



COMMISSIONERS

Brad King, Chair
State Attorney
5th Judicial Circuit

Diamond R. Litty
Public Defender
19th Judicial Circuit

Jerry Hill
State Attorney
10th Judicial Circuit

Kathleen Smith
Public Defender
20th Judicial Circuit

Alton L. "Rip" Colvin, Jr.
Executive Director

Inside this issue:

Travel Policies	2
FLSA Overtime Rules & Fraud Prevention Toolkit	3
Human Resources Reminders	4
2017 JAC Training Conference	5
About JAC	6
Special Photos	7
Congratulations	10
JAC Staff Developments & Kudos	11
Boarding the EDMS Train	12
JAC in Brief	12



State of Florida

Volume VII, Issue 6

A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

The most recent Justice Administrative Commission (JAC) Meeting was held via teleconference on December 16, 2016. The agenda included JAC's Classification and Play Plan and Salary Schedule; the Regional Counsel Classification and Pay Plan and Salary Schedule; and Online Legal Research.

Additional issues of general interest include the 2017 JAC Training Conference; Travel Restrictions Imposed by Chapter 2016-62, Laws of Florida ([see page 2](#)); an update on the *Fair Labor Standards Act* (FLSA) Rules Regarding Overtime ([see page 3](#)); and JAC Transitions.

Online Legal Research

Currently, no state contract offers reduced rates for online legal research services to the offices administratively served by JAC. As a result, the online legal research services and rates available vary greatly. During 2015-16, select representatives of the Florida Prosecuting Attorneys Association (FPAA) and the Florida Public Defender Association (FPDA) met with JAC to discuss the possibility of pursuing a consolidated online legal research service contract for the offices served by JAC. After much discussion, consultation, and research, a draft invitation to negotiate (ITN) document was developed.

The draft ITN requests that online legal research service providers make service and rate proposals on research packages of interest to the offices of the FPAA and FPDA. This approach will allow the

offices of Justice Administration to pursue economies of scale based on the number of licenses, without requiring offices to contract with the ultimate contract winner.

In November 2016, the Boards of the FPAA and FPDA voted to pursue the ITN process for a consolidated online legal research service contract that may be adopted by additional interested offices. JAC looks forward to supporting this effort.

2017 JAC Training Conference

JAC is planning to host another comprehensive "Connect and Collaborate Training Conference" May 15-18, 2017, at the Embassy Suites in Altamonte Springs, Florida. [See page 5](#) to view the flyer for this event. So far, we have 55 early registrants for this exciting conference. Please save these dates on your calendar.

In addition to presentations from JAC staff on budget, accounting, financial services, operations, and human resources, JAC plans to invite featured speakers to present to conference attendees, on public records and other topics of interest to agency administrators and staff.

Presentation materials from JAC's 2016 "Connect and Collaborate Training Conference" are posted to JAC's website, and may be accessed by clicking [here](#).

Transitions

Following the elections, there will be several transitions within the Offices of State Attorney and Public Defender. JAC staff is ready to assist as these transitions occur starting in January 2017.

Newly elected State Attorneys are: Jack Campbell, SA2; Melissa Nelson, SA4; Aramis Ayala, SA9; Brian Haas, SA10; Andrew Warren, SA13; and Dennis Ward,

SA16.

The following incumbents were re-elected to the Office of State Attorney: Bill Eddins, SA1; Jeff Siegmeister, SA3; Brad King, SA5; Bernie McCabe, SA6; R.J. Larizza, SA7; Bill Cervone, SA8; Katherine Fernandez Rundle, SA11; Ed Brodsky, SA12; Glenn Hess, SA14; Dave Aronberg, SA15; Mike Satz, SA17; Phil Archer, SA18; and Bruce Colton, SA19.

Newly elected Public Defenders are: Andy Thomas, PD2; Charlie Cofer, PD4; Mark Henry Sims, PD14; and Robert Lockwood, PD16.

The following incumbents were re-elected to the Office of Public Defender: Bruce Miller, PD1; Blair Payne, PD3; Mike Graves, PD5; Bob Dillinger, PD6; Jim Purdy, PD7; Stacy Scott, PD8; Bob Wesley, PD9; Rex Dammig, PD10; Carlos Martinez, PD11; Larry Eger, PD12; Julie Holt, PD13; Carey Haughwout, PD15; Howard Finkelstein, PD17; Blaise Trettis, PD18; and Diamond Litty, PD19.

