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Executive Director

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State of Florida

Volume X Issue 1

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 4, 2018. As of February 28, 2019, a date for the next meeting has not been determined. Meanwhile, the latest JAC Executive Director's Report provides an update on the Private Court-Appointed Due Process Funding Shortfall; Online Legal Research; Changes to s. 216.292, F.S., — Budget Transfers; Fiscal Year 2019-2020 Amended Legislative Budget Requests; the Statewide Travel Management System; Reporting on Certain Travel for Specified Employees; Changes to Purchasing Card Charge Approvals; the Auditor General Audit; and JAC's Use of KnowBe4 Cybersecurity Training and Phishing Email Service. Updates on these and other topics of interest are also shared in this publication.

Private Court-Appointed Due Process Funding Shortfall

JAC projects all private court-appointed due process funding will be exhausted in mid to late March 2019 due to a \$17.5 million shortfall. The shortfall is made up of three factors:

- 1) \$2.9 million that was not funded in the previous year's supplemental funding request;
- 2) \$2.5 million cut in current year funding; and
- 3) recurring need fueled by cases associated with the death penalty, Hurst resentencings, and Graham/Miller youthful offender resentencings.

Typically, supplemental funding is secured in next year's General Appropriations Act in the *Back of the Bill*, allowing JAC the ability to pay the attorneys and vendors it

owes without interruption. However, due to the timing of this year's Session (March 5th-May 3rd), the supplemental funding will not be available until the bill becomes law in late May/early June, resulting in JAC's inability to pay 8,000 to 12,000 bills during April and May 2019.

JAC will continue to work and meet with legislators, legislative staff, and the Governor's Office from now until the end of session to identify options to address both current and future recurring funding needs.

Reporting on Certain Travel for Specified Employees

As required pursuant to House Bill 5001 (ch. 2018-9, L.O.F.), 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 anticipated that once the Statewide Travel Management System (STMS) is implemented, the STMS will provide the data needed for the quarterly reports, likely eliminating the need for the labor-

intensive process. However, until STMS is fully implemented, and the reporting capabilities are known, JAC will continue to compile the data for the quarterly travel reports working with each office. Any questions may be directed via email to Vicki Nichols, Director of Accounting, at: Vicki.Nichols@justiceadmin.org.

Changes to Purchasing Card Charge Approvals

The system used to manage Pcards is changing.

DFS is converting the Pcard FLAIR process to an online real-time system called Pcard Works, a Bank of America system. This system will allow immediate updates to accounts, cardholder review of charge and decline information, and will replace the FLAIR payment process.

Cardholders will not see any changes in the manner in which their card is used, as only the card administration and overall payment process is changing.

Agency conversion to the new system is a four-month process. The first two months will entail user configuration and training for JAC Pcard administrators. Month three will involve cardholder and approval training, while system deployment is planned during month four.

JAC will not begin the conversion until 2019 and will not "go live" until next fiscal year. JAC will provide further updates as details become available.

Any questions may be directed to Lorelei Welch, JAC's Deputy Director of Financial Services and Pcard Administrator. You may contact Lorelei via email at: Lorelei.Welch@justiceadmin.org.





“Beyond the Numbers”

Messages from the JAC Accounting Office

Prompt Payment of Invoices

Prompt Payment is the terminology used to describe the statutory requirement that state agencies pay obligations of the state within a period of 40 calendar days from the date the obligation is eligible for payment. (For health care providers the time-frame is 35 calendar days.)

The 40 day compliance period is broken down as follows:

- *20 days for the agency to submit a payment via FLAIR to the Department of Financial Services (DFS) for processing, and*
- *20 days for DFS to review and issue a payment.*

Note: An invoice is considered eligible for payment when: 1) Invoice correctly presents the goods/services with the correct rates and total due; and 2) Goods and/or services billed on the invoice are received as ordered/ expected.

The agency is considered “out of compliance” if an invoice (obligation) is not processed in FLAIR within 20 days from the date the invoice is eligible for payment. In addition, interest may be owed to the vendor if the warrant (check) is not issued within 40 days. It is expected that agencies will process 95% or more of all invoices within the 20-day framework. All state agencies are monitored by DFS for prompt payment compliance.

