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Happy Mother's Day

From JAC!

THE JAC EXPRESS

State of Florida

Volume III, Issue 2

A Word From JAC's Executive Director

The next Justice Administrative Commission (JAC) meeting is scheduled for May 14, 2013. Included on the agenda will be the Executive Director's Report and Evaluation, as well as Court-Appointed/Litigation, Year-End, Human Resources, and significant legislative updates. There were key policy decisions made during the 2013 Legislative Session that will impact JAC. For instance, although JAC will continue to serve 49 agencies, a notable change will be the transfer of the Florida Clerks of Court Operations Corporation to the Department of Revenue and the addition of Capital Collateral Regional Counsel services for the Northern Region.

JAC's second internal survey was administered during the week of April 22-26, 2013. Underscoring JAC's vision, mission, and core values, results from the internal survey will provide valuable data and feedback in support of JAC's Strategic Plan. An external survey to the agencies administratively served by JAC is also under development.

BUDGET

A \$74.4 billion Fiscal Year 2013-2014 Budget Agreement was reached by the Florida Legislature on April 28, 2013. However, the agreement did not include a resolution to information technology consolidation efforts for all state agencies. The budget was released for review on April 29, 2013, and may be viewed [here](#).



Rip Colvin
JAC Executive Director

As the 2013 Legislative Session is coming to a close, the JAC Budget Office is gearing up for Fiscal Year-End processing of budget amendments and budget transfers. The cut-off dates are May 8th and June 24th respectively. Additionally, the Fiscal Year 2014-2015 Long Range Program Plan and Legislative Budget Request processing will be underway in a couple of months. Stay tuned for JAC budget meetings, news, and other information from the Governor's Office of Policy and Budget regarding this cycle of events.

YEAR END

Annual Year-End Meetings have been scheduled at JAC for May 29-30, 2013 for all agencies served by JAC. Attendance will also be available via WebEx.

HUMAN RESOURCES

The JAC Pay Plan has been

updated and a newly simplified evaluation instrument deployed for current employee evaluations. Commencing with the April 2012—May 2013 cycle, the JAC's evaluation process is in transition. The JAC's goal is to have an evaluation process that is tied more closely to its Strategic Plan. Specifically, it is the agency's goal to have 90% of its personnel performing at a level that exceeds expectations. Accordingly, expectations are now aligned with individualized work duties and are designed to foster growth. Also in progress is the updating of the Employee Handbook which should be completed soon.

Meanwhile, we are extremely excited about the impending graduation for the first group of JAC participants in the nationally recognized Certified Public Manager Program (CPM), sponsored by Florida State University. Graduation ceremonies for this group have been scheduled for July 23-25, 2013 in Tallahassee and August 20—22 in Clearwater, Florida. The second group of JAC participants is scheduled to take Level 3 classes May 20-23, 2013.

At JAC, ongoing training and professional development are greatly valued. Staff should be aware that the Federal Government offers student loan forgiveness for certain public service employees. Those who are interested in finding out more about this program may click [here](#).

Recent Or Developing Federal Issues

The President's FY 2014 Budget proposes a significant (111%) increase from FY 2013 for Community Oriented Policing Services (COPS) programs to \$439.5 million. This request includes \$257 million for the existing COPS Hiring Program grants to state, local, and tribal law enforcement agencies to hire additional law enforcement officers, and provide training and technical assistance for community policing activities. The budget also proposes a new \$150 million Comprehensive School Safety Program. (Source FFIS, April 2013)

2013 Bills of General Interest Signed into Law

Education

Senate Bill 1076 relating to K-20 Education in Florida was approved by the Governor on April 22, 2013 (Chapter No. 2013-27).

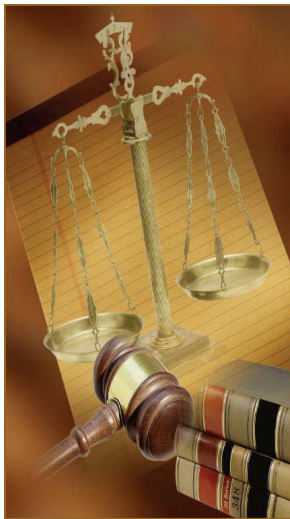
Although the state's high school graduation requirements were raised in 2010 by imposing more vigorous standards in math and science, this law removes those standards and provides students with the option to pursue a diploma that carries a "scholar" designation.

As an alternative, the law provides students with the opportunity to pursue career based courses or work-related internships. Also significant, the law removes the requirement for students to pass end-of-course tests in biology and geometry as a prerequisite to earning a diploma. Rather, these tests will now contribute to 30 percent of a student's final grade.

