



JUSTICE ADMINISTRATIVE  
COMMISSION



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# JAC Overview, History, & Executive Leadership

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**Rip Colvin**  
Executive Director  
December 3, 2015

# The Commission

- The “Justice Administrative Commission” is led by two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by the Florida Public Defender Association.

*Honorable Brad King, Chair  
State Attorney, 5<sup>th</sup> Circuit*

*Honorable Diamond Litty  
Public Defender, 19<sup>th</sup> Circuit*

*Honorable Jerry Hill  
State Attorney, 10<sup>th</sup> Circuit*

*Honorable Kathleen Smith  
Public Defender, 20<sup>th</sup> Circuit*

- The Commission meets at least quarterly in Tallahassee with the Executive Director and JAC staff to provide direction and guidance on a variety of issues.



## Justice Administrative Commission (JAC)

- **Our Vision:** To be a model of exemplary state government and provide unparalleled services.
- **Our Mission:** To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.
- **Our Values:** We take great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.



# History

- The Justice Administrative Commission (JAC) was created in 1965, shortly after the U.S. Supreme Court's decision in *Gideon vs. Wainwright* (1963).
- Early on, JAC provided administrative services to the state courts, state attorneys, public defenders, and court reporters.
- In 1984, services provided to the state courts were transferred to the Office of the State Courts Administrator (OSCA). That same year, JAC began providing services to what later became the Offices of Capital Collateral Regional Counsel.
- In 2003, the Statewide Guardian ad Litem Office was transferred from OSCA to JAC.
- In 2004, JAC began contracting and paying private court-appointed counsel and related vendors, consolidating this function from 67 counties to one state agency.
- In 2007, JAC began providing administrative services to the newly created Offices of Criminal Conflict and Civil Regional Counsel.





# JUSTICE ADMINISTRATIVE COMMISSION



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The **Justice Administrative Commission (JAC)**, created in 1965, provides administrative services on behalf of 49 judicial related entities.

Currently, the JAC administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent citizens and associated due process vendors.

The Commission is comprised of two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by the Florida Public Defender Association. The Commission appoints an Executive Director, who is charged with oversight of necessary staff to efficiently and effectively carry out the JAC's duties.

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**Our Mission:** To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.

**JAC's Core Values:** We take great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.

**What's New**

- [JAC Express Newsletter September-October 2015](#)
- [Open Enrollment Presentation 2016](#)
- [Employee Open Enrollment 2016](#)

\* Downloadable PDF files



### JAC TOP SEARCHES

- UPDATED** [Employee Open Enrollment Correction Period - November 9, 2015 - November 20, 2015](#)
- new** [Online Invoice Submission for Due Process Vendors and Attorneys available through "My Access"](#)

**UPDATED** [JAC's Court-Appointed & IFC Attorneys and Due Process](#)

## Agencies Administratively Served by JAC

- 20 Offices of State Attorney
- 20 Offices of Public Defender
- 5 Offices of Criminal Conflict & Civil Regional Counsel
- 3 Offices of Capital Collateral Regional Counsel
- Statewide Guardian ad Litem Program

