



Conference Agenda

Connect and Collaborate III

Training Conference

May 3-6, 2022

Note: All times are Central Daylight Time (CDT).

Track 1: Human Resources
Track 2: Accounting, Budget, Financial Services, and Operations
Combined: All Attendees

MONDAY, May 2, 2022 (Note: All times are Central Daylight Time (CDT))

5:00 pm - 6:30 pm	Conference Check-In and Registration - Lobby/Atrium
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TUESDAY, May 3, 2022 (Note: All times are Central Daylight Time (CDT))

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:30 am - 8:45 am	Welcome and Opening Remarks <i>The Honorable Larry Basford, State Attorney, Fourteenth Judicial Circuit and The Honorable Mark Sims, Public Defender, Fourteenth Judicial Circuit</i>	
8:45 am - 9:10 am	(A) Conference Kickoff: Welcome, Introductions, Overview of JAC and JAC's Role in Justice Administration, Conference Overview & More <i>Rip Colvin, Executive Director</i>	
9:10 am - 9:50 am	(B) Changes in Key Administrative Staff - Succession Planning: Best Practices for Preparing for Transitions in Key Administrative Staff and JAC's Role <i>Rip Colvin, Executive Director and Senior Directors</i>	
9:50 am - 10:00 am	Morning Break	
10:00 am - 10:30 am	(C) Human Resources 101 - Structure, Website, Resources, Pay Plans, GAA, People First <i>Carolyn Horwich, Human Resources</i>	
10:30 am - 11:30 am	(D) Budget 101 - The State of Florida Budget Process, Spending Authority and Amendments <i>Mailea Adams, Budget</i>	
11:30am - 1:00 pm	Lunch Break	
1:00 pm - 2:15 pm	(E) Benefits, Requests to Fill <i>Amy Maros and Monica Thomas, Human Resources</i>	(F) Accounting Hot Topics -Review of JAC's Payment & Revenue Processing Handbook, Advance Payments, Purchasing Vehicles, Open Forum: Ask Accounting Questions on any topic <i>Dina Kamen and Tim Tice, Accounting</i>
2:15 pm - 2:25 pm	Afternoon Break	
2:25 pm - 3:25 pm	(G) Retirement <i>Jessica Estes and Kenyetta "Kiki" Epps, Human Resources</i>	(H) Grant Accounting 101: Award to Closeout <i>Nona McCall and Lorelei Welch, Financial Services</i>
3:25 pm - 3:40 pm	Stretch Break	
3:40 pm - 5:00 pm	(I) BOMS <i>Debbie Stanbro, Executive Director, SA20</i>	



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WEDNESDAY, May 4, 2022 (Note: All times are Central Daylight Time (CDT))

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:30 am - 9:00 am	(J) Day-Two Kickoff: Welcome Back and Conference Updates - Overview of Certified Public Manager and Six Sigma Training <i>Rip Colvin, Executive Director</i>	
9:00 am - 9:45 am	(K) JAC's Public Records Request Policy Overview <i>Cris Martinez, General Counsel</i>	
9:45 am - 10:00 am	Morning Break	
10:00 am - 11:45 am	(L) State of Florida Public Records Overview and Best Practices <i>Pat Gleason, Special Counsel for Open Government, Office of the Attorney General</i>	
11:45 am - 1:15 pm	Lunch Break	
1:15 pm - 2:30 pm	(M) Payroll Process from New Hires to Separation <i>Andy Snuggs, Human Resources</i>	(N) "World of FLAIR Accounting, Part I" - Disbursements Unit, FLAIR Codes, Vouchers, Warrant Status, Duplicate Warrants, Viewing Balances, Direct Deposit/EFT, FLAIR Vendor File, & More <i>Dina Kamen and Tim Tice, Accounting</i>
2:30 pm - 2:40 pm	Afternoon Break	
2:40 pm - 3:55 pm	(O) Payroll Reports, Position Descriptions, PARs and Leave, People First <i>Kale Stafford and Kevin Garland, Human Resources</i>	(P) Legislative Budget Requests & Long Range Program Plan Schedules and Forms <i>Mailea Adams, Kelly Jeffries, Adam Preisser, Budget</i>
3:55 pm - 4:05 pm	Stretch Break	
4:05 pm - 5:00 pm	(Q) Inventory Rules and Simplification of Year-End Inventory Reporting. Does the FLAIR Expenditures Support Inventory Additions? <i>Nona McCall, Financial Services and Wayne Meyer, Operations</i>	



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THURSDAY, May 5, 2022 (Note: All times are Central Daylight Time (CDT))

