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**HAPPY
LABOR
DAY**



State of Florida

Volume IX Issue 4

A Word From JAC's Executive Director



Rip Colvin
JAC Executive
Director

The most recent Justice Administrative Commission (JAC) Meeting was held telephonically on August 27, 2018. The agenda included an update on the following key issues:

- Private Court-Appointed Due Process Funding
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- 2018-19 Legislative Budget Request and Long Range Program Plan Meetings, [Page 4](#)
- 2018-19 General Appropriations Act, [Page 4](#)
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- Purchasing Card Charge Approvals-Changes
- Auditor General Audit

JAC's Private Court-Appointed Due Process Funding

As of August 23, 2018, JAC has already expended almost twenty-five percent (25%) of the court-

appointed annual budget. The elevated spending rate required an early release of 2nd and 3rd quarter funding in two of the seven court-appointed categories (Post-Conviction Capital Collateral Cases and Criminal Conflict and Dependency Counsel Liability), and early release of 2nd quarter funding in two other categories (Criminal Conflict Case Costs and Attorney Payments Over the Flat Fee Cases). JAC anticipates requesting early release of 3rd quarter funds for these latter two categories in the coming months. Given the increase in bills received over the past two fiscal years and current appropriation levels, JAC projects a shortfall of \$17.5 million for FY 2018-19, with all court-appointed funding appropriations being exhausted by April 2019. With this in mind, JAC recently submitted a Legislative Budget Commission amendment to access the \$1 million Due Process Contingency Fund, as well as moving \$1 million in Civil Commitment of Sexually Violent Predators funding to the categories projected to be in need. JAC will continue to work with the Governor's Office and Legislative staff during session to address the remaining current year funding needs.

Purchasing Card Charge Approvals-Changes

The system used to manage PCards is being changed by the Department of Financial Services (DFS). DFS has been working to convert the PCard charge and approval processes to an online real-time system called PCard Works, a Bank of America system.

Replacing FLAIR, this system will allow immediate updates to

accounts and cardholder review of charge and decline information. Cardholders will not see a change in using their cards; only the card administration and payment process is changing.

Agencies' conversion to the new system will span four months. The first two months will be dedicated to user configuration and the JAC Pcard Administrators' training. Then, month three will focus on cardholder and approver training, followed by system deployment during month four.

JAC will not begin the conversion until 2019. Further updates will be provided as information becomes available. Any questions may be directed to Lorelei Welch, JAC's Pcard Administrator.

Lorelei may be reached at: Lorelei.Welch@justiceadmin.org.

Auditor General Audit

The Auditor General initiated an Operational Audit of JAC in February 2017. the audit objectives are:

...for selected operating units, programs, activities, functions, and classes of transactions, to obtain an understanding and evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse and in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines.

The audit should conclude with findings and recommendations designed to improve JAC operations. This goal is consistent with JAC's organizational mission and ongoing pursuit of excellence and operational best practices.

Travel Management

The Statewide Travel Management System (STMS) was originally authorized and funded by the Legislature and approved by the Governor during the 2016 Legislative session. The Department of Management Services (DMS) was tasked to procure and implement the STMS. DMS has been working since July 2016 to fulfill their task.

The STMS will replace the “paper” travel voucher and other paper travel documents currently used to reimburse employees for travel expenses. All executive and judicial agencies are required to use the travel system. The implementation has experienced challenges and delays. The Department of Financial Services (DFS) is tasked with certifying the STMS prior to its implementation, which is expected to take place in September 2018.

At this time, JAC offices are anticipated to migrate to the travel system in early 2019. An initial training on the STMS was provided by DMS to JAC and other state agency staff during the week of May 7, 2018. The training was very general in nature, as the system is not yet fully implemented. JAC will continue to keep all offices apprised as the system progresses. Any questions may be directed to Vicki Nichols, Director of Accounting, at: Vicki.Nichols@justiceadmin.org.

Reporting on Certain Travel for Specified Employees

As required, JAC continues to submit quarterly reports on all travel related to training, seminars, workshops, conferences, or similarly purposed travel completed by the State Attorneys, Public Defenders, Criminal Conflict and Civil Regional Counsels, Capital Collateral Regional Counsels, executive directors, senior management employees, and division or program directors. Each quarterly report includes the following information: (a) employee name; (b) position title; (c) purpose of travel; (d) dates and location of travel; (e) confirmation of agency head authorization, if required by the GAA Implementing Bill; and (f) total travel cost. Each report is submitted to the Chairs of the Senate and House Appropriations Committees and the Executive Office of the Governor. JAC appreciates the cooperation of all offices in providing the necessary information for the reports.

