	Court Interpreting Services	010382	COURT INTERPRETER-CERTIFIED ⁴	1.00	374	04/25/2016	\$43,331.16
11th Circuit	131	Court Interpreting Services	010351	COURT INTERPRETER-CERTIFIED ⁵	1.00	225	09/21/2016	\$43,331.16
11th Circuit	131	Court Interpreting Services	010341	COURT INTERPRETER ⁶	1.00	581	10/01/2015	\$37,756.20
11th Circuit	131	Court Interpreting Services	010355	COURT INTERPRETER-CERTIFIED ⁷	1.00	216	09/30/2016	\$43,331.16
11th Circuit	131	Court Interpreting Services	010374	COURT INTERPRETER ⁸	1.00	551	10/31/2015	\$37,756.20
11th Circuit	131	Court Interpreting Services	011836	COURT INTERPRETER ⁹	0.50	550	11/01/2015	\$18,878.10
11th Circuit	131	Court Interpreting Services	011837	COURT INTERPRETER ¹⁰	0.50	550	11/01/2015	\$18,878.10
11th Circuit	131	Court Interpreting Services	010365	COURT INTERPRETER ¹¹	0.50	885	12/01/2014	\$18,878.10
11th Circuit	131	Court Interpreting Services	010342	COURT INTERPRETER ¹²	1.00	520	12/1/2015	\$37,756.20
11th Circuit	131	Court Interpreting Services	010361	COURT INTERPRETER-CERTIFIED ¹³	1.00	502	12/19/2015	\$43,331.16
11th Circuit	131	Court Interpreting Services	010366	COURT INTERPRETER-CERTIFIED ¹⁴	1.00	463	01/27/2016	\$43,331.16
11th Circuit	730	Court Interpreting Cost Sharing 11th	010349	COURT INTERPRETER-CERTIFIED ¹⁵	1.00	503	12/18/2015	\$43,331.16

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11th Circuit	210	Cir Cts - 11th Circ - Ct. Admin.	008851	ADMINISTRATIVE ASSISTANT I ¹⁶	1.00	337	06/01/2016	\$33,361.56
13th Circuit	131	Court Interpreting Services	010503	COURT INTERPRETER ¹⁷	1.00	635	08/08/2015	\$37,756.20
15th Circuit	131	Court Interpreting Services	010584	COURT INTERPRETER - CERTIFIED ¹⁸	1.00	370	04/29/2016	\$43,331.16
15th Circuit	131	Court Interpreting Services	010582	COURT INTERPRETER - CERTIFIED ¹⁹	1.00	572	10/10/2015	\$43,331.16
15th Circuit	131	Court Interpreting Services	010585	COURT INTERPRETER - CERTIFIED ²⁰	1.00	401	03/29/2016	\$43,331.16
16th Circuit	430	Mediation Services 16th Circuit	011450	MEDIATOR - CIRCUIT/FAMILY ²¹	1.00	419	03/11/2016	\$45,303.72
19th Circuit	131	Court Interpreting Services	010811	SUPERVISING COURT INTERPRETER ²²	1.00	245	09/01/2016	\$55,067.04
20th Circuit	131	Court Interpreting Services	011641	COURT INTERPRETER - CERTIFIED ²³	1.00	307	07/01/2016	\$45,331.16

¹The 11th Circuit has conducted interviews; references are being performed on top candidate.

^{2,3,4,5,6,7,8,9,10,11,12,13,14,15}The 11th Circuit continues to advertise on local websites, the Florida Courts website and with the local colleges and universities that offer the interpreting training programs. These positions continue to be a challenge to fill.

¹⁶The 11th Circuit is in the process of reassigning the job functions and finalizing an updated job advertisement.

¹⁷The 13th Circuit has difficulties finding certified applicants for these positions. A recent re-advertisement generated qualified candidates. The completed applicant pool review and interviews are anticipated to be scheduled next week. One interview has been scheduled for May 30th (applicants availability), and the others have not yet responded with their availability.

^{18,19,20}The 15th Circuit continues to advertise on local websites, the Florida Courts website and with the local colleges and universities that offer the interpreting training programs. These positions continue to be a challenge to fill.

²¹The 16th Circuit is considering a possible reassignment/reclassification of this position due to the local hiring factors.

²²The 19th Circuit has filled this position with an anticipated hire date of 05/30/17.

²³The 20th Circuit has difficulties finding certified applicants for these positions. This position has been continuously advertised and remains open until filled. Of the 65 applications received since July 2016, none have the proper certifications. This position is posted on their website and on Florida Courts website.

Agenda Item I.D. FY 2016-17 Budget Status – Operating Budgets

Agenda Item I.D.: Operating Budgets

The data below represents the status of the FY 2016-17 operating budgets as of April 30, 2017

Category	Budget Entity	Appropriation	Expended/ Encumbered	Remaining Balance	% Expended/ Encumbered
Other Personal Services	Circuit	539,445	400,948	138,497	74.33%
	County	6,110	3,604	2,506	58.99%
	Total	545,555	404,552	141,003	74.15%
Expenses	Circuit	5,233,726	3,714,313	1,519,413	70.97%
	County	2,432,461	2,075,823	356,638	85.34%
	Total	7,666,187	5,790,136	1,876,051	75.53%
Operating Capital Outlay	Circuit	943,567	710,991	232,576	75.35%
	County	579,811	392,900	186,911	67.76%
	Total	1,523,378	1,103,891	419,487	72.46%
Contracted Services	Circuit	843,080	574,711	268,369	68.17%
	County	359,417	202,095	157,322	56.23%
	Total	1,202,497	776,806	425,691	64.60%
Lease/Lease Purchase	Circuit	47,437	38,063	9,374	80.24%
	County	28,905	23,265	5,640	80.49%
	Total	76,342	61,328	15,014	80.33%
Other Data Processing Services	Circuit	97,902	2,524	95,378	2.58%

Agenda Item I.D.: Operating Budgets

The data below represents the status of the FY 2016-17 operating budgets as of April 30, 2017

Category	Appropriation	Expended/ Encumbered	Remaining Balance	% Expended/ Encumbered
Additional Compensation to County Judges	75,000	55,302	19,698	73.74%
Civil Traffic Infraction Hearing Officers	2,042,854	1,429,384	613,470	69.97%
Mediation Services	3,044,087	2,403,853	640,234	78.97%
Due Process - Expert Witness	7,425,057	5,559,166	1,865,891	74.87%
Due Process - Court Reporting	7,907,404	5,774,195	2,133,209	73.02%
Due Process - Court Interpreting	3,407,702	2,621,073	786,629	76.92%
Total Due Process	18,740,163	13,954,435	4,785,728	74.46%

Agenda Item I.D.: Operating Budgets

The data below represents the status of the FY 2016-17 operating budgets as of April 30, 2017

Legislative Projects	Circuit	Appropriation	Expended/ Encumbered	Remaining Balance	% Expended/ Encumbered
Veterans Court	01	300,000	201,139	98,861	67.05%
	02	125,000	62,135	62,865	49.71%
	04	462,688	248,945	213,743	53.80%
	06	600,000	363,748	236,252	60.62%
	08	150,000	70,801	79,199	47.20%
	09	200,421	128,994	71,427	64.36%
	12	300,000	76,854	223,146	25.62%
	13	150,000	59,146	90,854	39.43%
	18	150,000	22,420	127,580	14.95%
	20	105,000	38,617	66,383	36.78%
	Total		2,543,109	1,272,800	1,270,309
Mental Health Diversion Program	02	200,000	57,652	142,348	28.83%
	11	250,000	250,000	0	100.00%
	Total		450,000	307,652	142,348

Agenda Item I.D.: Operating Budgets

The data below represents the status of the FY 2016-17 operating budgets as of April 30, 2017

Legislative Projects	Circuit	Appropriation	Expended/ Encumbered	Remaining Balance	% Expended/ Encumbered
Post Adjudicatory Drug Court	00	216,467	0	216,467	0.00%
	01	717,000	492,520	224,480	68.69%
	05	154,877	116,232	38,645	75.05%
	06	659,524	287,979	371,545	43.66%
	07	318,200	206,706	111,494	64.96%
	09	820,730	167,686	653,044	20.43%
	10	492,713	111,958	380,755	22.72%
	13	795,500	728,330	67,170	91.56%
	17	1,224,989	667,234	557,755	54.47%
	Total		5,400,000	2,778,646	2,621,354
Naltrexone - Drug Treatment	00	6,427,547	3,748,445	2,679,102	58.32%
GPS Monitoring	18	316,000	219,479	96,521	69.46%
Juvenile Drug Court	18	260,000	0	260,000	0.00%
Friends of the Children's Advocacy Brevard	00	1,500,000	6,864	1,493,136	0.46%

Agenda Item I.D.: Operating Budgets

The data below represents the status of the FY 2016-17 operating budgets as of April 30, 2017.

