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State of Florida

Volume V, Issue 4

A Word From JAC's Executive Director



Rip Colvin
JAC Executive
Director

The Justice Administrative Commission (JAC) will hold its next meeting on September 1, 2015 via teleconference. This will be the first meeting for Kathleen Smith, Public Defender of the 20th Judicial Circuit. Ms. Smith was appointed by Julie Holt, President of the Florida Public Defender Association, to succeed Nancy Daniels, Public Defender of the 2nd Judicial Circuit, who served on the Commission from January 1, 2013 - June 30, 2015.

The agenda will include the Executive Director's Report (Legislative Budget Requests and Long Range Program Plans of Justice Admini-

stration agencies, review of BOMS/STAC Agreements, object codes, financial statements, certified forwards, external survey results, and the proposed JAC Training Conference); a court-appointed update; JAC's Legislative Budget Request; consideration of statutory changes; and changes to JAC's Pay Plan.

Legislative Special Sessions

Senate President Andy Gardiner and House Speaker Steve Crisafulli convened the Florida Legislature in *Special Session B* from August 10—August 21, 2015 for the sole purpose of amending and establishing congressional districts 5, 13, 14, 21, 22, 25, 26, and 27, as stipulated by the Florida Supreme Court Opinion in *League of Women Voters of Fla, et al. v Detzner, et al.*, SC14-1905, (Fla. July 9, 2015). The Florida Legislature ultimately adjourned *Special Session B* on August 21, 2015 without reaching an agreement on the congressional map. The Florida Supreme Court will likely con-

clude this task. Meanwhile, another *Special Session* will commence on October 19 to redraw district lines for the Florida Senate.

BOMS/STAC Agreements

JAC staff, working with staff from the Offices of the State Attorney, 10th and 20th Judicial Circuits, staff from the Office of the Public Defender, 13th Judicial Circuit, as well as staff from the Attorney General's Office, concluded a detailed review of the Business Office Management System (BOMS) and the Criminal Case Management System (STAC) Licensing Agreements and annual Maintenance Contracts between Justice Administration entities and Computer Information and Planning, Inc. (CIP).

The parties agreed on specific contractual "renewal" modifications, to include a provision for the execution of a contract amendment by December 31, 2015. Hopefully, this amendment will address any remaining concerns and unresolved issues.

Object Codes

As reported previously, the Object Codes Standardization Project initiated by the Department of Financial Services required all state agencies to "roll-up" object codes in the state accounting system (FLAIR). In response, JAC hosted a series of GoToMeeting sessions to discuss these code changes, to determine the best codes to use for future payments, and to train office staff in using the new object codes

and crosswalk. This "systems approach" fostered by Vicki Nichols of JAC's Financial Services Section helped to mitigate the uncertainty surrounding such a major policy change for Justice Administration users. The "go-live" date for Justice Administration was July

1, 2015 and the process is going well.

External Survey Results

JAC conducted three external surveys during April 2015. Of the three surveys, one targeted the agencies administratively served by JAC (with a 77 percent response); the second focused on court-appointed attorneys (with a 27 percent response); and the third instrument surveyed due-process vendors (with a 47 percent response).

We have taken the time to analyze the results from these surveys and have identified several areas of operational strength (e.g., 91 percent of agency respondents indicated that JAC employees exemplify the vision, mission, and values of the agency), as well as opportunities for continued growth and development.

These measurable results are also vital components of JAC's strategic planning process and the establishment of performance benchmarks. To that point, look to see ongoing enhancements to JAC's website and in-house online billing system. We have noted the keen interest among survey respondents on these topics.

Online Bill Submission System

We are proud to announce that Phase III of JAC's *Online Bill Submission System* was launched in July 2015. Vendors, such as court reporters, may now submit their bills electronically via JAC's website.

Also noteworthy, in July 2015, 80.5 percent of due-process attorneys submitted their bills via JAC's secure online website.

Excellent customer service is our continuing goal at JAC.