It is expected that once the Statewide Travel Management System (STMS) goes live later in early 2019, the STMS will provide the data needed for the quarterly reports, likely eliminating the need for the labor intensive assignment. Questions regarding the quarterly travel report may be directed to Vicki Nichols, Director of Accounting, Vicki.Nichols@justiceadmin.org.

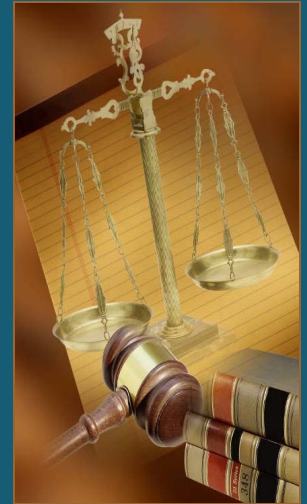


Online Legal Research

There are currently saving opportunities for most Judicial-Related Offices (JROs) through the JAC/LexisNexis contract. Additionally, given the collective efforts between the JAC and the JROs, there are also saving opportunities if a JRO decides to renegotiate with Westlaw. Either way, whether moving to the JAC/LexisNexis contract or renegotiating with Westlaw, almost all JROs can save money. JAC can already document annual savings of more than \$212,000 by the JROs, including nine Offices of State Attorney and four Offices of Public Defender Offices, taking advantage of these opportunities.

Also, working together we can achieve even greater savings moving forward. Specifically, as JROs renegotiate contracts with Westlaw, JAC strongly encourages establishing a contract end date or include an addendum with a one-time option to terminate any Westlaw contract on June 30, 2020. For a sample of the addendum, please contact the team lead, Greg Cowan at Greg.Cowan@justiceadmin.org or (850) 488-2415, ext. 229. By aligning contract end dates on June 30, 2020, purchasing power is increased to achieve even greater savings.

Finally, JAC has data, information, and support to improve negotiations and identify potential savings for JROs. JAC staff is available to assist as needed. For assistance, please contact the JAC team working on these efforts at LexisNexis@justiceadmin.org, or Greg Cowan.



“By aligning contract end dates on June 30, 2020, purchasing power is increased to achieve even greater savings.”



Updates from JAC's Budget Section



2018 Legislative Budget Request (LBR) and Long Range Program Plan (LRPP)

The Annual LBR and LRPP Meetings have concluded. The meetings focused on the preparation and completion of LBR data entry forms, discuss major LBR and LRPP changes, as well as the submission requirements; all of which are mandated by the Governor's Office of Policy and Budget (OPB), in consultation with House and Senate staff.

Also, conversations with House staff reflect an interest in continuing to work with agencies to re-align their budgets between categories, reducing the need for budget transfers.

2018-19 General Appropriations Act

The JAC Budget Office distributed OPB's Original Approved Budget and Annual Release Plan for FY 2018-19 to all circuit offices in early July, and first quarter releases for all operating budget categories are calculated at 25% for General Revenue and 100% for Trust Funds. Emails have been sent out from the JAC Budget Office confirming the postings of FLAIR and State Accounts transactions for all operating budget categories.

Not included in the information above are the competitive pay adjustments the Assistant State Attorneys, Assistant Public Defenders, and State Attorney Investigators will receive as noted in Section 8 of the Conference Report on HB 5001. The specific amounts of this appropriation and rate per circuit were provided to the Offices of State Attorney and Public Defender the week of August 20th.

Lastly, the Legislature imposed trust fund sweeps in FY 2018-19 for the State Attorney Revenue Trust Fund (SAFTF) and Indigent Criminal Defense Trust Fund (ICDTF) in the aggregate amounts of \$4,206,028 and \$1,467,028. The sweeps will be processed as quarterly journal transfers of cash to the individual GR Unallocated accounts. JAC plans to process these JTs at the end of each quarter.

If you have any questions regarding the aforementioned reports, please address them to the JAC Budget Office at budget@justiceadmin.org or call staff at (850) 488-2415.

