



Conference Agenda

CNC 2024

Connect and Collaborate Training Conference
May 7-10, 2024

Note: All times are Eastern Daylight Time (EDT).

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

MONDAY, May 6, 2024 / *Note: All times are Eastern Daylight Time (EDT)	
5:00 pm - 6:30 pm	Conference Check-In and Registration - Lobby/West Registration Desk
TUESDAY, May 7, 2024 / *Note: All times are Eastern Daylight Time (EDT)	
8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/West Registration Desk
8:15 am - 8:30 am	Welcome and Opening Remarks <i>Rip Colvin, Executive Director</i>
8:30 am - 9:00 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>
9:00 am - 9:50 am	(B) The State of Florida Budget Process; Obtaining and Managing Appropriations <i>Mailea Adams, Budget</i>
9:50 am - 10:00 am	Morning Break
10:00 am - 11:00 am	(C) Overview on Ethics <i>Grayden Schafer, Assistant General Counsel, Florida Commission on Ethics</i>
11:00 am - 12:00 pm	(D) Social Media for State Agencies and Public Information Officers <i>Dustin Metz, Chief of Innovations and Outreach, Office of the State Courts Administrator</i>
12:00 pm - 1:15 pm	Lunch Break
1:15 pm - 2:30 pm	(E) Update on State-Owned Automobiles <i>Cherie Williams, Bureau Chief of Fleet Management and Federal Property Assistance, Department of Management Services</i>
2:30 pm - 2:45 pm	Stretch Break
2:45 pm - 3:50 pm	(F) Human Resources 101 - Structure, Website, Resources, Pay Plans, GAA, People First <i>Andy Snuggs, Human Resources</i>
2:45 pm - 3:50 pm	(G) Understanding Allotment Levels: When Should You Allot to the Lowest Level? <i>Mailea Adams, Budget and Nona McCall, Financial Services</i>
3:50 pm - 5:00 pm	(H) Benefits, Request to Fill <i>Amy Maros and Monica Thomas, Human Resources</i>
3:50 pm - 5:00 pm	(I) Accounting Hot Topics - Special Purchases, Vouchers, FLAIR Codes, Warrant Status, Advance Payments <i>JAC Accounting Staff</i>



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WEDNESDAY, May 8, 2024 / *Note: All times are Eastern Daylight Time (EDT)			
8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/West Registration Desk		
8:00 am - 9:30 am	(J) State of Florida Records Management Overview <i>Stephanie Boggs, Records Management Analyst, Bureau of Archives and Records Management, Division of Library and Information Services, Department of State</i>		
9:30 am - 9:45 am	(K) JAC Public Records Policy Overview & Best Practices <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: Legislative Update and Litigation Trends <i>Pat Gleason, Special Counsel for Open Government, Office of the Attorney General</i>		
11:45 am - 1:00 pm	Lunch Break		
1:00 pm - 2:30 pm	(M) Leadership and Communication <i>Nicole Gasparri, Director of Strategic Management and Professional Development Palm Beach County Clerk of the Circuit Court and Comptroller</i>		
2:30 pm - 2:40 pm	Afternoon Break		
2:40 pm - 4:00 pm	(N) Drafting Agency Legislative Budget Request Issues - The Exhibit D-3A <i>Mailea Adams, Kelly Jeffries, and Adam Preisser, Budget</i>		
4:00 pm - 4:10 pm	Stretch Break		
4:10 pm - 5:00 pm	<table border="1"> <tr> <td>(O) Everything You Wanted to Know About Payroll <i>Kale Stafford, Kevin Garland and Loraine Cole, Human Resources</i></td> <td>(P) State Attorney Legislative Budget Request Round Table Discussion <i>JAC Six Sigma Black Belt Team (The Budgeteers) and Team Sponsors</i></td> </tr> </table>	(O) Everything You Wanted to Know About Payroll <i>Kale Stafford, Kevin Garland and Loraine Cole, Human Resources</i>	(P) State Attorney Legislative Budget Request Round Table Discussion <i>JAC Six Sigma Black Belt Team (The Budgeteers) and Team Sponsors</i>
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THURSDAY, May 9, 2024 / *Note: All times are Eastern Daylight Time (EDT)		
8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/West Registration Desk	
8:00 am - 9:00 am	(Q) Purchasing Card Works Review - JAC Charge Approval Process, and More <i>Dina Kamen and Tim Tice, Accounting</i>	
9:00 am - 10:00 am	(R) PALM Updates and Discussion <i>Jimmy Cox, Florida PALM Project Director, Department of Financial Services</i>	
10:00 am - 10:15 am	Morning Break	
10:15 am - 11:45 am	(S) Combined Associations FY 2025-26 Legislative Budget Request Annual Meeting <i>Mailea Adams, Kelly Jeffries, and Adam Preisser, Budget</i>	
11:45 am - 1:00 pm	Lunch Break	
1:00 pm - 2:00 pm	(T) Payroll Process from New Hires to Separation, Settlement Agreements <i>Jamie Johnson and Bryce Burnett, Human Resources</i>	(U) Contract Management Overview <i>Stefanie Higgins, Chief of the Bureau of IT & Special Projects, and Ashley Paleis, Governance & Training Manager, Division of State Purchasing, Department of Management Services</i>
2:00 pm - 3:00 pm	(V) Mass Upload 101 <i>Andy Snuggs, Jeanette Ottley, and Team PAR 5 (Black Belt)</i>	(W) Budget Management Resources: Ledgers, Reports and Budget Amendments <i>Mailea Adams, Kelly Jeffries, Adam Preisser, Budget</i>
3:00 pm - 3:10 pm	Afternoon Break	
3:10 pm - 4:10 pm	(X) Administrative Health Insurance Assessment (AHIA) <i>Andy Snuggs, Human Resources, and Mailea Adams, Budget</i>	(Y) Revenue Accounting - Current Year Refunds, Electronic Collections, Recording Deposits in Trust Funds <i>Dina Kamen and Rinesha Jackson, Accounting</i> <i>(Note: Session Y is expected to last only 30 minutes. Any additional time will be utilized to start session AA early.)</i>
4:10 pm - 5:00 pm	(Z) Retirement <i>Jessica Estes and Kenyetta "Kiki" Epps</i>	(AA) Travel Overview, Statewide Travel Management System (STMS) <i>JAC Accounting Staff</i>



