



# THE JAC EXPRESS

State of Florida – Justice Administrative Commission

Volume XIV Issue 2



Rip Colvin  
JAC Executive Director

## A WORD FROM JAC'S EXECUTIVE DIRECTOR

The most recent Justice Administrative Commission (JAC) Meeting was held May 16, 2023. The next Commission meeting is scheduled for August 29, 2023. Meanwhile, this issue of the *JAC Express* provides updates on JAC training for Judicial-Related Offices (JROs); Voucher Delivery to the Offices; Messages from the Accounting Office; BOMS to JAC Web Service; JAC Teamwork; Florida PALM – Planning, Accounting, and Ledger Management; PCard Minute; Updates from the Budget Office; and many other items of interest. On a special note, I will celebrate 13 years as JAC's Executive Director on July 19, 2023. In addition to that, JAC's General Counsel, Cris Martinez, celebrates 12 years of service with the agency on July 18, 2023.

## JAC TRAINING FOR JROS

Materials and recorded presentations for most of the sessions at JAC's Connect and Collaborate III (CNCIII) Training Conference are available on the JAC Conference website. Any time your office hires new staff in the areas of Accounting, Budget, Financial Services, Human Resources, and Operations, please encourage them to review the online training materials to assist in the onboarding process.

To further assist JROs with new staff, JAC provided onboarding training resources to staff with the State Attorney's Office, 4th Judicial Circuit, on June 14th, and held in-person training to staff with the State Attorney's Office, 10th Judicial Circuit, on May 9-11. If an office is interested in scheduling in-person training, please contact Andy Snuggs at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org).

**Save The Date:** JAC's 2024 Connect and Collaborate Conference (CNC 2024) will be held at the Embassy Suites Orlando Lake Buena Vista South on May 7-10, 2024. Additional details, including registration information, will be available soon.

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## **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

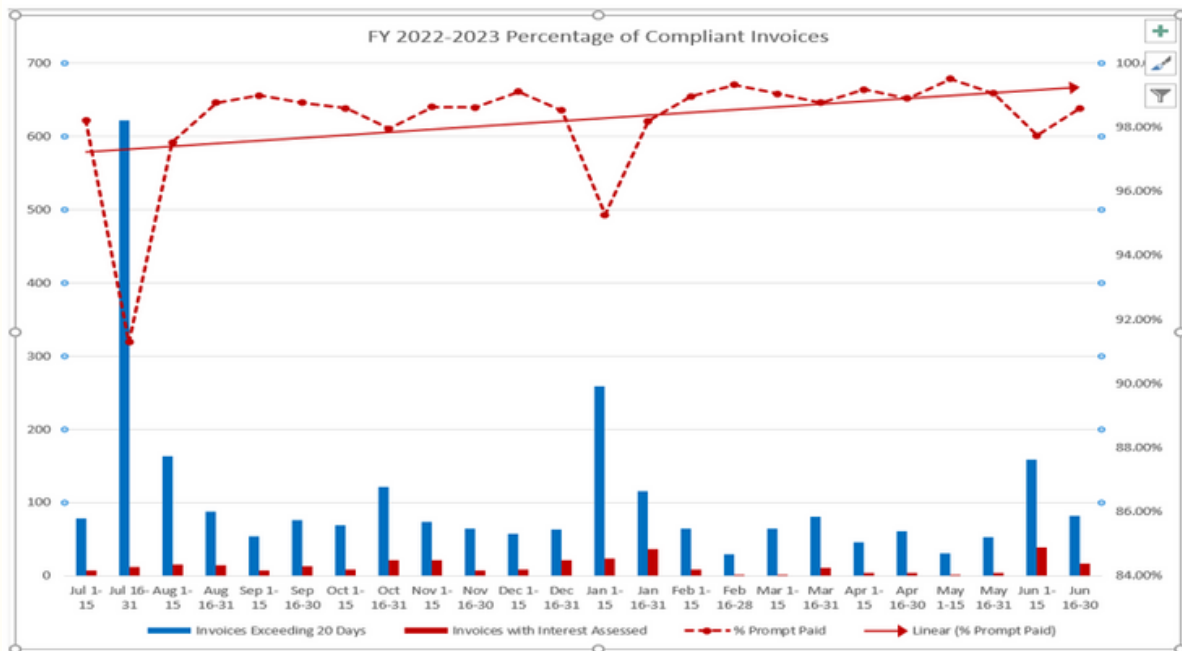
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## ACCOUNTING UPDATES

### Prompt Pay Compliance

JAC with the help of each of the JROs has completed our most successful year ever in terms of Prompt Pay Compliance. We finished the year with an annual compliance percentage of 98.16% of all invoices processed within 20 days. Thank you all for contributing to this accomplishment!