JAC extends congratulations to all newly and re-elected officers and appreciates the opportunity to have been of service to all departing officers.

JAC also extends congratulations to Candace K. Brower, who was appointed by Governor Scott to succeed Mr. Jeff Lewis as Criminal Conflict and Civil Regional Counsel for Florida's First District ([see page 10](#)) and Fran Gilbert, who succeeded Sheldon Gusky as Executive Director of the FPDA. Finally, JAC extends best wishes to Mr. Jeff Lewis, newly appointed judge in the First Judicial Circuit, and Sheldon Gusky.

Implementation of Statewide Travel Management System

Chapter 2016-66, Laws of Florida



“Justice Administration offices will not be expected to implement the travel system until sometime after April 2017.”

Vicki Nichols



During the last legislative session, certain restrictions to travel were imposed by the Legislature regarding a \$150 room rate limitation in certain circumstances and the documenting of “mission critical” travel. The \$150 room rate limitation is being enforced by the Department of Financial Services (DFS). Employees may be asked to pay rates in excess of \$150 per night if the booking of the room is not found to fall under one of the exemptions. JAC appreciates the efforts of the offices we administratively serve to provide updated “mission critical” memos. However, a few offices have not yet provided updated “mission critical” memos. JAC recommends each office provide an updated memo as DFS is more closely scrutinizing travel and may question any travel if it is not immediately apparent to DFS that the travel is mission critical.

In addition to these travel restrictions, the Legislature also provided in Section 1965A of the General Appropriations Act (HB 5001), the sum of \$1.8 million in non-recurring funds and \$2.8 million in recurring funds “for the executive branch of state government and the judicial branch for the implementation of a Statewide Travel Management System.”

The Department of Management Services (DMS) is spearheading the effort for procuring and implementing the travel system. DMS is meeting with each state agency to gain an understanding of the number of travelers and general information related to travel processes in each agency. JAC staff have participated in two meetings with DMS to provide general information. JAC Accounting and Legal staff provided an overview of the uniqueness of JAC and the systems and structures employed by JAC when processing travel.

It is anticipated that a travel system software solution and implementation contractor will be selected by DMS on January 30, 2017. Justice Administration offices will not be expected to implement the travel system until sometime after April 2017, but most likely not until the next fiscal year.

When more information is known about the travel system and impacts on JAC, it is hoped that some workgroups comprised of JAC staff and circuit office staff may be created to understand how this system will affect operations going forward and to plan for implementation. Vicki Nichols, Director of Accounting, will be reaching out to all offices to put together workgroups and to keep offices up-to-date with this project.

Questions regarding travel may be directed to Vicki Nichols at: Vicki.Nichols@justiceadmin.org.

Article is courtesy of Vicki Nichols

FLSA Rules Regarding Overtime

By Carolyn Horwich, Esq.

The U.S. Department of Labor (DOL) finalized its amendments to the *Fair Labor Standards Act (FLSA)* overtime rules on May 18, 2016. The amendments were to become effective December 1, 2016. However, on November 22, 2016, Judge Amos L. Mazzant of the U.S. District Court for the Eastern District of Texas granted a preliminary injunction temporarily halting implementation of the new regulations. The injunction was effective nationwide.

The U.S. Department of Labor filed an appeal with the U.S. Court of Appeals for the Fifth Circuit and was granted an expedited briefing schedule. It is anticipated that oral argument will not be scheduled until after Donald J. Trump is sworn in as president.

JAC staff will continue to monitor the situation and keep the agencies we serve apprised of any developments.

Association of Government Accountants' Fraud Prevention Toolkit

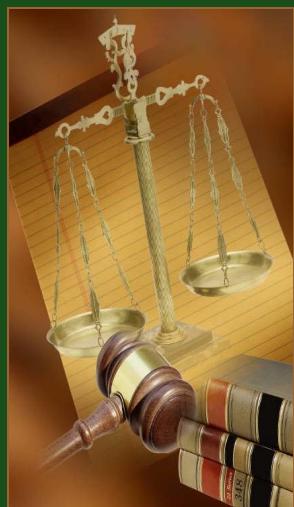
About the Fraud Prevention ToolKit

The Association of Government Accountants (AGA) convened a special work group of government officials to develop this ToolKit because:

- The typical organization loses 5 percent of its annual revenue to fraud.
- Governments are the second most frequent victims of fraud (after banking).
- The median duration of those fraud schemes that are discovered is 18 months.
- Nearly half of victim organizations do not recover any losses that they suffer due to fraud.