*House Bill
7013, the
2015
Adoptions
bill, is now
law.*

*Source:
Florida
House*

There are no new developments on “Adoption Benefits for Qualifying Adoptive Employees of State Agencies.”

House Bill 7013, effective July 1, 2015, was signed by the Governor on June 11, 2015 (ch. No. 2015-130, L.O.F.) and supported by \$3 million in the *2015-16 General Appropriations Act*. Section 409.1664, F.S., was created to govern adoption benefits for qualifying adoptive employees of state agencies. As defined by this section, “The term *child within the child welfare system* has the same meaning as provided in s. 409.166, F.S., and *qualifying adoptive employee* means a full-time or part-time employee of a state agency who is paid from regular salary appropriations, or otherwise meets the state agency employer’s definition of a regular, rather than temporary, employee, and who adopts a child within the child welfare system pursuant to chapter 63 on or after July 1, 2015.” Included within the definition of “state agency” is a branch, department, or agency of state government for which the Chief Financial Officer processes payroll requisitions.

Pursuant to this law, “A qualifying adoptive employee who adopts a child within the child welfare system who has special needs described in s. 409.166(2)(a)2., F.S., is eligible to receive a lump-sum monetary benefit in the amount of \$10,000 per such child, subject to applicable taxes. A qualifying adoptive employee who adopts a child within the child welfare system who does not have special needs described in s. 409.166(2)(a)2., F.S., is eligible to receive a lump-sum monetary benefit in the amount of \$5,000 per such child, subject to applicable taxes.”

Based on additional provisions promulgated by this law, benefits would be limited by appropriation and made available on a first-come, first-served basis. Eligible state employees should apply for this benefit through their agency head. However, approved forms have not been released by the Florida Department of Children and Families.

JAC will keep you informed about this issue.

Source: Florida House of Representatives

2016 Florida Legislative Bill of Interest

Senate Bill 142

Senate Bill [142](#), filed by Senator Jeremy Ring on August 19, 2015, creates s. 43.45, F.S., which requires the Justice Administrative Commission (JAC) and the Office of the Attorney General to develop and launch a student loan assistance program on behalf of career Assistant State Attorneys, Assistant Public Defenders, Assistant Attorney Generals, or Assistant Statewide Prosecutors in their repayment of specified student loans. The bill never moved out of the Appropriations Subcommittee on Criminal and Civil Justice. The measure establishes administrative requirements of the program, stipulating that the administering party will be responsible for making payments to eligible attorneys based on their length of service and the availability of funds. Provision is also made for funding in this bill, while requiring JAC and the Office of the Attorney General to develop the actual procedures that will be used to administer the program. An effective date of July 1, 2016 is provided.

Section 1. This section creates s. 43.45, F.S., regarding a Student Loan Assistance Program and clarifies the manner in which the Program will be administered. In s. 43.45(1)(a), F.S., “Administering body” is defined to mean:

The Justice Administrative Commission if the eligible career attorney is an Assistant State Attorney or Assistant Public Defender.

The Office of the Attorney General if the eligible career attorney is an Assistant Attorney General or Assistant Statewide Prosecutor.

Section 1 also provides additional definitions and clarifications. “Eligible attorney” means an Assistant State Attorney, Assistant Public Defender, Assistant Attorney General, or Assistant Statewide Prosecutor; and “eligible career attorney” means an eligible attorney who has completed at least three years, but not more than 12 years, of continuous service as an eligible attorney. “Eligible student loan” is also defined with language that expressly prohibits loans that are in default. Loans must be issued pursuant to the *Higher Education Act of 1965*, as amended, to help fund law school education. The definition for “Employment Anniversary” is clarified to mean the date that an eligible career attorney begins employment within the context of this bill. The JAC, as one of the administering bodies, is required to implement a student loan assistance program for eligible career Assistant State Attorneys and Assistant Public Defenders. The manner in which the JAC shall administer the program is further detailed, indicating that the eligible career Assistant State Attorney or Assistant Public Defender must submit, to his or her employer, a certification affidavit within 30 days following the applicable employment anniversary. After execution of the certification affidavit by the employer, the employer shall submit the affidavit to JAC within 60 days after the most recent employment anniversary date of the eligible career Assistant State Attorney or Assistant Public Defender. Upon receipt of a certification affidavit from the Office of the State Attorney or Public Defender, the JAC shall make the following maximum payments:

Three thousand dollars if the eligible career Assistant State Attorney or Assistant Public Defender has at least three years, but not more than six years, of continuous service; or

Five thousand dollars if the eligible career Assistant State Attorney or Assistant Public Defender has more than six years, but not more than 12 years, of continuous service.

