

**District Court of Appeal Budget Commission  
Video Conference  
July 11, 2014**



**Members Present**

Judge Alan Lawson, Chair  
Judge Cory Ciklin  
Judge Dorian Damoorgian  
Judge Charles Davis, Jr.  
Judge Joseph Lewis, Jr.  
Judge Frank Shepherd

Judge Richard Suarez  
Judge Vincent Torpy  
Marshal Veronica Antonoff  
Marshal Charles Crawford  
Marshal Daniel DiGiacomo  
Marshal Daniel McCarthy

**Members Absent**

Judge Vance Salter  
Judge Melanie May  
Judge Stevan Northcutt

Marshal Jo Haynes  
Judge Clayton Roberts

**Others Present**

Justice Ricky Polston, PK Jameson, Eric Maclure, Theresa Westerfield, Dorothy Wilson, Elizabeth Garber and other OSCA staff

**Special Note:** It is recommended that these minutes be used in conjunction with the meeting materials.

Judge Alan Lawson welcomed members and called the District Court of Appeal Budget Commission (DCABC) meeting to order at 2:05 p.m.

Justice Polston began the meeting with opening remarks reminding everyone that when dealing with the equity/retention issues it is important to remember this is not an across the board pay raise. Each recommendation must be defensible to the legislature and will be very transparent.

**Agenda Item I.: Special Pay Issue for Court Employees Appropriated in FY 2014-15**

Judge Lawson reviewed the draft plan based on the Chief Judge's proposal for the distribution of the pay plan. Each class group was discussed and resulted in the following recommendation:

- **Law Clerks** – Raise minimum 5% to \$47,834. Senior Law Clerks – raise salaries 4%, but not more than \$3,000. Career Attorneys – raise salaries 5% but not more than \$5,000.

Judge Ciklin made a motion to approve. Judge Lewis seconded and the motion passed without objection.

- **Director of Central Staff** – Benchmark at 95% of the proposed new Supreme Court Director of Central Staff base rate, which would result in new base rate minimum for district court Director of Staff - \$76,206.14. Judge Shepherd made a motion to approve. Judge Lewis seconded and the motion passed without objection.
- **Judicial Assistants (JA)** – Benchmark at 95% of the Supreme Court minimum pay. Resulting in a new base rate for district court JA's of \$35,868.39 and to remove the costs associated with the vacant JA in the First DCA. Judge Shepherd made a motion to approve. Judge Ciklin seconded and the motion passed.
- **Chief Deputy Clerk – District Court** – Raise minimum to \$55,067; raise salaries 5% or to new minimum, whichever is greater. Judge Northcutt motioned to approve. Judge Shepherd seconded and the motion passed without objection.
- **Deputy Marshal – District Court** – Raise minimum to \$55,067; raise salaries 5% or to new minimum, whichever is greater. Judge Northcutt motioned to approve. Judge Shepherd seconded and the motion passed without objection.
- **Senior User Support Analysts** – A proposal to create a new classification for eligible Senior User Support Analyst with a new minimum of \$60,000. Judge Shepherd motioned to approve. Judge Ciklin seconded and the motion passed.
- **Court Security Officer I & II** – Equalize to the Supreme Court proposed new minimum pay for Deputy Marshals which would result in new base rate minimum for district court Court Security Officer II - 35,903.36. Do not assume that current CSO I's are eligible for reclass to CSO II. Propose new minimum that maintains the current distances between the court security officer classes resulting in new base rate minimum for district court Court Security Officer I - 30,664.30. Judge Shepherd motioned to approve. Judge Ciklin seconded and the motion passed.
- **Administrative Assistants (AA)** – Equalize the Administrative Assistant I to the proposed new minimum for a Judicial Assistant - County, i.e., 32,092.77, just as they are currently equalized, and use current differences between the levels resulting in new base rate minimum for Administrative Assistant II - \$34,981.12 and for Administrative

Assistant III - \$41,627.53. Judge Ciklin made a motion to approve. Judge Shepherd seconded and the motion passed.

