



Conference Agenda

Connect and Collaborate

Training Conference

May 2-5, 2016

Embassy Suites by Hilton - Orlando North

225 Shorecrest Drive, Altamonte Springs, FL 32701

Track 1	Human Resources and Payroll
Track 2	Budget and Accounting
Combined	All Attendees

SUNDAY, May 1, 2016

5:00 pm - 6:30 pm	Conference Check In and Registration - Lobby/Atrium
6:00 pm - 7:00 pm	Meet and Greet with JAC and your Colleagues - Lobby/Atrium

MONDAY, May 2, 2016

8:00 am - 5:00 pm	Conference Check In and Registration - Lobby/Atrium	
9:00 am - 9:10 am	Welcome and Introductions - <i>Rip Colvin, JAC Executive Director</i>	
9:10 am - 11:40 am	BOMS Training - Part 1 - BOMS Administration - Security Administration, Administrative Set-Up of: Accounting, Personnel, Timesheets, Inventory, Electronic Signatures, Travel, including Live demonstrations. Topics will cover Best Practices, Workflow, Separation of Duties, and Making BOMS work for Your Office <i>Debbie Stanbro, SA20 Executive Director, Rosemarie Mitchell, SA20 HR Director, Robin McCarley, SA20 Finance Director, JAC Operations and Financial Services staff.</i> (Tracks/Rooms Combined)	
1:00 pm - 4:30 pm	BOMS Training - Part 2/Track 1 - Personnel - Employee Set Up, Leave Reports, HR Policies - Tracking and Access in BOMS, PARs, Position Descriptions, Leave Accruals <i>Debbie Stanbro, SA20 Executive Director, Rosemarie Mitchell, SA20 HR Director, Brian Solka, PD6 Administrative Assistant (Room A)</i>	BOMS Training - Part 2/Track 2 - Accounting, Budget, & Inventory: Including Reconciling BOMS to FLAIR, Budget and Adjusting Entries, BOMS Authorizations, Using Scanners to Perform Inventory, Separation of Duties, Travel Module, Live Demonstrations - Robin McCarley, SA20 Finance Director, Wanda Moore, Administrative Assistant II, CCRC-M, Delores Terzick, PD6 Director of Finance & Accounting, and JAC Financial Services and Operations Staff (Room B)
5:30 pm - 6:30 pm	Meet and Greet with JAC and your Colleagues - Lobby/Atrium	

TUESDAY, May 3, 2016

8:00 am - 5:00 pm	Conference Check In and Registration - Lobby/Atrium	
8:30 am - 9:00 am	Conference Kick Off: Welcome, Introductions, Conference Overview <i>Rip Colvin, JAC Executive Director (Tracks/Rooms Combined)</i>	
9:00 am - 10:15 am	Overview and History of JAC, Leadership and Internal Controls, Separation of Duties, Authorized Signatures, Executive Leadership and Focused Staff Training <i>Rip Colvin, JAC Executive Director (Tracks/Rooms Combined)</i>	
10:15 am - 10:45 am	Morning Break	
10:45 am - 12:00 pm	Track 1 - Hiring of New Employees, Insurance Benefits, Personnel Action Requests (PARS), & more - <i>Carolyn Horwich, JAC Director of Human Resources and JAC Human Resources Staff (Room A)</i>	Track 2 - Overview of Budgeting: Legislative Budget Requests, Trust Funds, Budget Amendments, Posting Budget in LAS/PBS and FLAIR & more - <i>Yvonne Enoch, JAC Director of Budget and JAC Budget Staff (Room B)</i>