Senior Judge Activity Summary					
Regular Senior Judge Allocation					
April 2017					
Circuit	Allotted Days	Days Transferred	Days Served	Remaining Allotted Days	Percent Remaining
1st	249	(60)	122	67	26.91%
2nd	153	0	127	26	16.99%
3rd	97	10	31	76	78.35%
4th	358	0	318	40	11.17%
5th	308	3	210	101	32.79%
6th	425	(5)	295	125	29.41%
7th	297	15	199	113	38.05%
8th	151	6	113	44	29.14%
9th	460	0	272	188	40.87%
10th	268	0	164	104	38.81%
11th	824	0	659	165	20.02%
12th	207	35	159	83	40.10%
13th	422	10	335	97	22.99%
14th	140	0	49	91	65.00%
15th	356	(35)	211	110	30.90%
16th	45	(5)	24	16	35.56%
17th	633	7	431	209	33.02%
18th	297	15	250	62	20.88%
19th	173	0	81	92	53.18%
20th	359	4	281	82	22.84%
Reserve	20	0	0	20	100.00%
TOTAL	6,242	0	4,331	1,911	30.62%

**Agenda Item I.D. Operating Budgets - Due Process Deficit
Status**

**FY 2016-2017 Trial Court Due Process Budget Allocations
All Due Process Elements**

As of April 30, 2017

A	B	C	D
Circuit	FY 16-17 Current Allotment (CAP)	FY 16-17 Projected Expenditures Based on FY 15-16 Total Expenditures Plus Modifier*	FY 16-17 Projected Remaining Allotment (Column B Minus J)
1	362,722	508,307.09	(145,585.09)
2	437,952	593,109.47	(155,157.47)
3	68,217	83,541.39	(15,324.39)
4	1,878,662	1,886,765.76	(8,103.76)
5	371,403	596,797.46	(225,394.46)
6	986,625	1,022,498.06	(35,873.06)
7	368,049	438,096.34	(70,047.34)
8	201,878	170,391.84	31,486.16
9	757,222	809,703.11	(52,481.11)
10	1,180,689	1,371,165.19	(190,476.19)
11	3,742,514	4,167,353.07	(424,839.07)
12	743,630	784,656.47	(41,026.47)
13	2,111,910	2,455,815.01	(343,905.01)
14	150,767	210,388.44	(59,621.44)
15	917,515	1,122,912.45	(205,397.45)
16	67,356	80,746.49	(13,390.49)
17	1,901,302	1,906,974.38	(5,672.38)
18	332,587	393,193.64	(60,606.64)
19	826,471	840,351.55	(13,880.55)
20	1,332,692	1,570,538.38	(237,846.38)
Total	18,740,163	21,013,305.59	(2,273,142.59)
		Reserve	1,676,091.00
		Adj. Remaining Allocation	(597,051.59)

* Modifier applies the percent increases of expenditures from FY 14-15 to FY 15-16. If no increase, the modifier applies the higher amount of: (1) FY 15-16 actual expenditures; OR (2) FY 16-17 actual expenditures to date and FY 15-16 actual expenditures for the remaining months and certified forward month.

Agenda Item I. D. Operating Budgets - Due Process Deficit Status

**FY 2016-2017 Trial Court Due Process Budget Allocations
 Expert Witness Element**

A	B	C	D
Circuit	FY 16-17 Current Allotment (CAP)	FY 16-17 Projected Expenditures Based on FY 15-16 Total Expenditures Plus Modifier*	FY 16-17 Projected Remaining Allotment (Column B Minus I)
1	260,639	393,978.25	(133,339.25)
2	386,582	542,289.32	(155,707.32)
3	21,758	36,312.82	(14,554.82)
4	166,500	178,858.17	(12,358.17)
5	159,966	241,954.05	(81,988.05)
6	228,713	294,271.90	(65,558.90)
7	160,763	197,040.00	(36,277.00)
8	123,036	97,655.91	25,380.09
9	494,138	508,390.29	(14,252.29)
10	697,180	912,722.10	(215,542.10)
11	1,360,471	1,324,764.25	35,706.75
12	330,797	346,773.31	(15,976.31)
13	687,414	901,450.00	(214,036.00)
14	100,961	162,465.36	(61,504.36)
15	495,336	519,917.50	(24,581.50)
16	34,774	39,890.00	(5,116.00)
17	977,656	1,046,392.50	(68,736.50)
18	141,905	149,863.75	(7,958.75)
19	234,655	264,435.83	(29,780.83)
20	361,813	406,345.65	(44,532.65)
Total	7,425,057	8,565,770.96	(1,140,713.96)

* Modifier applies the percent increases of expenditures from FY 14-15 to FY 15-16. If no increase, the modifier applies the higher amount of: (1) FY 15-16 actual expenditures; OR (2) FY 16-17 actual expenditures to date and FY 15-16 actual expenditures for the remaining months and certified forward month.

**Agenda Item I. D. Operating Budgets - Due Process Deficit
 Status**

**FY 2016-2017 Trial Court Due Process Budget Allocations
 Court Reporting Element**

A	B	C	D
Circuit	FY 16-17 Current Allotment (CAP)	FY 16-17 Projected Expenditures Based on FY 15-16 Total Expenditures Plus Modifier*	FY 16-17 Projected Remaining Allotment (Column B Minus J)
1	55,285	48,942.41	6,342.59
2	15,886	22,207.36	(6,321.36)
3	4,037	20,148.03	(16,111.03)
4	1,400,666	1,384,557.74	16,108.26
5	134,552	181,549.44	(46,997.44)
6	471,720	455,965.26	15,754.74
7	130,541	135,149.17	(4,608.17)
8	33,816	23,933.29	9,882.71
9	102,336	110,646.75	(8,310.75)
10	396,075	381,371.37	14,703.63
11	2,064,350	2,088,530.07	(24,180.07)
12	28,975	27,755.97	1,219.03
13	1,276,076	1,402,644.77	(126,568.77)
14	9,246	8,803.00	443.00
15	281,681	386,900.77	(105,219.77)
16	13,740	22,780.67	(9,040.67)
17	768,653	703,896.11	64,756.89
18	151,064	192,006.08	(40,942.08)
19	61,137	65,314.43	(4,177.43)
20	507,568	524,494.39	(16,926.39)
Total	7,907,404	8,187,597.08	(280,193.08)

* Modifier applies the percent increases of expenditures from FY 14-15 to FY 15-16. If no increase, the modifier applies the higher amount of: (1) FY 15-16 actual expenditures; OR (2) FY 16-17 actual expenditures to date and FY 15-16 actual expenditures for the remaining months and certified forward month.

Agenda Item I. D. Operating Budgets - Due Process Deficit Status

**FY 2016-2017 Trial Court Due Process Budget Allocations
Court Interpreting Element**

A	B	C	D
Circuit	FY 16-17 Current Allotment (CAP)	FY 16-17 Projected Expenditures Based on FY 15-16 Total Expenditures Plus Modifier*	FY 16-17 Projected Remaining Allotment (Column B Minus I)
1	46,798	65,386.43	(18,588.43)
2	35,484	28,612.79	6,871.21
3	42,422	27,080.54	15,341.46
4	311,496	323,349.85	(11,853.85)
5	76,885	173,293.97	(96,408.97)
6	286,192	272,260.90	13,931.10
7	76,745	105,907.17	(29,162.17)
8	45,026	48,802.64	(3,776.64)
9	160,748	190,666.07	(29,918.07)
10	87,434	77,071.72	10,362.28
11	317,693	754,058.75	(436,365.75)
12	383,858	410,127.19	(26,269.19)
13	148,420	151,720.24	(3,300.24)
14	40,560	39,120.08	1,439.92
15	140,498	216,094.18	(75,596.18)
16	18,842	18,075.82	766.18
17	154,993	156,685.77	(1,692.77)
18	39,618	51,323.81	(11,705.81)
19	530,679	510,601.29	20,077.71
20	463,311	639,698.34	(176,387.34)
Total	3,407,702	4,259,937.55	(852,235.55)

* Modifier applies the percent increases of expenditures from FY 14-15 to FY 15-16. If no increase, the modifier applies the higher amount of: (1) FY 15-16 actual expenditures; OR (2) FY 16-17 actual expenditures to date and FY 15-16 actual expenditures for the remaining months and certified forward month.

Agenda Item I.D.: Operating Budgets – Post Adjudicatory Drug Court Expansion Program

Background:

In the fiscal year 2016-17 General Appropriations Act, the Legislature appropriated funding totaling \$5,400,000 (\$5,000,000 recurring and \$400,000 nonrecurring) in the Contracted Services category for post-adjudicatory drug courts.

At their June 17, 2016, meeting, the Trial Court Budget Commission (TCBC) approved allocations based on the current contract amounts at that time. The balance of the funding not allocated was placed at the statewide level, and the TCBC approved a process that any requests for statewide level funds shall be submitted to the TCBC for consideration. At their January 20, 2017, meeting, the TCBC approved the Seventh Judicial Circuit’s request on behalf of Volusia County for an additional \$26,000 to provide increased residential treatment to individuals in the post-adjudicatory drug court expansion program. The current funding is summarized below.

Cost Center 753

Circuit/County	Contracted Services 100777 (recurring)	Contracted Services 100777 (nonrecurring)	Total
Statewide	106,467	110,000	242,467
1 – Escambia	427,000		427,000
1 – Okaloosa		290,000	290,000
5 – Marion	154,877		154,877
6 – Pinellas	659,524		659,524
7 – Volusia	318,200		292,200
9 – Orange	820,730		820,730
10 – Polk	492,713		492,713
13 – Hillsborough	795,500		795,500
17 – Broward	1,224,989		1,224,989
Total	\$5,000,000	\$400,000	5,400,000

Current Issue:

The First Judicial Circuit-Escambia County and the Fifth Judicial Circuit-Marion County are requesting additional treatment funds for two post-adjudicatory drug court expansion programs.

Agenda Item I.D.: Operating Budgets – Post Adjudicatory Drug Court Expansion Program (continued)

First Judicial Circuit - Escambia County

The Escambia County program has experienced an increase in the utilization of transitional housing services (part of the overall treatment services budget) throughout the fiscal year. The program is requesting \$9,000 to meet the expected need for transitional housing services for the remainder of the year. Monthly transitional housing spending exceeds the estimated average monthly cost based on the amount budgeted for that service. The circuit anticipates that increased demand for transitional housing will persist throughout the remainder of the year. Without additional funds for transitional housing, it is likely that the program will be unable to meet the need for transitional housing for program participants.

Action:

1. Approve the request for an additional \$9,000 in treatment funds to provide transitional housing in Escambia County.
2. Do not approve.

Fifth Judicial Circuit - Marion County

The Marion County program is currently on pace to spend more than what is currently allocated for treatment for FY 16-17. Higher costs are due in part to higher program admissions at the beginning of the fiscal year. The Marion County program is requesting an additional \$13,000 in treatment funds to ensure that the program can continue to provide necessary treatment for clients for the remainder of the fiscal year. Without additional funds for treatment services, it is likely that the Marion County program will not have sufficient funding to provide treatment for their existing clients.

