



COMMISSIONERS

Brad King, Chair
State Attorney
5th Judicial Circuit

Diamond R. Litty
Public Defender
19th Judicial Circuit

Kathleen Smith
Public Defender
20th Judicial Circuit

Brian Haas
State Attorney
10th Judicial Circuit

Alton L. "Rip" Colvin, Jr.
Executive Director

Inside this issue:

Pro-Bono Matters Act of 2018	2
Government Accountability	3
Criminal Justice Transparency	4
Statewide Travel Management	5
JAC Photos	6
Florida Sterling Conference	8
Staff Developments and Kudos	9
Boarding the EDMS Train	10
JAC in Brief	10



The JAC Express

State of Florida

Volume IX Issue 2

A Word From JAC's Executive Director



Rip Colvin
JAC Executive
Director

The next Justice Administrative Commission (JAC) Meeting is scheduled to be held on May 23, 2018. The agenda will include an Executive Director's Report and the following key issues:

- [Legislative Update](#)
- [Court-Appointed/Legal Update](#)
- [FY 2018-19 Court-Appointed Contracts](#)
- [JAC's Classification and Pay Plan and Salary and Benefits Plan](#)
- [Office of Criminal Conflict and Civil Regional Counsel's Classification Pay Plan and Salary and Benefits Plan](#)

Additional significant updates and reminders include:

Year-End Training

JAC will be hosting the 2017-18 Fiscal Year-End Training 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 Monday, May 21, 2018 from 9:00 a.m. to 12:00 p.m. EDT. While staff associated with all 49 Judicial-Related Offices (JROs) administratively served by JAC are welcome to attend the

Fiscal Year-End Training in Tallahassee, we will also be meeting via GoToTraining.

Those who plan to attend remotely via GoToTraining and have not already registered, may register at this time by clicking [here](#).

Each registrant will receive a confirmation email containing information about joining the training.

2018 Surveys

Each year, JAC launches internal and external surveys to help us assess how we are doing in meeting our vision, mission, core values, and related strategic priorities. Using qualitative and quantitative feedback from survey respondents, we are able to identify some of our strengths and various opportunities for improvement. JAC's goal is to promote both a positive internal culture and excellence in organizational performance through ongoing professional development. The opportunity to take JAC's external surveys for JROs, private court-appointed and indigent for costs attorneys, and vendors is available until May 4, 2018 via "My JAC" — JAC's secure [login](#). Direct links to these surveys were also provided to JAC's customers and stakeholders via email invitations.

Online Legal Research Update

JAC finalized terms and conditions with LexisNexis in a contract which will run through June 30, 2020. Most JROs can achieve savings through the JAC/LexisNexis contract.

Additionally, given the collective efforts between JAC and the JROs, there are opportunities to save for JROs that opt to renegotiate with Westlaw. Either way, — renegotiating with Westlaw or moving to

the JAC/LexisNexis contract — almost all JROs can save money. We can already document annual savings of over \$123,000 by the JROs taking advantage of these opportunities.

Also promising, working together we can achieve even greater savings moving forward. Specifically, JAC strongly encourages that future Westlaw contract renewals by JROs include either a June 30, 2020 contract end date or an addendum with a one-time option to terminate their Westlaw contract on June 30, 2020. By aligning contract end dates, we will increase our collective purchasing power to achieve greater savings.

Finally, JAC has data, information, and support to improve negotiations and identify potential savings for all JROs. We are available to assist as needed. If we can be of any assistance, please contact the JAC team working on these efforts at LexisNexis@justiceadmin.org or you can contact the team lead, Greg Cowan at greg.cowan@justiceadmin.org or (850) 488-2415, ext. 229.

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 adjustments, and salary refund deposits). On September 15, 2017, JAC submitted an Agency Impact Statement to DFS for JAC and the JROs. All JROs have been made aware of this policy change and Computer Information & Planning has identified the required system modifications.



“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

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. Passed by the Florida Senate on January 31, 2018 and the Florida House of Representatives on February 14, 2018, the bill was enrolled on February 20, 2018 and signed into law (Chapter Number 2018-014, Laws of Florida) by Governor Scott on March 19, 2018.

“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 former law, although private court-appointed attorneys representing these cases had access to state-funded due process costs, *pro bono* counsel accepting these cases did 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), this new law will 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, will provide *pro bono* attorneys access to funding for due process costs associated with the representation, this law 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.

An identical measure filed by Representative Frank White, House Bill 57, was substituted for Senate Bill 146 and laid on the table.

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

Government Accountability Update

House Bill 11 and Senate Bill 354 (Died)

House Bill 11, an act relating to government accountability, was introduced on August 28, 2017 by Representative Larry Metz. A Committee Substitute to House Bill 11 was passed by the Florida House of Representatives on January 12, 2018 and received by the Florida Senate on January 30, 2018, where it died on March 10, 2018. The bill, attempted to amend § 11.45, F.S., defining the terms “abuse, fraud, and waste.”