Payments must cease upon totaling \$44,000 per eligible attorney or upon full satisfaction of the eligible student loan—whichever comes first. If implemented, this section also permits this student loan assistance program to be funded annually based upon an appropriation in the General Appropriations Act.



*Additional bills
we were tracking
are featured on
JAC's website
under “What's
New” —
Legislative
Updates and
News. You may
click [here](#) to access
this list.*

Public Records 101 — By Veronica Vasquez, CPM



The Justice Administrative Commission (JAC) is committed to collaboration, honesty, and excellence in service. Each year, JAC receives hundreds of public records requests from a variety of sources; such as the public, news media, and government agencies, including the 49 agencies JAC administratively serves. In order to comply with Florida's broad public records law without compromising the information JAC processes on behalf of the agencies it serves, the JAC established a Public Records Request Policy.

“Pursuant to JAC’s Public Records Request Policy, JAC will notify your agency every time a public records request is made for records or data concerning your agency.”

Veronica Vasquez

Pursuant to JAC’s Public Records Request Policy, JAC will notify your agency every time a public records request is made for records or data concerning your agency. Once JAC retrieves the documents or data responsive to the request, JAC will redact readily apparent confidential information, such as Social Security Numbers. However, in order to ensure that JAC does not inadvertently release other confidential or exempt information, JAC will copy your agency with the proposed public records response for your review. Because each agency is in a better position to assess the confidential or exempt nature of its information, your review of the proposed response further ensures that no confidential or exempt information is released. When reviewing a proposed public records response, please keep in mind that JAC must cite the basis for the redaction of any information requested in a public records request. Accordingly, when redacting information, please be sure to provide JAC the citation authorizing the redaction.

Furthermore, requests for documents or information by an agency JAC administratively serves — pertaining to another agency JAC administratively serves — will be treated as a public records request. This ensures that your agency is aware that its’ information has been requested. Therefore, please know that a public records request notification will be sent out to all agencies affected by a request. The only time JAC will not notify an agency of a request for information is when JAC is served with a subpoena prohibiting JAC from disclosing the request. Under these circumstances, JAC will not notify an agency affected by the request, or of JAC’s response, until the prohibition has been lifted.

Questions regarding JAC’s Public Records Request Policy may be directed to:

Veronica Vasquez, JAC Public Records Coordinator, at
Veronica.Vasquez@justiceadmin.org or
 (850) 488-2415, Extension 224.

2015-2016 Florida State Employees Charitable Campaign — By Jennifer Henderson, CPM



Florida State Employees' Charitable Campaign

Point. Click. Pledge.

Campaign Year
2015-2016

The official kickoff of the 2015-2016 Florida State Employees' Charitable Campaign (FSECC) and the online pledging system, "Giving Nexus," will open on **Tuesday, September 1, 2015** and will be available until **5:00 P.M. Eastern Time Friday, November 6, 2015**.

This web-based system will provide a convenient way for employees to make a donation via cash, personal check, or payroll deduction. Each online deduction will automatically generate a receipt which can be printed for your records. Simply visit the online site at: https://www.givingnexus.org/_fsecc/, then "point," "click," and "pledge." First time users will need to register for a user name and password by providing their People First User ID, as well as a valid email address.