Transaction Date & Prompt Payment Calculations

The Transaction Date (TRN-DT) is the FLAIR term for the date that tracks the prompt payment compliance of invoice payments. The TRN-DT is entered each time an invoice is processed in FLAIR. In order to determine the TRN-DATE the following methodology is employed:

1. Each invoice submitted for payment should include the following three dates indicated on the invoice. The documentation of these dates is generally provided by the “Three Date Stamp.” The dates are:
 - a. Date the invoice was received by the agency*
 - b. Date the goods or services were received
 - c. Date the goods or services were inspected and approved (should be five days or less after receipt of goods or services)
2. Additionally, confirmation that the vendor has a verified Substitute Form W-9 on file with DFS (for most vendors) is necessary.

*For the purposes of determining the receipt of invoice date, the agency or the judicial branch is deemed to receive an invoice on the date on which a proper invoice is first received at the place designated by the agency or the judicial branch (s. 215.422, F.S.).

“Beyond the Numbers”

Messages from the JAC Accounting Office Continued

The TRN-DT is the latter of the dates in 1.a., b., & c. If a vendor neglects to register their Substitute W9 and the registration occurs later than the other three dates, the TRN-DT would be changed to the W9 registration date when necessary. The TRN-DT is used to monitor compliance with the prompt payment requirements.

Sample of a “Three – Date” Stamp

Date Invoice Received _____
Date Goods/Services Received _____
Date Goods/Services Inspected/Appv'd _____

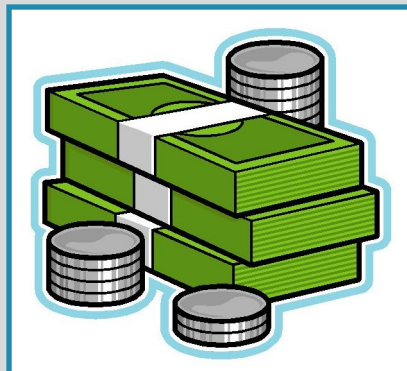
The JAC Accounting Office appreciates everyone’s assistance in sending invoices (obligations) to JAC as soon as possible after the goods and/or services have been received and approved. The compliance period (TRN-DT determination) occurs at the local office when the invoice and goods/services have been received and approved; at this point the state has an obligation.

Vendor Interest Calculation based on the FLAIR Transaction Date

FLAIR will automatically calculate whether interest is owed to a vendor by comparing the TRN-DT with the warrant date. If more than 40 days has elapsed (35 for healthcare providers), an interest calculation is automatically generated and a FLAIR Interest Penalty report is provided. If the amount of interest is greater than \$1.00, the state agency is required to pay to the vendor the interest owed (within 15 days). Note: if the vendor refuses the interest payment, the agency must document that refusal and at that time is relieved of the obligation to pay the interest.

If there are any questions or concerns related to prompt payment and the TRN-DT, please contact Vicki Nichols, Director of Accounting, or Dina Kamen, Deputy Director of Accounting.

*Courtesy of Vicki Nichols, CPM
JAC Director of Accounting*



***Look to see
“Beyond the
Numbers”
articles in
future
newsletter
publications.***

Statewide Travel Management System Update



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. JAC received notification from DMS on December 3, 2018, that the travel system has been certified and approved by the Department of Financial Services (DFS) and is ready for implementation. All executive and judicial agencies are required to use the travel system for employee travel payments, replacing the current “paper” documents. Non-employee travel may be entered into the STMS, but it is not required.

JAC and Guardian ad Litem (GAL) staff met with the DMS STMS implementation team on three occasions between December 2018 and January 2019 to discuss the role of JAC within Justice Administration and to explain the structure and uniqueness of Justice Administration within state government. JAC and GAL are working with DMS to transition to the STMS in March 2019, if all goes well, as “pilot agencies”. It is expected that all other Justice Administration offices will migrate to the STMS in late April or May 2019.