Accounting

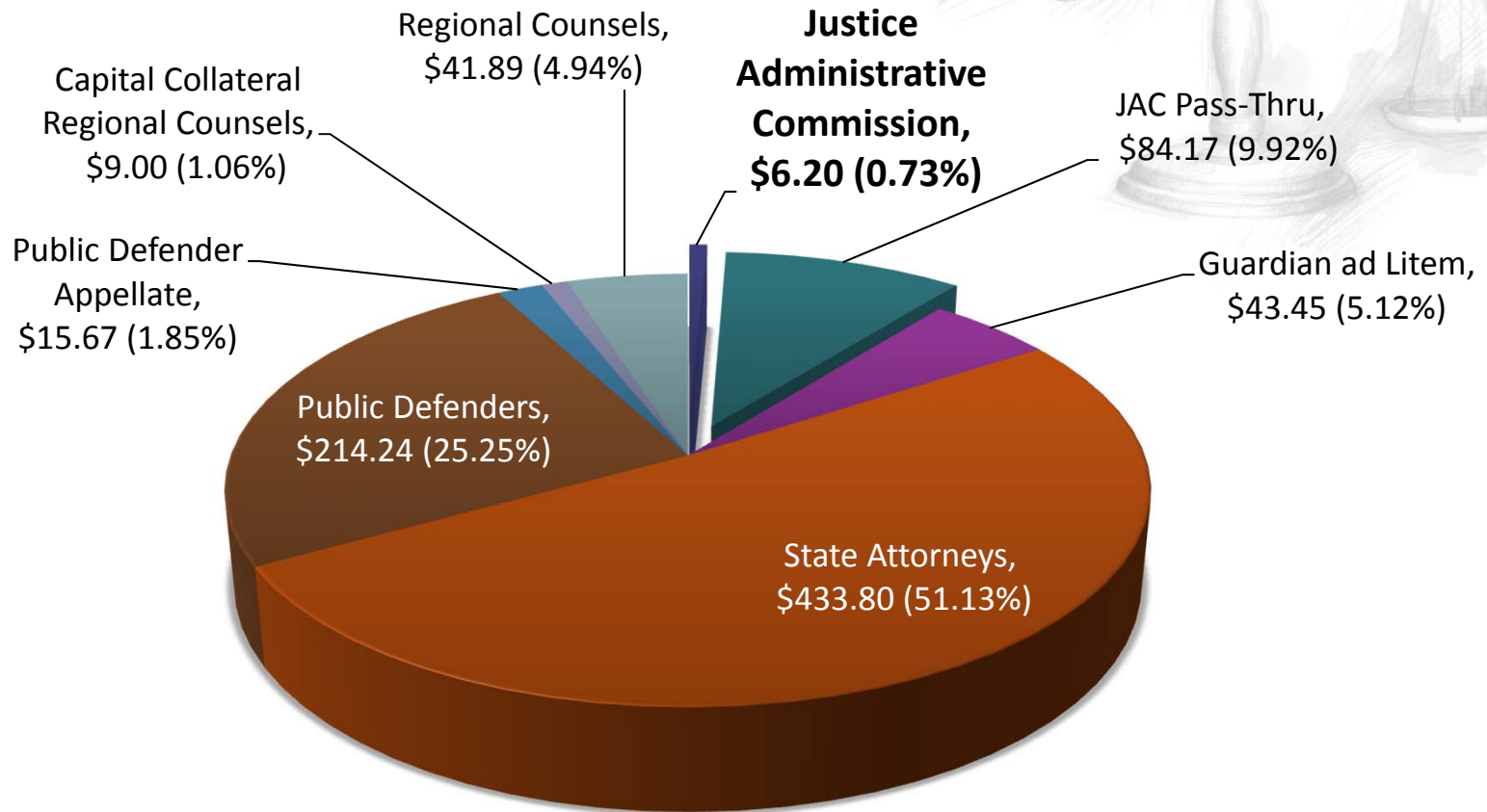
Budget

Financial  
Services

Human  
Resources



# Justice Administration Base Budget 2015-16 - \$848.42 Million



Amounts above reflect millions of dollars.



# JAC at a Glance

Executive

Accounting

Budget

Human Resources

Financial Services

Court Appointed

Information  
Technology

Operations





# Executive

- Oversees agency operations and strategic planning
- Serves as JAC's lobbyist before Executive and Legislative Branches
- Provides Legal Services to Director and Commission
- Coordinates Authorized Signatures from agencies served
- Assists agencies served with access to Capitol ID Badges
- Serves as Public Records Custodian and Records Management Coordinator
- Publishes bi-monthly newsletter, *JAC Express*
- Coordinates Federal Grant information among agencies served







## JAC Public Records Request Policy

- *“It is the policy of the Justice Administrative Commission (JAC) to make public records available for inspection or copying as quickly and reasonably possible.”*
- Specific exemptions are carved out by the Legislature. For information on what the law preserves as confidential or exempt, please refer to the *2015 Government-in-the-Sunshine Manual*. Available on Kindle or as a PDF.



## Pursuant to JAC's Public Records Request Policy, JAC will . . .

- notify affected agencies of requests concerning their agency
- request that agencies review documents for redaction of confidential or exempt information
- request that agencies provide citations for the basis of the redacted information, should the agency identify the need for additional redaction(s)



# What JAC Can/Cannot do Concerning Public Records Requests

## JAC Can

- Assist the agency with the requested records
- Assist the agency with any correspondence (without directly addressing the requestor)
- Provide document(s) maintained in JAC's possession for agency response to a public records request

## JAC Cannot

- Respond to a public records request on behalf of the agency
- Correspond with a requestor on behalf of the agency
- Provide document(s) maintained by an agency that are not in JAC's possession in response to a public records request made of JAC



