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Executive Director

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State of Florida

Volume IX Issue 1

A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

The last Justice Administrative Commission (JAC) Meeting was held on January 22, 2018. Updates on key issues are highlighted below.

Online Legal Research Update

JAC has finalized terms and conditions with LexisNexis in a contract which will run through June 30, 2020. JAC and LexisNexis are now engaged in the work necessary to operationalize the contract. Both an original and updated set of policies and procedures have been developed and circulated. Additionally, five statewide Go-ToWebinar sessions have been held and more training and informational sessions will be provided as needed. JAC will continue to work internally, with LexisNexis staff, and with staff in the Judicial-Related Offices (JROs) we administratively serve to further operationalize this new and innovative contractual arrangement. We have already begun seeing results from this innovative approach to the administration of online legal research. Multiple offices have either signed with LexisNexis for services under the contract or are in negotiations with LexisNexis. JAC staff are assisting in these efforts and will be tracking and reporting on the savings generated. Additionally, as a result of these efforts other offices have been able to renegotiate existing contracts with Westlaw to generate even further savings. Currently, JAC can confirm a total of over \$81,000 in annual savings directly related to these efforts. Again, JAC will be monitoring and reporting more

fully in the future on the savings achieved through this innovative arrangement.

Finally, one of the takeaways from this process is that the JROs should collectively work to align their online legal research contract renewal dates to maximize our purchasing power with any interested vendors. The Negotiation Team recommended the establishment of a standing committee consisting of members from the FPAAs and the FPDA, or a committee established separately in each association, to help coordinate future efforts in this regard. The committee(s), with assistance from JAC staff, would work with the JROs inclusive of requesting copies of each agency's current agreements for online legal research, book purchases, and investigative products and disseminating information to those offices to help them prepare for the next ITN process in FY 2019-20. To this end, it is highly recommended that any renewals of existing contracts be coordinated to terminate on June 30, 2020, in order to maximize future bargaining power.

Amended LBRs

Section 216.023(7), F.S., authorizes agencies to amend their Legislative Budget Requests (LBRs), allowing agencies to add new issues, delete issues, or make changes to issues that were submitted in the September 2017 LBR. As such, JROs can now submit information to amend your LBRs. Amending a LBR is not required; however, if you choose to do so, there is still plenty of time. While the Governor's Office of Policy and Budget (OPB) has not set a deadline for having information entered into the Legislative Appropriations System/

Policy & Budget Subsystem (LASPBS) and uploaded to the Florida Fiscal Portal, JROs are encouraged to provide JAC with your requests as soon as possible. Questions regarding amending LBRs or the amendatory process, may be directed to JAC's Director of Budget, Yvonne Enoch at: Yvonne.Emnoch@justiceadmin.org

State Employee ID Conversion

The Florida Department of Financial Services (DFS) notified state agencies of an impending change to discontinue the use of Social Security Numbers for employee related payments (e.g., travel, authorized pcard purchases, reimbursements, health insurance, retirement adjustments, and salary refund deposits). Initially, DFS planned to deploy the changes in November 2017. On September 15, 2017, JAC submitted an Agency Impact Statement to DFS for JAC and the JROs. All offices have been made aware of this policy change and the biggest concern was the impact on BOMS. CIP was made aware of the change and they identified the required system modifications. CIP's approach will allow JROs to

independently switch to using the People First User ID in order to allow for DFS' unspecific deployment date. A follow-up workshop was held November 1, 2017. The system will not be implemented until mid-March 2018. The file layout and implementation timeline are being finalized. Any questions may be directed to JAC's Deputy Director of Financial Services, Nona McCall: Nona.McCall@justiceadmin.org or Deputy Director of Accounting, Dina Kamen: Dina.Kamen@justiceadmin.org.



“Under the current law, although private court-appointed attorneys representing dependent children with certain special needs have access to state-funded due process costs, *pro bono* counsel do not.”

Ana Cristina “Cris” Martinez,
J.D.
JAC General Counsel

The Pro Bono Matters Act of 2018

Update

Senate Bill 146, introduced on August 15, 2017 by Senator Aaron Bean, amends § 39.01305, F.S., providing access to state-funded due process costs for all attorneys, including *pro bono* attorneys, that are appointed to represent dependent children with certain special needs. Passed by the Florida Senate on January 31, 2018 and the Florida House of Representatives on February 14, 2018, the bill was enrolled on February 20, 2018.. The bill becomes effective upon being signed into law by Governor Scott.

