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Executive Director

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State of Florida

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A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

The last Justice Administrative Commission (JAC) Meeting was held telephonically on September 8, 2017. 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, four statewide GoToWebinar sessions have been held and more training and informational sessions are scheduled. 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 \$67,000 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.

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, you can now submit information to amend your LBRs. Amending your 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 the information entered into the Legislative Appropriations System/Policy & Budget Subsystem (LASPBS) and uploaded to the Florida Fiscal Portal, you are encouraged to provide JAC with your request as soon as possible. If you have any questions regarding amending your LBRs or the amendatory process, please contact JAC's Director of Budget, Yvonne Enoch at:

Yvonne.Enoch@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 peard 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 judicial-related offices (JROs) we serve. 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' unspecified deploy-

ment 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 Nona McCall, JAC's Deputy Director of Financial Services at: Nona.McCall@justiceadmin.org or Dina Kamen, JAC's Deputy Director of Accounting at: Dina.Kamen@justiceadmin.org.

BOMS/STAC Agreements

In the fall of 2014, JAC and the offices of Justice Administration (including the Office of the Public Defender, 13th Judicial Circuit, Office of State Attorney, 10th Judicial Circuit, and Office of State Attorney, 20th Judicial Circuit) initiated steps to address the issues raised in Auditor General Report No. 2015-061 related to obtaining new formal agreements with CIP, which include the Licensing Agreement and the annual Maintenance Contracts. To assist in this endeavor, JAC retained the legal expertise of Information Technology Contract Specialists from the Office of the Attorney General. After months of productive meetings, two draft documents meeting most of the Auditor's General's recommendations were prepared. The first was an amended Licensing Agreement and the second was a Maintenance Contract for annual execution.

While the Licensing Agreement was the primary focus of the meetings and negotiations, CIP's current Maintenance Contract has been revised to include stipulated provisions related to public records; data ownership; payments, invoices, and audits; as well as additional requirements.

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. The bill was passed by the Judiciary Committee on October 24, 2017 and the Appropriations Subcommittee on Criminal and Civil Justice on December 7, 2017. As of December 13, 2017, the bill is pending in the Appropriations Committee.

“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 referred to the Justice Appropriations Subcommittee on October 25, 2017.

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

“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 Update

House Bill 11, an act relating to government accountability, was introduced on August 28, 2017 by Representative Larry Metz and a Committee Substitute to House Bill 11 was passed by the Government Accountability Committee on November 7, 2017. As of December 13, 2017, the bill is pending second reading on the House Calendar. Among other things, 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 referred to the Community Affairs Committee on October 16, 2017 and has not been taken up as of October 30, 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 and in Senate Bill 354 on September 27, 2017.



Statewide Travel Management



On December 8, 2017, JAC received an update regarding the Statewide Travel Management System (STMS) from Bob Ward, Chief Information Officer, Department of Management Services (CDMS). Mr. Ward will be scheduling

meetings with all state agencies to lay out training schedules and provide information for each agency to prepare to shift to the STMS. JAC has not been contacted yet for a meeting, but expects to hear from DMS by the end of December.

“JAC offices will be the last agencies to move to the travel system.”

Justice Administration offices will be the last agencies to move to the STMS. Although, no definite dates have been provided by DMS for any implementations, JAC will probably begin to move to the STMS in the spring of 2018. Mr. Ward indicates there will be extensive training provided by DMS and a STMS test environment will be available for agencies to “practice” with the new system prior to implementation. We will keep everyone posted as we learn more.

*Vicki Nichols, CPM
Director of Accounting, JAC*

Emergency Management for Judicial-Related Offices

On the last day of the active 2017 hurricane season, JAC held a statewide webinar with a focus on all hazards-related emergency management planning for the judicial-related offices (JROs) served by JAC. JROs include the Offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program. There were over 30 attendees at the webinar and numerous requests for follow-up information have been received.

The webinar focused on the following topics:

- The emergency management plans all offices should develop;
- The seven key elements and the 40 plus action items of court emergency management planning;
- The lessons learned from Hurricane Irma; and
- The path forward as we all continue to improve upon our preparedness efforts.

If you were unable to attend the webinar, all of the materials are available on the JAC website at https://www.justiceadmin.org/operations/index.aspx?show_div=3, including a recording of the webinar you can view at your convenience.

If you have any questions or need any assistance with your emergency preparedness efforts, please reach out to Greg Cowan at greg.cowan@justiceadmin.org or at (850) 488-2415, ext. 229.



*Courtesy of Greg Cowan
Senior Management Analyst
JAC Executive Office*



*There were
over 30
attendees at
JAC's
Emergency
Management
Webinar on
November 30,
2017.*

Important Holiday Safety Tips



Here are some important safety tips from the National Safety Council to keep in mind during this holiday season:

- Never leave burning candles unattended or sleep in a room with a lit candle;
- Keep candles out of reach of children;
- Make sure candles are on stable surfaces;
- Don't burn candles near trees, curtains or any other flammable items;
- Don't burn trees, wreaths or wrapping paper in the fireplace;
- Check and clean the chimney and fireplace area at least once a year;
- If you have a live Christmas tree, check the water level daily;
- Lights are among the best parts of holiday decorating; make sure there are no exposed or frayed wires, loose connections or broken sockets, and don't overload your electrical circuits;
- Make sure you have smoke alarms in your house and that you have changed the batteries and tested them recently;
- When putting up or taking down decorations, always use the proper step ladder; don't stand on chairs or other furniture; and
- Plants can spruce up your holiday decorating, but keep those that may be poisonous (including some Poinsettias) out of reach of children or pets; the national [Poison Control Center](#) can be reached at (800) 222-1222.