Prior to the September kickoff date, employees may visit the FSECC website to review campaign materials and become acquainted with the site at: www.fsecc.com. For a quick refresher on how to make an online pledge, simply go to the "For Employees" main tab and then click on "Online Pledging Help." This quick "how-to guide" provides the necessary steps for registering for online access (acquiring user ID and password), using the "charity lookup tool," as well as making an online pledge. Our office will be providing additional information in the coming weeks, as well as campaign reminders. If you have questions regarding the FSECC please contact Jennifer Henderson at Jennifer.Henderson@justiceadmin.org or Loraine Cole at Lorraine.cole@justiceadmin.org.



"Prior to the September kickoff date, employees may visit the FSECC website to review campaign materials and become acquainted with the site."

Jennifer Henderson

Human
R E S O U R C E S

FLAIR Facts & Fiction — By Vicki Nichols, CPM

“Cracking the Codes”



The secret to success when dealing with FLAIR is “cracking the codes” or better stated, understanding the codes. FLAIR codes are a language unto themselves. It is very much like learning a foreign language when attempting to understand the FLAIR codes. It takes time.

FLAIR has object codes, general ledger codes, organization codes, transaction codes, category codes, budget entity codes, and many, many more.

When the Legislature appropriates funding to agencies and the entities within each agency, that funding is “translated” into numeric codes in FLAIR. For example, the Justice Administrative Commission is appropriated a certain dollar amount in expenses and a certain amount in contracted services each year from the General Revenue Fund. In addition, JAC is appropriated a certain amount in expenses in the Grants and Donations Trust Fund. Each of these appropriations has a unique 29-digit account code. The account codes are as follows for each of the examples mentioned:



FLAIR 29-Digit Account Code					Description			
21 10 1 000069 21300800 00 040000 00					Justice Administrative Commission Expenses (General Revenue)			
21 10 1 000069 21300800 00 100777 00					Justice Administrative Commission Contracted Services (General Revenue)			
21 20 2 339040 21300800 00 040000 00					Justice Administrative Commission Expenses (Grants and Donations Trust Fund)			

29-Digit Code	21	10	1	000069	21300800	00	040000	00
Abbrev	L1	GF	SF	FID	BE	IBI	CAT	YR
Code Description	Level 1- Identifies the agency; all entities within JAC are assigned 21	GAAFR Fund - Governmental Accounting, Auditing & Financial Reporting (identifier) 10=General Fund	State Fund Type/ Financial operations of the state to be maintained via SFs. 1= General Revenue	Fund Identifier- uniquely identifies a fund within a SF; First 3 digits assigned by the legislature; Second three by DFS & agency	Budget Entity-established by the legislature to identify individual programs within each agency 21300800 =JAC	Internal Budget Indicator - used to further breakdown the BE; Not used by JAC or any entities within JAC; always 00 for JAC	Category or Appropriation Category - Sub-defines appropriation made to a BE; 040000=expenses	Year-Always 00 for JAC; Used to identify funding year for multi-year appropriation

When broken down into its elements, the FLAIR 29-digit account code defines the type of fund & appropriation.

Each office under the umbrella of Justice Administration is a separate “program” in legislative terms and therefore each has their own 29-digit account codes.

FLAIR Facts & Fiction — By Vicki Nichols, CPM

FLAIR Classes for Early Fall 2015

The Department of Financial Services is pleased to announce the following FLAIR classes for agency fiscal staff:

COURSE TITLE	LENGTH OF COURSES	DATES OF COURSES
FLAIR Fundamentals (Pre-requisite for FLAIR Expenditures and Revenue) For those with 6 months or more experience in FLAIR	2 days	August 31 – September 1, 2015
FLAIR Fundamentals (Pre-requisite for FLAIR Expenditures and Revenue) For those with 6 months or less experience in FLAIR	2 days	September 9 – 10, 2015 October 13 – 14, 2015
FLAIR Expenditures	2 days	September 16 – 17, 2015 October 21 – 22, 2015
FLAIR Revenues	2 days	September 22 – 23, 2015 October 28 – 29, 2015
Purchasing Card for Approvers For those with access to the PCard Module in FLAIR only	½ day	September 29, 2015 October 6, 2015

Descriptions of the above courses are available on the FLAIR Education website at <http://www.myfloridacfo.com/aadir/EnterpriseEducation/FLAIReducation.htm>.

