



EMERGENCY MEETING AGENDA
12 p.m. to 1 p.m., Friday, June 26, 2015
By Telephone Conference Call
1-888-670-3525, Passcode 2923925849#

Materials will be emailed by close of business Thursday, June 25, as well as posted at:

<http://www.flcourts.org/administration-funding/court-funding-budget/trial-court-budget-commission/>

Welcome and Roll Call

I. FY 2015-16 Additional Allocations – Case Management Resources

Adjourn

Next Meeting: Friday, July 10, 8:30 a.m. to 3 p.m., in Orlando. **Note:** The time for the July meeting has been extended to 3 p.m. to cover both FY 2015-16 circuit allotments (following conclusion of the special legislative session on the budget) and FY 2016-17 LBR approval.

Agenda Item I.: FY 2015-16 Additional Allocations – Case Management Resources

Issue #1 – Resource Allocation

Background

Based on the official needs assessment methodology, additional case management resources are needed in the trial courts to assist in the processing and management of cases through the judicial system. Additionally, foreclosure settlement funds, which have been allocated to the circuits for temporary case management resources for the last three fiscal years, will terminate on June 30, 2015. Recognizing the importance of case management resources, the State Courts System requested 92.0 FTE (funded at the Court Program Specialist II position) as part of its FY 2015-16 legislative budget request (LBR), based on the official funding methodology for the case management element of a ratio of 1.0 FTE case manager for every 5,500 projected FY 2015-16 filings, with a floor of 8.0 FTE.

During the 2015 Special Legislative Session, the Legislature appropriated an additional \$2.0 million in case management resources to the trial courts. This appropriation will fund 38.0 FTE Court Program Specialist II positions.

Decision Needed

The additional case management FTE allocation to the circuits needs to be determined.

Option 1 – Allocate the 38.0 FTE by utilizing a minimum of 1.0 FTE per circuit, distributing a second FTE to those circuits with a net need greater than 1.0 FTE, and distributing the remaining FTEs to those circuits with the highest net need, as determined by the FY 2015-16 LBR Needs Assessment calculation. (See **Columns F and G in Attachment A.**)

Option 2 – Allocate the 38.0 FTE based on each circuit's percent of the total FTE net need as determined by the FY 2015-16 LBR Needs Assessment calculation and utilizing a floor of 0.5 FTE. (See **Columns F, I, and J in Attachment A.**)

Issue #2 - Personnel Administration and Salary Management

Background

The *Personnel Regulations Manual* for the State Courts System, in Section 1.04 Recruitment/Applications, provides that:

Each employer will ensure that job vacancy notices, specifying the knowledge, skill and ability requirements for each vacant position, are posted and/or distributed to all appropriate court offices prior to the application deadline. *Job*

vacancies may initially be open only to court employees possessing the requisite skills for the positions, as deemed appropriate by the employer for purposes of providing promotional or transfer opportunities. Job vacancies open to the general public will be advertised by employers using appropriate advertising sources to reach a diverse group of qualified applicants in the available labor market.

(Emphasis added.)

The salary management schedule in the trial court budget and pay administration memorandum requires that, with specified exceptions, positions be held vacant for 30 days. However, that provision does not appear to apply in the instance of the case management positions that are the subject of this proposed allocation, because these are new positions rather than vacancies occurring in existing positions.

Implementation Recommendation

The Personnel Services unit of the Office of the State Courts Administrator advises that, consistent with the personnel regulations, a circuit which contemplates that an existing foreclosure OPS case manager or other court employee possesses the requisite skills for one of the new FTE case management positions could elect not to open and advertise the position to the general public.

If a circuit determines that an existing foreclosure OPS case manager or other court employee does not possess the requisite skills or is not performing at the required level, it is recommended that the circuit engage in the normal recruitment practices for the new case management position.

**Trial Court Budget Commission
June 26, 2015 Conference Call
FY 2015-16 Circuit Allotment
Case Management**

A	B	C	D	E	F	G	H	I	J	K
	FY 2014-15 Budget		Total Need		FY 2015/16 Needs Assessment	Option 1		Option 2		
Circuit	FTE Allotment ¹	Total Salaries, Benefits, and Expenses ²	FY 2015-16 Projected Filings ³	Case Management Total Need ⁴ (Rounded to the nearest whole FTE)	Case Management FTE Net Need	Proposed Distribution of new FTE (Floor of 1.0 FTE) ⁵	Proposed FY 2015-16 Total FTE Allotment	Percent of Total FTE Net Need (column F)	Distribution of new FTE based on percent of Net Need (Floor of 0.5 FTE)	Proposed FY 2015-16 Total FTE Allotment
1	11	\$666,857	69,198	13	2	2	13	2.2%	1	12
2	4	\$244,591	39,684	8	4	2	6	4.3%	2	6
3	5	\$301,072	18,172	8	3	2	7	3.3%	1	6
4	20	\$1,046,557	145,054	26	6	2	22	6.5%	2	22
5	10	\$589,295	84,214	15	5	2	12	5.4%	2	12
6	21.5	\$1,226,158	145,173	26	4.5	2	23.5	4.9%	2	23.5
7	16.5	\$1,087,091	91,063	17	0.5	1	17.5	0.5%	0.5	17
8	5	\$343,449	41,036	8	3	2	7	3.3%	1	6
9	18	\$1,088,687	151,299	28	10	3	21	10.9%	4	22
10	10.5	\$689,522	80,057	15	4.5	2	12.5	4.9%	2	12.5
11	48	\$2,797,102	311,998	57	9	2	50	9.8%	4	52
12	11	\$665,906	64,922	12	1	1	12	1.1%	0.5	11.5
13	21	\$1,250,090	160,579	29	8	2	23	8.7%	3	24
14	7	\$449,080	36,605	8	1	1	8	1.1%	0.5	7.5
15	18	\$1,086,102	143,383	26	8	2	20	8.7%	3	21
16	7	\$437,659	9,572	8	1	1	8	1.1%	0.5	7.5
17	31	\$1,818,317	226,935	41	10	3	34	10.9%	4	35
18	12.5	\$722,390	93,876	17	4.5	2	14.5	4.9%	2	14.5
19	7	\$418,944	54,866	10	3	2	9	3.3%	1	8
20	16	\$892,424	108,111	20	4	2	18	4.3%	2	18
Total	300	\$17,821,293	2,075,797	392	92	38	338	100.0%	38	338

¹ Includes cost center 122 and cost center 217 (drug court) as of April 2013.

² Includes salaries, benefits, and expenses provided by OSCA, Budget Office.

³ FY 2015/16 Projected Filings includes all circuit and county court filings with the exception of civil traffic infractions.

⁴ Case Management Total Need is based on the funding methodology of 1:5,500 filings ratio and a floor of 8.0 FTE.

⁵ Option 1 proposed distribution of 38.0 newly appropriated FTE is based on each circuit receiving 1.0 FTE. Those circuits with a net need greater than 1.0 FTE received a total of 2.0 additional FTE. Circuits 9 and 17 (highest net need) received 3.0 additional FTE.