Action:

1. Approve the request for an additional \$13,000 for treatment services in Marion County.
2. Do not approve.

Agenda Item I.E. FY 2016-17 Budget Status – Trust Fund Cash Balances

Agenda Item I.E.: Trust Fund Cash Balances - SCRTF

State Courts System
State Courts Revenue Trust Fund - Monthly Cash Analysis
Fiscal Year Reporting 2016-2017 (Official Estimates)

Based on Actual Revenue and Expenditures
for July-April and REC Revenues and
Estimated Expenditures for May - June

Article V Revenue Estimating Conference Projections

1	December 21, 2015	6,238,332	6,238,332	6,238,332	6,238,332	6,238,332	6,238,332	6,238,332	6,238,332	6,238,332	6,238,332	6,238,332	6,238,332	74,859,980
2	July 20, 2016	6,562,408	6,521,515	6,215,322	6,082,143	6,324,649	5,417,346	6,086,924	5,758,551	6,435,019	6,754,378	6,384,971	6,185,842	74,729,068
3	November 16, 2016	6,431,593	6,051,936	6,668,750	5,919,533	6,300,000	5,400,000	6,100,000	5,700,000	6,400,000	6,700,000	6,300,000	6,328,188	74,300,000
4	February 16, 2017	6,431,593	6,051,936	6,668,750	5,919,533	5,530,928	5,712,263	5,709,020	5,600,000	6,300,000	6,600,000	6,200,000	6,375,978	73,100,000
5	State Courts Revenue Trust Fund	July	August	September	October	November	December	January	February	March	April	May	June	Year-To-Date Summary*
6	Beginning Balance	7,164,092	7,162,700	7,786,608	8,868,146	8,466,694	8,603,268	8,503,719	7,990,863	8,146,432	8,615,093	9,218,260	7,434,084	7,164,092
7	Fee and Fine Revenue Received*	6,489,289	6,081,669	6,711,479	5,965,173	5,647,427	5,681,556	5,792,383	5,876,665	6,163,390	7,091,409	6,200,000	6,375,978	74,076,416
8	Cost Sharing (JAC transfers/\$3,695,347 due annually)	736,167	187,671		817,082	106,747		842,917		80,925	771,282	152,558		3,695,347
9	Refunds/Miscellaneous	5,042	5,948			6,356				18				17,364
10	Total Revenue Received	7,230,497	6,275,288	6,711,479	6,782,254	5,760,530	5,681,556	6,635,300	5,876,665	6,244,333	7,862,691	6,352,558	6,375,978	77,789,127
11	Available Cash Balance	14,394,590	13,437,989	14,498,087	15,650,400	14,227,224	14,284,824	15,139,018	13,867,528	14,390,765	16,477,784	15,570,818	13,810,062	84,953,219
12	Staff Salary Expenditures	(5,637,677)	(5,650,743)	(5,629,631)	(5,640,634)	(5,622,866)	(5,780,485)	(5,762,794)	(5,720,946)	(5,775,281)	(5,831,169)	(8,135,812)	(8,135,812)	(73,323,850)
13	Prior Year Certified Forwards - Staff Salary	(3,739)												(3,739)
14	Refunds	(1,239)	(638)	(310)	(905)	(1,090)	(620)	(1,875)	(150)	(390)	(2,006)	(922)	(922)	(11,067)
15	Total SCRTF Operating Expenditures	(5,642,655)	(5,651,381)	(5,629,941)	(5,641,539)	(5,623,956)	(5,781,105)	(5,764,669)	(5,721,096)	(5,775,671)	(5,833,175)	(8,136,734)	(8,136,734)	(73,338,656)
16	<i>8% General Revenue Service Charge</i>	(1,589,234)			(1,542,166)			(1,383,486)			(1,426,349)			(5,941,235)
17	Ending Cash Balance	7,162,700	7,786,608	8,868,146	8,466,694	8,603,268	8,503,719	7,990,863	8,146,432	8,615,093	9,218,260	7,434,084	5,673,327	5,673,328

* Note: Actual revenues received reported by REC and OSCA differ due to the timing of reporting by the Department of Revenue and FLAIR posting to the SCRTF.

Estimated 8% GRSC for July 2017 (1,573,391)

Agenda Item I.E.: Trust Fund Cash Balances - ATF

State Courts System
 FY 2016-17 Cash Statement
 Administrative Trust Fund
 As of April 30, 2017

22300100-Circuit Courts	Beginning Balance	Revenue Received	Expenditures	Refunds	Ending Balance
Cost Recovery-Circuit Level	1,523,212.65	645,873.61	(511,550.33)	0.00	1,657,535.93
Cost Recovery-Reserve Level	610,910.20	0.00	0.00	0.00	610,910.20
Service Charge	0.00	0.00	(63,286.66)	0.00	(63,286.66)
Refunds 220020	0.00	0.00	0.00	(4,793.51)	(4,793.51)
Circuit Courts Ending Cash Balance	2,134,122.85	645,873.61	(574,836.99)	(4,793.51)	2,200,365.96

*NOTE - Administrative Trust Fund Spending Authority for FY 2016-17 is \$1,381,202.

Agenda Item I.F. FY 2016-17 Budget
Status – Year-End Spending Plan Status
Report and Discussion

Agenda Item I.F.: Year-End Spending Plan Status

The data below represents the status of the FY 2016-17 year-end spending plan as of May 9, 2017.

Circuit	Category	Budget Entity	Appropriation	Expended/Encumbered	Remaining Balance	% Expended/Encumbered
2	Expenses	Circuit	15,896	0	15,896	0.00%
		County	4,023	0	4,023	0.00%
	Operating Capital Outlay	County	7,026	4,900	2,126	69.74%
	Contracted Services	Circuit	14,248	0	14,248	0.00%
		County	107,417	0	107,417	0.00%
2nd Circuit Total			148,610	4,900	143,710	3.30%
3	Operating Capital Outlay	Circuit	17,320	17,136	184	98.94%
	Contracted Services		14,987	0	14,987	0.00%
	3rd Circuit Total			32,307	17,136	15,171
4	Expenses	Circuit	2,945	2,945	0	100.00%
	Operating Capital Outlay		19,961	19,890	71	99.64%
	Contracted Services		1,526	1,526	1	99.97%
	4th Circuit Total			24,432	24,361	72
5	Expenses	Circuit	16,200	15,016	1,184	92.69%
	Operating Capital Outlay		76,972	30,347	46,625	39.43%
	Contracted Services		2,250	2,250	0	100.00%
	Mediation Services		35,586	24,095	11,491	67.71%
	5th Circuit Total			131,008	71,709	59,299
6	Expenses	Circuit	3,677	1,925	1,752	52.34%
	Operating Capital Outlay		15,573	8,246	7,327	52.95%
	6th Circuit Total			19,250	10,170	9,080
7	Expenses	Circuit	19,705	19,584	121	99.39%
	Operating Capital Outlay		55,600	30,648	24,952	55.12%
	Contracted Services		106,480	62,116	44,364	58.34%
	7th Circuit Total			181,785	112,348	69,437
8	Expenses	Circuit	8,002	6,145	1,857	76.80%
	Operating Capital Outlay		43,940	35,627	8,313	81.08%
	8th Circuit Total			51,942	41,772	10,170

Agenda Item I.F.: Year-End Spending Plan Status

The data below represents the status of the FY 2016-17 year-end spending plan as of May 9, 2017.

Circuit	Category	Budget Entity	Appropriation	Expended/ Encumbered	Remaining Balance	% Expended/ Encumbered
9	Expenses	Circuit	15,818	15,818	0	100.00%
	Operating Capital Outlay		33,082	25,653	7,429	77.54%
	Contracted Services		17,100	17,100	0	100.00%
	9th Circuit Total			66,000	58,571	7,429
10	Expenses	Circuit	299	297	2	99.33%
	Operating Capital Outlay	County	139,000	133,795	5,205	96.26%
	10th Circuit Total			139,299	134,092	5,207
11	Operating Capital Outlay	Circuit	68,866	68,866	0	100.00%
13	Expenses	Circuit	16,447	2,220	14,227	13.50%
	Operating Capital Outlay		27,404	17,394	10,010	63.47%
	13th Circuit Total			43,851	19,614	24,237
14	Expenses	Circuit	3,916	2,454	1,462	62.67%
	Operating Capital Outlay		26,349	14,638	11,711	55.56%
	Contracted Services		3,500	0	3,500	0.00%
	Mediation Services		12,500	8,318	4,182	66.55%
	14th Circuit Total			46,265	25,411	20,854
15	Expenses	Circuit	6,500	3,570	2,930	54.92%
	Operating Capital Outlay		73,600	73,577	23	99.97%
	15th Circuit Total			80,100	77,147	2,953
16	Operating Capital Outlay	Circuit	6,000	2,318	3,682	38.63%
	Contracted Services		6,500	6,294	206	96.83%
	16th Circuit Total			12,500	8,612	3,888
17	Expenses	Circuit	100,000	82,372	17,628	82.37%
	Operating Capital Outlay		71,994	0	71,994	0.00%
	Contracted Services		90,185	90,185	0	100.00%
		County	49,815	49,815	0	100.00%
	17th Circuit Total**			311,994	222,372	89,622

Agenda Item I.F.: Year-End Spending Plan Status

The data below represents the status of the FY 2016-17 year-end spending plan as of May 9, 2017.

Circuit	Category	Budget Entity	Appropriation	Expended/ Encumbered	Remaining Balance	% Expended/ Encumbered
18	Operating Capital Outlay	Circuit	10,928	10,928	0	100.00%
		County	77,859	77,855	4	100.00%
	18th Circuit Total		88,787	88,783	4	100.00%
19	Operating Capital Outlay	County	224,138	200,692	23,446	89.54%
20	Contracted Services	Circuit	40,800		40,800	0.00%
	Operating Capital Outlay	County	123,788	87,658	36,130	70.81%
	20th Circuit Total		164,588		76,930	0.00%
SUB-TOTALS		Circuit	1,102,656	719,498	383,157	65.25%
		County	733,066	554,715	178,351	75.67%
GRAND TOTAL			1,835,722	1,274,214	561,508	69.41%

* The 1st & 12th Circuits did not request year-end spending funds as part of this exercise.

** The 17th Circuit Total does not include \$7,812 in Sr. Judge Days (posted at 630 level, not 269)

Agenda Item II. Outcomes from 2017
Legislative Session/Preparing for 2018
Legislative Session

Agenda Item II. Outcomes from 2017 Legislative Session

**JUDICIAL BRANCH
FY 2017-18 LEGISLATIVE BUDGET REQUEST**

Updated 05/05/17; 3:45 p.m.

