



# THE JAC EXPRESS



State of Florida – Justice Administrative Commission Volume XVII Issue II

## A Word from JAC's Executive Director



*Rip Colvin  
JAC Executive  
Director*

The Justice Administrative Commission (JAC) recently held a meeting on September 2, 2025. The next Commission meeting will be held at a later date. Meanwhile, this special issue of the JAC Express includes detailed updates from JAC's Sections—Accounting, Budget, Executive, Financial Services, Human Resources, Strategic Planning and Performance Improvement, Operations, Florida PALM – Planning, Accounting, and Ledger Management.

### COMMISSIONERS:

Diamond Litty, Chair  
Public Defender  
19th Judicial Circuit

~

Kathleen Smith  
Public Defender  
20th Judicial Circuit

~

Brian Haas  
State Attorney  
10th Judicial Circuit

~

Jack Campbell  
State Attorney  
2nd Judicial Circuit

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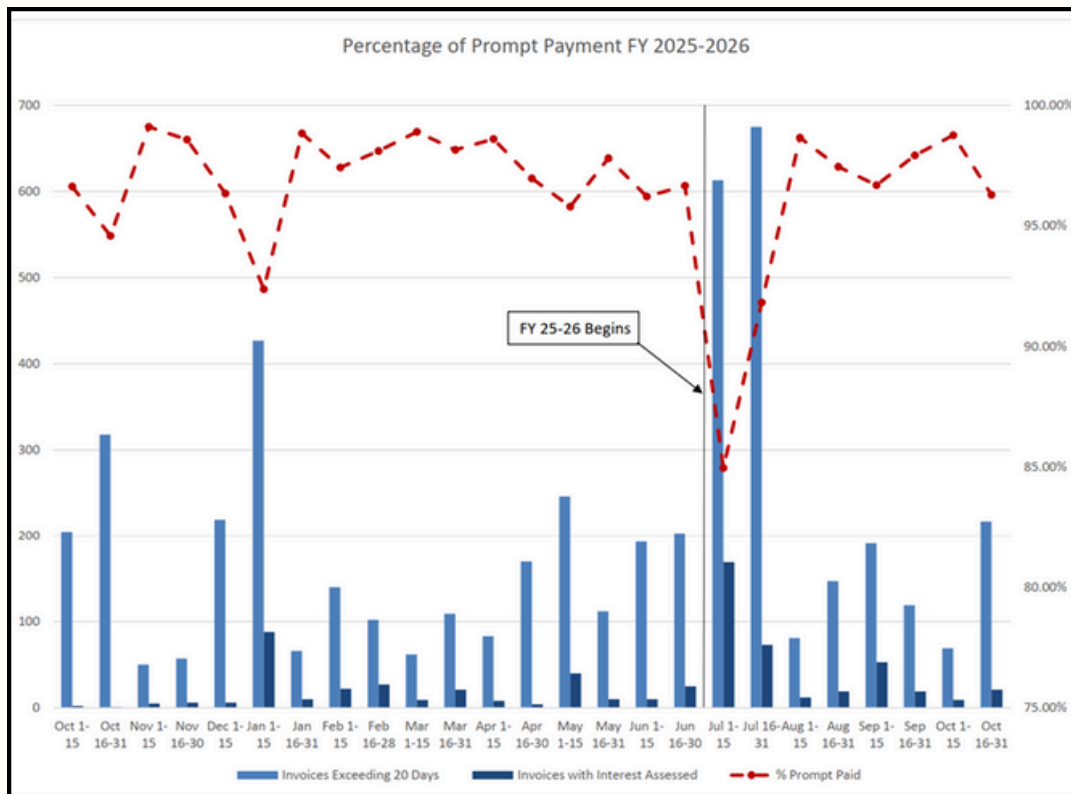
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## UPDATES FROM ACCOUNTING

### Prompt Pay Compliance

We got off to a rough start this fiscal year, largely due to the processing delays caused by the additional due process funding not being received until after year-end, as well as the usual certified forward delays. We have experienced a slight decline over the past two weeks, with a compliance rate of 96.29%. JAC's Accounting Section is working with JROs that have experienced multiple cycles under 90% compliance this fiscal year to help them identify process slowdowns.