Click [here](#) to learn how AGA's Fraud Prevention ToolKit recommends we detect and prevent accounts payable fraud. Other important preventive measures are also featured in the TookKit.

Source: AGA



“The U.S. Department of Labor’s final FLSA rule has been challenged in court.”

**HUMAN
RESOURCES**



*“Florida’s
minimum
wage is
increasing to
\$8.10
effective
January 1,
2017.*

HUMAN
RESOURCES

Human Resources Reminders

By Carolyn Horwich, Esq.

The Florida Department of Financial Services is urging state employees to take advantage of the opportunity to receive an electronic 2016 W-2. Simply click [here](#).

To register, access the State of Florida

Employees’ Information Center at:

<https://apps.fldfs.com/EIC/EmployeeInfoCenter>



- Last year, 62% of state employees received their W-2 electronically.
- Electronic forms are available before paper copies are distributed.
- Plus - electronic forms save paper!

**REGISTER NOW!
ENROLLMENT ENDS
JANUARY 5, 2017**

Also, don’t forget that Florida’s minimum wage is increasing five (5) cents to \$8.10, effective January 1, 2017. The new poster is available and may be viewed [here](#)

“Connect and Collaborate II”

By Greg Cowan



**The Justice Administrative Commission
Announces
“Connect and Collaborate II”
JAC Training Conference**

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!

**The conference dates are:
Monday, May 15, 2017 - Thursday, May 18, 2017***

Anticipated Topics:

- BOMS Training
- Retirement Overview and Information
- Hiring of New Employees/Insurance Benefits/PARS, etc.
- Family Medical Leave Act/Employee Benefits/Military Leave/Other Leave Issues
- Public Records and Records Management
- Budget Overview – Budget Amendments, LBR, & More
- JAC Accounting – Hot Topics, DFS Documentation Requirements, Journal Transfers, Best Practices for Submitting Batches, Open Forum, Rates for Experts, and More
- Travel – Policies, Guidelines, Procedures, Challenges
- Financial Services –FACTS and DFS Contract Requirements
- FLAIR Accounting Reports 101 – Reading, Understanding, RDS, and More
- FLAIR “Cracking the Codes” – Payment and Balance Inquires, Account Codes, and More
- Purchasing
- And Much More...

**The conference will end at 12:00 PM on Thursday, May 18.* Topics are subject to change.

New materials, updates, and sessions are planned. Staff that attended the 2016 conference will not be disappointed!

Conference Location:

**Embassy Suites by Hilton – Orlando North
225 Shorecrest Drive, Altamonte Springs, FL 32701**

Questions regarding the conference may be sent to:
greg.cowan@justiceadmin.org.

****To assist in preparing for the conference, JAC requests that names of attendees be registered by clicking here:**
<https://www.surveymonkey.com/r/XC3FCRH>

Rate: \$102.00 per night, use Group Code: **JAC** or Group Name: **JAC Event**. Cutoff date for hotel reservations is April 21, 2017. Reserve your room by phone: 1-800-445-8667 or 1-407-571-3432 (ask for Dorie Bonaventura). You may also reserve rooms online: http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-JAC-20170511/index.jhtml?WT.mc_id=POG

JAC's Revised Mission & Core Values and New Core Competencies

We are constantly seeking ways to improve our performance and the delivery of our services at JAC. That means examining and re-examining where we stand. So, we revised our *Mission, Core Values, and Core Principles and Associated Traits*, and identified our *Core Competencies*.

JAC's Vision: To be a model of exemplary state government and provide unparalleled services.

JAC's Mission: To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service.

JAC's Core Values: We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct.

JAC's Core Competencies:

1. Administrative Service
2. Communication and Collaboration
3. Prompt-Payment
4. Fiscal Accountability
5. Continuous Improvement and Innovation

[**View JAC's Core Principles and Associated Traits**](#)

*JAC's 2016 Christmas Tree Theme is
"Reflections"*



JAC Holiday Greetings



Warm Holiday Wishes and Happy New Year

~Mr. and Mrs. Rip Colvin~

Happy New Year from Your Friends at JAC



Candice K. Brower appointed as Criminal Conflict and Civil Regional Counsel for the First Region



Candice K. Brower was appointed by Governor Rick Scott as Criminal Conflict and Civil Regional Counsel for the First Region on November 28, 2016 to complete the term of *Jeffrey E. Lewis*. Mr. Lewis was appointed by Governor Scott to the first Judicial Circuit Court.