Budget Entity/Issues		Issue Code	Judicial Branch				Conference Report on SB 2500					
			FTE	General Revenue	GR Non-Recurring	Trust	Total GR and Trust	FTE	General Revenue	GR Non-Recurring	Trust	Total GR and Trust
1	BRANCH WIDE - PAY ISSUES											
2	Equity and Retention Pay Issue for State Courts System Employees	4401A80		6,113,981		274,928	6,388,909					0
3	EXECUTIVE DIRECTION - 22010200											
4	Judicial Data Management	36315C0		418,071	337,340		418,071					0
5	TOTAL EXECUTIVE DIRECTION		0.0	418,071	337,340	0	418,071	0.0	0	0	0	0
6	Administered Funds - 22020100											
7	Courthouse Emergency Renovation Repairs (Nassau County)	5401000					0		300,000	300,000		300,000
8	Courthouse Emergency Renovation Repairs (Liberty County)	5401000					0		120,000	120,000		120,000
9	TOTAL ADMINISTERED FUNDS		0.0	0	0	0	0	0.0	420,000	420,000	0	420,000
10	DISTRICT COURT OF APPEAL - 22100600											
11	CIP - 3rd DCA Court Remodeling for ADA, Security and Building Systems Upgrades	990M00/080179		3,381,563	3,381,563		3,381,563		3,381,563	3,381,563		3,381,563
12	TOTAL DISTRICT COURT OF APPEAL		0.0	3,381,563	3,381,563	0	3,381,563	0.0	3,381,563	3,381,563	0	3,381,563
13	TRIAL COURTS - 22300100/22300200											
14	Case Management Resources	3001600	50.0	3,336,380	119,950		3,336,380					0
15	Staff Attorney Resources	3001800	39.5	3,123,415	95,960		3,123,415					0
16	Children's Advocacy Centers	3004110							350,000	350,000		350,000
17	Senior Judge Funding - Flagler and Citrus Counties	3004420							304,000	304,000		304,000
18	Increase Salary Lapse	33V0280							(2,000,000)			(2,000,000)
19	Eliminate Unfunded Positions - From circuits courts that are vacant and unfunded (not established in People First)	33V6200						(39.0)				0
20	Trial Court Technology Comprehensive Plan	36250C0	70.0	21,846,048	6,001,836		21,846,048					0
21	Comprehensive Court Interpreting Resources	36344C0	7.0	6,288,545	2,412,526		6,288,545					0
22	Nancy J. Cotterman Child Advocacy and Rape Crisis Center	5001700							200,000	200,000		200,000
23	Seminole County Adult Drug Court - 18th Circuit	5001900							124,421	124,421		124,421
24	Problem Solving Court - Drivers License Reinstatement Pilot Program (HB 3397)	5403060							250,000	250,000		250,000

**JUDICIAL BRANCH
 FY 2017-18 LEGISLATIVE BUDGET REQUEST**

Updated 05/05/17; 3:45 p.m.

Budget Entity/Issues		Issue Code	Judicial Branch				Conference Report on SB 2500					
			FTE	General Revenue	GR Non-Recurring	Trust	Total GR and Trust	FTE	General Revenue	GR Non-Recurring	Trust	Total GR and Trust
25	The Grove Juvenile Drug Court - 18th Circuit	5406015						175,000	175,000			175,000
26	Vivitrol Drug Treatment	5406020						2,500,000	2,500,000			2,500,000
27	Collier County Veterans Treatment Court (HB 2583)	5406030						86,000	86,000			86,000
28	Lake County Veterans Treatment Court (HB 3981)	5406030						200,000	200,000			200,000
29	Veterans Court - Miami-Dade	5406030						150,500	150,500			150,500
30	Veterans Court - Leon	5406030						50,000	50,000			50,000
31	Veterans Court - Nassau	5406030						150,000	150,000			150,000
32	Veterans Court - Seminole	5406030						116,149	116,149			116,149
33	Veterans Court - Marion	5406030						50,000	50,000			50,000
34	TOTAL TRIAL COURTS		166.5	34,594,388	8,630,272	0	34,594,388	(39.0)	2,706,070	4,706,070	0	2,706,070
35	TOTAL JUDICIAL BRANCH		166.5	44,508,003	12,349,175	274,928	44,782,931	(39.0)	6,507,633	8,507,633	0	6,507,633
36	CERTIFICATION OF ADDITIONAL JUDGESHIPS											
37	Circuit Courts - 4 Judges: 3 judges for the 9th Circuit and 1 judge for the 5th Circuit County Courts - 8 Judges: 3 judges for Hillsborough 1 judge for Citrus, Flagler, Palm Beach, Broward, and Lee Executive Direction - Fl. Cases Southern 2nd Reporter: 12 Judges and 5 Staff Attorneys	3009310	29.0	3,930,656	69,571		3,930,656					0
38	TOTAL JUDICIAL BRANCH WITH CERTIFICATION OF ADDITIONAL JUDGESHIPS		195.5	48,438,659	12,418,746	274,928	48,713,587	(39.0)	6,507,633	8,507,633	0	6,507,633

State Courts System
Proviso, Back of Bill, and Implementing Language

Conference Report on Senate Bill 2500	
PROVISO	
1	<p>NEW - State Court System: From the funds in Specific Appropriations 3145 through 3212, the Office of the State Courts Administrator shall submit quarterly reports on all travel related to training, seminars, workshops, conferences, or similarly purposed travel that was completed by judges, court administrators, senior management employees and division or program directors. Each quarterly report shall include the following information: (a) employee name, (b) position title, (c) purpose of travel, (d) dates and location of travel, (e) confirmation of agency head authorization if required by SB 2502, and (f) total travel cost. The report shall be submitted to the chair of the Senate Committee on Appropriations, the chair of the House of Representatives Appropriations Committee, and the Executive Office of the Governor. The first report shall be submitted on July 15, 2017, for the period of April 1, 2017, through June 30, 2017, and quarterly thereafter.</p>
2	<p>NEW - State Court System: From the funds in Specific Appropriations 3145 through 3212, the Office of the State Courts Administrator shall submit a plan to develop, within existing appropriations, a statewide uniform case management database system for the purpose of caseload data collection and reporting. The Office of the State Courts Administrator shall work with the Florida Clerks of Court Corporation and the Florida Association of Clerks of Court to develop common definitions for all clerks and courts to use to ensure uniformity in reporting. The case management system must be searchable, have information about the workload of each judge in the circuit and have the ability to be aggregated by division, circuit, and statewide for reporting purposes. The plan shall examine recurring appropriations in the State Courts System to identify appropriation categories and budget entities with funds which may be reallocated to fund all costs associated with a unified state-wide judicial case management system. The plan must provide an itemized estimate of all projected costs associated with the development, implementation and recurring maintenance of the system. The plan must also account for the cost of making the system accessible by all trial court judges, appellate court judges, Supreme Court justices and other authorized staff of the courts. The Office of the State Courts Administrator shall submit the plan to the chair of the House Appropriations Committee and the chair of the Senate Appropriations Committee by December 1, 2017.</p>
3	<p>NEW - Administered Funds: From the funds in Specific Appropriation 3166A, \$300,000 in nonrecurring general revenue funds shall be used to fund repairs to the Nassau County Courthouse (HB 4407) and \$120,000 in nonrecurring general revenue funds shall be used to fund repairs to the Liberty County Courthouse (HB 2481).</p>

State Courts System
Proviso, Back of Bill, and Implementing Language

Conference Report on Senate Bill 2500	
PROVISO	
4	NEW - Circuit Courts: From the funds in Specific Appropriation 3181, \$104,000 from nonrecurring general revenue funds is provided for administrative support to senior judges as follows: \$52,000 for Citrus County and \$52,000 for Flagler County.
5	REVISED - Circuit Courts: From the funds in Specific Appropriation 3185, \$3,500,000 in recurring general revenue funds and \$350,000 in nonrecurring general revenue funds shall be allocated to the Children's Advocacy Centers throughout Florida for the reimbursement of expenses incurred in providing child advocacy center services, based on the number of services provided for the treatment of children served during calendar year 2016 (Senate Form 1089). This funding may not be used to supplant local government reductions in Children's Advocacy funding. Any reductions in local government funding for the centers shall result in the withholding of funds appropriated in this specific appropriation.
6	REVISED - Circuit Courts: From the funds in Specific Appropriation 3185, the Florida Network of Children's Advocacy Centers may spend up to \$213,240 for administration and up to \$80,000 for contract monitoring and oversight.
7	EXISTING - Circuit Courts: From the funds in Specific Appropriation 3185, \$100,000 in recurring general revenue funds is provided for additional child advocacy services in Walton County and shall be added to the allocation of funds from this appropriation for the Walton County Children's Advocacy Center (recurring base appropriations project).
8	NEW - Circuit Courts: From the funds in Specific Appropriation 3185, \$300,000 in recurring general revenue funds shall be used for forensic interviews, specialized interviews, and medical assessments shared with child protection teams operating in Children's Advocacy Centers. These funds may not be used for administrative support and may not be used to supplant funding for the child protection program operated by the Department of Health.
9	REVISED - Circuit Courts: From the funds in Specific Appropriation 3185, \$200,000 in nonrecurring general revenue funds is provided to the Nancy J. Cotterman Children's Advocacy and Rape Crisis Center for child advocacy services (HB 3763).
10	NEW - Circuit Courts: From the funds in Specific Appropriation 3186, \$200,000 from nonrecurring general revenue funds is provided for full time senior judicial services as follows: \$100,000 for Citrus County and \$100,000 for Flagler County. These funds may not be used for senior judicial services in any other court.
11	REVISED - Circuit Courts: From the funds in Specific Appropriation 3187, \$5,000,000 in recurring general revenue funds and \$2,500,000 in nonrecurring general revenue funds are provided for naltrexone extended-release injectable medication to treat alcohol- or opioid-addicted individuals involved in the criminal justice system, individuals who have a high likelihood of criminal justice involvement, or who are in court-ordered, community-based drug treatment (recurring base appropriations project, Senate Form 1470). The Office of the State Courts Administrator shall use the funds to contract with a non-profit entity for the purpose of distributing the medication.