The chart below shows the total number of out-of-compliance invoices (blue), the total number of invoices assessed with interest (dark blue), and the percentage of invoices paid promptly within 20 days (dotted line) for each bi-weekly period. A total of 47,067 invoices have been processed; 2,112 were out of compliance (over 20 days old), and 375 were assessed interest penalties owed to the vendor (over 40 days old).



## A MESSAGE FROM FINANCIAL SERVICES

### **Vendor Minute - Understanding Vendors and FLAIR**

If a vendor is providing goods or services to a state agency, they must request access to DFS's substitute W-9 system and provide the required information. Once they provide their information, the IRS will verify the tax ID.

1. Witnesses, travelers, or payees providing information/evidence records are not required to complete the W-9 verification.
2. Vendors registered in MFMP are also required to register their W-9 in DFS's substitute W-9 system. Vendors working with this agency are not required to register in MFMP.

### **Does the Substitute W-9 system automatically add a vendor record in FLAIR?**

No, they are separate systems and require two processes.

### **How is a vendor added to FLAIR?**

For Vendors registered with MFMP, the system will automatically add a vendor record in FLAIR. However, it locks the vendor records, and only the vendor can make updates through MFMP.

For any vendor (non-MFMP), witness, or payee, a request must be received from the appropriate JRO staff via the [vendorprocessing@justiceadmin.org](mailto:vendorprocessing@justiceadmin.org) mailbox. JROs must provide the vendor's name, their tax ID (Federal Employer Identification Number or Social Security number), the remit address for payment, and a phone number. It is a best practice to provide a copy of the invoice or the vendor's W-9 form, which provides most of the required information. Providing the vendor-supplied information reduces typos and transposition errors.

### **JRO responsibilities when adding records:**

- All vendors, payees, witnesses, or travelers should have vendor records in FLAIR before a batch is submitted to JAC for payment.
- JROs are responsible for identifying when submitting requests, if the vendor, witness, or payee meets the criteria to be marked confidential, pursuant to Chapter 119, F.S. JROs that identify a vendor as confidential in SWVF should consult their agency's legal counsel for advice on whether the vendor's information is exempt from public records disclosure.

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## **A MESSAGE FROM FINANCIAL SERVICES** *(Continued)*

**If a vendor needs to update their address, what should they do?**

They should update their address in the following:

- DFS's substitute W-9 system in order to keep their 1099 information up-to-date.
- MFMP registration to update FLAIR records created from MFMP registrations. Only MFMP vendors can update their FLAIR vendor information by updating their MFMP information.
- Vendors not registered in MFMP must notify their customers of the new address. JRO staff must request the FLAIR vendor record to be updated via the [vendorprocessing@justiceadmin.org](mailto:vendorprocessing@justiceadmin.org) mailbox. The vendor's notification, invoice, or other supporting documentation for the address change should be included with the request.

## **FLORIDA PLANNING, ACCOUNTING AND LEDGER MANAGEMENT (PALM)**

The Florida PALM project implementation was scheduled for July 2026. However, the Florida PALM team has officially moved Go-Live to January 2027. The change was enacted to ensure that everyone has adequate time to plan for the Florida PALM implementation, to conduct thorough testing, and to complete any needed changes for internal financial processes.

Florida PALM has launched a Pre-UAT Preview to give the 15 PALM Advisory Council agencies limited early access to the financials testing environment. From October 20 to December 19, Super Subject Matter Experts (Super SMEs) will test key financial processes to strengthen readiness for full UAT. Nona McCall, Dina Kamen, and Tim Tice will be JAC's Super SMEs. They will complete training for all modules and the assigned work necessary to be ready for the Pre-UAT Preview. This limited pilot marks a major step forward in building confidence and ensuring smoother implementation across all agencies.