One very important piece of information was learned from these discussions with DMS, that is, travel entered into the STMS will automatically populate the STMS public website hosted by the DMS unless manually marked “secure”. The information provided from the public “look up” on the STMS website includes: traveler’s name and title, agency name, purpose for the trip, destination, total cost, mode of transportation, and dates for the travel. During the training and transition to the STMS, JAC staff will ensure that offices are trained on how to secure a trip in the STMS, should that be necessary. There will be multiple meetings, conference calls, and discussions with all offices to prepare for this change.

JAC will keep everyone informed of the implementation plans and processes going forward. Any questions may be directed to Vicki Nichols, Director of Accounting, at: Vicki.Nichols@justiceadmin.org.

Courtesy of Vicki Nichols, CPM, Director of Accounting



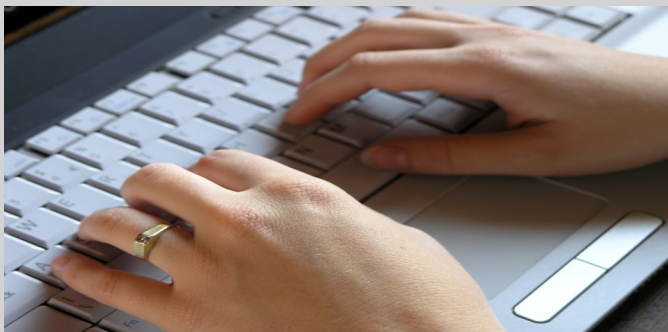
Online Legal Research Update

There are currently savings opportunities for most Judicial-Related Offices (JROs) administratively served by JAC through the JAC/LexisNexis contract. Additionally, given the collective efforts between the JAC and the JROs, there are also savings 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 \$300,000 by the JROs.

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 the inclusion of 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. 224. 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.

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



Updates from JAC's Budget Office



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.

A generic version of an approved 5% Budget Amendment was shared with judicial-related offices for their consideration and future use.

The JAC Budget Office is in the process of updating the 5% budget amendment forms to add a new section regarding availability of trust fund budget authority and cash. The updated 5% form will have a link to a Trust Fund Budget and Cash Analysis template.

Fiscal Year 2019-2020 Amended Legislative Budget Requests

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 October 2018 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. LBR Amendment #1 representing several agency's revisions to the October 19, 2018 submission, has already been posted to the Florida Fiscal Portal.

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. This will help ensure that issues receive full consideration prior to the release of any work papers or spreadsheets that may be distributed by the House Justice Appropriations Subcommittee or Senate Appropriations Subcommittee on Criminal and Civil Justice leading up to and during Budget Conference. If you have any questions regarding amending your LBRs or the amendatory process, please contact JAC's Budget Office at: Budget@justiceadmin.org.

*Courtesy of Michael Mauterer, JAC Budget Director
Kelly Jeffries, and Frank Coleman III*

Update on Auditor General Audit

The Auditor General initiated an Operational Audit of JAC in February 2017. According to the Auditor General's engagement letter, 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. Our audit will examine controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and the safeguarding of assets, including identifying weaknesses in those controls.

The audit should conclude with findings and recommendations designed to improve JAC operations. Exit conferences are being scheduled with Justice Administration agencies that were included in the audit. An exit conference with JAC staff was held Thursday, December 13th. Preliminary and tentative findings were discussed, but not yet formalized. Agencies will have 30 days from the receipt of the formalized preliminary and tentative findings to respond in writing. JAC staff will be able to assist as necessary.



JAC's KnowBe4 Cybersecurity Training and Phishing Email Service Update



Cybersecurity

With the ever-increasing threat of email phishing and social engineering tactics, JAC engaged the services of KnowBe4, a company based out of Tampa, in early 2018. JAC first deployed the phish testing service surreptitiously to obtain a baseline of how prone to attack staff were initially. In time, staff were notified of the ongoing testing and also required to enroll in a 15 minute training course on ransomware and social engineering dangers. During the six months since initiating testing, we have seen our staff's "phish-prone" percentage drop from roughly 17% to the low single digits. A single errant click can wreak havoc on an office's infrastructure and also contaminate the offices we serve. So, reducing our threat exposure to this degree is a worthy goal and great way to diminish risk.

