

October – December 2020



Alton L. “Rip” Colvin, Jr.
Executive Director

COMMISSIONERS

Diamond Litty,
Chair
Public Defender
19th Judicial Circuit

~
Kathleen Smith
Public Defender
20th Judicial Circuit

~
Brian Haas
State Attorney
10th Judicial Circuit

~
Jack Campbell
State Attorney
2nd Judicial Circuit

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The JAC Express

State of Florida – Justice Administrative Commission

Volume XI Issue 2

A Word from JAC’s Executive Director



Rip Colvin
JAC Executive
Director

The most recent Justice Administrative Commission (JAC) Meeting was held telephonically September 21, 2020. The next meeting is scheduled for Tuesday, January 19, 2021, and will also be a telephonic meeting. Meanwhile, this issue provides updates on continuing Telework at JAC; Online Legal Research; Laserfiche; Implementation of the Statewide Travel Management System (STMS); Florida PALM – Planning, Accounting, and Ledger Management; PCards; and other items of interest.

Telework at JAC

JAC implemented our telework plan on Wednesday, March 18, 2020. JAC’s IT Section was able to get all employees working from home within three days of the plan being executed. The agency allows a limited number of employees access to the building to perform functions that cannot be performed via telework. The number one goal while JAC is teleworking is to maintain the high level of service we provide to all we serve while ensuring our staff is safe.

JAC will continue with this approach and will gradually allow staff back into the office depending on the workload, keeping employee health and safety considerations in mind.

Online Legal Research

JAC can document **annual recurring savings of approximately \$410,000** by the judicial related offices (JROs) based on our collective efforts associated with both the original online legal research contract and the contract extension we are now operating under.

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Specifically related to the contract extension, on February 20, 2020, with the approval of FPAA and FPDA representatives, JAC signed an extension of our original agreement with LexisNexis. The extension allows the JROs to take advantage of enhanced service offerings from LexisNexis at an even greater reduction in price per user per month. These enhanced service offerings and reduced pricing became available to the JROs on June 1, 2020 and are the result of a collaboration between a team of representatives from the JROs, JAC staff, and LexisNexis representatives. The operational changes brought about by the contract extension have been implemented without incident.

Additionally, JAC staff coordinated with the team of representatives from the JROs and LexisNexis staff to determine if prepayment resulting in further savings would be possible. Specifically, we entered into an addendum to the newly signed agreement to allow for advanced payment for services. Due to the potential size of the advanced payment, a request has been made of the Department of Financial Services (DFS) for approval, and DFS approval was received. This prepayment option was implemented without incident and has resulted in an **additional total savings to the JROs of over \$17,000.**

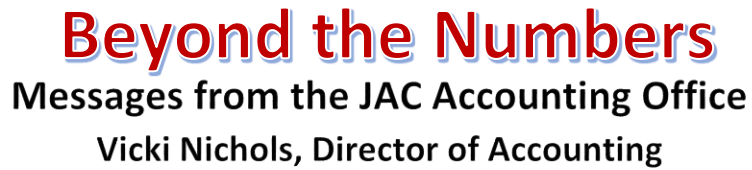
If you have any questions, please contact Greg Cowan at Greg.Cowan@justiceadmin.org

The Latest on Laserfiche

Given our experiences during the pandemic, JAC is developing new workflows to streamline accounting and payment processes. Our goal is to continue bringing our JROs the timely, high quality services they expect, even in very challenging times when more and more work is done remotely.

Look for exciting changes in 2021 as JAC continues to improve efficiency, security and accuracy. We are dedicated to exemplary service to our JROs!





Justice Administrative Commission - Statewide Travel Management System - Add Employees Request Form							
Employees to be Added to the STMS:							
Name	Profile	Default Org Code	EO	Email	People First Logon ID (6 or 7 digits)	Approver	HQ City
Last Name, First Name		21 ## ## ## ##		name@office.com	#####	Last Name, First Name	City

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Organization Codes in the STMS

Each employee is assigned a default Organization Code (Org code) in the STMS as part of their profile. This default Org code comes from People First and is generally the Org used to make salary payments to that employee. The default Org code is the one selected on Form Details screen when first creating the trip. The **default Org code** is shown below.