The bill also sought to amend § 43.16, F.S., by 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.”

Provisions related to internal controls were designed to:

- 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, House Bill 11, sought to amend § 112.061, F.S., by revising lodging reimbursement rates for specified employees and authorizing employees to expend their own funds for lodging rates that exceeded \$150.00. Although House Bill 11 died, the travel and lodging provisions became law as measures within Section 85 of House Bill 5003, *An Act Implementing the 2018-2019 General Appropriations Act*. The Act (Chapter Number 2018-010, Laws of Florida) was signed by Governor Scott on March 16, 2018. Provisions cover both state agencies and the judicial branch and stipulate that, “Costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed \$150 per day. For purposes of this section, a meeting does not include travel activities for conducting an audit, examination, inspection, or investigation or travel activities related to a litigation or emergency response. This section expires July 1, 2019.”

You may recognize the language in House Bill 11 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 approved as a Committee Substitute by the Community Affairs Committee on November 7, 2017 and as a second Committee Substitute by the Appropriations Committee on March 2, 2018. Ultimately, this bill also died.



Both House Bill 11 and Senate Bill 354 died during the 2018 Legislative Session. Several of the same provisions were introduced and also died during the 2017 Session.



Criminal Justice Transparency



House Bill 7071 died, but its transparency components were added to Senate Bill 1392, which was approved by Governor Scott on March 30, 2018.

House Bill 7071, relating to Criminal Justice Transparency, was passed by the Florida House on February 21, 2018, but ultimately died in the Florida Senate's Criminal Justice Committee. Introduced by Representative Chris Sprowls and the Judiciary Committee on February 5, 2018, the bill provided for the collection of accurate criminal justice-related data for policymakers and sought to enhance transparency for the public. Although House Bill 7071 did not move in the Senate, many of its provisions were included within Senate Bill 1392, which was approved by Governor Scott on March 30, 2018 (Chapter Number 2018-127, Laws of Florida). Key provisions will:

- Require the clerks of the circuit court, **state attorneys, public defenders**, county detention facility administrators, and the Department of Corrections (FDC) to collect specific data elements on a biweekly basis and transmit them to the Department of Law Enforcement (FDLE) on a monthly basis;
- Require FDLE to publish the data on the department's website and make it searchable, at a minimum, by data element, county, circuit, and unique identifier;
- **Provides that any entity that does not comply with the required data collection is ineligible to receive funding from the General Appropriations Act, any state grant program administered by FDLE, or any other state agency for five years after the date of non-compliance.**
- Direct FDLE to create a unique identifier for each person who is a subject of a criminal case received by the clerks of court, which will allow that person to be tracked throughout the criminal justice system. Digitizes the Criminal Punishment Code sentencing scoresheet;
- Expand the annual reporting requirements for pretrial release programs to gather information regarding the use of pretrial risk assessment tools, whether pretrial release program participants paid a bail or bond, and the types of criminal offenses programs participants are charged with;
- Require FDC to report and publish, on a quarterly basis, inmate admissions by offense type and recidivism rates; and
- Establish a pilot project in the 6th Judicial Circuit to allow the clerk of the circuit court, the state attorney, the public defender, or a sheriff to enter into an agreement with a national, nonpartisan, not-for-profit entity that provides data and measurement for county-level criminal justice systems.

This act takes effect on July 1, 2018.

Source: Florida House



Statewide Travel Management



The Statewide Travel Management System (STMS) was originally authorized and funded by the Florida Legislature and approved by the Governor during the 2016 Legislative Session. The Department of Management Services (DMS) was required 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.

The STMS has been procured, configured, and tested. It must now be certified by the Department of Financial Services (DFS). Once the system is certified by DFS (expected in late May/early June), a small group of pilot agencies (including DMS) will begin using the system. DMS will be meeting with leadership at each agency to talk through specific processes and the timeline for onboarding the remaining agencies through the summer and early fall. The Judicial-Related Offices (JROs) served by the Justice Administrative Commission (JAC) are expected to be the last to migrate to the new system, which will likely be late fall 2018 or winter 2019.

JAC staff have been contacted and invited to participate in training sessions to see the system first hand. The training sessions will take place during the second week of May. JAC will keep all offices up-to-date with the progress of the system. Any questions may be directed to Vicki Nichols, JAC’s Director of Accounting, at Vicki.Nichols@justiceadmin.org.