Later in the year, it came to light that the Chief Information Security Officer with the Agency for State Technology (AST) was in the process of pursuing a contract with KnowBe4 to procure licensing for all State Data Center customer agencies. After discussions with JAC's IT staff, attempts were made to procure additional licensing to cover the JROs, which ultimately did not pan out this year. However, JAC and AST worked with KnowBe4 to ensure that the JROs were able to take advantage of the heavily discounted pricing negotiated as part of this contract with the state. Contacting KnowBe4's sales team and identifying which judicial branch entity you represent should give you access to the state's contract pricing.

As part of s. 282.318(4)(a), F.S., and AST Rule 74-2.002(1)(f)8., F.A.C., agencies are required to implement an information security program. One of the objectives of the agency information security program is to provide cybersecurity awareness training to all staff within their first 30 days of employment and also on a recurring basis throughout the year. Using KnowBe4's services can help your offices meet these requirements, in addition to improving the most powerful aspect of its IT security posture: your staff.

Courtesy of Brian Black, JAC Information Technology



How to Report an Accident/Incident

This article is to provide or reiterate the steps that need to be taken when reporting accidents/incidents. Accidents/incidents can be defined as injuries at work, car accidents on official state business, or lawsuits that are filed against any of the judicial-related offices (JROs) or the Justice Administrative Commission (JAC) proper.

Injuries at work

If there is an injury at work involving an employee of one of the JROs, an accident report should be filled out on the appropriate JRO form by the designated JRO staff member as an official record. The JRO staff member should also call AmeriSys at 800-455-2079 to report the injury. The claimant will be assigned an adjuster for the claim and will be contacted by the adjuster in a couple of days. If it is an emergency, always call 911 first.

If there is an injury involving JAC proper, the injury should be reported to the appropriate supervisor and then reported to Terrence Joyce. Terrence will assist with the completion of JAC's accident report form and also call AmeriSys to report the injury.

Car accidents or lawsuits

JRO employees who experience a vehicle accident involving either a state or personal vehicle (applicable to personal vehicles during business hours), will need to complete an accident report form, take photos of the vehicle, obtain a police report, along with any other related documents, and email them to Terrence Joyce at: Terrence.joyce@justiceadmin.org. Terrence will forward the information to Risk Management and an adjuster for the claim will be assigned. Claimants may expect to hear from the adjuster in a few days.

If a JRO or JAC proper receives any documentation related to a lawsuit being filed, the documentation should be sent to Terrence Joyce via email. Terrence will then forward the information to Risk Management for review.

For the majority of you, this information is just a reminder of the steps that need to be taken to report accidents/incidents. But, it is also provided to let new staff and agency heads who have recently come on board know how to report this type of accident/incident.

We would like to emphasize the importance of reporting these accidents/incidents as soon as possible. The more quickly Risk Management receives the information, the more quickly they can begin the process of creating the claim. This also ensures that Risk Management will be aware of the accident/incident if the other party contacts them.

If all the documents related to your accident/incident are not readily available, send the documents you have and send the other documents as they come available.

If you have any questions, please contact Terrence Joyce at the email address provided earlier or you may call 850-488-2415, ext. 331.

Courtesy of Terrence Joyce, CPM



Legislative Update

Commission on Capital Cases



House Bill [483](#) was filed by Representative Sharon Pritchett on January 22, 2019. The act creates § 27.716, F.S., re-establishing the Commission on Capital Cases and clarifies its duties. The measure also specifies Commission membership, terms of office, meeting procedures, per diem entitlements, and travel stipulations. Most notably, House Bill 483 amends ss. 27.7002, 27.702, 27.710, and 27.711, F.S., granting the Commission specific duties currently performed by the Justice Administrative Commission (JAC) and substituting certain duties currently performed by the Executive Director of the JAC to the Executive Director of the Commission on Capital Cases. The effective date is July 1, 2019.