Ushering in changes for Florida's public universities, the measure also provides a mechanism for qualifying institutions to be designated as "preeminent state research" universities. The University of Florida, which meets requirements, will be able to launch an online institute in 2014 that will make bachelor's degrees, and a Master's Degree in Business Administration, available online.

Although not yet law, in a separate action, legislators included teacher pay increases in their final budget agreement. Teachers meeting the criteria for "highly effective" will receive a salary increase of up to \$3,500 and those who are designated as "effective" will obtain an increase of up to \$2,500.

"This law will provide Florida's students with the opportunity to pursue a diploma that carries a scholar designation."



2013 Florida Legislative Bills of Interest

Agreement Reached on \$74.4 Billion Budget Includes Pay Raises

Resolving differences between House Bill 5001 and Senate Bill 1500, on April 28, 2013, budget negotiators between the House and the Senate agreed to a \$74.4 billion spending plan for Fiscal Year 2013-2014 (the General Appropriations Act) that includes pay raises for state workers. A final vote will be taken by the Legislature after a mandatory 72 hour “cooling-off” period.

Under the agreement, state workers who earn \$40,000 or less will receive an annual increase of \$1,400. According to Senate Budget Chief Joe Negron, “This represents roughly 3 percent for the bulk of the state’s nearly 100,000 workers who earn less than \$40,000 a year.”

State employees who earn more than \$40,000 will receive an annual increase of \$1,000. Also included in the plan are one-time “merit-based” bonuses of \$600 for stipulated state workers.

Source: Florida Senate



House Bill 23 Update Relating to Public Meetings

Introduced by Representative Wesley Rodrigues of Fort Myers, House Bill 23, “Requires that a member of the public be given reasonable opportunity to be heard before a board or commission takes official action” on issues taken up by the board, commission, state agency, or authorities of local government, or political subdivisions.

The measure also authorizes the courts to, “Assess reasonable attorney fees in actions filed against the board or commission” and issue injunctions that arise from this act. As of April 30th, this bill was placed on the Special Order Calendar, substituted for Senate Bill 50, and laid on the table.

Senate Bill 50, relating to public meetings, passed unanimously in the Senate on March 19, 2013 and was placed on the April 30, 2013 Special Order Calendar in the House. Ultimately, Senate Bill 50 passed in the House on May 1, 2013 by a vote of 113-2 and was ordered to be enrolled. According to Senator Joe Negron, “Currently, the right to attend a public meeting does not include the right to speak at that meeting.”

These are bills of interest to watch during the final hours of the 2013 Legislative Session. Additional bills are featured on JAC's website under “What's New”—Legislative Updates and News. You may click [here](#) to access this list.



IMPORTANT INFORMATION

Regarding the Florida Retirement System

House Bill 7011

The Florida House Subcommittee on Governmental Operations has proposed legislation that would bring substantive changes to the Florida Retirement System (FRS) and impact newly hired state employees. This bill, which was passed by the House, includes the following proposed changes:

- Effective January 1, 2014, the Pension Plan (a defined benefit) would be closed to all new members and all new enrollees would be required to participate in the Investment Plan (a defined contribution plan);
- Expands the options to Investment Plan members to include a self-directed brokerage account monitored and administered by the State Board of Administration;
- Closes the Senior Management Optional Annuity Program to all new members on or after January 1, 2014. However, current members could continue participation in this program;
- Prohibits Elected Officials from joining the Senior Management Service Class on or after January 1, 2014, and subsequently enrolling in the Senior Management Optional Annuity Program;
- Eliminates the option for new members who enroll on or after January 1, 2014, from applying for disability benefits; and
- Unless otherwise expressly stated, this bill is effective July 1, 2013.

The Department of Management Services has been asked to conduct three actuarial studies to analyze the impact and the costs of this proposed legislation. These actuarial studies were to be completed by February 15, 2013. However, an updated study with corrections and comparative data were provided in the Milliman actuarial analysis dated March 1, 2013.

Senate Bill 1392 by Senator Wilton Simpson is slightly different, as new hires could continue joining the traditional “defined benefit” pension system. However, in the Senate plan those who opt to join the “defined contribution” plan would obtain a reduction from 3 percent to 2 percent in their FRS payments — creating a financial incentive. On Tuesday, April 30, 2013, the Senate version was placed on the Special Order Calendar, substituted by House Bill 7011, and subsequently laid on the table. House Bill 7011 was taken up, a strike everything amendment was proposed and debated. Ultimately, the amendment failed 18-22, and the bill was temporarily postponed on second reading.

As of May 2, 2013, it is not anticipated that either of these two bills will be discussed further this session by the Legislature.