# JAC Responsibilities for Court-Appointed Counsel

Contract with  
1,700 Attorneys  
and 800 Vendors

Audit 50,000+  
Billings for Attorney  
Fees and Costs

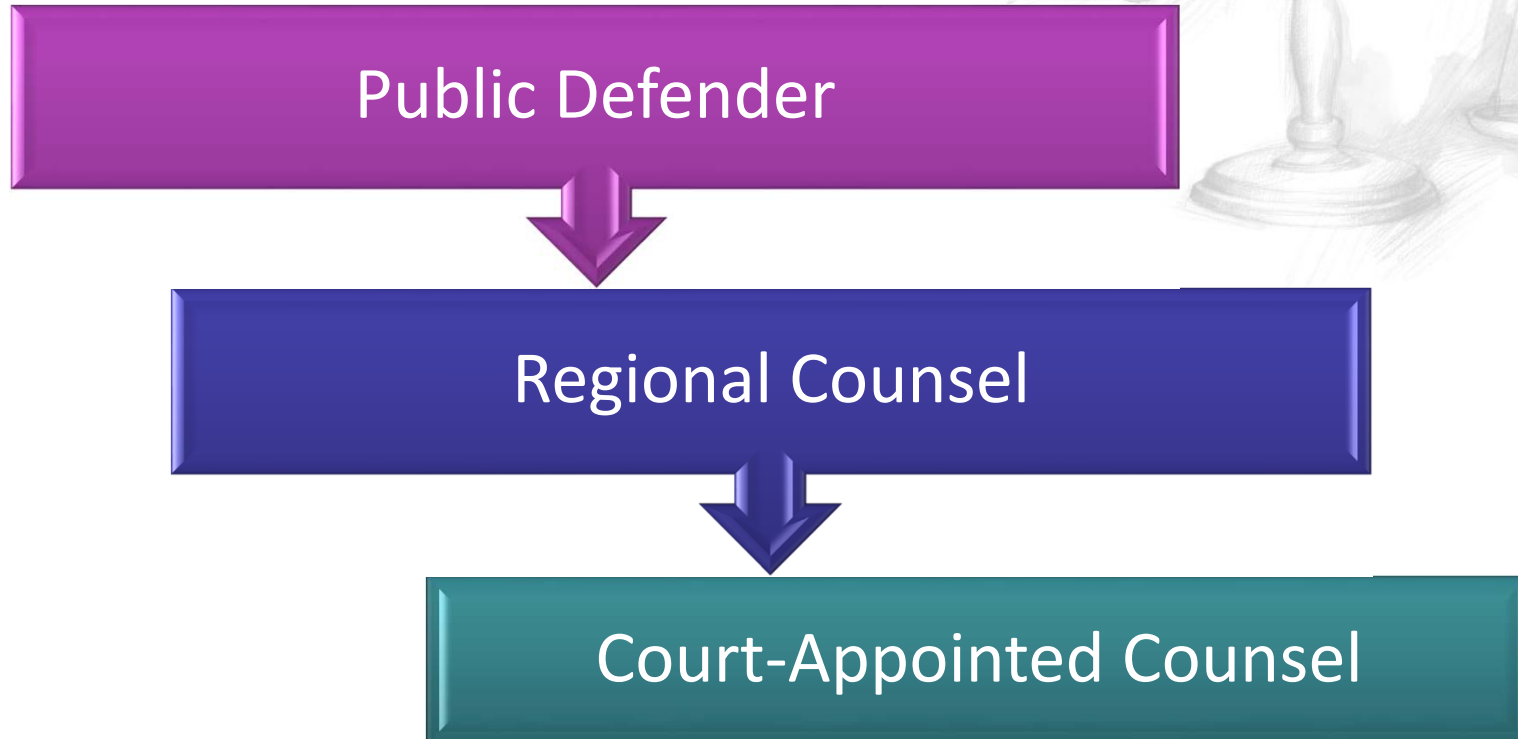
Participate in 900+  
Hearings when  
Objecting to Fees  
or Costs

