

October-December
2019



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

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State of Florida – Justice Administrative Commission

Volume X Issue 5

A Word from JAC's Executive Director



Rip Colvin
JAC Executive
Director

The most recent Justice Administrative Commission (JAC) Meeting was held telephonically on December 19, 2019. A date for the next meeting has not been determined. Meanwhile, this issue provides updates on the JAC Training Conference; Florida PALM Update; Statewide Travel Management System; BOMS to JAC Web Service; Revolving Funds; and other topics.

~This newsletter is dedicated to the memory of Terrence Joyce~
3/30/1973 – 12/14/2019



JAC Training Conference - Connect and Collaborate III (CNCIII)

Following-up on the success of the two previous training conferences, a third training conference has been scheduled for the Judicial-Related Offices (JROs) served by the JAC, entitled Connect and Collaborate III, or CNC III. The conference is scheduled for May 4–7, 2020, at the Embassy Suites by Hilton St. Augustine Beach Oceanfront Resort.

The CNC III agenda was distributed on December 3, 2019.

Registration for CNC III is available at <https://www.surveymonkey.com/r/SKF83GN>. While the block of rooms at the Embassy Suites is currently full, we do anticipate some attrition between now and the conference. The hotel is maintaining a waitlist for rooms as they become available.

Questions regarding CNC III, should be directed to Greg Cowan at Greg.Cowan@justiceadmin.org or at (850) 488-2415, ext. 224.



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Statewide Travel Management System

JAC is working towards a “go live” date for the Statewide Travel Management System (STMS). That date will likely be sometime in January 2020. The STMS team at the Department of Management Services (DMS) has been creating customizations to the STMS for offices of Justice Administration to ensure that each of the 50 office’s travel documents are segregated to that office only--through security measures--but allow JAC Accounting Staff to access the necessary travel documents for final upload to FLAIR. DMS is nearing completion of the customizations. As a reminder, only employee travel will be processed in the STMS, non-employee travel will be processed via batch sheets to JAC (current process).

Public Records and the STMS

JAC staff have been in communications with Chasity O’Steen, DMS General Counsel and Bob Ward, DMS Chief Information Officer, over the last several months to acquire an understanding of the DMS Public Records Policy related to the STMS. JAC staff participating included: Cris Martinez, General Counsel; Carolyn Horwich, Director of Human Resources; and Vicki Nichols, Director of Accounting. Some key elements related to DMS’ Public Records Policy are:

1. DFS will release STMS records ***without notifying JAC unless one of the following conditions exists:***
 - a. An employee is marked “restricted relative” or “protected identity” in People First; or
 - b. A trip is marked “secure” in the STMS.
2. If one of the above conditions exists [1.a. or b.], DMS will notify JAC regarding the public record request.
3. When DMS notifies JAC of a public record request, JAC will contact the office involved. JAC will not make a determination whether the record should be released in whole or in part.
4. If an Office of Justice Administration determines that all or part of the record should not be released, that office will be expected to “defend” that decision in any subsequent litigation and bear the litigation costs.

On a related note, DMS is required by Florida Law to provide a “portal” available to the public to run reports of travel data for all state agencies from STMS data. The portal is currently accessible on the DMS STMS website. Travel data marked “secure” will be blocked from the portal.

JAC will train STMS users regarding the DMS public records policy and all aspects of using the STMS for employee travel, prior to the “go live” date. Please contact Vicki Nichols at Vicki.Nichols@justiceadmin.org with questions regarding the STMS.

Laserfiche – JAC’s Electronic Document Management System

Hooray! Finally finished with the scanning of all active files into Laserfiche, the Human Resource Office is beginning to use Laserfiche to process their daily work, starting with Payroll. Financial Services’ request for the ability to archive PCard Approver and Card Holder request forms has been completed and is currently being used.



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Updates from the JAC Budget Office

On November 25, 2019, the Governor's Office of Policy and Budget (OPB) published the guidelines for amending FY 2020-21 Legislative Budget Request (LBR) and instructions to publish the amended LBR on the Florida Fiscal Portal. The Judicial related offices were informed and have begun formulating issue narratives and submitting them to the JAC Budget Office for data entry into LASPBS Column A14.

There is no deadline from OPB for entering the Amended LBR, as we generally have been allowed to submit throughout the Legislative Session. However, it is recommended that issues be adjusted or added sooner rather than later in order to receive a sufficient amount of time for review and consideration by legislative staff and others. Therefore, the First Submission of the Amended LBR was uploaded to the Florida Fiscal Portal on December 20, 2019, for optimal legislative consideration.