The Department uses a [Learning Management System](#) (LMS), which will allow agency staff to view course descriptions, course availability, register, cancel, review course history, and print certificates of completion for all courses offered.

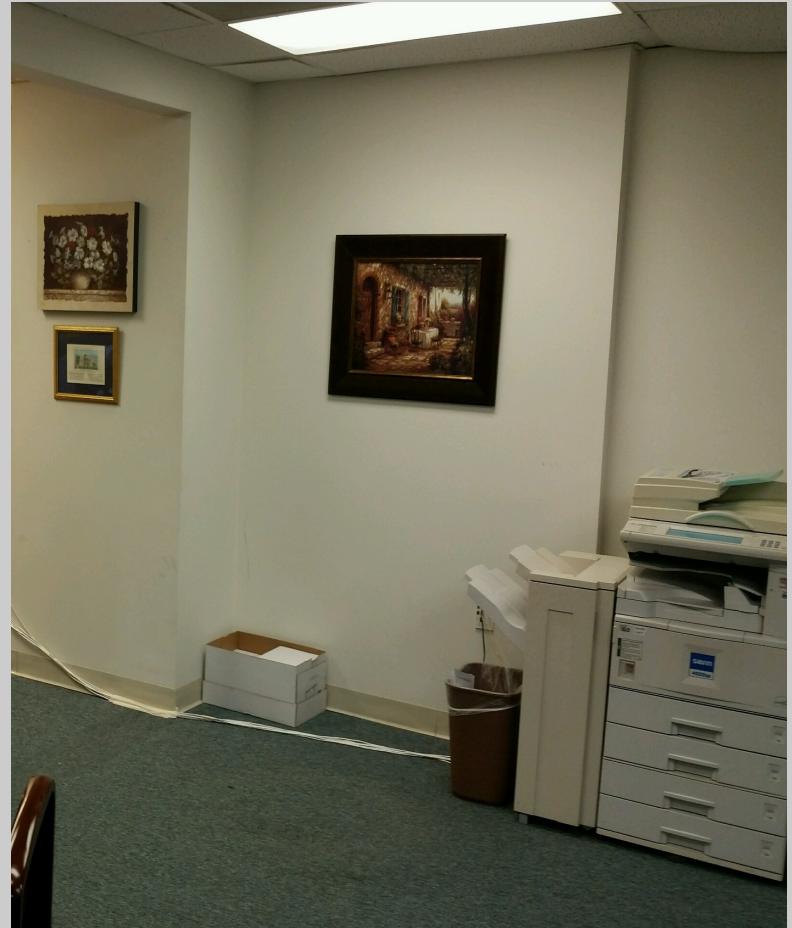
To register for a class, please use the [LMS](#) link. Registrations will no longer be accepted via email.

Instructions for creating a user account and course registration are included on the [FLAIR Education](#) web page.



“Registrations will no longer be accepted via email.”

Temporary Relocations of Staff Keep Everything Moving at JAC!
August 2015



Photos are courtesy of Susie Kalous, CPM

Office Relocations Have Not Stopped Customer Service at JAC!