*House Bill
7011 was
formerly
PCB
GVOPS
13-01.*

State Contracting

Key Bills Relating to Transparency in State Contracting

House Bill 5401, *the Transparency Florida Act*, requires the Chief Financial Officer to establish and maintain a secure website for public viewing of information contained in the contract tracking system. The measure requires “state entities” to post certain information to the contract tracking system and requires that exempt and confidential information be redacted from contracts posted on the system. “State entity” means an official, officer, commission, board, authority, council, committee, or department of the executive branch of state government; a state attorney, public defender, criminal conflict and civil regional counsel, capital collateral regional counsel, and the Justice Administrative Commission; the Public Service Commission; and any part of the judicial branch of state government.

Effective July 1, 2013, the bill expands the contract information that agencies are required to upload onto the Florida Accountability Contract Tracking System (FACTS). The bill was passed by the House on April 12, 2013. On April 16th, the Senate refused to pass the bill as approved by the House and requested a conference. Subsequently, a Conference Committee was appointed on April 18, 2013 to resolve the differences between the two chambers. On May 1, 2013, the Conference Committee filed an Amendment to House Bill 5401 that contains the following provisions:

- Requires the creation of a single website through which all other websites required by the Act may be accessed;
- Creates style and formatting requirements for all websites required by the Act;
- Requires the creation of a website relating to state employee and officer data;
- Requires the creation of a website relating to state fiscal planning data;
- Adds search criteria and informational requirements to the existing state budget website;
- Expands the posting requirements for the state contract tracking system to include contracts and certain procurement documents of all executive and judicial branch entities;
- Provides exemptions from posting of contract and procurement documents that could reveal attorney work products or strategies; and
- Creates a task force to develop and recommend a design for consolidating state transparency websites into one website.

Other key bills regarding procurement transparency that gained traction during this Legislative Session were Senate Bill 1764, Senate Bill 1150, and House Bill 1309. **House Bill 5401** was approved by the House of Representatives May 2, 2013, and will be approved by the Senate prior to Sine Die on May 3, 2013.



Key bills have been introduced during this Legislative Session regarding procurement transparency.





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BOARDING THE EDMS TRAIN

The Justice Administrative Commission (JAC) continues the phased implementation of an Electronic Document Management System (EDMS). The purpose of this project is to develop an EDMS that will provide the JAC with the ability to scan and index, or import and index, various documents, have quality control verification on the scanned images, have basic routing capabilities for workflow approval, as well as the ability to store the document images/contents and the associated metadata in a secure and easily searchable repository. This is an update.

IT staff met with the Revenue Accounting staff to determine how Revenue Accounting will utilize Laserfiche, and the group came to a consensus. Currently, Revenue Accounting does everything by paper. Therefore, one change being made to their process is the development of a database so they can keep track of their data electronically. The database will enable them to find information on individual checks quickly, instead of searching through transmittal forms stored in a book or in a filing cabinet. From this database, scan sheets will be generated. So, checks and deposits will be scanned into Laserfiche which will serve as an electronic filing cabinet for this section.

Revenue Accounting is making progress with these steps. As described above, IT is developing the database for Revenue Accounting to record their transactions. Following the completion and testing of the database, the development for Laserfiche will begin. Upon approval of the database and Laserfiche, users will be fully trained on how to use both. Currently, database development for Revenue Accounting is in the "testing" stage. The status of development for Laserfiche is also in the "testing" stage. After Revenue Accounting has completed testing procedures and is satisfied, the two systems will move to production, and Revenue Accounting will receive training in Laserfiche. Some issues still need to be addressed, but those decisions will be made as users become increasingly accustomed to the new systems.



The EDMS Mission

*"Excellent service
delivery enhanced by
an efficient
Electronic Document
Management
System, which meets
the requirements of
Florida law."*

"Life is 10% of what happens to me and 90% of how I react to it!"

~Charles Swindoll~

JAC in Brief

The Justice Administrative Commission administratively serves the Offices of State Attorneys, Public Defenders, Capital Collateral Regional Counsels, the Statewide Guardian ad Litem Program, Criminal Conflict and Civil Regional Counsels, and the Clerks of Court Operations Corporation; and, provides compliance and financial review of court-appointed attorney fees and due process costs.

The membership of the Justice Administrative Commission consists of two State Attorneys, appointed by the President of the Florida Prosecuting Attorneys Association and two Public Defenders, appointed by the President of the Florida Public Defender Association. Although members may be reappointed, each term spans a period of two years (s. 43.16, F.S.).

Vision: *To be a model of exemplary state government and provide unparalleled services.*

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.*

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.*