TUESDAY, May 3, 2016

12:00 pm - 1:15 pm	Lunch Break	
1:15 pm - 2:45 pm	Track 1 - People First Training: Navigation, Verifying Data, Running Reports, Requests To Fill Positions (RFT), Mass Upload - <i>JAC Human Resources Staff (Room A)</i>	Track 2 - FLAIR System Overview and Demonstration: Vendors, Vendor Issues, Substitute W9, Account Balances, Paid Warrants, Vendor History, FLAIR Website Resources & more - <i>JAC Accounting and Financial Services Staff (Room B)</i>
2:45 pm - 3:00 pm	Afternoon Break	
3:00 pm - 4:30 pm	Track 1 - Family and Medical Leave Act (FMLA), Employee Benefits, Military Leave, Leave Issues <i>JAC Human Resources Staff (Room A)</i>	Track 2 - The "Life Cycle" of a Batch: Submission to JAC through Payment including: Do's & Don'ts, Tracking Payments, Secure Submission to JAC, Reference Guide to State Expenditures, Due Process & Operations - <i>JAC Accounting Staff (Room B)</i>
5:30 pm - 6:30 pm	Meet and Greet with JAC and your Colleagues - Lobby/Atrium	

WEDNESDAY, May 4, 2016

8:00 am - 5:00 pm	Conference Check In and Registration - Lobby/Atrium	
8:30 am - 10:00 am	Travel Expenses and Purchasing Card Overview (PCard)*: Travel Authorizations & Reimbursements, Best Practices, DFS and Statutory Requirements, Samples, and more. PCard Administration, Policies, Charge Approvals, Charge Reviews, FLAIR Demonstrations and more <i>JAC Accounting and Financial Services Staff (Tracks/Rooms Combined)</i> *Attendance at this training will fulfill PCard training requirements.	
10:00 am - 10:30 am	Morning Break	
10:30 am - 11:30 am	State of Florida Public Records Overview and Best Practices - <i>Pat Gleason, Special Counsel for Open Government, Office of the Attorney General (Tracks/Rooms Combined)</i>	
11:30 am - 12:00 pm	JAC Public Records Request Policy Overview - <i>Cris Martinez, JAC General Counsel (Tracks/Rooms Combined)</i>	
12:00 pm - 1:30 pm	Lunch Break	
1:30 pm - 3:00 pm	Track 1 - Retirement Overview and Guidelines <i>JAC Human Resources Staff (Room A)</i>	Track 2 - "Cracking the Codes" FLAIR Codes Overview: 29-Digit Account Codes, Object Codes, Organization Codes, Transaction Codes, General Ledger Codes, & more - <i>JAC Financial Services and Accounting Staff (Room B)</i>
3:00 pm - 3:30 pm	Afternoon Break	
3:30 pm - 4:30 pm	Track 1 - Overview of Risk Management, Workers' Compensation, Casualty Insurance, Property Insurance <i>JAC Human Resources and Operations Staff (Room A)</i>	Track 2 - FLAIR Accounting Reports via RDS: Printing and Viewing Reports; Reading, Interpreting, and Understanding Reports; Reconciliations using FLAIR reports <i>JAC Financial Services Staff (Room B)</i>
5:30 pm - 6:30 pm	Meet and Greet with JAC and your Colleagues - Lobby/Atrium	

THURSDAY, May 5, 2016

8:30 am - 9:30 am		Track 1 - Payroll Processing Overview: Payroll Issues, Overtime Rules, Deadlines, Payroll Calendars and more <i>JAC Human Resources Staff (Room A)</i>	Track 2 - Governmental Accounting Cycle from Budgets to Year End: Including: Revenue Processing, Trust Funds vs. General Revenue Funds, Year End Overview, Journal Transfers, & Certifications Forward (CF) (new process) - <i>JAC Budget and Financial Services Staff (Room B)</i>
9:30 am - 9:45 am		Break	
9:45 am - 11:15 am		Track 1 - Understanding FLAIR Payroll Reports <i>JAC Human Resources Staff (Room A)</i>	Track 2- Contracts & Florida Accountability Contract Tracking System (FACTS) - Contract Payment Requirements and DFS Auditing Standards and Practices - <i>Mark Merry, Chief, Bureau of Auditing, Department of Financial Services (DFS) (Room B)</i>
11:15 am - 12:00 pm		Conference Wrap - Up Including: Florida PALM Overview (FLAIR Replacement); Concluding Remarks, Ask JAC Staff (Q & A), Door Prizes <i>Rip Colvin, JAC Executive Director and JAC Staff (Tracks/Rooms Combined)</i>	