The chart below shows the total number of out of compliance invoices (Blue), total number of invoices assessed interest (Red) and the percentage of invoices paid promptly within 20 days (Dotted Line) for each bi-weekly period for the full year. During the 22/23 fiscal year we processed a total of 140,472 invoices processed, of which 2,580 were out of compliance (over 20 days old) and 315 were assessed interest penalties owed to the vendor (over 40 days old).



### **Accounting's Tracking Changes Project**

Accounting has been tracking and communicating changes on batches for just over one year as part of our Six Sigma - green belt project. We have seen the average percentage of errors drop from around 12% of the batches submitted to around 8%. Over the last nine weeks, sequence number changes are still the most common change and contribute to roughly 35% of all batch sheet changes. Invoice number changes have increased to 15% of the total changes. Please be on the lookout for emails from your accountants regarding changes to vendor and sequence number issues to prevent these corrections from occurring multiple times over several batches. On the invoice number changes, please remember to use the final nine digits of the invoice number if it is longer than nine digits and if you are using an internal invoice number please write it on the invoice for audit purposes. If you have any questions about the project, your offices' most common changes or you are not receiving emails when see changes are being made, please contact [Accounting@justiceadmin.org](mailto:Accounting@justiceadmin.org).

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## ACCOUNTING UPDATES, CONTINUED

### **Lodging Nightly Rate Limit Increased**

Effective July 1, 2023, the nightly threshold for lodging went from \$175.00 a night to \$225.00. The same rules apply. If you have any questions, please contact [Accounting@justiceadmin.org](mailto:Accounting@justiceadmin.org).



## ELECTRONIC VOUCHER DELIVERY TO THE OFFICES

When COVID-19 forced agencies to transition to a mobile workforce, JAC began looking at how to make voucher information available more quickly and easily to the JROs. As a result, JAC initiated a pilot project with four JROs (RC1, PD4, PD10, and SA20) to provide delivery of non-payroll disbursement vouchers via an online file sharing portal called Pydio. Currently, all but one office is using Pydio for voucher delivery.

Last year, JAC expanded the use of this service by providing Budget documents to your offices via Pydio, as well as receiving them back from you via Pydio, which worked out very well. We will continue to look for additional ways to utilize this free service, primarily because of the high level of security and the efficiency it provides.

Wayne Meyer is leading this initiative and may be reached at (850) 488-2415 or [Wayne.Meyer@justiceadmin.org](mailto:Wayne.Meyer@justiceadmin.org). We look forward to working with the remaining offices in the near future.

## MESSAGE FROM FINANCIAL SERVICES



### **Spend Control Profiles**

There are two parts to a PCard “credit limit”: (1) the monthly cycle limit; and (2) the daily/single-transaction limit.

The monthly cycle limit is the maximum amount authorized to spend during a credit cycle. JAC’s credit cycle begins on the 5th of each month, and the monthly credit limit is reset.

The daily/single-transaction limit is the maximum amount authorized to spend per calendar day, either in one large transaction or in several smaller transactions. The limit is impacted by timing. For example, one charge might be approved on Monday, and two more charges are approved on Tuesday; however, the charges might not be reflected on the account for up to 5 days. Accountholders may exceed their daily/single-transaction limits if the charges post to their account on the same day. A best practice is to monitor the Authorization Log on the Account Dashboard of the Works homepage to see which charges have been posted.

Spend control profiles can be updated (either increased or decreased) using the PCard Request for Credit Limit Adjustment form. This form indicates if the approved adjustment is permanent or temporary, and for what time the adjustment is needed. Once the signed form is returned to [pcard@justiceadmin.org](mailto:pcard@justiceadmin.org), staff will update the limits. The changes are effective immediately and are available for use.

Please contact Merry Sutton or Aleah Roddenberry via [pcard@justiceadmin.org](mailto:pcard@justiceadmin.org) with any questions.