You can amend your LBR by revising or deleting any issue narratives and amounts that were in the September 2019 submittal to the Florida Fiscal Portal; the new narrative should conclude with "Summary" followed by a brief explanation of the change in dollars, positions and / or salary rate. You can add completely new issues; the justification should conclude with the statement "This is a new issue".



For additional information or assistance please contact the JAC Budget Office at Budget@justiceadmin.org.

Online Legal Research

JAC can document annual savings of more than \$390,000 by the JROs based on our collective efforts associated with the online legal research initiative. Working together we can achieve even greater savings moving forward. Specifically, JAC is exploring options as to how best to structure these online legal research efforts after June 30, 2020. We are exploring a number of options with a team made up of staff representatives from the JROs. Options under consideration include the following:

- Allow for the current contract to expire;
- Renew the existing contract;
- Negotiate alternative contract source with Westlaw;
- Issue an invitation to bid;
- Issue a request for proposals; or
- Issue an invitation to negotiate.

Additionally, working with the team of staff representatives from the JROs, we are exploring options for potential savings associated with print materials.

We will continue to keep you posted as this process proceeds. If you have any questions, please contact Greg Cowan at Greg.Cowan@justiceadmin.org.

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Messages from the JAC Accounting Office



BOMS to JAC Web Service

The JAC Information Technology (IT) Section in conjunction with Computer Information and Planning (CIP) developed a secure method for submitting Batch Sheets with supporting documentation to JAC for payment of invoices. The BOMS to JAC Web Service (Web Service) is a secure and efficient method for submitting Batch Sheets to JACBenefits using the Web Service:

- Secure submission – most secure method for submitting Batch Sheets to JAC – little to no risk for the documents (and confidential information) to be accessed or confiscated by the wrong party;
- Ease of submission from BOMS – no printing to paper and scanning for email;
- Quality of images remain – JAC receives the highest quality images – program-generated, easy to read; less chance for errors vs. scanned documents;
- Electronic signature functionality in BOMS utilized – no printing, signing, and scanning;
- CIP has provided instructions within BOMS itself for each office to set up BOMS for the Web Service; and
- JAC IT and Mailroom staff can more quickly route the Batch Sheets to the appropriate JAC staff for processing.

Currently, seven offices are using the Web Service for Batch Sheets. JAC encourages more offices to take advantage of the Web Service, primarily because of the high level of security it offers and the level of efficiency it provides.

Please note: the Web Service is not the “MyJAC” portal on JAC’s website.

Contact Vicki Nichols, Director of Accounting, or Dina Kamen, Deputy Director of Accounting, with any questions.

PCard Works Minute

DFS will begin monitoring all JAC PCard Works transactions beginning December 2019. In an effort to help users become comfortable with receipt requirements, a [Job Aid - Receipt Guidelines for PCard Works](#) was created. This Job Aid covers the basic receipt and supporting documentation requirements.

PCard Quick Tip: Did you know that information copied from the Internet may have imbedded information that can’t be seen when pasted into Works? If users want to copy information from **any** Internet source, such as the Master Trip Number from STMS, please remember to paste information into Microsoft Word first. It’s safe to copy information from a Word document into Works. If users paste directly from the Internet into Works, FLAIR can’t read the imbedded information and the item will be rejected.



Questions may be directed to Merry Sutton, JAC’s PCard Administrator, at Merry.Sutton@justiceadmin.org.

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Florida PALM Update



Florida Planning, Accounting, and Ledger Management (PALM) is new software that will eventually replace FLAIR. The Department of Financial Services (DFS) is spearheading the effort to transition the state to Florida PALM. JAC staff have been participating in meetings over the last several months to begin the process of understanding Florida PALM and to inform DFS about the 50 Offices of Justice Administration and the uniqueness of our structure. The transition to Florida PALM for some budget and accounting functions will occur in July 2021. JAC will keep all offices informed and engaged over these next weeks and years regarding Florida PALM to ensure everyone is ready when the transition occurs. Florida PALM will be discussed in more detail during the JAC Connect and Collaborate III Training Conference in May 2020.

Does Your Office Use a Revolving Fund?

Revolving Funds provide offices with the ability to maintain either a petty cash fund or a checking account. Most offices use the revolving funds for Information and Evidence or Due Process related expenses. These funds provide the ability to pay for records quickly when vendors don't accept credit card payment.

If your office has a revolving fund, did you know...