“Passed in 2014, § 39.01305, F.S., ensures that dependent children with certain special needs are represented by attorneys in dependency proceedings so that the child’s medical and related needs are met. Under this section, a dependent child that meets any of the five categories identified in subsection (3) may be appointed an attorney. If *pro bono* counsel is not available, the court may then appoint and pay a private court-appointed attorney to represent the child. Under the current law, although private court-appointed attorneys representing these cases have access to state-funded due process costs, *pro bono* counsel accepting these cases do not.”

Pursuant to provisions in Senate Bill 146, “All appointed attorneys and organizations, including *pro bono* attorneys, must be provided with access to funding for expert witnesses, depositions, and other due process costs of litigation.” The bill further stipulates that, “Payment of attorney fees and case-related due process costs are subject to appropriations and review by the Justice Administrative Commission for reasonableness.”

According to the Statewide Guardian ad Litem Program (GAL), Senate Bill 146 would help special-needs children in dependency court by giving more support to *pro bono* attorneys who want to help them. Because the state, via the Justice Administrative Commission, would provide *pro bono* attorneys access to funding for due process costs associated with the representation, this measure will likely encourage attorneys to take these cases on a *pro bono* basis. Under these provisions, the state will save at least \$1,000 per case annually. Also, in an August 16, 2017 Press Release, GAL reported that they are working with The Florida Bar Foundation, which just launched a new website, FloridaProBonoMatters.org, to match Floridians in need of legal counsel with attorneys who might take their cases on a volunteer basis. Florida Bar Foundation CEO Bruce Blackwell said, “Both the foundation and the GAL Program will gain by their partnership with Bean’s bill as a catalyst.”

An identical measure filed by Representative Frank White, House Bill 57, was substituted for Senate Bill 146 and laid on the table.

Sources: Florida Senate and Justice Administrative Commission Contributors:
Ana Cristina “Cris” Martinez, J.D., CPM, JAC General Counsel &
Lydia Rollins Mount, MPA, CPM, JAC

Government Accountability Update

House Bill 11, an act relating to government accountability, was introduced on August 28, 2017 by Representative Larry Metz. A Committee Substitute to House Bill 11 was passed by the Florida House of Representatives on January 12, 2018 and received by the Florida Senate on January 30, 2018. The bill amends § 11.45, F.S., defining the terms “abuse, fraud, and waste.”

The bill also amends § 43.16, F.S., revising the responsibilities of the “Justice Administrative Commission, each State Attorney, each Public Defender, the Criminal Conflict and Civil Regional Counsel, the Capital Collateral Regional Counsel, and the Guardian ad Litem Program, to include the establishment and maintenance of certain internal controls.”

The internal controls would:

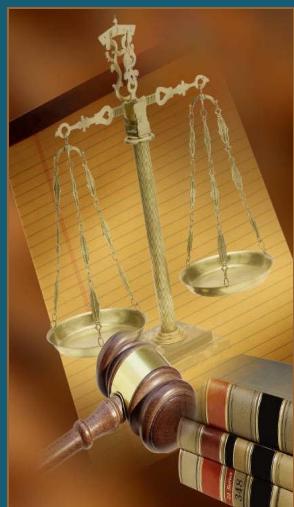
- a) Prevent and detect fraud, waste, and abuse as defined in § 11.45(1).
- b) Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
- c) Support economical and efficient operations.
- d) Ensure reliability of financial records and reports.
- e) Safeguard assets.

Pursuant to additional provisions in House Bill 11, § 112.061, F.S., would be amended to revise lodging reimbursement rates for specified employees and authorize employees to expend their own funds for certain lodging expenses, if the room rate exceeds \$150.00. Agencies and the judicial branch would be required to report certain travel information of public officers and employees in a statewide travel management system.

You may recognize this language from the 2017 Legislative Session when it was filed by Representative Metz as House Bill 479. Although the measure was passed by the Florida House on March 30, 2017, it died in the Florida Senate on May 8, 2017.

A similar measure filed by Senator Kelli Stargel, Senate Bill 354, was approved as a Committee Substitute by the Community Affairs Committee on November 7, 2017 and is scheduled to be taken up by the Appropriations Committee on February 27, 2018.

Source: The Florida House of Representatives and Florida Senate



Although House Bill 479 died during the 2017 Legislative Session, several of the same provisions were re-introduced in House Bill 11 on August 28, 2017 and in Senate Bill 354 on September 27, 2017.





House Bill 7071 promotes criminal justice-related enhancements and greater transparency.