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:15 am - 8:25 am	(R) Day-Three Kickoff: Welcome Back and Conference Updates <i>Rip Colvin, Executive Director</i>	
8:25 am - 9:25 am	(S) Overview on Ethics <i>Grayden Schafer, Assistant General Counsel, Florida Commission on Ethics</i>	
9:25 am - 9:35 am	Stretch Break	
9:35 am - 10:35 am	(T) Purchasing Card Works System - Challenges, JAC Charge Approval Process, and More <i>Dina Kamen, Accounting and Merry Sutton, Financial Services</i>	
10:35 am - 11:50 am	(U) Year-End & Financial Statement Best Practices <i>Nona McCall and Lorelei Welch, Financial Services</i>	
11:50 am - 1:00 pm	Lunch Break	
1:00 pm - 2:00 pm	(V) Family and Medical Leave Act (FMLA) <i>Robert Vaden, Community Outreach & Resource Planning Specialist U.S. Department of Labor/Wage and Hour Division</i>	(W) "World of FLAIR Accounting, Part II" - Revenue Unit - Collections in Trust Funds, Current Year Refunds, Electronic Collections (via ACH/Credit Cards) and Remote Deposits <i>Rinesha Jackson, Accounting</i> <small>(Note: Session W is expected to last only 30 minutes. Any additional time will be utilized to start session Y early.)</small>
2:00 pm - 3:00 pm	(X) Fair Labor Standards Act (FLSA) <i>Robert Vaden, Community Outreach & Resource Planning Specialist, U.S. Department of Labor/Wage and Hour Division</i>	(Y) Travel Overview, Statewide Travel Management System (STMS): Travel Rules, Challenges & More <i>Dina Kamen, Tim Tice, and Staff, Accounting</i> <small>(Note: Session Y may start early and will begin immediately at the conclusion of session W.)</small>
3:00 pm - 3:10 pm	Afternoon Break	
3:10 pm - 4:00 pm	(Z) Social Security Administration - Retirement and Medicare Benefits <i>Tina Williams, Public Affairs Specialist, U.S. Social Security Administration</i>	(AA) Budget Management Resources: GAA, Allocations, Various Ledgers, Trial Balance Report, 5% Transfers and Amendments <i>Mailea Adams, Kelly Jeffries, Adam Preisser, Budget</i>
4:00 pm - 4:10 pm	Stretch Break	
4:10 pm - 5:00 pm	(BB) Supplemental Insurance Policies Offered by DMS <i>Jill Soderberg, Purchasing Analyst, DMS Division of State Purchasing</i>	



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FRIDAY, May 6, 2022 (Note: All times are Central Daylight Time (CDT))

8:00 am - 12:00 pm	Conference Check-In and Registration - Lobby/Atrium
8:15 am - 9:15 am	(CC) Florida PALM - FLAIR Replacement System - Overview, Timelines, Ongoing Activities <i>Nona McCall, Financial Services</i>
9:15 am - 10:15 am	(DD) Insurance Coverages Provided by DFS - General Liability, Automobile Liability, Federal Civil Rights, and Court-Awarded Attorney's Fees <i>Brian McGrane, Administrator, South Tort Claims Unit, Department of Financial Services</i>
10:15 am - 10:25 am	Stretch Break
10:25 am - 11:15 am	(EE) Workers' Compensation Claims <i>Kelly Fitton, Bureau Chief, Department of Financial Services</i>
11:15 am - 12:00 pm	(FF) Closing Session - Debriefing of Conference, Suggestions for CNC IV, Questions, Open Forum, Door Prizes <i>Rip Colvin, Executive Director and All Present</i>

Presenters and Contributors:

The Honorable Larry Basford, State Attorney, Fourteenth Judicial Circuit
 The Honorable Mark Sims, Public Defender, Fourteenth Judicial Circuit
 Rip Colvin, Executive Director, Justice Administrative Commission
 Debbie Stanbro, Executive Director, Office of the State Attorney, 20th Judicial Circuit
 Pat Gleason, Special Counsel for Open Government, Office of the Attorney General
 Grayden Schafer, Assistant General Counsel, Florida Commission on Ethics
 Robert Vaden, Community Outreach & Resource Planning Specialist, U.S. Department of Labor/Wage and Hour Division
 Tina Williams, Public Affairs Specialist, U.S. Social Security Administration
 Jill Soderberg, Purchasing Analyst, DMS Division of State Purchasing
 Brian McGrane, Administrator, South Tort Claims Unit, Department of Financial Services
 Kelly Fitton, Bureau Chief, Department of Financial Services
 Carolyn Horwich, Director of Human Resources, Justice Administrative Commission
 Mailea Adams, Director of Budget, Justice Administrative Commission
 Amy Maros, Human Resources Coordinator, Justice Administrative Commission
 Monica Thomas, Human Resources Coordinator, Justice Administrative Commission
 Dina Kamen, Director of Accounting, Justice Administrative Commission
 Tim Tice, Deputy Director of Accounting, Justice Administrative Commission
 Jessica Estes, Retirement Coordinator, Justice Administrative Commission
 Kenyetta "Kiki" Epps, Human Resources Coordinator, Justice Administrative Commission
 Nona McCall, Director of Financial Services, Justice Administrative Commission
 Lorelei Welch, Deputy Director of Financial Services, Justice Administrative Commission
 Cris Martinez, General Counsel, Justice Administrative Commission
 Andy Snuggs, Deputy Director of Human Resources, Justice Administrative Commission
 Kale Stafford, Human Resources Coordinator, Justice Administrative Commission
 Kevin Garland, Senior Human Resources Specialist, Justice Administrative Commission
 Kelly Jeffries, Budget Analyst II, Justice Administrative Commission
 Adam Preisser, Budget Analyst I, Justice Administrative Commission
 Wayne Meyer, Director of Operations, Justice Administrative Commission
 Merry Sutton, Senior Management Analyst, Justice Administrative Commission
 Rinesha Jackson, Professional Accountant II, Justice Administrative Commission
 Tim Price, Database Analyst, Justice Administrative Commission
 Monica Cash, Executive Administrative Assistant, Justice Administrative Commission
 Greg Cowan, Senior Management Analyst, Justice Administrative Commission
 Yuliya Boiko, Public Records Coordinator, Justice Administrative Commission
 Kristin Lambert, Internal Auditor, Justice Administrative Commission