Changes to s. 216.292, F.S. – Budget Transfers

During the 2018 Legislative Session, as part of the annual General Appropriations Act Implementing Bill (HB 5003), the Legislature amended s. 216.292(2)(a), F.S., which governs how state agencies request budget transfers between identical funding sources (i.e., 5%/ \$250,000 Budget Amendments). This change, which applies only to FY 2018-19, added a new sub-paragraph 5., providing:

5. For the 2018-19 fiscal year, the review shall ensure that transfers proposed pursuant to this paragraph comply with this chapter, maximize the use of available and appropriate trust funds, and are not contrary to legislative policy and intent. This subparagraph expires July 1, 2019.

Prior to the approval of agency General Revenue budget transfers, the Governor's Office and/or Legislative staff may require a detailed analysis of available trust fund cash to determine if trust funds are being maximized. JAC will be providing additional guidance regarding compliance with this requirement in the near future, including newly revised forms to request these transfers.

Update from JAC's Financial Services Section

JAC's New Director of Financial Services

Congratulations to Nona McCall—the new Director of Financial Services for the Justice Administrative Commission (JAC). Formerly JAC's Deputy Director of Financial Services since March 2016, Nona assumed her new role on July 1, 2018 with the transition of Michael Mauterer (the former Director of Financial Services) to his new position as JAC's Budget Director.

U.S. Department of Justice's Money Laundering and Asset Recovery

The U.S. Department of Justice's Money Laundering and Asset Recovery Section (MLARS) and the Department of the Treasury's Executive Office for Asset Forfeiture (TEOAF) announced the release of the new Joint Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide). This Guide replaces all previous Justice and Treasury guides and all previous policy directives issued in Equitable Sharing Wires (Wire). Agencies are encouraged to review the new Guide and share with colleagues who are involved with the Department of Justice and Treasury Equitable Sharing Programs.

Over the next few weeks, MLARS will be issuing a series of Wires highlighting changes in the Guide. Each Wire will focus on policy updates, answer questions, and highlight changes that your agency will be required to implement to ensure compliance with the new Guide and applicable federal statutes, regulations, and policies. You can subscribe to receive the Wire by sending a plain text email (non-HTML, no signature block or wallpapers, etc.) to eqeswire-subscribe@lists.usdoj.gov.

*Courtesy of Nona McCall
Director of Financial Services
Justice Administrative Commission*



Public Service Loan Forgiveness Program



Individuals who are employed by a government or not-for-profit organization may be eligible to receive student loan forgiveness under the Public Service Loan Forgiveness (PSLF) Program.

This is how it works. **After you have made 120 “qualifying” monthly payments under a “qualifying” repayment plan**, while working full-time for a federal, state, local, or tribal government organization (or a not-for-profit that is not tax-exempt under Section 501(c)(3) of the Internal Revenue Code and does not provide a “qualifying” public service as its primary function), the PSLF Program forgives the remaining balance on your Direct Loans. Click [here](#) to obtain more details about “qualifying” employment.

What is a “qualifying” repayment plan?

Qualifying repayment plans include the [income-driven repayment plans](#) that base your monthly payments on your income. According to the Federal Student Aid Office of the U.S. Department of Education, “Most federal student loans are eligible for at least one income-driven repayment plan.” [Four](#) income-driven repayment plans are available.

It is important to note that payments made under the Standard Repayment Plan for Direct Consolidation Loans do not typically qualify for PSLF purposes.

How do you apply for PSLF?

Because you have to make 120 qualifying monthly payments, it will be at least 10 years after you make your first qualifying payment before you can apply for PSLF. Since only payments made after Oct. 1, 2007, can be counted toward PSLF, the earliest that any borrower was eligible to apply for PSLF was fall 2017. If you are working toward PSLF, you should complete and submit the Employment Certification for Public Service Loan Forgiveness Form (Employment Certification form) annually or when you change employers. The information you provide on the form will be used to determine if you are making “qualified” PSLF payments. If you do not periodically submit the Employment Certification form, then at the time you apply for forgiveness you will be required to submit an Employment Certification form for each employer where you worked while making the required 120 qualifying monthly payments. You may click [here](#) to determine the actions that will be taken by FedLoan Servicing after your Employment Certification form has been received.

Who Should you contact with questions about PSLF?

If the PSLF opportunity is of interest to you and you have additional questions, please contact FedLoan Servicing at 1-855-265-4038 or click [here](#) to review the PSLF Questions and Answers page, where you will find more detailed coverage.