Criminal Justice Transparency

House Bill 7071, relating to Criminal Justice Transparency, was passed by the Florida House on February 21, 2018. Introduced by Representative Chris Sprowls and the Judiciary Committee on February 5, 2018, the bill provides for the collection of accurate criminal justice-related data for policymakers and enhanced transparency for the public. Provisions in House Bill 7071:

- Require the clerks of the circuit court, state attorneys, public defenders, county jail operators, and the Department of Corrections (FDC) to collect specific data elements and transmit them to the Department of Law Enforcement (FDLE) on a weekly basis, beginning January 1, 2019;
- Require FDLE to publish the data on the department's website and make it searchable, at a minimum, by data element, county, circuit, and unique identifier;
- Direct FDLE to create a unique identifier for each person who is a subject of a criminal case received by the clerks of court, which will allow that person to be tracked throughout the criminal justice system. Digitizes the Criminal Punishment Code sentencing scoresheet with individual cells for each data field;
- Expand the annual reporting requirements for pretrial release programs to gather information regarding the use of pretrial risk assessment tools, whether pretrial release program participants paid a surety or cash bail or bond and the types of criminal offenses programs participants are charged with;
- Require FDC to report and publish, on a quarterly basis, inmate admissions by offense type and recidivism rates. CS/HB 7071 expands the definition of recidivism to include rearrest, reconviction, reincarceration, and probation revocation within a three-year period; and
- Authorize a pilot project in the 6th Judicial Circuit to allow the clerk of the circuit court, the state attorney, the public defender, or a sheriff to enter into an agreement with a national, nonpartisan, not-for-profit entity that establishes the duties and responsibilities of a data fellow and embeds that fellow with the office.

If signed into law, this act takes effect on July 1, 2018.

Source: Florida House



Statewide Travel Management



The Statewide Travel Management System (STMS) was originally authorized and funded by the Florida Legislature and approved by the Governor during the 2016 Legislative Session. The Department of Management Services (DMS) was required to procure and implement the STMS.

DMS has been working for the past 18 months to fulfill their task. The STMS will replace the “paper” travel voucher and other paper travel documents currently used to reimburse employees for travel expenses. The most recent correspondence received by JAC from Bob Ward, Chief Information Officer, DMS, indicates that the STMS is in a testing phase and is awaiting certification by the Department of Financial Services.

JAC offices are expected to migrate to the STMS after all other state agencies have migrated. No clear date has been given by DMS as to when that will occur for JAC offices. A best estimate at this time is Summer 2018. JAC will be contacting those offices that volunteered to be on the STMS team for assistance as soon as we have more detailed information to pass along. JAC will keep all offices up-to-date with the progress of the system. Any questions may be directed to Vicki Nichols, JAC’s Director of Accounting, at Vicki.Nichols@justiceadmin.org.



“JAC offices are expected to migrate to the STMS after all other state agencies.”

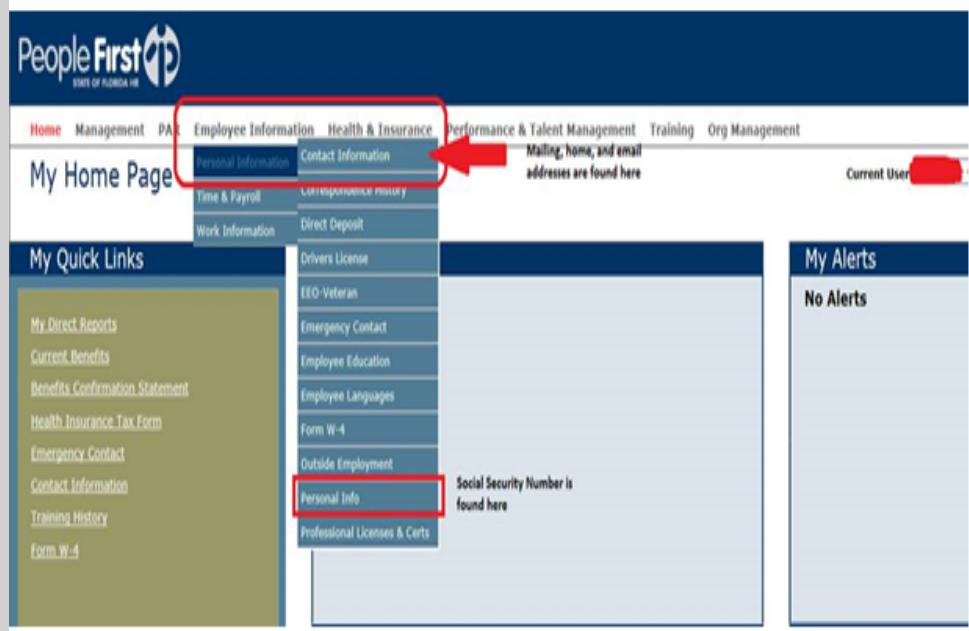


“We urge you to log on to People First and verify your Social Security and contact information.”

