

Virtual Meeting (Zoom)

**Thursday
April 28, 2022, 12:00 PM**

- MINUTES -

Attendance

Members Present

Judge Sherri Collins, Chair, County Court Administrative Judge
Steven Cohen, Criminal Defense Attorney
Louis Tomeo, Criminal Court Services Director, Clerk of the Circuit Court and
Comptroller's Office

Members Absent

Adrienne Ellis, County Court Chief, State Attorney's Office
Michelle Johns, Circuit Administrator, Florida Department of Corrections
Nathan Vreeland, U.S. Probation Office
Maegan Young, County Court Chief, Public Defender's Office

CJC Staff Present

Regenia Herring, Executive Director
Brad Allen, Criminal Justice Analyst
Candee Villapando, Criminal Justice Analyst

- I. Welcome/Opening Comments** – *Honorable Judge Sherri L. Collins, Chair*
- II. Roll Call** – *Damir Kukec did the Roll Call; Quorum was present.*
- III. Approval of the Agenda** – Approved without changes/additions. Motion moved by Mr. Steven Cohen and seconded by Mr. Louis Tomeo.
- IV. Approval of the April 14, 2022 Meeting Minutes** – Approved without amendments. Motion moved by Mr. Tomeo and seconded by Mr. Cohen.
- V. Old Business**
 - A. Discuss Additional/Final Request for Proposal (RFP) draft changes** – *Honorable Judge Sherri L. Collins, Chair and Regenia Herring, Executive Director, CJC*

Final/Additional changes to RFP draft were:

 - Judge Collins – Run records check monthly for people on violation status for first year; every six months during the second to fifth years; and once a year thereafter.
 - Mr. Tomeo – Change the name of their office to Clerk of the Circuit Court and Comptroller’s Office on page 25; Mr. Kukec will remind Purchasing Department of requested change.

Ms. Herring noted that the final changes will be submitted to and made by the Purchasing Department.
 - B. Reporting Requirements (p, 33, RFP, 4.14 REPORTING REQUIREMENTS; 4.14.2)**
 - Quarterly and monthly reports shall be provided for each office location.

Ms. Herring noted that staff shall monitor submission of reporting requirements as scheduled.

Proposed changes to the Scope of Work of the RFP were approved by motion by Mr. Cohen and second by Mr. Louis Tomeo.
- VI. Reports/Updates**

Chair Collins suggested not hearing reports from members regarding updates and issues, since there are only three of them members present; the committee just had a meeting two weeks ago, and there were really no significant changes that happened in the court system that period.
- VII. Member and Guest Comments**

Ms. Herring announced that she will be attending the Goal Setting Meeting with the Office of Equal Business Opportunity next week to discuss the RFP and Scope of Work requirements in terms of assuring fair bidding process.
- VIII. Next Meeting** – *to be determined*
- IX. Adjournment**