Same Space — Different Look August 2015

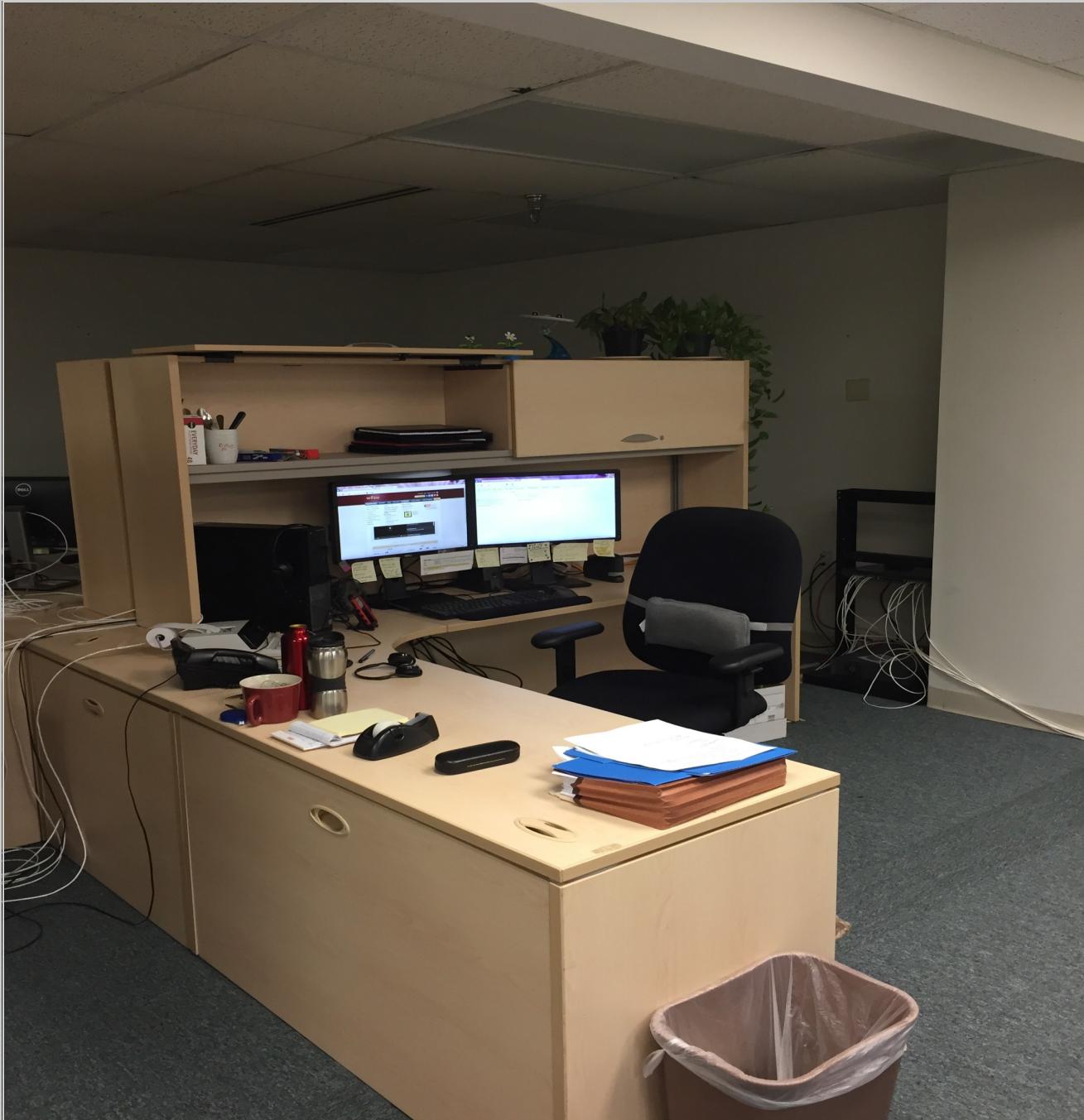


Photo is courtesy of Lydia Mount, CPM

“Just another day at the office with a cool summer breeze...”



Photo is courtesy of Lydia Mount, CPM

***Commitment is more than a word at JAC, it's an attitude!
Epic changes are underway!***

East/North Side August 2015



Much work remains to be done
on the front side of the building.

Photo is courtesy of
Wayne Meyer, CPM

August 2015



As construction continues on the City Centre Building, this north side photo taken by Wayne Meyer on August 24, 2015, contrasts old and new features.



The transformation of the City Centre Building is still a work in progress.

East Side August 2015



*We Get the Job Done Rain, Shine, or
Building Reconstruction!*

East side August 2015



Photo is courtesy of Lydia Mount, CPM

*We Get the Job Done Rain, Shine, or
Building Reconstruction!*
East Side August 2015



Photo is courtesy of Lydia Mount, CPM



*The Florida Certified Public Management Program
Florida Center for Public Management
Florida State University*

Congratulations to JAC's 2015 CPM graduates:

Click above to see JAC's class.