New People First System

The Florida Department of Management Services will be launching a new and improved People First system on March 26, 2018. The system will continue to provide the same functions as the current system but with significant enhancements to improve functionality. It will also be compatible with the latest versions of Internet Explorer, Firefox, Chrome, Edge, and Safari browsers. To find out more and to access training materials, go to DMS.myflorida.com/PF and select the 2018 Portal Upgrade icon on the right side of the page. Also, click here for a [short introductory video](#) to see what's changing.

We urge you to log on to People First and verify your Social Security Number as well as all of your contact information under the Employee Information>Personal Information>Contact Information and >Personal Info tabs. See the screenshot below.



Please contact JAC's Human Resources Section if you have any questions at all. We are here to help!

Carolyn Horwich, Esq.
Director, JAC Human Resources

While renovations continued, JAC staff were getting the job done!



JAC's Operations and IT Sections have been remarkable — moving staff out and moving them in. This has required planning, deployment, assessments, and adjustments. We all see the results!

Renovations progressed on JAC's second floor throughout January and February.



The photos are courtesy of Susan Stubbs

JAC's New Reception Entry



Guests to JAC will now be greeted by JAC's seal that is prominently featured on the doors to JAC's reception area.





A special JAC Welcome

Meet Amanda Grant

Please help welcome Amanda Grant to JAC. Amanda joined the Accounting Section's Revenue Unit on February 7th as a part-time, OPS fiscal assistant.

Amanda is a native of Kingston, Jamaica, but graduated from Robinson High School in Tampa, Florida. Currently a freshman at Florida State University, Amanda is seeking a Bachelor of Science in Computer Criminology. She has extensive community volunteer experience, both in Tallahassee and Tampa, and is delighted to join the JAC Team.

Meet Lucretia Crawford

Born and raised in Tallahassee, Lucretia Crawford is a 2006 graduate of Rickards High School. She started as an Auditor with JAC's Court Appointed Section on February 1, 2018.

Currently, Lucretia is seeking an Associates Degree in Criminal Justice at Florida State College in Jacksonville. Before coming to JAC she was employed with the Florida Department of Revenue - Child Support Enforcement.

Like most Floridians, Lucretia loves the water and is an avid swimmer. Otherwise, in her spare time, you can find her shopping or enjoying special moments with family and close friends. Shares Lucretia, "I am excited about joining the JAC family and looking forward to learning and continuing to grow professionally.

A Special JAC Welcome



Meet Olivia Jones

A Florida native, Olivia Jones was reared in Tallahassee. Any Trojans and Rattlers in the house? Say hello to Olivia who is a graduate of Lincoln High School and Florida A&M University. In college, she studied Broadcast Journalism and Public Administration. Prior to joining the JAC team, Olivia worked with the Florida Legislature as an OPS Administrative Assistant serving the following Committees: Ethics and Elections, Children and Families, and Health Policy.

Olivia has enjoyed volunteering with the *2017 Tour of Gardens*, being a Toastmaster, and serving in various capacities at her church — Bethel A.M.E. She also enjoys spending time with her dog Beasley.





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BOARDING THE EDMS TRAIN

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

The Human Resources Section is still scanning active files into Laserfiche. They are currently on letter "H". Remember they are working backwards in the alphabet, so they have 7 more letters to go!

CIP has released a BOMS update for users to test the direct submission of their batches to JAC via BOMS. This is a long awaited change. JAC has tested this development and it looks good. So, now you have three ways to submit batches to JAC:

1. via batchsheets@justiceadmin.org
2. via JAC's website using the My JAC Login, or
3. via BOMS.

Stay tuned for future EDMS updates.

Courtesy of Michelle Dolce



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, Editor
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Justice Administrative
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Phone: (850) 488-2415
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Lydia.Mount@justiceadmin.org

(No names appear with photos.)

"When it's darkest, men see the stars."

~Ralph Waldo Emerson~

JAC in Brief

The Justice Administrative Commission administratively serves 49 judicial-related offices (JROs): 20 Offices of State Attorney, 20 Offices of Public Defender, 5 Offices of Criminal Conflict and Civil Regional Counsel, 3 Offices of Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program. JAC also 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 the model of exemplary state government.

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.