- **Maintenance Engineer – District Court** – Create a new class - Facilities Director at the minimum pay of \$41,400.06 (average pay of the Facilities Director at the Department of Management Services) this would allow for reclass of eligible current Maintenance Engineer positions. Judge Northcutt made a motion to approve. Judge Damoorgian seconded and the motion passed.
- **Custodial Supervisor** – Increase minimum to the average salary of the Custodial Supervisor in seven state agencies - \$24,346.39. Judge Northcutt made a motion to approve. Judge Damoorgian seconded and the motion passed.
- **Custodial Worker** – Increase minimum maintaining the current difference between the Custodial Supervisor and the Custodial Worker resulting in a new base rate minimum of \$21,682.13. Judge Northcutt made a motion to approve. Judge Damoorgian seconded and the motion passed.
- **Clerical Assistant** – Increase minimum to average Clerk Specialist in 15 state agencies \$22,302.94. Judge Northcutt made a motion to approve. Judge Damoorgian seconded and the motion passed.
- **Legal Secretary** – Increase minimum to average of Justice Administrative Commission Legal Assistant/Secretary I and II - \$31,774.76. Judge Northcutt made a motion to approve. Judge Damoorgian seconded and the motion passed.
- **Deputy Clerk I** – Increase the salary minimum to \$30,764. Judge Shepherd made a motion to approve. Judge Ciklin seconded and the motion passed.
- **Deputy Clerk II** – Increase the salary minimum to \$33,512. Judge Shepherd made a motion to approve. Judge Ciklin seconded and the motion passed.
- **Deputy Clerk III** – Increase the salary to \$41,628. Judge Shepherd made a motion to approve. Judge Ciklin seconded and the motion passed.

**Specific retention and/or recruitment issues to be addressed at district court level –**

Proposed to give Chris Corzine a 10% raise to retain as “lead” for district courts’ technology.

Any remaining funds would be distributed to DCA's to allow discretion for their specific recruitment and retention issues.

## **Agenda Item II.: Salary Budget and Payroll Projections**

### **A. FY 2013-14 Salary Budget and Payroll Projections Wrap Up**

Dorothy Wilson presented the salary budgets as of June 30, 2014, stating the final adjusted liability was under the salary appropriation by \$451,201. She noted this amount was adjusted for vacancies over 365 days and the adjusted lapse is 1.03% or \$392,331. She noted that the General Revenue (GR) and Administrative Trust Fund had been maximized with only \$448 reverting in GR.

### **B. FY 2014-15 Salary Budget and Payroll Projections**

Dorothy Wilson reviewed the FY 2014-15 salary budgets stating the final adjusted liability is over the salary appropriation by \$135,297. She noted that these amounts were estimates until the retirement adjustment is received. Ms. Wilson noted that lapse generated throughout the fiscal year should be sufficient to cover the deficit.

### **C. Budget and Pay Policy Recommendations for Chief Justice's Budget and Pay Memorandum**

Judge Lawson reviewed the Budget and Pay Memo stating that other than technical changes there were three changes from last year's memo. The three changes were as follows:

1. Guidelines to implement the FY 2014-15 pay plan.
2. Retroactive salary increases approved by the DCABC may not extend back further than two months.
3. Reclassification limit increased from 5% to 10%

Judge Shepherd made a motion to approve the Budget and Pay Memo as presented. Judge Damoorgian seconded and the motion passed without objection.

### **Other Business and Adjournment**

Judge Lawson stated the DCABC would meet on July 16<sup>th</sup> at 3:00 for final discussions and approval of the pay plan. Judge Lawson reminded the Commission of the upcoming September 6, 2014 meeting in Jupiter Beach. With no other business before the Commission, Judge Northcutt motioned to adjourn. Judge Lawson seconded and the meeting adjourned at 4:25 p.m.