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State of Florida

Volume V, Issue 5

A Word From JAC's Executive Director



Rip Colvin
JAC Executive
Director

The Justice Administrative Commission (JAC) meeting that was scheduled for October 27, 2015 was cancelled. Initially, the meeting had been primarily scheduled to discuss the Attorney Payments Over the Flat Fee. However, the demands on this appropriation category have diminished significantly over the past two months. Although this has been a positive trend, we will continue to monitor developments within this category very closely.

The most recent Commission Meeting was held on September 1, 2015. The agenda included the Executive Director's Report (Legislative Budget Requests and Long Range Program Plans of Justice Administration 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; changes to JAC's Pay Plan; and modifications to JAC's Handbook.

Senate President Andy Gardiner and House Speaker Steve Crisafulli convened the Florida Legislature in *Special Session C* on October 19 to redraw district lines for the Florida Senate. In a vote of 22 to 18, the Senate passed a redrawn district map on October 28 that must now be taken up by the Florida House of Representatives. The Legislature is expected to adjourn on November 6, 2015 from *Special Session C*. Then, the Regular Legisla-

tive Session will convene on January 12, 2016.

JAC Staff Developments

Following the loss of Greta Campbell as JAC's Director of Accounting, Dina Kamen — formerly JAC's Deputy Director of Accounting since February 2014 — is now the Acting Director for the Accounting Section. Prior to her promotion to the Deputy Director of Accounting position, Dina held a number of roles, including service to JAC as a Professional Accountant responsible for processing all Public Defender due process bills. Originally from New York, Dina came to Florida to attend college and never returned. She holds an Accounting Degree from Flagler College and has served as a member of JAC's team for almost six years. She will serve JAC in the capacity of Acting-Director of the Accounting Section pending the recruitment and selection of a candidate to fill this highly specialized position. We are committed to continuing to provide you with the highest level of service possible.

JAC Conference Plans

The Justice Administrative Commission (JAC) is planning a training conference May 2-5, 2016 at the Altamonte Springs Embassy Suites for administrative and support staff in the offices administratively served by JAC. The anticipated attendees include chief administrative officers, finance and accounting directors, human resources directors, budget directors, human resources professionals, payroll professionals, finance and accounting professionals, budget professionals, purchasing card administrators and approvers, and public records professionals. Interested agency heads are also welcome to attend. Survey responses

received from prospective conference participants have provided insightful feedback and will help JAC staff develop an appropriate and desirable agenda. Look to hear more about this training conference as plans are formalized.

LBR and LRPP

JAC submitted the Legislative Budget Request (LBR) for the entities of Justice Administration on September 15 and the Long Range Program Plan (LRPP) on September 30. JAC Budget staff greatly appreciates the timely responses from your offices to meet the deadlines established by the Governor's Office of Policy and Budget. Agencies wishing to amend their Legislative Budget Request should be able to do so during December 2015.

BOMS/STAC Agreements

JAC staff, working with staff from the Office of the Public Defender, 13th Judicial Circuit, and Offices of the State Attorney, 10th and 20th Judicial Circuits, as well as staff from the Attorney General's Office, concluded an extensive review of the Business Office Management System (BOMS) and STAC Licensing Agreements and annual Maintenance Contracts between Justice Administration entities and Computer Information and Planning, Inc. (CIP). The results of the review include drafts of a Supplemental Licensing Agreement, Maintenance Contract, and a Confidentiality Addendum. The parties agreed to modify the renewal documents to include provisions related to public records; payment of invoices and audits; data, and contract negotiations. Remaining issues must be addressed by December 31, 2015.



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

*Source:
Florida
House*

“Adoption Benefits for Qualifying Adoptive Employees of State Agencies.”

A notice of proposed rule was published on September 23, 2015.

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 describe 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 (DCF).

On September 23, 2015, the DCF published a proposed rule to implement the adoption subsidy provided pursuant to s. 409.1664, F.S. As the rule promulgation process progresses, JAC staff will update the agencies we administratively serve.

Sources: Florida House of Representatives, Department of Children and Families, and JAC

2016 Florida Legislative Bill of Interest

Update on 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 has been referred to the Judiciary, Appropriations Subcommittee on Criminal and Civil Justice, and Appropriations Committees. 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. An identical measure, House Bill 291, was filed by Representative Hazelle Rogers on October 2, 2015.



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



“The goal was to provide a user-friendly system that ensured accurate bill submissions.”