The JAC Team is continuing to develop User Stories, training, and approaches to build confidence among all future Florida PALM users. All future Florida PALM users should expect to see continued communication, new content on the internal Florida PALM SharePoint site, and training opportunities. The team will share lessons learned from pre-UAT, updated plans, and schedules as they become available.

### **JRO Data and Public Records in PALM**

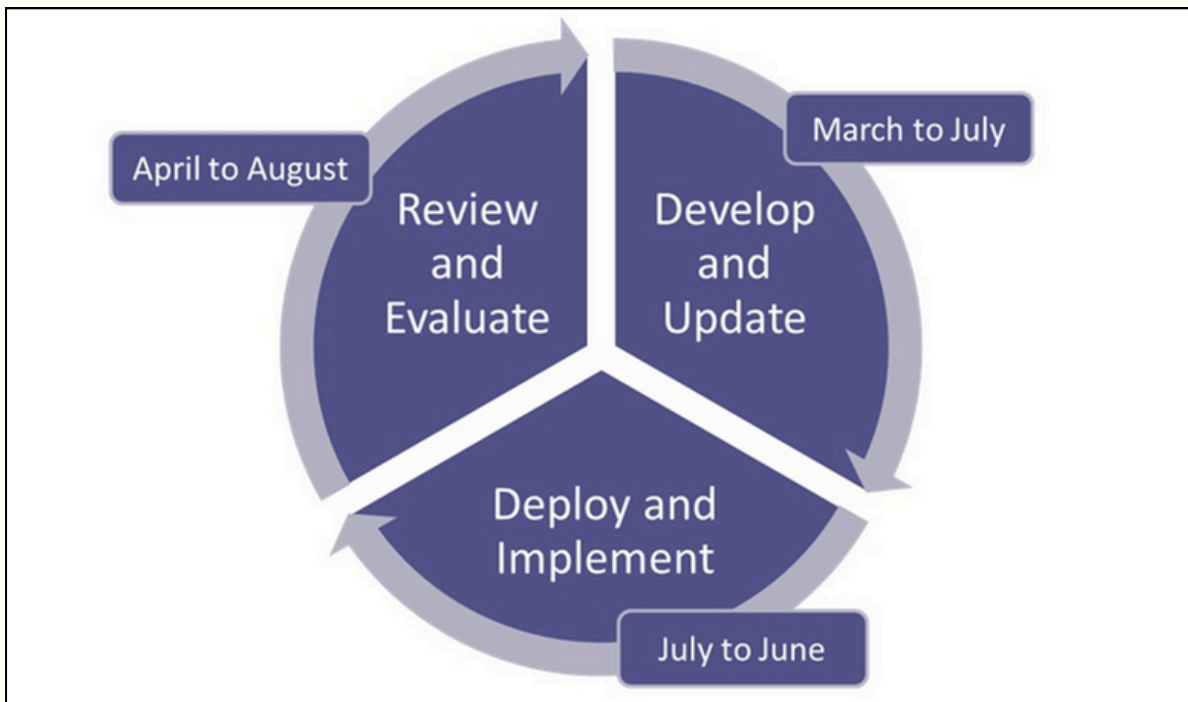
JAC continues to advocate for limiting access to JRO PALM information to each individual JRO (so each office can access their own information) and JAC (so JAC can access all JRO information).

## STRATEGIC PLANNING AND PERFORMANCE IMPROVEMENT

JAC is actively engaged in strategic planning and performance improvement efforts. Our current strategic plan (released on July 1, 2025, and updated on August 20, 2025) continues to include the following three strategic priorities:

1. Provide exemplary services;
2. Cultivate engaged employees; and
3. Continue improving.

Our focus this time of year is on the deploy and implement phase of our three-phase annual strategic planning process. The below figure provides an illustration of our three-phase process.