*Source: Courtesy of Federal Student Aid
An Office of the U.S. Department of Education*

LINA Long Term Disability Insurance Reminder

Open Enrollment LINA Long Term Disability Insurance September 3 – November 2, 2018

The LINA Long Term Disability Plan, deduction code 0300, is designed to help replace your income in the event you are disabled and unable to work due to a sickness with a benefit up to 2 years, or an accident with a benefit up to 5 years. All eligible employees may use this opportunity to enroll in the program. **The enrollment period may also be used to change your waiting period or to adjust coverage based on your current salary.** You may access additional enrollment information using the following link provided for your convenience:

[LINA Long Term Disability Brochure & Application.](#)

If you would like to enroll, please forward your completed application to:

Capital Insurance Agency, Inc.
P.O. Box 15949
Tallahassee, Florida 32317-5949
Or fax to 1-850-386-7116

If you would like to enroll online now, please complete the **[Online Application.](#)**

If you are currently participating in this program (deduction code 0300), you do not need to re-enroll. Your coverage will continue automatically.

Important note for current participants: The LTD rates are five-year age banded. Therefore, premiums will change for employees who have moved to a different age band group. This change will automatically occur on or after the pay warrant dated August 31, 2018. Please be sure to check your August 31 pay warrant at the Employee Information Center at:

[https://apps.fldfs.com/EIC/EmployeeInfoCenter/.](https://apps.fldfs.com/EIC/EmployeeInfoCenter/)

If you have any questions regarding the plan benefits or enhancements, please contact Capital Insurance at 1-800-780-3100 or visit our website at: **www.capitalins.com** for assistance.

Carolyn Horwich, Esq.
Director of Human Resources



*This information
was also shared
with Agency
Administrators
on August 17,
2018 by Carolyn
Horwich, Esq.*

Human
RESOURCES

JAC Departures, Arrivals, & Transitions

Buddy Aspy, JAC Legal Section	Retiring August 31, 2018
Matthew Babikow, Intern	Departed August 3, 2018
Matt Martin, OPS	Departed August 17, 2018
Nona McCall, Former Financial Services Deputy Director	New Financial Services Director Effective July 1, 2018
Michael Mauterer, Former Financial Services Director	New Budget Director Effective July 2, 2018
Valerie Gardner	New Budget Analyst Effective July 2, 2018
Kelly Huskisson	New Auditor Effective August 1, 2018
Therese Usherwood, Former Auditor	New Paralegal Effective September 1, 2018

Additional Recognitions

Welcome

JAC extends a heartfelt welcome to *Valerie Gardner* and *Kelly Huskisson*, listed above.

A graduate of Florida State University with a degree in Management, *Valerie Gardner's* career in government spans 37 years and began in Pinellas County with the Clerk of the Court and later the Sheriff's Office. After moving to Tallahassee, she worked for several agencies including Florida State University, the Florida Departments of Juvenile Justice, Revenue, and Law Enforcement, as well as the Guardian ad Litem Program and Parole Commission. Ultimately, she retired from the Department of Revenue.

Although she was born in Holland, Michigan, Valerie moved to St. Pete Beach, Florida when she was a teenager and has lived in Tallahassee for over 30 years. She has three beautiful grandchildren—all of whom live in Tallahassee—and in her words, “the craziest Bassett Hound on earth along with a Beagle rescue.” She also has two lovely children and enjoys flower gardening...with a special affinity for day lilies, scrapbooking, sewing, genealogy, and travel.

Formerly with the Office of Public Defender for the Twelveth Judicial Circuit, *Kelly Huskisson* graduated from the State College of Florida and holds a degree in Criminal Justice. She likes to travel and spend time with friends.

Finally, not to be overlooked is *Reshod Johnson*, who started with JAC's Accounting Section as a Professional Accountant on May 9, 2018. Although his name was listed under new arrivals in the May-June JAC Express, we wanted to share a bit more about him. Reshod is currently pursuing a degree in Recreation Management at Tallahassee Community College. He is a father, multi-talented musician (piano, drums, a little guitar, and vocalist) and an avid sports fan.



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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.

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

The Office of State Attorney for the Twentieth Judicial Circuit and the Offices of Public Defender for the First and Thirteenth Judicial Circuits are the only offices submitting batch sheets directly to JAC via BOMS.

Stay tuned for future EDMS updates.

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

"Those who say it cannot be done should not interrupt those doing it."

~Chinese Proverb~

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

Lydia R. Mount, Editor
**Executive Office
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Commission**

**Phone: (850) 488-2415
Ext. 223**

Lydia.Mount@justiceadmin.org

(No names appear with photos.)

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.*