Presenters and Contributors Include:

Rip Colvin, Executive Director, Justice Administrative Commission
Cris Martinez, General Counsel, Justice Administrative Commission
Carolyn Horwich, Director of Human Resources, Justice Administrative Commission
Wayne Meyer, Director of Operations, Justice Administrative Commission
Vicki Nichols, Director of Accounting, Justice Administrative Commission
Dina Kamen, Deputy Director of Accounting, Justice Administrative Commission
Yvonne Enoch, Director of Budget, Justice Administrative Commission
Michael Mauterer, Director of Financial Services, Justice Administrative Commission
Nona McCall, Deputy Director of Financial Services, Justice Administrative Commission
Susie Kalous, Professional Accountant I, Justice Administrative Commission
Andy Snuggs, Deputy Director of Human Resources, Justice Administrative Commission
Jamie Johnson, Senior Human Resources Coordinator, Justice Administrative Commission
Jennifer Henderson, Senior Human Resources Coordinator, Justice Administrative Commission
Amy Maros, Human Resources Coordinator, Justice Administrative Commission
Kevin Garland, Senior Human Resources Specialist, Justice Administrative Commission
Lorelei Seber, Senior Management Analyst, Justice Administrative Commission
Terrence Joyce, Operations and Management Consultant, Justice Administrative Commission
Kelly Jeffries, Budget Analyst II, Justice Administrative Commission
Abram Dale, Budget Analyst II, Justice Administrative Commission
Clyde Woodbury, Professional Accountant I, Justice Administrative Commission
Joseph Walker, Professional Accountant I, Justice Administrative Commission
Tim Tice, Professional Accountant I, Justice Administrative Commission
Patricia Burt, Professional Accountant I, Justice Administrative Commission
Hanz Cadet, Professional Accountant I, Justice Administrative Commission
Kathy McCabe, Professional Accountant I, Justice Administrative Commission
Phyllis Reed, Professional Accountant Supervisor, Justice Administrative Commission
Rinesha Jackson, Professional Accountant I, Justice Administrative Commission
Kim Jackson, Accounting Specialist, Justice Administrative Commission
Mark Merry, Chief, Bureau of Auditing, Department of Financial Services
Pat Gleason, Special Counsel for Open Government, Office of the Attorney General
Debbie Stanbro, Executive Director, Office of the State Attorney, 20th Judicial Circuit
Robin McCarley, Finance Director, Office of the State Attorney, 20th Judicial Circuit
Rosemarie Mitchell, Human Resources Director, Office of the State Attorney, 20th Judicial Circuit
Wanda Moore, Administrative Assistant II, Capital Collateral Regional Counsel, Middle Region
Brian Solka, Administrative Assistant, Office of the Public Defender, 6th Judicial Circuit
Dr. Delores Terzick, Director, Finance and Accounting, Office of the Public Defender, 6th Judicial Circuit

Connect and Collaborate

Training Conference

May 2-5, 2016



Conference Attendance Information:

1. There is no conference registration fee. To add your name to the list of attendees, please click the link below:

<https://www.surveymonkey.com/r/DS38VSB>

2. To reserve the number of rooms needed, see hotel information below.

Conference Location:

Embassy Suites by Hilton – Orlando North

225 Shorecrest Drive, Altamonte Springs, FL 32701

Room rate: \$99.00 per night, use group code: **Justice Admin**

Reserve your room by phone: 1-800-445-8667 or 1-407-571-3432 (ask for Jasmine Cunningham). To ensure you receive the discounted rate, please reserve your room by **April 8, 2016**.

You may also reserve rooms online using the following website created for the conference:

<http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-JDC-20160501/index.jhtml>

Questions regarding the conference may be sent to:

Vicki.Nichols@justiceadmin.org.

The conference schedule and conference presenters are subject to change.

****Remote attendance via GoToMeeting or via a call-in number
WILL NOT be available for this conference.****