State Courts System
Proviso, Back of Bill, and Implementing Language

Conference Report on Senate Bill 2500																			
PROVISO																			
12	NEW - Circuit Courts: From the funds in Specific Appropriation 3187, \$124,421 in nonrecurring general revenue funds is provided for drug court treatment services in Seminole County (Senate Form 1471).																		
13	NEW - Circuit Courts: From the funds in Specific Appropriation 3187, \$250,000 from nonrecurring general revenue funds are provided for Problem Solving Court - Drivers License Reinstatement Program (HB 3397).																		
14	REVISED - Circuit Courts: From the funds in Specific Appropriation 3187, \$175,000 in nonrecurring general revenue funds is provided to the Grove Counseling Center to provide treatment services for the Seminole County Juvenile Drug Court (HB 3303).																		
15	REVISED - Circuit Courts: From the funds in Specific Appropriation 3187, \$5,000,000 in recurring general revenue funds is provided for treatment services, drug testing, ancillary services, and case management for offenders in post-adjudicatory drug court programs in Broward, Escambia, Hillsborough, Marion, Okaloosa, Orange, Pinellas, Polk, Seminole, and Volusia counties. Each program shall serve prison-bound offenders (at least 50 percent of participants shall have Criminal Punishment Code scores of greater than 44 points but no more than 60 points) and shall make residential treatment beds available for clients needing residential treatment.																		
16	EXISTING - Circuit Courts: From the funds in Specific Appropriation 3188 are provided to the Eighteenth Judicial Circuit to continue its program to protect victims of domestic violence with Active Global Positioning Satellite (GPS) technology (recurring base appropriations project).																		
17	<p>NEW - Circuit Courts: Recurring general revenue funds in Specific Appropriation 3191 are provided to the following counties for felony and/or misdemeanor pretrial or post-adjudicatory veterans' treatment intervention programs:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Alachua.....</td> <td style="text-align: right;">150,000</td> </tr> <tr> <td style="padding-left: 20px;">Clay.....</td> <td style="text-align: right;">150,000</td> </tr> <tr> <td style="padding-left: 20px;">Duval.....</td> <td style="text-align: right;">200,000</td> </tr> <tr> <td style="padding-left: 20px;">Escambia.....</td> <td style="text-align: right;">150,000</td> </tr> <tr> <td style="padding-left: 20px;">Leon.....</td> <td style="text-align: right;">125,000</td> </tr> <tr> <td style="padding-left: 20px;">Okaloosa.....</td> <td style="text-align: right;">150,000</td> </tr> <tr> <td style="padding-left: 20px;">Orange.....</td> <td style="text-align: right;">200,000</td> </tr> <tr> <td style="padding-left: 20px;">Pasco.....</td> <td style="text-align: right;">150,000</td> </tr> <tr> <td style="padding-left: 20px;">Pinellas.....</td> <td style="text-align: right;">150,000</td> </tr> </table>	Alachua.....	150,000	Clay.....	150,000	Duval.....	200,000	Escambia.....	150,000	Leon.....	125,000	Okaloosa.....	150,000	Orange.....	200,000	Pasco.....	150,000	Pinellas.....	150,000
Alachua.....	150,000																		
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Pasco.....	150,000																		
Pinellas.....	150,000																		

**State Courts System
 Proviso, Back of Bill, and Implementing Language**

Conference Report on Senate Bill 2500

PROVISO

18	<p>NEW - Circuit Courts: Nonrecurring general revenue funds in Specific Appropriation 3191 are provided to the following counties for felony and/or misdemeanor pretrial or post-adjudicatory veterans' treatment intervention programs:</p> <p>Lake (HB 3981)..... 200,000 Leon (Senate Form 1117)..... 50,000 Marion (Senate Form 1833)..... 50,000 Miami-Dade (HB 2745)..... 150,000 Nassau (Senate Form 1801)..... 150,000 Seminole (Senate Form 1895)..... 116,149</p>
19	<p>REVISED - Circuit Courts: From the funds in Specific Appropriation 3191, \$86,000 in nonrecurring general revenue funds is provided to the Collier County Veterans' Treatment Court (HB 2583). The funds shall be used to reimburse the David Lawrence Mental Health Center, Inc., in Collier County for all program costs including the salary and benefits of full-time program staff; mileage for required travel; housing; treatment, medications, drug screens, and other supportive services to participants; and program administration.</p>

Conference Report on Senate Bill 2500

Back of Bill

1	<p>REVISED (dates) - Section 66: The unexpended balance of funds appropriated to the state courts in Specific Appropriation 3153 of chapter 2016-66, Laws of Florida, for the compensation of retired judges shall revert and is reappropriated for Fiscal Year 2017-2018 for the same purpose.</p>
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State Courts System
Proviso, Back of Bill, and Implementing Language

Conference Report on Senate Bill 2502	
Implementing Bill	
1	<p>REVISED (dates) - Section 22, 215.18 (2): The Chief Justice of the Supreme Court may receive one or more trust fund loans to ensure that the state court system has funds sufficient to meet its appropriations in the 2017-2018 General Appropriations Act. If the Chief Justice accesses the loan, he or she must notify the Governor and the chairs of the legislative appropriations committees in writing. The loan must come from other funds in the State Treasury which are for the time being or otherwise in excess of the amounts necessary to meet the just requirements of such last-mentioned funds. The Governor shall order the transfer of funds within 5 days after the written notification from the Chief Justice. If the Governor does not order the transfer, the Chief Financial Officer shall transfer the requested funds. The loan of funds from which any money is temporarily transferred must be repaid by the end of the 2017-2018 fiscal year. This subsection expires July 1, 2018.</p>
2	<p>REVISED (dates) - Section 25: In order to implement appropriations used to pay existing lease contracts for private lease space in excess of 2,000 square feet in the 2017-2018 General Appropriations Act, the Department of Management Services, with the cooperation of the agencies having the existing lease contracts for office or storage space, shall use tenant broker services to renegotiate or repro cure all private lease agreements for office or storage space expiring between July 1, 2018, and June 30, 2020, in order to reduce costs in future years. The department shall incorporate this initiative into its 2017 master leasing report required under s. 255.249(7), Florida Statutes, and may use tenant broker services to explore the possibilities of collocating office or storage space, to review the space needs of each agency, and to review the length and terms of potential renewals or renegotiations. The department shall provide a report to the Executive Office of the Governor, the President of the Senate, and the Speaker of the House of Representatives by November 1, 2017, which lists each lease contract for private office or storage space, the status of renegotiations, and the savings achieved. This section expires July 1, 2018.</p>
3	<p>NEW - Section 33: In order to implement appropriations in the 2017-2018 General Appropriations Act, the executive branch and judicial branch employee travel, the executive branch state agencies and the judicial branch must collaborate with the Executive Office of the Governor and the Department of Management Services to implement the statewide travel management system funded in Specific Appropriation 2718A in the 2017-2018 General Appropriations Act. For the purposes of complying with s. 112.061, Florida Statutes, all executive branch state agencies and the judicial branch must use the statewide travel management system. This section expires July 1, 2018.</p>

State Courts System
Proviso, Back of Bill, and Implementing Language

Conference Report on Senate Bill 2502	
Implementing Bill	
4	<p>REVISED - Section 52: In order to implement the appropriation of funds in special categories, contracted services, and expenses categories of the 2017-2018 General Appropriations Act, a state agency may not initiate a competitive solicitation for a product or service if the completion of such competitive solicitation would:</p> <p>(1) Require a change in law; or</p> <p>(2) Require a change to the agency's budget other than a transfer authorized in s. 216.292(2) or (3), Florida Statutes, unless the initiation of such competitive solicitation is specifically authorized in law, in the General Appropriations Act, or by the Legislative Budget Commission. This section does not apply to a competitive solicitation for which the agency head certifies that a valid emergency exists. This section expires July 1, 2018.</p>
5	<p>REVISED (dates) - Section 57: In order to implement appropriations in the 2017-2018 General Appropriations Act for state employee travel, the funds appropriated to each state agency which may be used for travel by state employees shall be limited during the 2017-2018 fiscal year to travel for activities that are critical to each state agency's mission. Funds may not be used for travel by state employees to foreign countries, other states, conferences, staff training activities, or other administrative functions unless the agency head has approved, in writing, that such activities are critical to the agency's mission. The agency head shall consider teleconferencing and other forms of electronic communication to meet the needs of the proposed activity before approving mission-critical travel. This section does not apply to travel for law enforcement purposes, military purposes, emergency management activities, or public health activities. This section expires July 1, 2018.</p>
6	<p>REVISED - Section 58: In order to implement appropriations in the 2017-2018 General Appropriations Act for state employee travel and notwithstanding s. 112.061, F.s. costs for lodging associated with a meeting, conference or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed \$150 per day. An employee may expend his or her own funds for any lodging expenses in excess of \$150 per day. For purposes of this section, a meeting does not include travel activities for conducting an audit, examination, inspection or investigation or travel activities relating to a litigation or emergency response. This section expires July 1, 2018.</p>
7	<p>REVISED (dates) - Section 59: In order to implement the appropriation of funds in the special categories, contracted services, and expenses categories of the 2017-2018 General Appropriations Act, a state agency may not enter into a contract containing a nondisclosure clause that prohibits the contractor from disclosing information relevant to the performance of the contract to members or staff of the Senate or the House of Representatives. This section expires July 1, 2018.</p>

PAY, BENEFITS, and RETIREMENT

Conference Report/Amendments on SB 2500 (General Appropriations Act, Section 8), SB 2508 (Division of State Group Insurance), and SB 7022 (Public Employees)