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FRIDAY, May 10, 2024 / *Note: All times are Eastern Daylight Time (EDT)	
8:00 am - 12:00 pm	Conference Check-In and Registration - Lobby/West Registration Desk
8:15 am - 9:15 am	(BB) Strategic Planning Updates <i>Greg Cowan, Director of Strategic Planning</i>
9:15 am - 10:15 am	(CC) Understanding Fixed Assets Accounting: Ensuring Accounting Records Agree with Purchases and Sale of Assets <i>Wayne Meyer, Operations, and Nona McCall, Financial Services</i>
10:15 am - 10:25 am	Morning Break
10:25 am - 11:25 am	(DD) BOMS Workgroup Update for BOMS Preparation for Florida PALM <i>Debbie Stanbro, Chair, Florida PALM/BOMS Advisory Council</i>
11:25 am - 11:45 am	(EE) Closing Session - Debriefing of Conference Questions and Open Forum <i>Rip Colvin, Executive Director, and All Present</i>

**Note: Session Topics, Titles, and Presenters Are Subject to Change.*

Key Presenters:
Stephanie Boggs, Records Management Analyst, Division of Library and Information Services, Department of State
Rip Colvin, Executive Director, Justice Administrative Commission
Jimmy Cox, Florida PALM Project Director, Department of Financial Services
Nicole Gasparri, Director of Strategic Management & Professional Development, Palm Beach County Clerk of Circuit Court/Comptroller
Pat Gleason, Special Counsel for Open Government, Office of the Attorney General
Stefanie Higgins, Bureau Chief of IT and Special Projects, Division of State Purchasing, Department of Management Services
Dustin Metz, Chief of Innovations and Outreach, Office of the State Courts Administrator
Ashley Paleis, Governance and Training Manager, Division of State Purchasing, Department of Management Services
Grayden Schafer, Assistant General Counsel, Florida Commission on Ethics
Debbie Stanbro, Chair, Florida PALM/BOMS Advisory Council
Cherie Williams, Bureau Chief, Fleet Management and Federal Property Assistance, Department of Management Services
JAC Staff Presenters:
Mailea Adams, Director of Budget, Justice Administrative Commission
Bryce Burnett, Human Resources Coordinator, Justice Administrative Commission
Loraine Cole, Senior Human Resources Specialist, Justice Administrative Commission
Greg Cowan, Director of Strategic Planning, Justice Administrative Commission
Kenyetta "Kiki" Epps, Senior Human Resources Coordinator, Justice Administrative Commission
Jessica Estes, Senior Human Resources Coordinator, Justice Administrative Commission
Kevin Garland, Senior Human Resources Specialist, Justice Administrative Commission
Rinesha Jackson, Professional Accountant II, Justice Administrative Commission
Kelly Jeffries, Budget Analyst II, Justice Administrative Commission
Jamie Johnson, Deputy Director of Human Resources, Justice Administrative Commission
Dina Kamen, Director of Accounting, Justice Administrative Commission
Amy Maros, Senior Human Resources Coordinator, Justice Administrative Commission
Cris Martinez, General Counsel, Justice Administrative Commission
Nona McCall, Director of Financial Services, Justice Administrative Commission
Wayne Meyer, Director of Operations, Justice Administrative Commission
Jeanette Ottley, Deputy Director of Court-Appointed Audit, Justice Administrative Commission
Adam Preisser, Budget Analyst I, Justice Administrative Commission
Robert Smith, Program Administrator, Justice Administrative Commission
Andy Snuggs, Director of Human Resources, Justice Administrative Commission
Kale Stafford, Senior Human Resources Specialist, Justice Administrative Commission
Shane Sullivan, Professional Accountant II, Justice Administrative Commission
Monica Thomas, Senior Human Resources Specialist, Justice Administrative Commission
Tim Tice, Deputy Director of Accounting, Justice Administrative Commission
JAC Staff Contributors:
Kristin Lambert, Internal Auditor I, Justice Administrative Commission
Beth Lowe, Executive Administrative Assistant, Justice Administrative Commission
Erin-Marie Smith, IT Network Support Specialist, Justice Administrative Commission