Monitor Budgetary  
Needs for Court-  
Appointed Counsel  
Appropriations

Report on Various  
Aspects of this  
Program

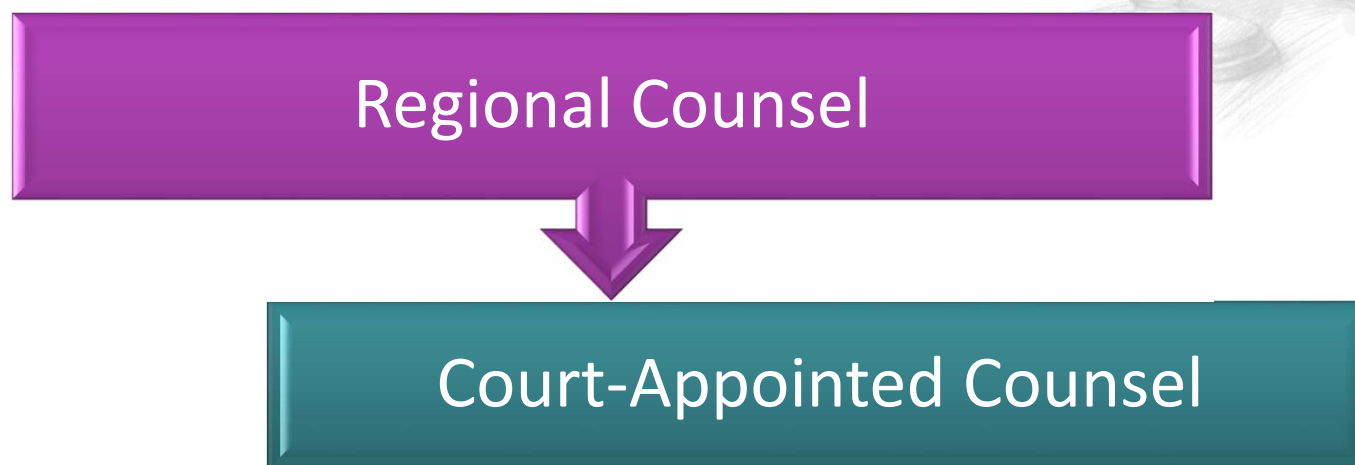


# Three-Tiered Indigent Criminal Defense Model

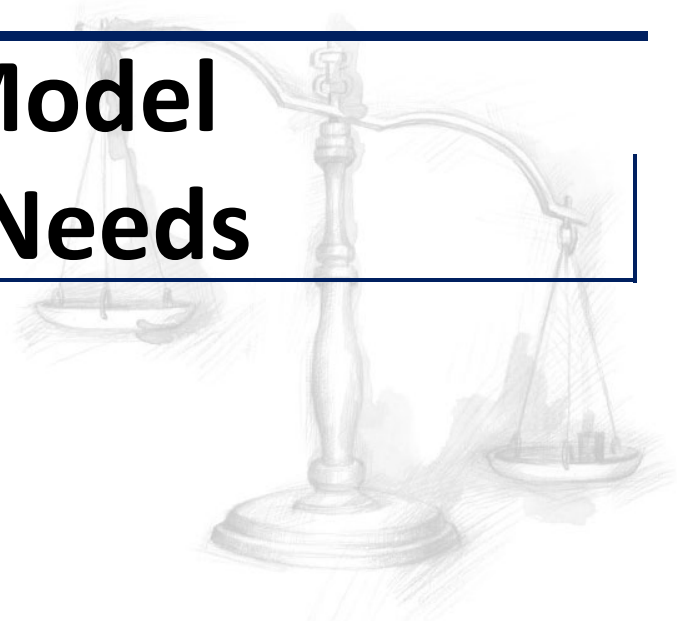




# Two-Tiered Indigent Civil Representation Model



# Civil Representation Model Children with Special Needs



Court-Appointed Counsel

## JAC Accomplishments – Fiscal Year 2014-15

- Processed 359,898 accounting transactions and 55,847 court-appointed attorney and due process vendor invoices (Total: 415,745)
- Percent of invoices processed within prompt payment requirements = 96.97% (Legislative performance standard is 95%)
- Processed more than 74,800 payroll and human resources transactions
- Performed approximately 600 budgetary transactions
- Fulfilled more than 330 public records requests
- Attended approximately 900 hearings related to court-appointed cases
- Responded to approximately 11,000 legal motions related to court-appointed cases
- Answered more than 21,000 phone calls
- Responded to approximately 12,000 JAC Help Desk inquiries



## JAC Accomplishments

- JAC staff appreciate the opportunity to provide these administrative services
- JAC's success depends upon cooperation from each office served; we thank you for that cooperation



**Save the Date – May 2-5, 2016**

***“Connect and Collaborate”***

**JAC Training Conference**

Altamonte Springs Embassy Suites

Collaborate, connect, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!



# Questions?

Contact Info:

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