House Bill [483](#) substitutes the duties of the Executive Director of the Commission on Capital Cases for current duties of the Executive Director of the JAC in a number of ways:

- Removal from the Capital Collateral Registry any attorney who seeks compensation above the statutory caps set forth in § 27.711, F.S.
- Removal from the Capital Collateral Registry any attorney who advises that they cannot provide adequate representation under § 27.711, F.S.
- Compilation and maintenance of the Capital Collateral Registry, including application procedures.
- Annual reporting requirement regarding the Capital Collateral Registry.

House Bill [483](#) provides that private court-appointed capital collateral counsel shall enter into a contract with the Commission on Capital Cases instead of the JAC, and that the Commission on Capital Cases shall function as contract manager and enforce terms and conditions of the contract instead of the JAC. The Commission on Capital Cases shall approve contracts and forms for billing of attorney fees, costs, and related expenses instead of the JAC.

Pursuant to § 27.711(4) – (7), F.S., the processing of private court-appointed capital collateral attorney fees and cost invoices would remain with JAC, while contracting and contract management would be assumed by the Commission on Capital Cases. It is unclear whether JAC could enforce the contract provisions promulgated by the Commission on Capital Cases regarding billings and payments.

Pursuant to § 27.716, F.S., the Commission on Capital Cases shall primarily “... review the administration of justice in capital collateral cases, receive relevant public input, review the operation of the capital collateral regional counsel and private counsel appointed pursuant to ss. 27.710 and 27.11, and advise and make recommendations to the Governor, Legislature, and Supreme Court.”

House Bill [483](#) also provides that the Commission on Capital Cases is responsible for receiving complaints regarding any Office of Capital Collateral Regional Counsel or private court-appointed capital collateral attorney, and referring complaints to the Florida Bar, the Florida Supreme Court, or the Commission on Ethics.

Source: The Florida House of Representatives

Legislative Update

Government Accountability

House Bill 7035, an act relating to government accountability, was introduced on February 18 by the Oversight, Transparency and Public Management Subcommittee and Representative Jason Fischer. Among other measures, the bill amends § 11.45, F.S., defining the terms “abuse, fraud, and waste.”

The bill also amends § 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. The effective date is July 1, 2019.

Provisions related to internal controls are 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.

A similar bill, Senate Bill 7014, filed by the Governmental Oversight and Accountability Committee, was reported favorably on February 5, 2019. A committee substitute is now pending before the Community Affairs Committee.

You may recognize the language in House Bill 7035 from the 2018 Legislative Session when it was filed by Representative Larry Metz as House Bill 11. 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. 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.

Source: The Florida House of Representatives and Florida Senate





A special JAC Welcome

Paula Weeks

Although she was born in Donalsonville, Georgia, Paula Weeks has been a Florida resident for most of her life. Before joining JAC's staff in December 2018 as the Executive Administrative Assistant to JAC's Executive Director, Rip Colvin, Paula was a Program Assistant for the Administrator of Instructional Services, Panhandle Area Education Consortium for 18 years.

A graduate of Florida Panhandle Technical College in Chipley, Florida, Paula holds Administrative Assistant Certification, as well as Master Certification as a Microsoft Office Specialist.

Paula has two daughters and sons-in-law, one granddaughter and one expected in June. She loves spending time outdoors, baking for special occasions (a talent for which some of us may personally attest), and is passionate about her personal relationship with Christ!

Yuliya Boiko

Yuliya Boiko joined JAC's Executive Team as Executive Administrative Assistant to JAC's General Counsel, Cris Martinez, in December 2018. A native of Kaniv, Ukraine, Yuliya immigrated to the United States with her parents during her youth and ultimately graduated from Florida State University. She holds a Bachelor of Science in Political Science, International Affairs, and Interdisciplinary Social Sciences.

Before transitioning to JAC, Yuliya served as a government analyst for the Office of Attorney General Pam Bondi. She enjoys hiking, painting, and reading and is fluent in Russian and Ukrainian!



A special JAC Welcome



Jeremy Tompkins

Jeremy Tompkins started his new job as a Systems Administrator at JAC on January 14th, 2019. A veteran with former service in the United States Army, immediately prior to coming to JAC he worked as a Senior Network Systems Analyst at the School for the Deaf and Blind.