Cris Martinez

JAC nominated for another Prudential Productivity Award — By Cris Martinez, General Counsel

Each year, the Justice Administrative Commission audits and processes more than 50,000 bills for payment of court-appointed attorney fees and costs statewide annually. Previously, bills were submitted by mail and scanned by staff. This was time and paper-intensive, while also subject to the unpredictability of the postal delivery service. Not only were incomplete and illegible bills commonly received, but scanning required that each bill be handled at least twice. Recognizing this, JAC’s Executive Director envisioned a customized online bill submission system. The result was the in-house development of a bill submission system to increase bill submission accuracy, efficiency, and comprehensive review.

The goal was to provide a user-friendly system that ensured accurate bill submissions. Phases I (September 2014) and II (January 2015) allowed attorneys to complete billing forms online and upload supporting documentation. Phase III (July 2015) expanded the system to various types of case-related vendors, such as court reporters, investigators, and expert witnesses.

The system allows for bill specific data entry by users, case searching, document attachment, and electronic confirmation. The system also prompts users to submit bill specific information, documentation and signatures, as well as reducing legibility issues. Because only complete bills are routed to JAC auditors, most bills are reviewed once.

Under the new system, the number of days to process attorney fee bills has decreased 46%, from an average of 6.5 days to 3.6 days for online bills, and an average of 3.5 days for both electronic and paper submissions. The reduction in processing time has resulted in a higher compliance rating for JAC under s. 215.422, F.S. Additionally, staff are able to perform more extensive audits to safeguard taxpayer money.

JAC has received favorable feedback from attorneys and vendors. By designing a system that enhances bill specific submission accuracy which results in faster payments, JAC now receives a substantial number of bills online. In July 2015, 80.5% of attorney fee bills were submitted online.

Cost savings are estimated at \$223,647 per year. Please congratulate the following team members for their work developing this idea: Rip Colvin, Mausumi Das, Michelle Dolce, Stephanie Hanks, Christian Lake, Xiaoling Qin, Christie Stanton, Susan Stubbs, and Cris Martinez.

Public Records 101 — By Veronica Vasquez

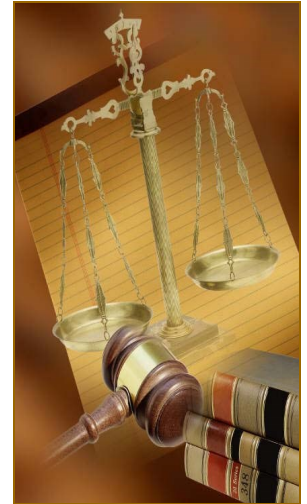
The Justice Administrative Commission (JAC) is committed to collaboration, honesty, and excellence in service. Each year, JAC receives hundreds of public records requests from a variety of sources — such as the public, news media, and government agencies, including the 49 agencies JAC administratively 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. 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 will further ensure 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 will ensure that your agency is aware that its' information has been requested. Therefore, please know that a public records request notification will be sent 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 the 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.



“As technology continues to develop, what constitutes a ‘public record’ will continue to take on increasingly different forms.”

Veronica Vasquez

Social Media Safety — By Wayne Meyer



Many of us use and interact with social media sites every day, and they can be a great way to share information with friends and family, get reacquainted with old friends, establish new professional relationships, and even to look for new job opportunities. But, be careful--sharing too much information can be dangerous.

In a recent Computerworld article by Lucian Constantin, I read that “an intelligence gathering campaign has been using fake LinkedIn recruiter profiles to map out networks of IT security experts” (Constantin, 2015). Yes, you read that correctly, IT security experts. The article goes on to state that, “An organization called the Transparency Toolkit used LinkedIn to collect over 27,000 resumes from people working in the U.S. intelligence community” (Constantin, 2015). These resumes disclosed some sensitive security information including “new surveillance programs, secret code words, companies that help with surveillance, and personal information about these people” (Constantin, 2015).

As with so many other things, a little prevention can go a long way. Following are some tips for protecting yourself when using social media sites. This list was distilled from Security Tip ST06-003 that was distributed by the Department of Homeland Security. The web link will be included at the end so that you can read the entire list for yourself.

Limit the amount of personal information you post — This may seem contrary to the very nature of social media but you need to be careful to not post information that could expose specifics about you that you would not want strangers to know. Also, be careful about what your connections post about you and vice versa. It may be possible to take little bits of information from multiple sources and put a pretty good picture together of who you are.

Remember that the Internet is a public resource — As with email, only post information that you would be comfortable with anyone reading. Additionally, once you post something, it can never be fully retracted. Be sure to familiarize yourself with the Social Media policy in our handbook.

Be wary of strangers — It is very easy for people to misrepresent themselves online. Be cautious when accepting connections from people you don’t know and be very careful when meeting people you meet online, in person (especially important for children and teenagers).

Be skeptical — Don’t just assume everything you read online is true. Yes, I know that I have burst the bubble for some of you, but just because you read it online does not make it true.

Social Media Safety Con't — By Wayne Meyer

Evaluate your privacy settings — Most sites have default settings that are not as secure as they could be, but please know that even though you customize your settings to restrict certain information, there is still a risk that private information could be exposed.

Be wary of third-party applications — Some apps may seem like fun, but be careful when enabling applications from sources that are unknown to you without doing some research. You will be amazed by what a little searching can reveal about an application. Also, read the license agreement carefully when installing apps or programs. It is amazing what rights you can give to a third-party by accepting the license agreement that has been written with malicious intent.

Use strong passwords — This is something that the JAC IT section has advocated for years. If someone guesses your password, they can do some damage to your account and to your reputation. A strong password makes this more difficult. Another recommendation from the JAC IT section is to use different passwords for all of your different accounts. How bad would it be if someone guessed your social media password, and it turned out to be the same as your online banking password?

Check privacy policies — Some sites may share or sale your information to different companies which could lead to an increase in spam, or worse. Also, be careful when you refer your friends or family so that you don't inadvertently sign them up for spam.

Keep software, particularly your web browser, up to date — This is also something that the JAC IT section recommends and practices. Please install software updates and patches when they are available. We are seeing an increase in zero-day attacks (meaning the time between when a security flaw is reported and when that flaw is exploited can happen within the same day and possibly in hours).

Use and maintain anti-virus software — This can help protect you from known viruses but be aware that, depending on your browsing habits, this can prove to be a false sense of security because there are always new viruses and malicious software that you will not be protected from.

There are many other resources for tips on social media safety and internet safety in general and a few are listed below.

<https://www.us-cert.gov/ncas/tips/ST06-003>
http://www.ast.myflorida.com/security_training.asp
<http://stopthinkconnect.org/>

Works Cited: Constantin, L. (2015, September 4). *Computerworld Security*. Retrieved September 2015, from Computerworld: <http://www.computerworld.com/article/2980675>



*“Be aware
and
be safe.”*

Wayne Meyer

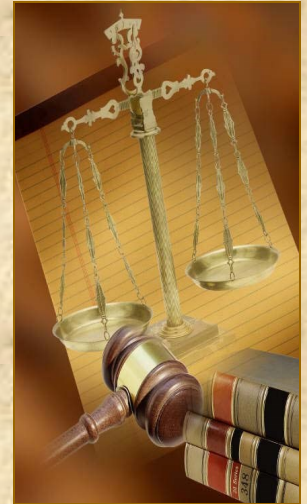
Travel - Section 112.061, Florida Statutes — By Dina Kamen and Vicki Nichols

The Florida Statutes provide specific information related to per diem and travel expenses of public officers, employees, and authorized persons. Section [112.061, F.S.](#), provides the authority for all travel-related expenses for employees and authorized travelers. Some of the key points from the “Travel Statute” are provided below:

- Official Headquarters – This is the city or town to which the person is assigned or the majority of work is located.
- Traveler – This is a public officer, public employee, or authorized person, when performing authorized travel.
- Authorized person – This is a person other than an employee or public officer authorized by the agency head to incur travel expenses.
 - ⇒ Examples include volunteers, witnesses, experts, and others authorized by the agency head.
- All travel must be authorized and approved by the agency head or his or her designee.
 - ⇒ Travel forms (authorization or voucher) provide approvals.
- The traveler’s supervisor should provide a signed statement that the traveler is on official business of the state.
 - ⇒ A travel voucher and supporting documentation will fulfill this requirement.
- Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency.
- Computation of travel time is based on a 24 hour clock and quarterly intervals within the 24 hour period.
 - ⇒ Class A Travel is continuous travel of 24 hours or more away from official headquarters.
 - ⇒ Class B Travel is continuous travel of less than 24 hours which involves overnight absence away from official headquarters.
 - ⇒ Class C Travel consists of short or day trips in which the traveler is not away from his/her official headquarters overnight. ***Please note: Class C travel payments are NOT authorized to be paid at this time (DFS Reference Guide to State Expenditures, pg. 56)***

Travel - Section 112.061, Florida Statutes — Continued

- Travelers may be reimbursed subsistence/meal allowances (Class A & B only) at the rates of:
 - ⇒ *Breakfast - \$6.00 (When travel begins before 6 a.m. and extends beyond 8 a.m.)*
 - ⇒ *Lunch - \$11.00 (When travel begins before 12 noon and extends beyond 2 p.m.)*
 - ⇒ *Dinner - \$19.00 (When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to a special assignment.)*
- When traveling on official state business, it is expected that the mode of transportation will likely be via “common carrier.” A common carrier is defined as: train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm (Reference Guide to State Expenditures, pg. 57).
 - ⇒ Travelers whose transportation is by common carrier shall make use of any state term contract that may be in effect at the time of travel (e.g., Enterprise/National).
 - ⇒ Privately owned vehicles may be used for official state travel at the discretion of the agency head; the traveler may receive a mileage allowance of 44.5 cents per mile.