*Wayne Meyer, CPM, FCCM
Director of Operations/Safety Coordinator, JAC*

Use Extra Email Vigilance & Caution During the Holidays

Remember to use caution when opening email attachments and links, especially during the holiday season. Spam and phishing campaigns usually pick up around this time of year, often using a sense of urgency and preying on our increasingly busy lives around this time.

If you doubt the legitimacy of an email you receive, remember to ask yourself:

- Were you expecting this email?
- Is it from someone you normally do business with?
- If it's from a normal business contact, can you call them directly to ask if the email is legitimate?
- Is there "manufactured urgency" attempting to get you to open a link or attachment in the email? and
- Does the email ask you to respond with a password, credit card number, or SSN?

These important tips and questions may help you to avoid a distressing situation.

*Brian Black
JAC Systems Administrator*

*Remember
to take
necessary
precautions
during this
holiday
season.*

Reminder for State Employees

GET YOUR 2017 W-2 FORM ONLINE!

Sign up NOW to receive your 2017 W-2 Form Electronically!

To register, access the State of Florida
Employees' Information Center at:

<https://apps.fldfs.com/EIC/EmployeeInfoCenter>



- ◆ Last year, 63% of state employees received their W-2 electronically.
- ◆ Electronic forms are available before paper copies are distributed.
- ◆ Plus—Electronic forms save paper!

REGISTER TODAY!
ENROLLMENT ENDS
JANUARY 4, 2018



Security Tip Reminder

After consulting with our JAC IT security expert, we ask that you do not include a Social Security Number in either the body of an email or the Subject line. Instead, any communication that contains a Social Security Number should be in an attachment.

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

*JAC's Director
of Human
Resources
recently shared
this
information
with agency
administrators.*

THE JAC EXPRESS

JAC renovations are still in progress. Meanwhile, JAC continues to assist the judicial-related offices administratively served by JAC as efficiently as possible.



JAC's Operations and IT Sections are constantly in motion — moving staff out and moving them back in.



The photos are courtesy of Susan Stubbs

While renovations progress, JAC staff are getting the job done!



The renovation areas shown typically house the Accounting Section, which includes the Disbursements and Revenue Units.



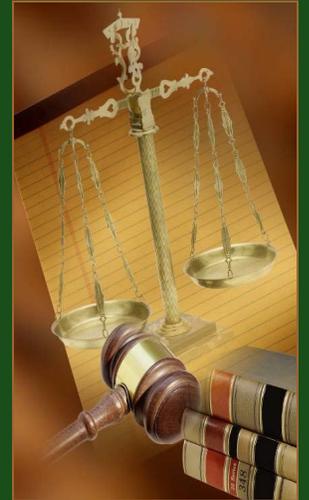
JAC's Financial Services staff have the holiday spirit.



"Florida's newest tourist attraction"

The photos are courtesy of Susie Kalous and Susan Stubbs

JAC's 2017 Christmas Tree
~Courtesy of Ms. Shellie Shelton~



JAC Arrivals

Kimberly Ryals

Started with JAC's Accounting Section

November 2017

Well Deserved Recognition



December 14, 2017 — Congratulations to Andrea Sistrunk, winner of JAC's "ugly sweater" award. The competition was fierce for this coveted award!

December 13, 2017 — Once again...a very special thank you to all of JAC's Sterling Champions, Strategic Plan Team Leaders, and Team Members for the valuable time you have extended and contributions you have made — in addition to your routine responsibilities — in helping JAC to pursue organizational excellence. Special kudos are also extended to all JAC staff who assumed additional responsibilities on behalf of someone who was a contributor to JAC's Governor's Sterling Award Application process. Your "volunteer" efforts have been sterling!

*Alton L. "Rip" Colvin, Jr., CPA, CGFO, CPM
JAC Executive Director*

December 13, 2017 — Special applause for Christian Merricks and the entire Workplace Enhancement Team. Time after time, you put your hearts into planning events that are appreciated and enjoyed by the entire JAC staff. Thank you for your collective dedication, amazing efforts, and creativity.

*Alton L. "Rip" Colvin, Jr., CPA, CGFO, CPM
JAC Executive Director*

November 3, 2017 — I wanted to thank everyone involved in the processing of the October salary increases. There were numerous pay changes for October on top of the October 1st salary increases and I know it was a lot to process at one time. Thanks so much for all that you do to make our jobs easier! We greatly appreciate your assistance! High five to JAC!

*Office of the State Attorney
Seventeenth Judicial Circuit*



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WE'RE ON THE WEB

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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.

The Human Resources Section is still scanning in active files into Laserfiche. They are currently on letter "H". Remember they are working backwards in the alphabet, so they have 8 more letters to go!

Currently, JAC is working on the process of generating tracking numbers and providing immediate notification to users when they submit batch sheets through the Business Office Management System (BOMS). The next step will be to deploy this new feature on JAC's local server and test it. After the culmination of testing, JAC plans to deploy the new enhancement on its BOMS webserver at the Southwood Shared Resource Center, so that Computer Information & Planning (CIP) can start testing this new feature. CIP is the supplier of BOMS software. There will be more to come on this topic as it progresses.

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."*

"The most common way people give up their power is by thinking they don't have any."

~Alice Walker~

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.*