Brad Bischoff

Lamar Bynum

Jerry Eychaner

Terrence Joyce

Susie Kalous

Amber Moore

Lynn Santner

Lorelei Seber

Jenny Sutton

Veronica Vasquez



Of the 162 CPM graduates on July 23, 2015, ten were from JAC. This nationally recognized training entails the completion of a rigorous two-year program. Photos are courtesy of Veronica Vasquez and the Florida Center for Public Management.

Kudos to JAC Staff

JAC Congratulations

JAC Additions

Please extend a hearty welcome to *Andrew S. Kalel* — the newest member of JAC's staff. A native of Plant City Florida, Andrew will be working in the Court Appointed Section under Stephanie Hanks. His first day was August 26.

JAC Departures

Sam Hyde	Summer Intern	Court Appointed
Kelsey Leckinger	Summer Intern	Human Resources
Samuel O'Cain	OPS	Court Appointed



Well Deserved Recognition

July 2, 2015 — Congratulations to *Kellie Jeffries*, of JAC's Budget Section, on the occasion of your 25th JAC Anniversary. Thank you for your many years of dedicated service to the State of Florida, JAC, and the agencies administratively served by JAC.

August 11, 2015 — *Wayne! Wayne! Where's Wayne??!* Thank you to *Wayne Meyer* on the occasion of your 18th JAC Anniversary. You embody the character of what JAC service is all about.

August 24, 2015 — Many thanks to *Vicki Nichols, Michelle Dolce, Veronica Vasquez, Susie Kalous, and Wayne Meyer* for your regular contributions to JAC's internal and external newsletters. Notwithstanding your very busy schedules, you consistently make time to submit quality contributions for these publications. I deeply appreciate your helping to add value to this product.

Lydia Mount, MPA, CPM
Editor JAC Express

August 25, 2015 — While the building construction is going on, a big thanks to *Jason Crosby* for helping to setup the desktop computers and other equipment for employees temporarily relocating to other offices. We greatly appreciate *Brian and Robert* coming in the middle of the night to set up portable AC units in the server room due to recurrent problems with the server room AC. Last, but not the least, congratulations to all the team members (*Xiaoling, Susan, Michelle, Christian Lake, Stephanie, and Christie*) for working on the "Online Bill Submission Project." We are now entering Phase 4!

Thanks for your help.

Mausumi Das, CPM
JAC Director of Information Technology

August 27, 2015 — To the Workplace Enhancement Team: You have done it again! Only JAC's Workplace Enhancement Team would come up with a way to turn months of "construction" into something fun and memorable. You are seriously dangerous.



State of Florida Justice Administrative Commission

Post Office Box 1654 (32302)
227 North Bronough Street,
Suite 2100
Tallahassee, Florida 32301
PHONE (850) 488-2415
TOLL FREE (866) 355-7902
FAX (850) 488-8944
TOLL FREE FAX (866) 355-7906

BOARDING THE EDMS TRAIN

The Justice Administrative Commission (JAC) continues the phased implementation of an Electronic Document Management System (EDMS). This is an update.



In an effort to minimize printing, JAC is exploring ways to help staff work smarter and not harder. Progress is being made.

Currently, JAC is working on reducing the number of documents printed from FLAIR to see if there is a more efficient approach. Since the Court Appointed Section has launched online billing for both attorney fees and due process costs, we anticipate the number of pages printed to process these bills will be significantly reduced.

Courtesy of Michelle Dolce, CPM

The EDMS Mission

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

WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

For comments, suggestions, and/or submissions for the next bi-monthly newsletter, please contact:

*Lydia R. Mount, MPA, CPM
Editor*

Executive Office
Justice Administrative
Commission

Phone: (850) 488-2415
Ext. 223

Or

Lydia.Mount@justiceadmin.org

"If you work really hard and are kind amazing things will happen."

~Conan O'Brien~

JAC in Brief

The Justice Administrative Commission 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; 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.*