- Revolving fund checks must require two authorized signatures.
- Revolving funds can only be used for the purposes stated in the fund authorization.
- Revolving fund checks must contain "VOID after 90 days."
- Interest earned must be deposited in the office's General Revenue account within 30 days.
- Reconciling petty cash funds should include unscheduled cash counts.
- Bank statements must be reconciled by someone other than the custodian or anyone supervised by the custodian.



See [Florida Administrative Code Chapter 69I-23](#) for more information regarding revolving funds or contact Lorelei Welch, Deputy Director of Financial Services via Lorelei.Welch@justiceadmin.org.

Submitted by: Financial Services

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WAY TO GO, Wayne!

Following a recent training conducted here at the JAC's large meeting room, we received a very nice thank you that we just had to share!

"I just want you to know how wonderful everything went.....The classroom was perfect and your team was very helpful and attentive. I have no suggestion to make regarding improvement. The instructor....was singing the praises of the JAC.....we would like to return again in the near future. Special thanks go to Wayne Meyer who has been my liaison since the beginning. He is truly a tireless professional."



JAC CELEBRATED THE CHRISTMAS SEASON THIS YEAR WITH OUR ANNUAL HOLIDAY PARTY FEATURING GAMES, PRIZES, FELLOWSHIP, AND LOTS OF GREAT FOOD! CHRISTMAS DECORATIONS COULD BE FOUND OFFICE WIDE, PUTTING EVERYONE IN THE SPIRIT! CHRISTMAS AT JAC ALSO MEANS MISS SHELLIE'S BEAUTIFUL CHRISTMAS TREE, AND JAC PARTICIPATED IN THE ANNUAL CHRISTMAS CONNECTION, HELPING A FAMILY IN NEED TO ENJOY A HAPPIER HOLIDAY WITH DONATIONS OF CLOTHING, TOYS, AND GIFT CARDS. THANKS TO ALL WHO CONTRIBUTED TO A MERRY AND BRIGHT HOLIDAY!

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JAC Blood Drive

On Friday, December 13th, we were lucky to see JAC's friend, NORM! Norm is the founder of the City Centre Blood Drive.

Since March, 2010, 807 units of blood have been donated at City Centre. Thanks to our Executive Director, Rip Colvin, our property managers at TALCOR, and to each donor for this life saving service!

Photo courtesy of Susie Kalous



oneblood
Share your power.



◆ Happy October, November, and December Birthdays! ◆

Ebony Porter	October 3	Susan Stubbs	November 2	Dina Kamen	December 11
Stephanie Hanks	October 7	Christian Merricks	November 5	Nona McCall	December 12
Merry Sutton	October 15	Jerry Eychaner	November 7	Cynthia Sutton	December 19
Xiaoling Qin	October 19	Kale Stafford	November 19	Kathy McCabe	December 22
Tanya Walker	October 21	Shawna Metz	December 1	Kimberly Jackson	December 25
Tacorria Richardson	October 24	Brian Black	December 1	Jeanette Ottley	December 30
Jhan Snyder	October 24	Brad Bischoff	December 8		

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JAC Transitions, Arrivals & Departures

Kathy Prehoda, Document Specialist II, Human Resources, retired	Effective November 22, 2019
Alexander Huff, Intern with Court-Appointed Audit, finished appointment	Effective November 25, 2019
Sandy Brooks, Administrative Assistant, Executive Office to Human Resources	Effective November 26, 2019
Jeanette Ottley, Paralegal, Legal to Court-Appointed, Deputy Director of Court-Appointed	Effective December 9, 2019
Tywan Harris, Intern with Accounting, finished appointment	Effective December 13, 2019

Special Office Recognitions - Carolyn Horwich, Esq.

Staff Anniversaries October - December

Employee	Years of Service
Patricia Burt	15
Loraine Cole	15
Stephanie Hanks	15
Velicia Johnson	15
Cynthia Sutton	15
Jennifer Sutton	15
Therese Usherwood	15
Tanya Walker	15
Lorelei Welch	15
Cheryl Williams	15
Elnora Brown	13
Christian Lake	13
Brad Bischoff	12
Michelle Dolce	12
Jamie Johnson	12
Dina Kamen	10
Jessi Eastman	9
Susan Stubbs	8
Tim Tice	7
Shawna Metz	5

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WE'RE ON THE WEB
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For comments, suggestions,
and/or submissions for the next
quarterly newsletter, please
contact:

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The cover beach photo is
courtesy of Rip Colvin.

*There is no such thing as a self-made man. You will
reach your goals only with the help of others.*
~ George Shinn ~

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.