Born in Fremont, Michigan, Jeremy is a graduate of Haines City High School in Haines City, Florida and the University of Phoenix. He holds a Bachelor of Science in Information Technology. Fond of the outdoors, Jeremy may be found hiking, mountain biking, and camping with his family.

JAC's Information Technology (IT) Section was really excited to have Jeremy join their team! However, after a very brief employment with JAC, Jeremy will be leaving on March 8, 2019 and returning to the Department of Defense. He will be stationed in Fort Jackson, Columbia, South Carolina. Best wishes Jeremy.

Anthony Roden

The newest addition to JAC's team is Anthony Roden. Anthony joined JAC's Court Appointed Section as an auditor on February 25, 2019. A native of Chattanooga, Tennessee, Anthony holds a Bachelor of Science in Criminology/Criminal Justice and is pursuing a Master in Public Administration (MPA) from Florida State University (FSU). He expects to graduate with his MPA this summer (2019).

During the 2018 Legislative Session, Anthony served as a legislative intern for Robert M. Levy & Associates. Currently, he serves as the acting Vice-President for the Public Administration Graduate Association at FSU.

Anthony is fluent in Spanish and has traveled through most of Central America and Europe. He desires to continue his travels around the world.

Welcome Anthony!

*JAC is in early preparations for the 2020
Connect and Collaborate Conference*



*Photo
Courtesy of
Lydia Mount*

JAC Arrivals, Transitions, & Departures

Colin McDuffie, Court Appointed OPS	Effective January 2, 2019
Jeremy Tompkins, Information Technology Systems Administrator	Effective January 14, 2019
Anthony Roden, Court Appointed Auditor	Effective February 25, 2019
Reshod Johnson, Accounting Professional Accountant I	Departed February 8, 2019
David Kosinski, Financial Services	Departing March 1, 2019
Andrea Sistrunk, Court Appointed	Departing March 8, 2019
Jeremy Tompkins, Information Technology	Departing March 8, 2019

Additional Recognitions

January 10, 2019—A special mass was held at St. Thomas More Catholic Church in Tallahassee from 1:00 p.m. - 2:00 p.m. to celebrate the life of the late Leah McCabe, who passed away on October 7, 2018. A reception followed from 4:00 p.m. - 6:30 p.m. at Culley's Funeral Home, 1737 Riggins Road, Tallahassee, Florida. Leah was the mother of JAC's *Kathy McCabe* of the Accounting Section.

January 13, 2019—2018 was the year for JAC! The improvements were truly super. Option 1 for payment really accelerated payments and helped with payment communications between the vendor and the supervising attorneys.

There's just one more area of improvement and **that's not from your office** – the ability for the supervising attorney to sign (electronically) travel vouchers.

*JAC Customer
Dunnellon, Florida*

February 7, 2019—Electronic message to Rip, "I want to thank you and your staff for all the help. I don't think I say thank you enough to all of them."

*JRO Served by JAC
Executive Director, Office of State Attorney*

February 11, 2019—Congratulations to JAC's Stephanie Hanks on the birth of her granddaughter, Raylen Harper Stoutamire. Baby Raylen weighed 7 pounds and 6 ounces and is the daughter of proud parents, Isaac and Tiffany Stoutamire.



**State of Florida
Justice Administrative
Commission**

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TOLL FREE FAX (866) 355-7906

BOARDING THE EDMS TRAIN

The Justice Administrative Commission (JAC) continues the phased implementation of an Electronic Document Management System (EDMS).

The Human Resources Office is still scanning active files into Laserfiche. They are currently working on the letter "D". Remember, they are working backwards in the alphabet, so they have three more letters to go (or 24 lateral filing cabinet drawers)!

The Budget Office has been added to Laserfiche and they are making great progress with the prepping and scanning of documents.

Stay tuned for future 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

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

Cover beach photograph is
courtesy of Rip Colvin

(No names appear with
photos of staff.)

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results."

~Andrew Carnegie~

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.*