Employee Compensation	
1	<p>Competitive Pay Adjustment for Eligible Employees: Conference Committee Amendment on SB 7022 provides the following adjustment:</p> <p>Effective October 1, 2017, employees with a base rate of pay of \$40,000 or less on September 30, 2017, receive an annual increase of \$1,400. Employees with a base rate of pay greater than \$40,000 on September 30, 2017, receive an annual increase of \$1,000; provided however, in no instance shall an employee's base rate of pay be increased to an annual amount less than \$41,400. Eligible employees are those who are, at a minimum, meeting their required performance standards, if applicable.</p>
Benefits: Health, Life, and Disability Insurance	
2	<p>Employee Premiums: No change in premiums paid by employees for health insurance. Maintains the enhanced benefits premiums paid by judicial assistants and certain senior-level employees (i.e., "agency pay-all" benefits).</p> <p>Conference Committee Amendment on SB 7022, beginning in the 2020 plan year, establishes a four-tiered premium structure: Platinum Level (90% actuarial value), Gold Level (80% actuarial value), Silver Level (70% actuarial value), and Bronze Level (60% actuarial value). If the state's contribution is more than the premium cost of the plan level selected by the employee, the employee may use the remainder to fund a flexible spending account, a health savings account, purchase additional benefits through the state group health insurance program, or increase the employee's salary.</p>
3	<p>Occupational Therapy: Beginning January 1, 2018, the PPO and HMO plans shall add an additional benefit for occupational therapy.</p>
4	<p>Obesity Pilot Program: The Department of Management Services (DMS) shall initiate a pilot program within the PPO plan and the self-insured HMO plans to provide coverage for treatment and management of obesity and related condition during the 2018 plan year.</p>
5	<p>Dependent Eligibility: Conference Committee Amendment on SB 2508 authorizes DMS contractor conducting dependent eligibility verification to request specified information (e.g., income tax return transcript, marriage certificate, or birth/adoption certificate) to prove spouse eligibility, biological child/newborn grandchild eligibility, adopted child eligibility, and stepchild eligibility, as well as any other information necessary to verify dependent eligibility for enrollment in the state group insurance program.</p>

Conference Report/Amendments on SB 2500 (General Appropriations Act, Section 8), SB 2508 (Division of State Group Insurance), and SB 7022 (Public Employees)

6	Prescription Drug Plan: No change in co-payments for the state group health insurance prescription drug plan.
7	Life/Disability Insurance: No change in state life insurance or state disability insurance.
Other Benefits and Pay Additives/Incentive Programs	
8	Bar Dues: Payment of bar dues and legal education courses is authorized for employees who are required to be a member of The Florida Bar as a condition of employment.
9	Merit Pay: Each agency is authorized to grant merit pay increases based on the employee's exemplary performance as evidenced by a performance evaluation conducted pursuant to chapter 60L-35, Florida Administrative Code, or a similar performance evaluation applicable to other pay plans. The Chief Justice may exempt judicial branch employees from the performance evaluation requirements.
Florida Retirement System (FRS)	
10	Renewed Membership/Default: Among other changes, Conference Committee Amendment on SB 7022 provides that retirees of the investment plan and optional retirement plans who are employed by an FRS employer shall be enrolled as renewed members of the investment plan or relevant optional retirement plan, effective July 1, 2017. Renewed membership is limited to the investment plan or optional retirement plans solely. It also changes the current default provision from the pension plan to the investment plan (excluding the Special Risk Class), effective January 1, 2018, with a nine-month election window.

Agenda Item III. Personnel Committee Referrals – Status Report



Members

*The Honorable Robert Roundtree, Jr.
Chair*

*The Honorable Mark Mahon
Vice-Chair*

Catherine Brunson, Circuit Judge

Ronald Ficarrotta, Circuit Judge

Robert Hilliard, County Judge

Frederick Lauten, Circuit Judge

Debra Nelson, Circuit Judge

Gregory Parker, Circuit Judge

Anthony Rondolino, Circuit Judge

Elijah Smiley, Circuit Judge

Bertila Soto, Circuit Judge

John Stargel, Circuit Judge

Margaret Steinbeck, Circuit Judge

Patricia Thomas, Circuit Judge

Holly Elomina, Court Administrator

Tom Genung, Court Administrator

Sandra Lonergan, Court Administrator

Kathleen Pugh, Court Administrator

Grant Slayden, Court Administrator

Walt Smith, Court Administrator

Mark Weinberg, Court Administrator

Ex-Officio Members

*The Honorable Scott Bernstein
Florida Conf. of Circuit Court Judges*

*The Honorable Joseph Williams
Florida Conf. of County Court Judges*

*The Honorable Diana Moreland
Commission on Trial Court Performance
and Accountability*

Supreme Court Liaison

The Honorable C. Alan Lawson

*Florida State Courts System
500 South Duval Street
Tallahassee, FL 32399-1900
www.flcourts.org*

February 2, 2017

Mr. Walt Smith
Chair, TCBC Personnel Committee
Trial Court Administrator
Twelfth Judicial Circuit
Judge Lynn N. Silvertooth Judicial Center
2002 Ringling Boulevard
Sarasota, Florida 34237

Dear Walt:

At its January 20, 2017, meeting, the Trial Court Budget Commission (TCBC) discussed two personnel-related issues and moved that they be referred to the TCBC Personnel Committee for further consideration.

Reclassifications

In some instances, a circuit has submitted a request to reclassify a position to a classification that does not currently exist within that particular circuit but that may exist in other, larger circuits. For example, not all circuits have a chief deputy court administrator, and not all circuits have a chief of personnel services. When a circuit that does not currently have such a position seeks to reclassify an existing position to that class, it raises questions about equity among similarly situated circuits, as well as potentially significant budget considerations. I would like the Personnel Committee to explore the issues related to these types of reclassification requests and recommend a policy or course of action for addressing them.

Law Clerk Incentive Plan

The current Trial Court Law Clerk Incentive Plan authorizes chief judges to promote Trial Court Law Clerks, upon completion of five years of law clerk service in the Florida State Courts System, to the Senior Trial Court Law Clerk class. Prior to the implementation of this authority effective July 1, 2014, a number of circuits already had previously established Senior Trial Court Law Clerk positions. These positions were based on

Mr. Walt Smith
February 2, 2017
Page 2

the circuits' need for managerial and supervisory support of law clerks and legal interns. The class specification for these previously established Senior Trial Court Law Clerk positions required three years of experience in the practice of law or three years of experience as a trial court or appellate law clerk.

There is no current process in place to differentiate between the previously established Senior Trial Court Law Clerk positions with managerial and supervisory duties and the Senior Trial Court Law Clerk positions resulting from the five years of law clerk experience under the Incentive Plan. Consequently, as the previously established Senior Trial Court Law Clerk positions become vacant, they have been automatically reclassified back to non-supervisory Trial Court Law Clerk positions.

The Thirteenth Judicial Circuit recommended that, in order to differentiate between the two functionally distinct positions, those positions in which incumbents have not completed five years of law clerk service in the State Courts System be retitled to Trial Court Law Clerk I. Further, it recommended that those positions resulting solely from an incumbent having served as a law clerk for five years under the Incentive Plan be retitled to Trial Court Law Clerk II, and that those positions with managerial and supervisory duties retain the title Senior Trial Court Law Clerk and retain the requirement of three years of experience in the practice of law or three years of experience as a trial court or appellate law clerk.

The Eleventh Judicial Circuit endorsed the proposal to create Law Clerk I and Law Clerk II designations and retain the Senior Law Clerk designation for positions originally designated for managerial and supervisory duties. However, the circuit recommended review of the minimum qualifications and recommended that the Senior Law Clerk position require five years of relevant legal experience and two years of managerial, administrative, or supervisory experience. Further the circuit recommended that the Senior Law Clerk classification have a higher pay grade and starting salary.

I have enclosed for your reference the write-up and corresponding materials from the TCBC meeting packet. The write-up notes an additional issue: It has been determined that there is at least one Senior Trial Court Law Clerk position that has been assigned the Lead Worker Designation, which may be problematic due to the managerial and supervisory functions the incumbent in a Senior Trial Court Law Clerk position should already be performing.

Mr. Walt Smith
February 2, 2017
Page 3

I am requesting that the Personnel Committee review these law clerk issues; offer a recommendation on the proposal to create the Law Clerk I, Law Clerk II, and Senior Law Clerk designations; recommend whether changes should be made in the years of required experience between the Trial Court Law Clerk Incentive Plan and the Senior Trial Court Law Clerk class specification; and recommend clarification on the use of the Lead Worker Designation in this context. As part of its work, I ask the committee to assess how many supervisory Senior Law Clerk positions each circuit has and recommend how many each circuit should have based on its needs, size, etc.

I intend to make appointments to the committee soon, to replace County Court Judge Wayne Miller and Trial Court Administrator Robin Wright. My hope is to have the Personnel Committee's recommendations by March 15, 2017. Beatriz Caballero, Dorothy Willard, and Eric Maclure from the Office of the State Courts Administrator are pleased to assist the committee, with Beatriz serving as lead staff. Also, do not hesitate to contact me if you need anything. Thank you for your leadership on these matters.

Sincerely,



Robert E. Roundtree, Jr.

RER:ewm

Enclosure

cc: Justice C. Alan Lawson
Patricia (PK) Jameson
Blan Teagle
Eric Maclure
Beatriz Caballero
Dorothy Willard

**Trial Court Budget Commission
January 20, 2017
Orlando, Florida**

Agenda Item IV.: Trial Court Law Clerk Incentive Plan – Request for Revisions

Background

Senior Trial Court Law Clerk Positions Established Prior to July 2014

In 2014, as part of the implementation of Phase 1 of the Special Pay Plan for Court Employees, the Trial Court Budget Commission authorized chief judges to promote Trial Court Law Clerks, upon completion of five years of law clerk service in the Florida State Courts System, to the Senior Trial Court Law Clerk class. (See attached Trial Court Law Clerk Incentive Plan last amended September 4, 2014, effective July 1, 2014, Attachment A.)

Prior to the implementation effective July 1, 2014, a number of circuits already had previously established Senior Trial Court Law Clerk positions. These positions were based on the circuits' need for managerial and supervisory support of law clerks and legal interns. The position description for these previously established Senior Trial Court Law Clerk positions required three years of experience in the practice of law or three years of experience as a trial court or appellate law clerk.

There is no current process in place to differentiate between the previously established Senior Trial Court Law Clerk positions with managerial and supervisory duties and the Senior Trial Court Law Clerk positions resulting from the five years of law clerk experience under the Incentive Plan.