At the time of her appointment, Ms. Brower was serving as Director for the Eighth Judicial Circuit, Office of Criminal Conflict and Civil Regional Counsel First Region. A 1994 graduate from the University of Florida, Ms. Brower went on to

earn her law degree from Nova University, Southeastern Shepard Broad Law Center in 1997.

Formerly, Ms. Brower was an Assistant State Attorney with the Office of the State Attorney for the Third Judicial Circuit from 1997-2000. Subsequently, she worked as a sole practitioner until joining the Office of Criminal Conflict and Civil Regional Counsel in 2008, as Assistant Regional Counsel.

Click [here](#) to read Ms. Brower's full biography.

JAC Staff Developments & Kudos

November-December Staff Changes

JAC Departures

Brittany Badia

Court-Appointed

December 2, 2016.

Well Deserved Recognition

December 21, 2016 — *Kudos to Tiffany Mount, Esq., daughter of Vince and Lydia Mount, for her holiday volunteer support of the Salvation Army in Annapolis, Maryland. Tiffany helped serve over 500 families who participated in the Salvation Army's Angel Tree Program, which helps to provide Christmas gifts for needy children. Tiffany informed her family, "I am working very hard, but this is so rewarding."*



December 15, 2016 — *Thank you, thank you, thank you...to Christian Merricks and the Workplace Enhancement Team for all you do so selflessly throughout the year on behalf of all of us at JAC. Due to your outstanding planning and execution, we were able to enjoy wonderful Thanksgiving, Christmas, and Birthday/Anniversary Celebrations. As usual, you were able to accomplish all of this at no cost to the state. But, that's not all! We also appreciate your thoughtfulness in spearheading JAC's generous donations to a needy family through the Tallahassee Christmas Connection. Well done!*

December 5, 2016 — *A special thanks to Ms. Shellie for conceiving the amazing 2016 JAC Christmas Tree Theme — Reflections. This year, the memorable tree topper features two Red Hats that were formerly worn by the late Mrs. Linda Colvin — mother of JAC's Executive Director, Rip Colvin and his sister, Cheri Benson. Adds Rip, "Ms. Shellie is such a blessing to have at the office. Mom is smiling at such a tribute."*

*Lydia Mount,
Executive Office*

November 3, 2016 — *A round of applause for JAC's newest first-time voter — Ms. Cynthia Jean-Baptiste!*

*Carolyn Horwich, Esq.
Director of Human Resources*

November 2, 2016 — *"Normally, when I make a purchasing request to Terrence Joyce, he always has the right solution, is quick to perform research for an even better solution, or already has the item(s). Today was nothing new — simply a continuation of the excellent customer service he provides. This morning, I submitted a supply request to Terrence via voice mail and then stepped away from my desk for a few minutes. When I returned to my work area, I saw Terrence heading back to his office and was thinking that perhaps he needed clarification regarding my voice mail message. Not so...he had already handled the request and what I needed was at my desk! This is to express and share with you my gratitude to Terrence for his continuous excellent customer service and swift attention."*

*Barbara Siplin,
Executive Office*



**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

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, Editor
Executive Office
Justice Administrative
Commission

Phone: (850) 488-2415
Ext. 223

Lydia.Mount@justiceadmin.org
(No names appear with photos.)

BOARDING THE EDMS TRAIN

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



We are working on a way for batchsheets to be submitted directly from BOMS to JAC without the circuits having to email them. This will require additional internal testing after the holidays. However, once we have completed our part, CIP will need to configure BOMS.

The EDMS development for the Human Resources (HR) Section is progressing. They are still working on getting the active personnel files into Laserfiche. As of December 21, 2016, there are 3,175 active files scanned, and they are on the letter "P". Remember, they started from the letter "Z"; so, they have finished scanning ten letters.

The EDMS Mission

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

Courtesy of Michelle Dolce

***"Knowledge is being aware of what you can do.
Wisdom is knowing when not to do it."***

~Anonymous~

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.).

JAC's Vision: To be a model of exemplary state government and provide unparalleled services.

JAC's Mission: To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service.

JAC's Values: We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct.