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Executive Director

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State of Florida

Volume VIII, Issue 4

## A Word From JAC's Executive Director



**Rip Colvin**  
JAC Executive Director

The next Justice Administrative Commission (JAC) Meeting will be held on September 12, 2017. Included on the agenda will be the Executive Director's Report; JAC's Legislative Budget Request and related issues; JAC's Pay Plan Amendments; and Pay Plan Amendments for the Statewide Guardian ad Litem Program. Updates on additional key issues are highlighted below.

### Online Legal Research Update

During the past year, regular updates have been provided on the draft *Invitation to Negotiate* (ITN) document that was developed to provide reduced rates for online legal research services on behalf of the offices administratively served by JAC.

As previously reported, the Boards of the *Florida Prosecuting Attorneys Association* (FPAA) and the *Florida Public Defender Association* (FPDA) voted to pursue the ITN process for a consolidated online legal research service contract in 2016.

The ITN was issued on February 24, 2017 and the negotiation phase concluded on April 28, 2017, with Final and Best Offers from the vendors.

On May 7, 2017, the JAC, on behalf of the FPAA and FPDA, posted a notice of intent to award a contract to LexisNexis, which was determined as the responsible and responsive Respondent to the ITN that will provide the best value to the Offices of Justice Administration.

Currently, JAC is in the process of finalizing contract terms and conditions with LexisNexis, in a contract which should run through June 30, 2020. Meanwhile, it is recommended that any renewals of existing contracts be coordinated to terminate on June 30, 2020, in order to maximize future bargaining opportunities.

### Financial Statements

The Justice Administrative Commission completed the *Fiscal Year 2016-17 Financial Statements process* for the Offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program on August 8, 2017. As in the past, the Financial Statement Power-Point Presentation (with links to forms), and all requisite Financial Statement Forms and materials, were electronically provided via [JAC's website](#). However, this year JAC was pleased to launch new paperless procedures to facilitate the processing of Due To/From and Transfers In/Out financial statement information. We were most appreciative for the responsiveness and cooperation from all offices.

### 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 per diem purchases, reimbursements, health insurance, retirement, and salary refund deposits). The goal of this project is quite simply to protect sensitive information. DFS is currently planning to deploy these changes sometime in November. Mean-

while, JAC must submit a combined Agency Impact Statement for all offices of the Justice Administration umbrella by September 8, 2017. In an effort to respond to this request in a collaborative manner, JAC plans to consult the agencies we serve regarding the potential impact, of this policy change, to your internal applications, forms, and procedures.

You may click [here](#) to view additional information about the Employee ID Conversion Project. You may also direct questions to the following JAC staff: Nona McCall, David Kosinski, or Dina Kamen.

### Statewide Travel Management

There continues to be no concrete information regarding the timeline for implementing the *Statewide Travel Management System* (STMS). JAC received an email on August 11, 2017, from Bob Ward, CIO, Department of Management Services (DMS) regarding the progress of the STMS.

Mr. Ward stated that DMS is preparing a "demo" of the new system for certification and approval by the Department of Financial Services (DFS). Once DFS certifies the system, the next steps should be system and user testing.

No time-frame for testing or training with the STMS has been provided. As soon as JAC has new information regarding STMS, we will relay it to all offices.

JAC extends best wishes to you and your families for a safe and enjoyable Labor Day weekend.





## The Pro Bono Matters Act of 2018

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 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](http://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.”

Sources: *Florida Senate and Justice Administrative Commission Contributors:*

Ana Cristina “Cris” Martinez, J.D., JAC General Counsel &  
Lydia Rollins Mount, MPA, CPM, JAC

“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

## Government Accountability

**H**ouse Bill 11, an act relating to government accountability, was introduced on August 28, 2017 by Representative Larry Metz. Among other things, the bill amends s. 11.45, F.S., defining the terms “abuse, fraud, and waste.”

The bill also amends s. 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.”

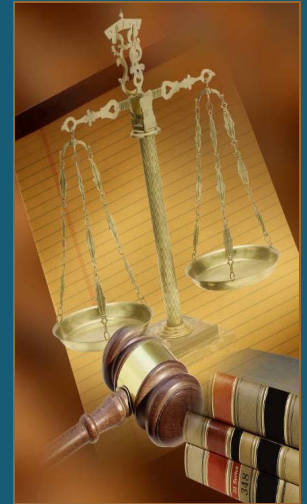
The internal controls would:

- a) Prevent and detect fraud, waste, and abuse as defined in s. 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, s. 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. 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.

*Source: The Florida House of Representatives*



***“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.***



## Reminder for State Employees



*“Non-OPS  
State  
employees may  
expect a salary  
increase  
effective  
October 1,  
2017.”*

**Human**  
RESOURCES

Effective October 1, 2017 – FTE (not OPS) employees whose base rate is \$40k or less will receive a \$1,400 salary increase. Employees whose base rate is \$40,001 will get a \$1,000 salary increase. “However, in no instance may an employee’s base rate of pay be increased to an annual amount less than \$41,400.” These are *not* bonuses.

Effective October 1, 2017 – The annual salaries for elected State Attorneys and Public Defenders will increase from \$154,140 to \$169,554 and the annual salaries for Regional Counsels will increase from \$105,000 to \$115,000.

Additionally, state employees can anticipate changes to health insurance plans, although the specifics will not be known for more than a year.

Finally, employees initially reemployed on or after July 1, 2017 who were members of the Investment Plan, but left state employment and took a distribution (and were therefore considered retired), will be re-enrolled as a renewed member in the Investment Plan upon return to state employment.

*Courtesy of Carolyn Horwich, Esq.  
Director, Human Resources*



# Reminder for State Employees



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Rick Scott, Governor

Erin Rock, Secretary

## **MANAGEMENT ADVISORY 17-007**

**DATE:** August 23, 2017

**TO:** Administrative Services Directors, Human Resource Officers and Benefits Managers

**FROM:** Tami Fillyaw, Director

**SUBJECT:** Dependent Eligibility Verification Audit – Eligibility Requirements

During the 2017 Legislative Session, the Florida Legislature directed the Department of Management Services, Division of State Group Insurance (DSGI) to conduct a dependent eligibility verification audit to ensure accuracy in the State Group Health Insurance Program.

The audit will begin on December 1, 2017, and applies to nearly 93,000 subscribers with approximately 193,000 actively enrolled dependents. Given the scope of this audit, multiple communications will be sent to subscribers in the coming months, including the attached post card which will be mailed out beginning August 28, 2017. Your assistance in communicating to employees is critical.

Under the audit, subscribers will be required to respond to any requests for documentation to verify the eligibility of their dependent(s). If subscribers do not send legible documents to the contracted audit vendor within the timeframe requested, or if their documents do not prove dependent eligibility, the insurance coverage for those particular dependents will be prospectively terminated.

An amnesty period will apply through November 30, 2017. This means that subscribers will be held harmless for past claims of ineligible dependents if the subscriber removes an ineligible dependent(s) from coverage by November 30, 2017. Subscribers may remove ineligible dependents at any time by calling People First at 866-663-4735 or online during Open Enrollment from October 16, 2017 through November 3, 2017.

Please share this information with your employees and relay the importance of complying with all documentation requests from the department's audit vendor in a timely manner so as to not lose coverage for eligible dependents. The Department is procuring for the audit vendor and will provide the name of the vendor and additional information in the coming months.

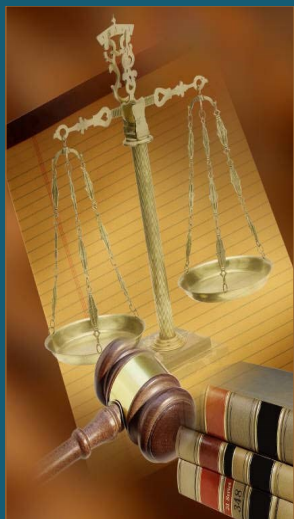
For more information regarding the dependent eligibility verification audit, visit our [webpage](#).

Thank you in advance for your support in responding to inquiries from your employees and helping to inform them about the upcoming audit and the importance in complying with documentation requirements.



***JAC's Director  
of Human  
Resources  
shared this  
memorandum  
with agency  
administrators  
on August 23,  
2017.***

JAC was pleased to welcome staff from the Office of the Public Defender for the Sixth Judicial Circuit on August 24, 2017.



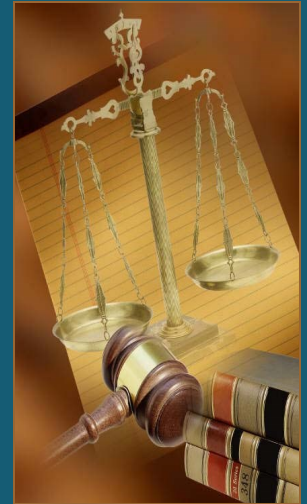
*JAC is always eager to spend time with those we serve.*



Shown above are Dr. Delores Terzick and Brian Solka with JAC's Director and Deputy Director of Financial Services. The photo is courtesy of Rip Colvin



**This special photo of Eclipse Crescents was taken by  
Susie Kalous on August 21, 2017.**



*Susie  
Kalous is  
a member  
of JAC's  
Financial  
Services  
Section.*





## *Congratulations to JAC's CPM Class of 2017!*

JAC continues to be fully engaged in employee training. The Certified Public Manager Program (CPM) is administered by the Florida Center for Public Management and The Florida State University.



JAC's 2017 CPM Class graduated on July 20, 2017. Included were:  
Loraine Cole, Greg Cowan, David Kosinski, Michael Mauterer,  
Shawna Metz, Jeanette Ottley, TaCorria Richardson, Emily Sanderson, and  
Andrea Sistrunk.



## JAC Welcomes New Staff



**Alicia A. Davis, J.D., LL.M.** — A native of Tampa, Florida, Alicia joined JAC on July 17, 2017 as Assistant General Counsel. She obtained her undergraduate degree from Hampton University in Hampton, Virginia. While at Hampton, she was a member of several organizations, including being a proud member of Sigma Gamma Rho Sorority, Inc. She graduated *Magna Cum Laude* with a Bachelor's Degree in History and minor in Psychology in December 2007. Thereafter, Alicia enrolled in the Florida A&M University (FAMU) College of Law in Orlando, Florida and is now a part of the Rattler nation. In her final year of law school, she was awarded the *City, County, and Local Government Law Section Service Award of the State of Florida Bar Association*. She graduated from FAMU in May 2011, with a Juris Doctorate degree. In August 2011, she accepted a position with the State Attorney's Office for the Ninth Judicial Circuit as an Assistant State Attorney, where she worked for the agency for approximately two (2) years prosecuting misdemeanor, juvenile, and felony offenses.

It was at this point that Alicia decided to enhance her litigation skills and seek additional intensive training. So, in July 2013, she was accepted into a post-doctoral program at The George Washington University Law School's Masters in Law (LL.M.) Program in Litigation and Dispute Resolution in Washington D.C. She graduated in May 2014, with *Highest Honors*, and a LL.M. in Litigation and Dispute Resolution. Given her love for child welfare issues, she accepted a position with the Florida Department of Children and Families (DCF), Children's Legal Services, in September 2014, in the Fourteenth Judicial Circuit in Panama City, Florida. Through that opportunity she was able to gain valuable additional experience for almost three (3) years before accepting a position with JAC.

Interesting fact about Alicia: She is a recent Breast Cancer Survivor (May 8, 2017; at the age of 31), and continually advocates for finding a cure. **Her life motto:** **"We Don't Know How Strong We Are Until Being Strong Is The Only Choice We Have."** —Bob Marley

Alicia is excited about joining the JAC family and working with each and every one of you! #LiveLaughLove

**Ca'Shayla Smith** started as an Auditor with JAC's Court Appointed Section on July 23, 2017. Born and raised in Orlando, Florida — "home of Disney World," she wants everyone to know that she is a proud Florida State alumnus. With previous experience as a criminal investigator for both Miami Dade and Leon County Public Defender Offices, she is hoping to share her insight as she works with the Court Appointed Team as an investigative auditor. Reports Ca'Shayla, "This will be a new and exciting experience and I look forward to meeting everyone."

**Kimberly Ferrell, CPA, CGFO, CPM** started with JAC as a Budget Analyst on August 8, 2017. A native of Tallahassee, Kimberly holds a Masters Degree in Accounting from Florida State University and has garnered over twenty years in public service. Most recently, she served as the Finance Director for Leon County and is currently the Governor's Appointee to the State Board of Administration's Audit Committee.

On a more personal note, Kimberly has one child in college and one child in trade school. Says Kimberly, "All prayers are appreciated!" She is happiest on the beach, describes herself as a sailor, and wants us to know that she is often reminded by her kids that "she is the adult in the room." Oh, and she just finished remodeling her house so these "Wet Paint" signs are giving her flashbacks of a very painful experience!

Welcome Alicia, Ca'Shayla, and Kimberly.



**State of Florida  
Justice Administrative  
Commission**

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**WE'RE ON THE WEB**

**[WWW.JUSTICEADMIN.ORG](http://WWW.JUSTICEADMIN.ORG)**

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

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(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.

JAC has made changes to accommodate Capital Resentencing Batches that are anticipated from the circuits. This change is similar to the treatment of Sexual Violent Predator Batches, as they are routed to their own folder structure.

The EDMS development for the Human Resources Section is progressing. They are still working on getting the active personnel files into Laserfiche. As of August 2017, they are on the letter "L". Remember, they started from the letter "Z".

Finally, JAC has upgraded our EDMS, resulting in improvements to some of the tools we use to process your documents. There is no change in the status of batches being received directly from BOMS. That is still under development.

*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."*

*"If you do what you always did, you will get what you always got."*

*~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 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.*