When a Senior Trial Court Law Clerk whose position resulted from the Incentive Plan's five years of law clerk experience vacates the position, the vacant position is automatically reclassified to a Trial Court Law Clerk position. However, when a Senior Trial Court Law Clerk in a previously established position with managerial and supervisory duties vacates the position, the OSCA reclassifies that vacant position to a Trial Court Law Clerk instead of the position remaining as Senior Trial Court Law Clerk position with managerial and supervisory duties. Currently, the class specification for the Senior Trial Court Law Clerk states that the minimum number of required years of experience is three in the practice of law or as a law clerk in an appellate or trial court. It is inconsistent with the number of years required under the Incentive Plan. A Trial Court Law Clerk, upon completion of five years of law clerk service with the State Courts System, at any level of court, is eligible for promotion to the Senior Trial Court Law Clerk class under the current Trial Court Law Clerk Incentive Plan. (See Senior Trial Court Law Clerk Class Specification, Attachment B.) In addition, it has been determined that there is at least one Senior Trial Court Law Clerk position that has been assigned the Lead Worker Designation, which may be problematic due to the managerial and supervisory functions the incumbent in a Senior Trial Court Law Clerk should already be performing.

In a letter to the chair of the Trial Court Budget Commission, the chief judge of the Thirteenth Judicial Circuit raised this issue of the distinction between previously established Senior Trial Court Law Clerk positions and other law clerk positions affected by the Incentive Plan. (See December 2, 2016, letter from Chief Judge Ronald N. Ficarrota, Attachment C.)

Law Clerk Incentive Plan (Agenda Item IV)

Page 2

Recommendations

In its letter, the Thirteenth Judicial Circuit recommended that, in order to differentiate between the two functionally distinct positions, those positions in which incumbents have not completed five years of law clerk service in the State Courts System be retitled to Trial Court Law Clerk I. Further, it recommended that those positions resulting solely from an incumbent having served as a law clerk for five years under the Incentive Plan be retitled to Trial Court Law Clerk II, and that those positions with managerial and supervisory duties retain the title Senior Trial Court Law Clerk and retain the requirement of three years of experience in the practice of law or three years of experience as a trial court or appellate law clerk.

In a subsequent letter to the TCBC, the trial court administrator from the Eleventh Judicial Circuit endorsed the proposal to create Law Clerk I and Law Clerk II designations and retain the Senior Law Clerk designation for positions originally designated for managerial and supervisory duties. However, the circuit recommended review of the minimum qualifications and recommended that the Senior Law Clerk position require five years of relevant legal experience and two years of managerial, administrative, or supervisory experience. Further the circuit recommended that the Senior Law Clerk classification have a higher pay grade and starting salary. (See January 17, 2017, letter from Sandra M. Lonergan, trial court administrator, Eleventh Judicial Circuit, Attachment D.)

Decision Needed

1. Retitle to Trial Court Law Clerk I those positions in which incumbents have not completed five years of law clerk service in the State Courts System; retitle to Trial Court Law Clerk II those positions resulting solely from an incumbent having served as a law clerk for five years under the Incentive Plan; retain the title of Senior Trial Court Law Clerk for those positions with managerial and supervisory duties; and retain the requirement of three years of experience in the practice of law or three years of experience as a trial court or appellate law clerk for a Senior Trial Court Law Clerk.
2. Refer the issue to the Trial Court Budget Commission Personnel Committee for further review and analysis, as well as to recommend whether changes should be made in the years of required experience between the Trial Court Law Clerk Incentive Plan and the Senior Trial Court Law Clerk class specification and to recommend clarification on the use of the Lead Worker Designation in the Incentive Plan.

ATTACHMENT I**Trial Court Law Clerk Incentive Plan**

A law clerk in the Trial Court Law Clerk class upon completion of **two** years of law clerk service with the State Courts System, at any level of court, is eligible to receive an incentive increase, up to \$2,500 annually (\$208.33 monthly), upon approval of the chief judge.

A trial court law clerk, upon completion of **five** years of law clerk service with the State Courts System, at any level of court, is eligible for promotion to the senior trial court law clerk class, upon approval of the chief judge.

Procedures:

1. Increases will be effective on the date the law clerk begins his or her third year of service with the State Courts System.
 - a. If a law clerk who has received an incentive increase leaves State Courts System employment, and subsequently returns, he or she will be eligible to receive an incentive increase upon completion of two years of eligible service in the subsequent service.
 - b. Prior trial court law clerk service of less than two years, for which no incentive was received counts toward eligibility.
 - c. Trial court law clerk service in a county-funded position counts toward eligibility.
2. Promotions will be effective on the first of the month following completion of the fifth year of law clerk service with the State Courts System. Trial court law clerk service in a county-funded position counts toward eligibility.
3. It is the responsibility of the trial court administrator to submit a completed Personnel Action Request form (PAR) notifying the Office of the State Courts Administrator (OSCA) Office of Personnel Services of law clerks in their court who are eligible and who were approved for the incentive increase. Likewise, it is the responsibility of the trial court administrator to submit a completed PAR form notifying the OSCA Office of Personnel Services of law clerks in their court who are eligible and who were approved for promotion to senior trial court law clerk.

Any notification received after the first month of eligibility will be processed on the monthly payroll following receipt of the PAR, and will not be retroactive.

ESTABLISHED: November 13, 2000
 AMENDED: August 24, 2012
 AMENDED: January 7, 2013
 AMENDED: September 4, 2014, Effective July 1, 2014

Florida State Courts System Class Specification

Class Title: Senior Trial Court Law Clerk

Class Code: 8375

[Pay Grade 51](#)

General Description

The essential function of the position is to conduct and coordinate legal research activities at the trial court level. This is professional, supervisory and highly responsible work conducting and coordinating legal research activities at the trial court level to assist trial court judges in deciding rulings on a variety of case issues including pre-trial and trial motions, post-conviction relief (3.800, 3.850), prisoner petitions, summary judgments, motions to suppress evidence, discovery and county court appeals. Draft orders and review briefs. Work involves considerable interpretations and judgment in the analysis of legal issues in the area(s) of criminal, civil, appellate, and/or administrative law. Supervise, coordinate work assignments and evaluate performance of Trial Court Law Clerks in the Circuit.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff and/or law student interns, including recommending selection, assigning and evaluating work, counseling, disciplining, and recommending termination.

Reviews files, evidence, depositions, pleadings, motions, legal briefs, memoranda of law, proposed orders and other related documentation in order to advise judges in a variety of legal areas.

Conducts research of substantive and procedural legal matters; drafts/prepares documents, such as opinions, judgments, post-conviction orders, orders concerning extraordinary writs or memoranda.

Provides legal advice to judges and Court Administrator on policy matters and issues of circuit-wide impact.

Trains new staff members and law student interns, including editing their written work, providing samples of legal documents, and teaching research skills.

Serves as liaison for the area of responsibility with the Clerk of Court, law schools and volunteer groups seeking internships and information regarding the courts.

SENIOR TRIAL COURT LAW CLERK

Tracks work production of staff attorneys and compiles written report to Chief Judge, including numbers and types of files processed for each judge by the attorneys; reviews work product of supervisors as required.

Manages administrative/clerical tasks, such as preparing legal educational materials and teaching classes, administering departmental budget, preparing periodic employee performance evaluations or preparing correspondence.

Attends and conducts staff, committee, state-wide special project and other professional meetings to exchange information; attends technical or professional workshops, seminars conferences to improve professional skills; attends hearings and trials at request of judges.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of moderate amounts of money or the providing of legal counsel.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

SENIOR TRIAL COURT LAW CLERK

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decision:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with very serious impact - affects entire organization and the general public.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or custom applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

SENIOR TRIAL COURT LAW CLERK

Juris doctorate degree from an accredited law school.

Experience:

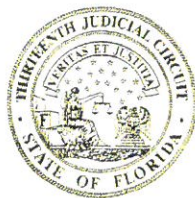
Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Three years of experience in the practice of law or as a law clerk in an appellate or trial court.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires membership in the Florida Bar.



CHAMBERS OF
CIRCUIT JUDGE
THIRTEENTH JUDICIAL CIRCUIT

December 2, 2016

RONALD N. FICARROTTA
CHIEF JUDGE

The Honorable Robert Roundtree, Chair
Trial Court Budget Commission
Alachua County Family and Civil Justice Center
201 East University Avenue, Room 415
Gainesville, Florida 32601

Re: Senior Trial Court Law Clerk Positions Established Prior to July 2014

Dear Judge Roundtree:

I would like to place on the agenda of the January 20, 2017 Trial Court Budget Commission some proposed revisions to the Trial Court Law Clerk Incentive Plan in order to retain circuits' managerial and supervisory Senior Trial Court Law Clerk positions that were established prior to July 2014.

Background

In 2014, as part of the implementation of Phase I of the Special Pay Plan for Court Employees ("Pay Plan"), the Trial Court Budget Commission authorized chief judges to promote Trial Court Law Clerks, upon completion of 5 years of law clerk service in the Florida State Courts System, to the Senior Trial Court Law Clerk class. See enclosed Trial Court Law Clerk Incentive Plan ("Incentive Plan") last amended September 4, 2014, effective July 1, 2014.

Prior to the implementation of the Pay Plan effective July 1, 2014, a number of circuits already had previously-established Senior Trial Court Law Clerk positions. These positions were based on the circuits' need for managerial and supervisory support of law clerks and legal interns. The position description for these previously-established Senior Trial Court Law Clerk positions required three years of experience in the practice of law or three years of experience as a trial court or appellate law clerk.

While the Pay Plan's promotional opportunity has certainly benefited the trial court law clerks, the current implementation of the Incentive Plan regarding vacancies of previously-established Senior Trial Court Law Clerk positions with managerial and

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supervisory duties unfortunately has also created unintended and deleterious consequences for the trial courts.

The Problem

There is no current, reliable way for the Office of the State Courts Administrator (OSCA) to differentiate between the previously-established Senior Trial Court Law Clerk positions with managerial and supervisory duties and the Senior Trial Court Law Clerk positions resulting solely from five years of law clerk experience under the Incentive Plan. Because these two different-functioning positions are identically titled, they are treated identically by the OSCA personnel department.