“All travel must be authorized and approved by the agency head or his or her designee.”

Questions regarding travel may be directed to Dina Kamen or Vicki Nichols. JAC plans to also provide detailed training regarding travel payments at the Spring JAC Training Conference.



“Seminole Pride”

This is a team that is truly on the same page.



Photos are courtesy of Rip Colvin

*JAC's Tailgate Luncheon Event on October 9, 2015
was sponsored by the Workplace Enhancement Team.*



Photo is courtesy of Frank Coleman III

The transformation of the City Centre Building is still a work in progress. This was the view from the front entrance on October 29, 2015.



Photo is courtesy of Lydia Mount

The transformation of the City Centre Building is still a work in progress. This was the view from the “gated” parking lot on October 28, 2015.



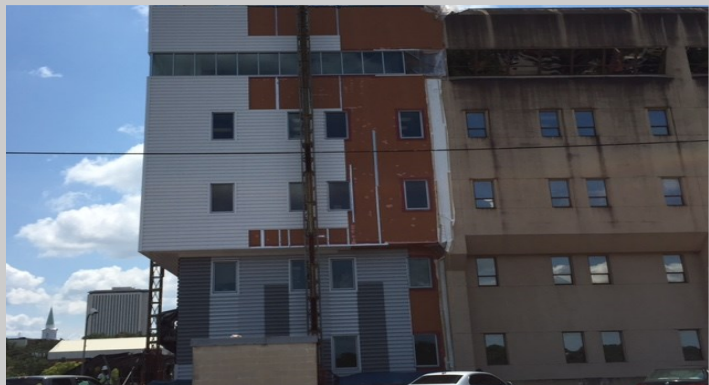
Photo is courtesy of Lydia Mount

Epic changes were still underway at the City Centre Building in August 2015



Much work remained to be done on the front side of the building in August 2015.

Photo is courtesy of Wayne Meyer



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



Photos are courtesy of Wayne Meyer and Lydia Mount

2015-2016 Florida State Employees Charitable Campaign Reminder

By Jennifer Henderson, CPM



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

This system provides employees with the convenience of paperless pledging and allows for all forms of pledging, including a cash donation, 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/, register for a user name and password, then "point," "click," and "pledge."

Prior to the September kickoff date, employees were able to 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. If you have questions regarding this notice or the FSECC please contact Jennifer Henderson at Jennifer.Henderson@justiceadmin.org or Loraine Cole at Loraine.Cole@justiceadmin.org.

JAC staff attended the Statewide CPM Symposium in Bartow on October 6, 2015.

“Leadership in Action — CPMs Walking the Walk, Talking the Talk”



Photos are courtesy of Robert Smith

JAC Staff Developments & Kudos

JAC Staff Changes

JAC Departures

Greta Campbell	Director	Accounting Section
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JAC Transitions

Dina Kamen	Former Position Deputy Director Accounting Section	New Position Acting-Director Accounting Section
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Well Deserved Recognition

October 23, 2015 — *Rip, my last day with the Public Defender, 20th Circuit will be October 30, 2015. Please accept my appreciation for the assistance you offered me over the past several years. I also appreciated my interaction with your staff. I found them to be professional, knowledgeable and responsive. Wish you and your staff continued success. Best wishes,*

Del Blake

Rip Colvin recognizing one of JAC's longstanding employees for 25 years of dedicated service!





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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.

JAC's Human Resources (HR) Section has started the development of their electronic documents management system. This will essentially change the way they process their work. Rather than printing the documents sent to them from the circuits, HR staff will work on these documents electronically. Although this process improvement is in the early stages of development, we will keep you posted on their progress.

JAC is also working on reducing the pages printed to save on toner and paper costs. Some sections have made great strides in this effort and we are already seeing a reduction in the number of pages printed in those sections.

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

***"You can never cross the ocean until you have the courage to
lose sight of the shore."***

~Christopher Columbus~

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

Lydia R. Mount, Editor
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Phone: (850) 488-2415
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Or

Lydia.Mount@justiceadmin.org

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.*