## FLORIDA PALM - PLANNING, ACCOUNTING AND LEDGER MANAGEMENT



Florida Planning, Accounting and Ledger Management (PALM) is the software platform that will replace FLAIR. The Department of Financial Services (DFS) is spearheading this transition. The next major implementation for Florida PALM has begun! It includes the Financials Wave (replacing Department and Central FLAIR), Payroll Wave (replacing FLAIR Payroll), and the Data Warehouse/Business Intelligence solution (replacing the FLAIR Information Warehouse) and will be delivered to all agencies at once.

Additional Florida PALM functionality will be considered after the upcoming major implementation and is documented as Optional Services within the Business Requirements. During this major implementation, Florida PALM will establish interfaces with MyFloridaMarketPlace (MFMP), LAS/PBS, People First, other third-party systems, and agencies.

The major implementation has several exciting characteristics:

- The User Acceptance Testing (UAT) environment will be available 9 months before go-live.
- Following go-live, the Project team will provide extended Hypercare and Post-Implementation Support.
- The Florida PALM Production Sandbox will remain available before and after go-live.
- Agencies will have a true reporting Data Warehouse (DW) with access to Florida PALM and legacy data, advanced reporting capabilities, and self-service functions.

Florida PALM's next major implementation is coming. Yes, it includes you! Check out what you can look forward to: Florida PALM Trailer.

(Source: Department of Financial Services, Florida PALM webpage: <https://www.myfloridacfo.com/floridapalm>).



## UPDATES TO JAC'S PUBLIC RECORDS REQUEST POLICY

JAC's Public Records Request Policy was last revised in May 2017. In order to ensure that this Policy reflects current law and addresses issues that arise during JAC's public records request process, the following amendments to JAC's Public Records Request Policy were approved by the Commission on May 16, 2023:

Please note that the majority of these amendments involve a reorganization of the existing Policy's provisions.

**A. Overview:** Moved the former definition of JAC to the Overview section.

**B. Definitions.** Edited definitions to clarify expectations concerning public records, JAC's Policy, and process when responding to public records requests by:

- Clarifying the definitions of extensive use of JAC resources and exempt information;
- Defines Judicial-Related Offices (JROs); and
- Defining the role of the Public Records Coordinator (Coordinator).

**C. Public Access to JAC Records.** Explains JAC's public records request process by:

- Clarifying that only the Coordinator may response to public records requests made of JAC. Any requests received by JAC staff must be forwarded to the Coordinator for response.
- Updating JAC's contact information for submission of public records requests (removing outdated reference to JAC's P.O. Box which is no longer in use).
- Explaining the Coordinator's responsibility to engage the requester in clarifying a public records request, if needed.
- Deleting the reference to costs associated with providing records via CD-ROM/DVD.
- Incorporating an "anticipated response date" in JAC's notification to the JRO(s) regarding a public records request that involves JRO records. Also, requiring that JRO(s) notify the Coordinator if the JRO(s) is unable to respond by JAC's anticipated response date.
- Citing *Chandler v. City of Sanford*, 121 So. 3d 657 (Fla. 5th DCA 2013); and *Op. Att'y Gen. Fla. 1988-25* (1988).

**D. JAC Records Requests from Court-Appointed Attorneys and Vendors.**

- Deleting the citations to JAC's Court-Appointed Registry and Due Process Vendor Contract provisions, and substituting in the appropriate contractual provision language.
- Removing the paragraph regarding JAC Privacy Indicator Questionnaire.

## UPDATES TO JAC'S PUBLIC RECORDS REQUEST POLICY, CONTINUED

### **E. Records Requests from JROs Related to JRO Records.**

- The Offices of State Attorney: Updating the process for public records requests made by the Florida Prosecuting Attorneys Association (FPAA) that encompass all or most of the offices of State Attorney. Specifically, providing that the FPAA President's Executive Director or designee may request the complete response from JAC, copy the SA offices affected by the request, and then disseminate the request to the FPAA or SA offices affected by the request.
- The Offices of Public Defender: Updating the process for handling public records requests made by the Florida Public Defender Association (FPDA) that encompass most or all of the offices of Public Defender during legislative session. Specifying that when such requests are received, JAC will compile and submit the responsive records to the FPDA designees. In turn, the FPDA designees will notify the affected PD offices of the request and JAC's response. If the request involves an office that is not a member of the FPDA, JAC will notify that office of the request and the response. The FPDA will annually notify JAC's Executive Director and/or General Counsel in writing of the FPDA designees.
- Incorporating reference to *Chandler v. City of Sanford*, 121 So. 3d 657 (Fla. 5th DCA 2013).