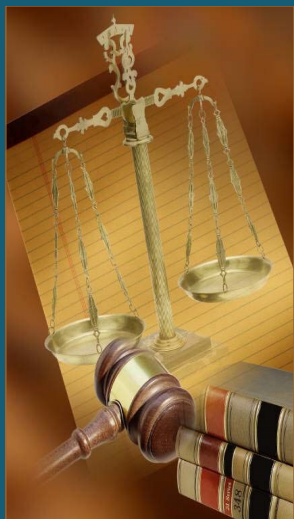
An information video has been provided by DMS regarding the travel system. The video may be viewed at: https://www.dms.myflorida.com/agency_administration/statewide_travel_management_system/stms_intro_video.

Vicki Nichols, CPM
Director of Accounting



“JROs served by JAC are expected to be the last to migrate to the new system, which will likely be late fall 2018 or winter 2019.”

JAC's New Reception Area

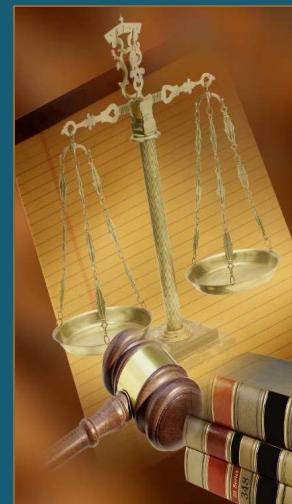


Guests to JAC will now be greeted within JAC's new reception area.



Special guests to JAC were greeted by this welcoming arrangement on March 19, 2018.

Thank you Ms. Shellie. You always find a way to show what "southern hospitality" is all about!



JAC has been an active participant in Florida Sterling Council Training and plans to have representation at the 26th Annual Florida Sterling Conference.

The 26th Annual FLORIDA STERLING CONFERENCE



MAY 29 - JUNE 1, 2018

JW MARRIOTT
ORLANDO GRANDE LAKES

JAC Departures

Hanz Cadet

Accounting Section

Departed JAC April 13, 2018

Rick Waldron

Operations Section

Departed JAC April 27, 2018

Well Deserved Recognition

April 18, 2018 — “Rip, I wanted to send you this email today to give praise to Nona for all the help she’s given our circuit on a regular basis. In life, we seldom let people know how happy we are with their services or [when they are doing] a good job or going above and beyond. But, we frequently want to complain about people and that’s normally the only feedback we give each other.”

There’s so many people at JAC that deserve the same praise and acknowledgement. The list is endless of the people I deal with for whom I feel the same way: Vicki, Dina, Nona, Carolyn, Andy, Kelly, Yvonne, Frank, Lorelei, Jennifer, Phyllis, David and many others (don’t want to forget anyone, so ALL JAC Staff).

Due to the transition and challenges we face in our office, (with new people that are still learning), JAC has made our lives so much easier because of your staff. I just wanted to let you know what a good job they are doing and how much we appreciate them. So thank you.

*Courtesy Administrative Director
Judicial-Related Office Served by JAC*

April 16, 2018 — Congratulations to Kathy McCabe on the occasion of becoming a great-aunt for the eighth time. Kathy’s nephew, Patrick and his wife Kelly, have added a new baby boy named Theodore Edward (Teddy Eddy) to their family. Her brother Ed (the oldest in the McCabe Family) became a grandpa for the first time and is smiling from ear to ear — instant babysitter!

*Kathy McCabe
JAC Accounting*

April 2, 2018 — Thanks to Jenny Sutton! She so graciously smiles whenever I ask her to “chop, dice, cut, and squeeze” apples, cheese, celery, and lemons. I cannot get the tables ready without her!

*Ms. Shellie Shelton
JAC Operations*



**State of Florida
Justice Administrative
Commission**

Post Office Box 1654 (32302)
227 North Bronough Street,
Suite 2100
Tallahassee, Florida 32301

PHONE (850) 488-2415

TOLL FREE (866) 355-7902

FAX (850) 488-8944

TOLL FREE FAX (866) 355-7906

WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

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

Lydia R. Mount, Editor
Executive Office
Justice Administrative
Commission

Phone: (850) 488-2415
Ext. 223

Lydia.Mount@justiceadmin.org

(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 active files into Laserfiche. They are currently on letter "G". Remember they are working backwards in the alphabet, so they have 6 more letters to go!

The submitting of batch sheets through BOMS appears to be a hit! JAC has received 448 batches via BOMS since February 8, 2018 from the Office of State Attorney for the Twentieth Judicial Circuit, and the Offices of Public Defender for the First and Twentieth Judicial Circuits.

The batches received directly from BOMS work similar to JAC's Online Billing System (JACOBS) where the metadata is already assigned to the document. Upon receipt from BOMS, it is routed to the Mailroom's scan check folder where the Mailroom conducts a quality check on the document. Once the quality check has been completed, the document is forwarded to Circuit Accounting folders as usual. 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."*

*"If it doesn't feel right, don't do it. That is the lesson, and
that lesson will save you a lot of grief."*

~Oprah Winfrey~

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.*