Based on the review of previous years' efforts, the biggest opportunity for improvement in our three-phase strategic planning process is the deploy and implement phase. We are pushing harder this year on numerous activities to hopefully improve our scores this year compared to previous years. The results developed during the review and evaluate phase which begins in April 2026 will let us know if we have been successful.



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## UPDATES FROM OPERATIONS

JAC Operations received notice that State Purchasing would not be issuing a memo related to the Motor Vehicle purchase exemption as they have in recent years. Agencies that were funded for replacement or new motor vehicles this fiscal year should utilize the State Term Contract (2510000-23-STC) as well as the following:

In accordance with Section 116 of ch. 2025-199, L.O.F., when utilizing the Motor Vehicle exemption, state agencies should:

- Obtain or attempt to obtain a minimum of three quotes from State Term Contract (STC) contractors per group demonstrating an “equal to or less than price” off the STC. If a group offers fewer than three STC contractors, the agency should request from all awarded contractors in the group. All quotes should be on a completed Price Quote Form (PQF).
- All requests should contemplate a 180-calendar day delivery timeframe. If an STC contractor cannot timely deliver a Motor Vehicle, proof must be submitted to the Bureau of Fleet Management for review.

Please reach out to JAC Operations via [riskmanagement@justiceadmin.org](mailto:riskmanagement@justiceadmin.org) if you have any questions.



## **HUMAN RESOURCES UPDATES**

### **Administrative Health Insurance Assessment (AHIA) on Vacant Positions**

The current assessment for the Administrative Health Insurance Assessment (AHIA) for vacant positions is \$844.82.

The assessment will be adjusted to reflect the percentage of state funding received for vacant positions that are partially funded by state funds. There will be no assessment for vacant positions that are fully funded by federal funds.

The Senate has passed SB 2502, ss. 110.123 and 110.1239, F.S., formalized the regulations regarding the AHIA. Following the Budget Conference, the rates will remain unchanged for coverage from July 2025 to December 2025. However, starting with coverage from January 2026 to July 2026, the employer rate will increase to \$925.35, as outlined in SB 2500.

### **Using the Mass Upload Template for Salary Adjustments**

When JAC has 100 or more salary adjustments, People First gives JROs the opportunity each month to submit a template to process them rather than via individual PARs.

The Mass Upload Template is an Excel sheet containing the required information on the employee and salary adjustment. Each line in the template is equivalent to one PAR. The template contains all salary adjustments for the participating JROs during a pay period. It is a more efficient process, resulting in hundreds of salary adjustments in one upload.

Using the Mass Upload Template in BOMS will generate PARs automatically, eliminating the need to manually enter a PAR during submission.

In 2024, we worked with CIP to update the Mass Upload Template to include information that the JROs believe would be valuable in using it. In April 2024, the updated template became available if your office runs BOMS version 12.45 (or later). This update included instructions that can be found in CIP Learn.