When a Senior Trial Court Law Clerk whose position resulted solely from the Incentive Plan's five years of law clerk experience vacates the position, the vacant position is automatically reclassified as a Trial Court Law Clerk position. This automatic reclassification is reasonable and expected. But when Senior Trial Court Law Clerks in previously-established positions with managerial and supervisory duties vacate the positions, the OSCA has unexpectedly also reclassified these vacant positions as Trial Court Law Clerk positions instead of the positions remaining as Senior Trial Court Law Clerk positions with managerial and supervisory duties.

This action has negatively impacted at least two circuits already and has the potential to negatively impact all circuits with previously-established Senior Trial Court Law Clerk positions with managerial and supervisory duties. Taken to its logical conclusion, this action will eventually result in all circuits losing all of their Senior Trial Court Law Clerk positions established prior to July 2014. Thus, circuits will eventually lose all of their managerial and supervisory law clerk support.

The Solution

In order to differentiate between the two functionally distinct Senior Trial Court Law Clerk positions and retain all of the previously-established Senior Trial Court Law Clerk positions with managerial and supervisory duties, we propose the following:

- The Trial Court Law Clerk positions in which the incumbents have not completed 5 years of law clerk service in the State Courts System be retitled to a "Trial Court Law Clerk I" class.
- The Senior Trial Court Law Clerk positions resulting solely from an incumbent having served as a law clerk for five years under the Incentive Plan be retitled to a new "Trial Court Law Clerk II" class.

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- The previously-established Senior Trial Court Law Clerk positions with managerial and supervisory duties retain the title of the “Senior Trial Court Law Clerk” class and retain the requirement of three years of experience in the practice of law or three years of experience as a trial court or appellate law clerk.

Both the Trial Court Law Clerk II class and the Senior Trial Court Law Clerk class would retain the same current starting salary of \$55,202.40. When a Trial Court Law Clerk II vacates the position, the vacant position would be automatically reclassified to a Trial Court Law Clerk I position for recruitment purposes. When a Senior Trial Court Law Clerk vacates the position, the vacant position would remain a Senior Trial Court Law Clerk position for recruitment purposes.

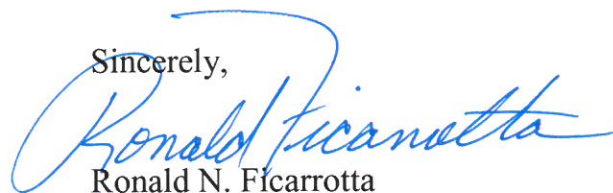
Please see the enclosed highlighted recommended revisions to the Incentive Plan based on this proposal.

The Benefits

Retitling the Senior Trial Court Law Clerk positions that are the result of 5 years of law clerk service in the Florida State Courts System under the Incentive Plan will enable those circuits that have Senior Trial Court Law Clerk positions established prior to July 1, 2014 with managerial and supervisory duties to retain these positions even after a vacancy in the position.

Thank you for your consideration.

Sincerely,



Ronald N. Ficarrota

Enclosures:

- Trial Court Law Clerk Incentive Plan last amended September 4, 2014, effective July 1, 2014
- Recommended revisions to the Trial Court Law Clerk Incentive Plan

cc: All Trial Court Chief Judges & Trial Court Administrators
PK Jameson, State Courts Administrator
Tad David, General Counsel, Office of the State Courts Administrator

ATTACHMENT I

Trial Court Law Clerk Incentive Plan

A law clerk in the Trial Court Law Clerk class upon completion of **two** years of law clerk service with the State Courts System, at any level of court, is eligible to receive an incentive increase, up to \$2,500 annually (\$208.33 monthly), upon approval of the chief judge.

A trial court law clerk, upon completion of **five** years of law clerk service with the State Courts System, at any level of court, is eligible for promotion to the senior trial court law clerk class, upon approval of the chief judge.

Procedures:

1. Increases will be effective on the date the law clerk begins his or her third year of service with the State Courts System.
 - a. If a law clerk who has received an incentive increase leaves State Courts System employment, and subsequently returns, he or she will be eligible to receive an incentive increase upon completion of two years of eligible service in the subsequent service.
 - b. Prior trial court law clerk service of less than two years, for which no incentive was received counts toward eligibility.
 - c. Trial court law clerk service in a county-funded position counts toward eligibility.
2. Promotions will be effective on the first of the month following completion of the fifth year of law clerk service with the State Courts System. Trial court law clerk service in a county-funded position counts toward eligibility.
3. It is the responsibility of the trial court administrator to submit a completed Personnel Action Request form (PAR) notifying the Office of the State Courts Administrator (OSCA) Office of Personnel Services of law clerks in their court who are eligible and who were approved for the incentive increase. Likewise, it is the responsibility of the trial court administrator to submit a completed PAR form notifying the OSCA Office of Personnel Services of law clerks in their court who are eligible and who were approved for promotion to senior trial court law clerk.

Any notification received after the first month of eligibility will be processed on the monthly payroll following receipt of the PAR, and will not be retroactive.

ESTABLISHED: November 13, 2000
AMENDED: August 24, 2012
AMENDED: January 7, 2013
AMENDED: September 4, 2014, Effective July 1, 2014

ATTACHMENT I

Recommended Revisions to the Trial Court Law Clerk Incentive Plan

A law clerk in the **Trial Court Law Clerk I** class upon completion of **two** years of law clerk service with the State Courts System, at any level of court, is eligible to receive an incentive increase, up to \$2,500 annually (\$208.33 monthly), upon approval of the chief judge.

A **Trial Court Law Clerk I**, upon completion of **five** years of law clerk service with the State Courts System, at any level of court, is eligible for promotion to the **senior Trial Court Law Clerk II class**, upon approval of the chief judge.

Procedures:

1. Increases will be effective on the date the law clerk begins his or her third year of service with the State Courts System.
 - a. If a **Trial Court Law Clerk I** who has received an incentive increase leaves State Courts System employment, and subsequently returns, he or she will be eligible to receive an incentive increase upon completion of two years of eligible service in the subsequent service.
 - b. Prior trial court law clerk service of less than two years, for which no incentive was received, counts toward eligibility.
 - c. Trial court law clerk service in a county-funded position counts toward eligibility.
2. Promotions will be effective on the first of the month following completion of the fifth year of law clerk service with the State Courts System. Trial court law clerk service in a county-funded position counts toward eligibility.
3. It is the responsibility of the trial court administrator to submit a completed Personnel Action Request form (PAR) notifying the Office of the State Courts Administrator (OSCA) Office of Personnel Services of law clerks in their court who are eligible and who were approved for the incentive increase. Likewise, it is the responsibility of the trial court administrator to submit a completed PAR form notifying the OSCA Office of Personnel Services of law clerks in their court who are eligible and who were approved for promotion to **the senior Trial Court Law Clerk II class**.

Any notification received after the first month of eligibility will be processed on the monthly payroll following receipt of the PAR, and will not be retroactive.

ESTABLISHED: November 13, 2000
AMENDED: August 24, 2012
AMENDED: January 7, 2013
AMENDED: September 4, 2014, Effective July 1, 2014
AMENDED: _____



ELEVENTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURTS

BERTILA SOTO

CHIEF JUDGE

SANDRA M. LONERGAN

TRIAL COURT ADMINISTRATOR

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January 17, 2017

The Honorable Robert Roundtree, Chair
Trial Court Budget Commission
Alachua County Family and Civil Justice Center
201 East University Avenue, Room 415
Gainesville, Florida 32601

Re: Senior Trial Court Law Clerk Positions Established Prior to July 2014

Dear Judge Roundtree:

The Eleventh Judicial Circuit is in receipt of Chief Judge Ficarrota's letter to you as Trial Court Budget Commission chair dated December 2, 2016, regarding Trial Court Law Clerk positions, and wishes to propose additional revisions in order to retain and recruit for managerial and supervisory Senior Trial Court Law Clerk positions that were established prior to July 2014.

We concur with the Thirteenth Judicial Circuit that the current Incentive Plan created an unintended consequence. Moreover, we agree with the proposed solution to retitle the Trial Court Law Clerk to Trial Court Law Clerk I, create the Trial Court Law Clerk II, and retain the Senior Trial Court Law Clerk classification for positions originally designated for managerial and supervisory duties.

However, we further propose the following:

- OSCA Human Resources to revisit the minimum qualifications for the Trial Court Law Clerk classification series.
 - Update and/or write classification specifications for each title in this classification series
 - Trial Court Law Clerk I, Trial Court Law Clerk II, and Senior Trial Court Law Clerk
 - Review the minimum qualifications of each existing and proposed classification
 - The minimum qualifications of the Senior Trial Court Law Clerk classification requires three years of experience in the practice of law or as a law clerk in an appellate or trial court. However, the Incentive Plan requires a Trial Court Law Clerk to serve five years in that capacity in order to progress to the next level position. This inconsistency in required years of experience of a Trial Court Law Clerk to obtain the next level position creates an unintended consequence for incumbents when compared to newly hired individuals who are only required to possess three years of experience.

- In order to differentiate between the classifications, the following minimum experience is proposed:
 - Trial Court Law Clerk (Trial Court Law Clerk I) – None
 - Trial Court Law Clerk II (new classification) – Five years of experience in the practice of law or as a law clerk in an appellate or trial court.
 - Senior Trial Court Law Clerk (in managerial and supervisory role) Five years of experience in the practice of law or as a law clerk in an appellate or trial court and two years of managerial, administrative or supervisory experience.
- The Senior Trial Court Law Clerk classification should have a higher pay grade and starting salary as a result of the added managerial and supervisory responsibilities.

These proposed changes should aid circuits in alleviating recruitment and retention obstacles and challenges when promoting staff.

Your consideration of this matter is greatly appreciated.

Sincerely,



Sandra M. Lonergan
Trial Court Administrator

cc: All Trial Court Chief Judges & Trial Court Administrators
PK Jameson, State Courts Administrator
Tad David, General Counsel, Office of the State Courts Administrator

Agenda Item IV. Other Business

Agenda Item IV.: Other Business

There are no materials for this agenda item.