- FORM DETAILS	
MASTER TRIP INVOICE #	000139302
FORM TYPE	Reimbursement with General Authorization
FORM ID	188151
* TRAVELER NAME	Jo [REDACTED]
* TRAVELER AGENCY LINK	Jo [REDACTED] AC-21300000000
TRAVELER ORGANIZATION CODE	21300000000

Expense Line Item 769138	
Details	
- DETAILS	
MASTER TRIP INVOICE NUMBER	000139302
FORM ID	188151
RECORD TYPE ID	Mileage Vicinity
ORGANIZATION CODE	2130 6021000
EXPANSION OPTION	B9
EXPANSION OPTION VERSION	01
REPORTING ONLY	<input type="checkbox"/>
REPORTING ONLY COMMENT	

If the trip should be paid from another Org code or fund (due process, case related, trust fund, etc.) the appropriate Org code should be entered on the **Expense Line Item** screen. Below is an example of an Org code that was changed. Also, the correct Expansion Option (EO) should be selected. Please refer to the Account Code Sheet provided by JAC for assistance with Org codes and EOs. You may also contact JAC for assistance.

Employee changes (add, remove, updates) may be sent to: STMS@justiceadmin.org. General questions regarding STMS and other travel questions may be directed to your JAC accountant, Dina Kamen, Deputy Director of Accounting, or Vicki Nichols.



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Florida PALM is a new software platform that will *eventually* replace FLAIR. DFS is spearheading the effort to transition to Florida PALM. JAC staff have been participating in meetings over many months to begin the process of understanding Florida PALM and to expand DFS understanding of the 50 Offices of Justice Administration and the uniqueness of our structure. The Treasury functions will be the first to transition to Florida PALM, in July 2021. This transition will affect:

- JAC Revenue staff processing receipts through the Treasury,
- Verified Treasury Receipts will have a different look, and
- Offices using a Consolidated Revolving Account. The inquiry and statements will be transitioned into PALM.

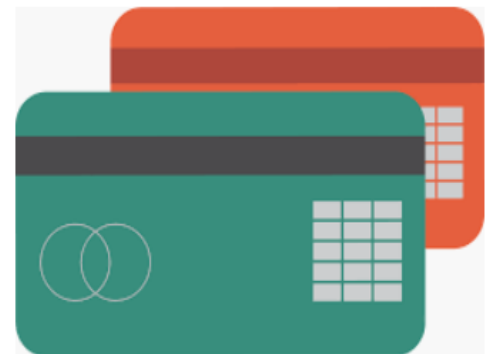
PCard Minute

In an effort to maintain necessary training during the pandemic, many staff are performing continuing education and certifications through online courses and conferences. In order to meet DFS requirements, it is recommended that clarification language be added to the documentation provided to demonstrate that the training is reasonable and necessary. In addition, please keep these receipt requirements in mind:

- If possible, please register each individual separately. If separate payments are not possible, please divide the transaction for each participant and enter each participant's Sub-Vendor ID number.
- Attach a copy of the agenda or course outline.
- Provide a description containing the participant's name, title, and the benefit to the state. This information can be typed, stamped, or hand-written on the documentation. For example:

"Assistant State Attorney Smith, Cooper, Fletcher, and Miller will participate in the "Practicing with Professionalism" seminar through the Florida Bar. This is a statutorily required course for all new bar-certified attorneys who are hired by the Offices of the State Attorney. This course counts towards their Continuing Legal Education requirement to remain in good standing with the Florida Bar."

If there are questions about Pcard receipts, please contact Merry Sutton or Aleah Roddenberry via Pcard@JusticeAdmin.org.



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*Thanks to Miss Shellie for our beautifully masked
JAC Christmas tree!*

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JAC Staff Anniversaries October - December

Employee	Years of Service
Cheryl Williams	16
Cynthia Sutton	16
Jennifer Sutton	16
Loraine Cole	16
Lorelei Welch	16
Patricia Burt	16
Stephanie Hanks	16
Tanya Walker	16
Therese Usherwood	16
Velicia Johnson	16
Christian Lake	14
Elnora Brown	14
Brad Bischoff	13
Jamie Johnson	13
Michelle Dolce	13
Dina Kamen	10
Jessi Eastman	10
Susan Stubbs	9
Tim Tice	8
Shawna Metz	6
Kelsey Leckinger	4
Yuliya Boiko	2

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State of Florida
Justice Administrative
Commission

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For comments, suggestions,
and/or submissions for the next
quarterly newsletter, please
contact:

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Jhan.Snyder@justiceadmin.org

The cover beach photo is
courtesy of Rip Colvin.

*Life isn't about waiting for the storm to pass, it's
about learning how to dance in the rain.*

~ Vivian Greene ~

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. The 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.

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