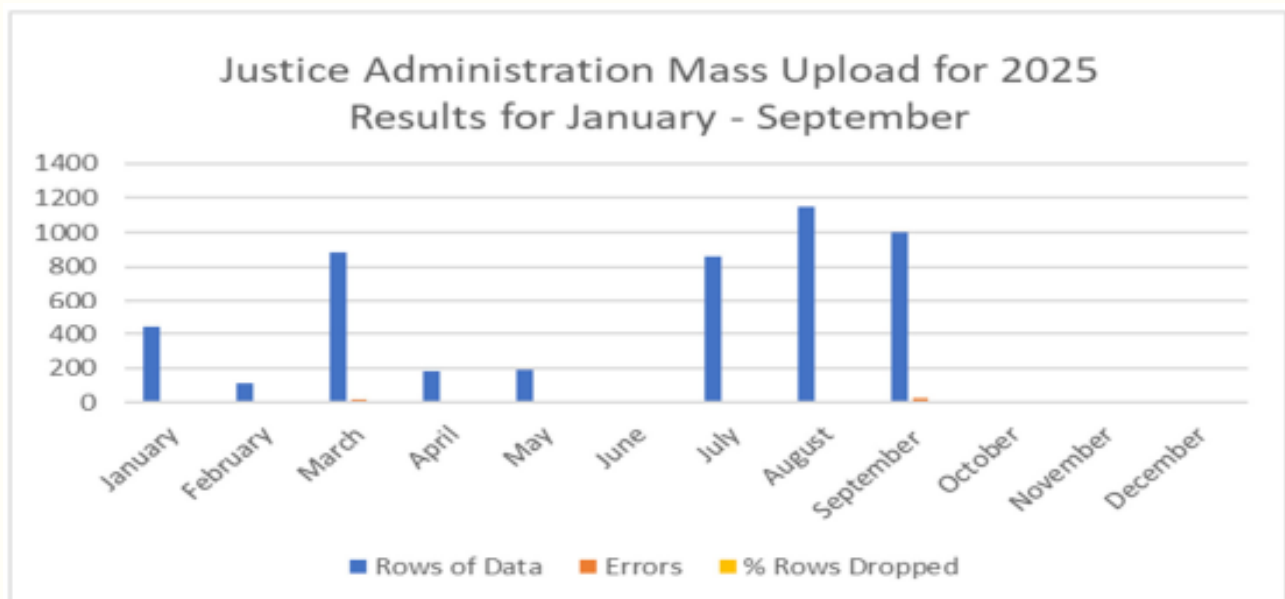
This process has some nuances; the two most critical focuses are timing. First, the People First deadline for template submission usually falls within the first seven to ten days of each month.

## HUMAN RESOURCES UPDATES (Continued)

That requires your Human Resources staff to be working with you regarding salary adjustments in the window just after payroll runs (usually around the 20<sup>th</sup> of the month) through the first seven to ten days of each month. This is a three-week window to take advantage of this efficient tool.

Second, due to the early deadline each month, retroactively dating the effective date is possible for up to two pay periods; however, you must avoid “future-dated actions.” The increase (or decrease) must occur in a sequentially correct fashion. In other words, a salary change should not be placed on the template, followed by a position change or other action you anticipate taking. For example, a name change was processed on February 4, 2025, and the effective date for the salary adjustment on the template is February 1, 2025. The salary adjustment will drop from the template because People First already has a “future-dated action” (e.g., a name change). Because the salary adjustment will drop from the template, you must submit a PAR.

In 2023, we began tracking data for the Mass Upload Template based on the number of entries received and the number of rows that were removed after they were uploaded into People First. By 2025, we observed a decrease in submissions, averaging 337 entries per month, with only a 1.15% drop attributed to the Mass Upload Template. Additionally, the average number of PAR submissions has decreased to 278 per month, which is a minimal percentage change. We have found the Mass Upload Template to be a significant time saver for our Payroll Staff, and we hope it has been just as beneficial for your staff.

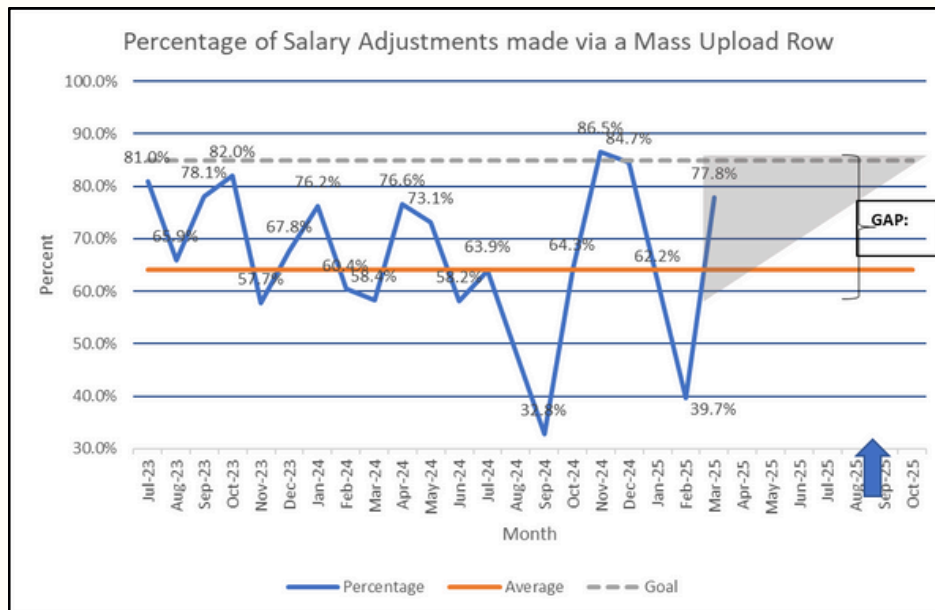
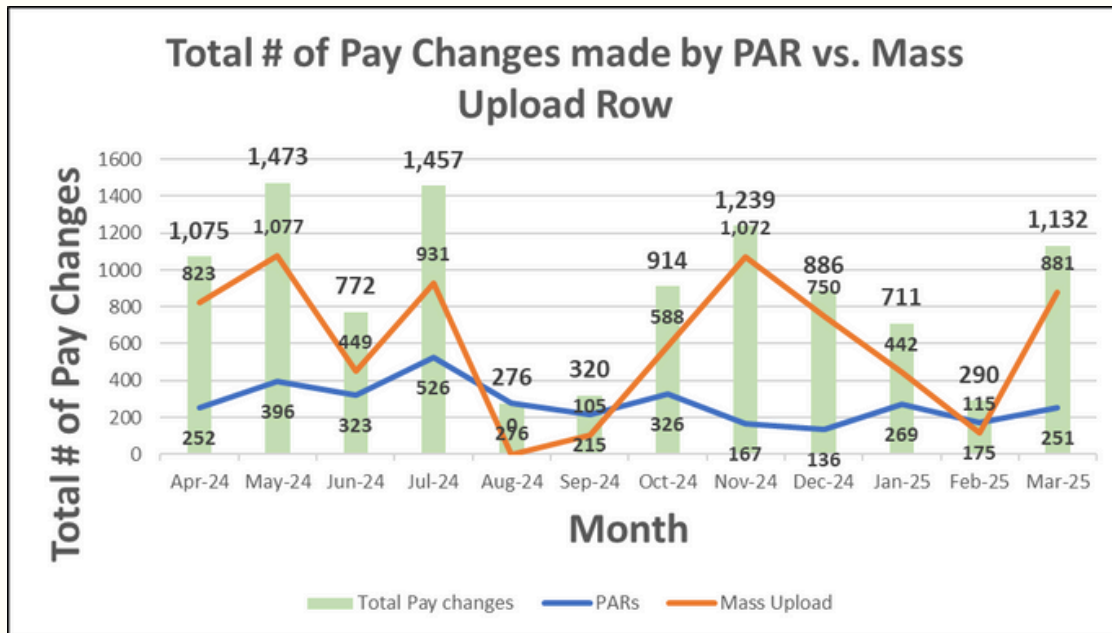




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## HUMAN RESOURCES UPDATES (Continued...)

We include graphs that explore PARs versus the Mass Upload Template more deeply. The first graph shows the total number of pay changes each month, broken out by PARs and mass upload rows of data. The second is a line graph showing the percentage of salary adjustments made via mass upload.



After reviewing the graphs, we found that the number of data rows received from the mass upload exceeds the number of salary adjustment PARs we complete each month. In September, we processed 22% of PARs while receiving 78% of the data. These figures are not where we want to be. Our goal is to achieve an 85% completion rate for the data rows we receive. Reaching this target requires your assistance.

## **JAC BUDGET OFFICE UPDATES**

The 2026 Legislative Session is scheduled to begin on Tuesday, January 13, 2026. There will be two Department discretionary opportunities to amend the original Legislative Budget Request (LBR). Planned publishing dates are Friday, January 9, 2026, and Friday, January 30, 2026.

Requests for new, modified, or issue deletions should be submitted to the JAC Budget Office no later than the Tuesday preceding the publishing dates, January 6th and 27th, respectively.

## **JAC TRAINING FOR JROS**

Any time a JRO hires new staff in Accounting, Budget, Financial Services, Human Resources, Operations, and Public Records, please encourage them to review the materials from JAC's most recent training conference (CNC 2024 from May 2024) to assist in onboarding.

To further assist offices with new staff, JAC has recently held in-person training for staff within various JROs. If a JRO is interested in scheduling in-person training, please contact Andy Snuggs at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org).

### **Connect and Collaborate 2024 (CNC 2024)**

JAC's Connect and Collaborate 2024 (CNC 2024) Conference, held on May 7-10, 2024, was a big success!

Materials and recorded presentations for most of the CNC 2024 sessions are available on JAC's website at:  
<https://www.justiceadmin.org/jac/jacconference.aspx>

## JAC STAFF TRANSITIONS

JAC has recently welcomed the following new employees to the agency:

**Victoria Allsaints-Cole** joined JAC's Accounting Section in July 2025 as a Professional Accountant I. She is a small-town girl who was raised in the city. She enjoys activities related to sports or learning. Her current aspiration is to complete her Bachelor's Degree in Accounting.

JAC's Financial Services Section welcomed **Meghan Titze** on July 11, 2025 as their new OPS Professional Accountant. Meghan is a senior at FSU's School of Accounting. She interned with an accounting firm prior to joining JAC.

**Daniel Castro** also joined the Financial Services team as an OPS Professional Accountant on July 23, 2025. Daniel is a senior at FSU's School of Accounting. Prior to joining JAC, he was working as a tax preparer.

The Legal Section welcomed **Malisha Moise** to JAC on June 3, 2025, as a Legal Assistant. Malisha is a student at FSU. She previously worked as a home health aide, patient care technician, as well as a public policy intern at New Way Forward Strategies. She is actively engaged with volunteer work in the community and at FSU.





# *Staff Anniversaries*

## **July 2025:**

- Angela Rey - 1 year
- Kristen Card - 1 year
- Michael Alao - 4 years
- James Earl - 4 years
- Alicia Davis - 8 years
- Cris Martinez - 14 years
- Rip Colvin - 15 years
- Susie Kalous - 21 years
- Kelly Jeffries - 35 years

## **August 2025:**

- Kale Stafford - 14 years
- Phyllis Reed - 21 years
- Wayne Meyer - 28 years

## **September 2025:**

- Valerie Gardner - 2 years
- Aleah Roddenberry - 20 years
- Kevin Garland - 27 years



# JAC IN BRIEF

*Setting goals is the first step to turning the invisible into the visible. -Tony Robbins*

State of Florida

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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 Office. Services provided are primarily in the areas of accounting, budget, financial services, and human resources. While the JAC administratively serves these JROs, the JAC does not supervise, direct, or control them.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent persons and associated due process vendors.

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 administration of justice.

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

IF YOU SUSPECT FRAUD OR MISUSE OF STATE FUNDS INVOLVING PRIVATE COURT-APPOINTED OR INDIGENT FOR COSTS CASES, JAC WANTS TO HEAR FROM YOU. YOU MAY ANONYMOUSLY REPORT SUSPECTED FRAUD, WASTE, OR ABUSE [HERE](#).