**F. Records Retention.** Combined provisions regarding JAC's archival procedures and JAC's record retention information under Section V.

The JAC Public Records Request Policy is available on JAC's website at: <https://www.justiceadmin.org/publicrecords/index.aspx>. For questions about JAC's Public Records Request Policy, please contact Yuliya Boiko, JAC's Public Records Coordinator, at [publicrecords@justiceadmin.org](mailto:publicrecords@justiceadmin.org) or (850) 488-2415, ext. 335.

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## HUMAN RESOURCES' UPDATE

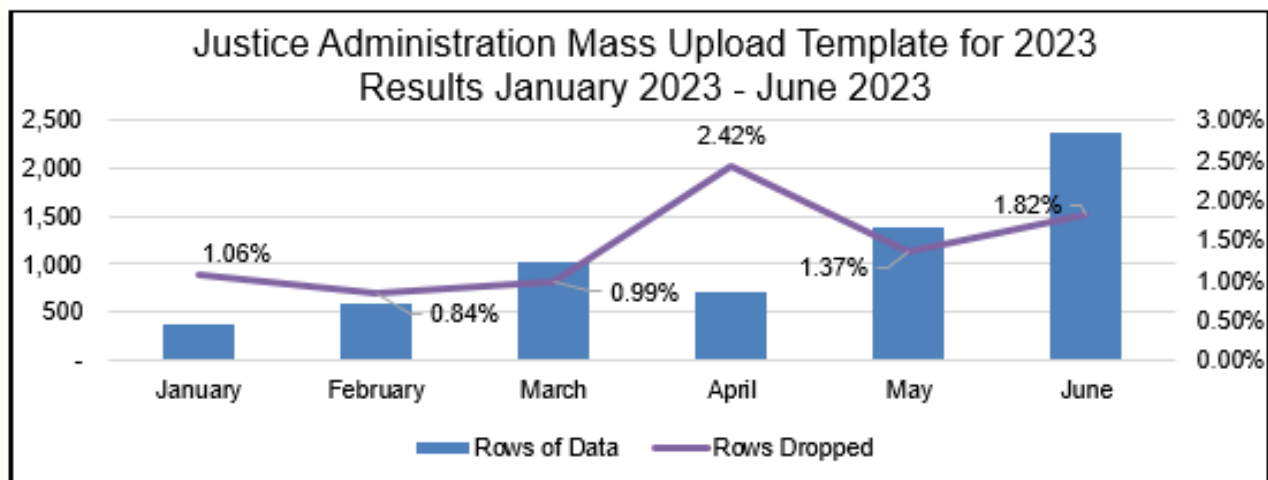
### Using the Mass Upload Template for Salary Adjustments

When the Justice Administration has 100 or more salary adjustments, People First gives JROs the opportunity each month to submit a template to process them rather than via individual PARs. If an office has 1-100 salary adjustments, they can participate, too. There are some nuances to this process, the two most critical focus on timing.

First, the deadline given by People First to submit the template usually falls within the first seven to ten days of each month. That requires your Human Resources staff to know early in the month about your desired salary adjustments.

Second, due to the early deadline each month, there is the possibility of retroactively dating the effective date to no more than two pay periods. However, you must avoid “future dated actions”. The increase (or decrease) must occur in a sequentially correct fashion. In other words, a salary change should not be placed on the template followed by a position change or other action you anticipate taking. For example: a name change was processed April 3, 2023, and the effective date for the salary adjustment on the template is April 1, 2023. The salary adjustment will drop from the template because People First already has a “future dated action”, i.e., the name change. In that situation, the salary adjustment will drop from the template and you will need to submit a PAR.

In 2023, we began charting the number for the mass upload template based on how many rows of data we received and the number of rows dropped after they were uploaded into People First. As you will be able to see in the chart below, we have had a steady number of submissions, on average per month 1,075 rows of data from the JROs and of those, the percentage of rows dropped has been minimal, less than 2%. We have found this to be a time saver for our Payroll Staff, and we hope it has been the same experience for your staff as well. We will continue to track this data and hope to see the number of offices using the template continue to grow in FY 2023-24.



The instructions on how to use the template are on our [public website](#). If you have any questions regarding its use, please contact Andy Snuggs ([Andy.snuggs@justiceadmin.org](mailto:Andy.snuggs@justiceadmin.org)) or Jamie Johnson ([Jamie.johnson@justiceadmin.org](mailto:Jamie.johnson@justiceadmin.org)).

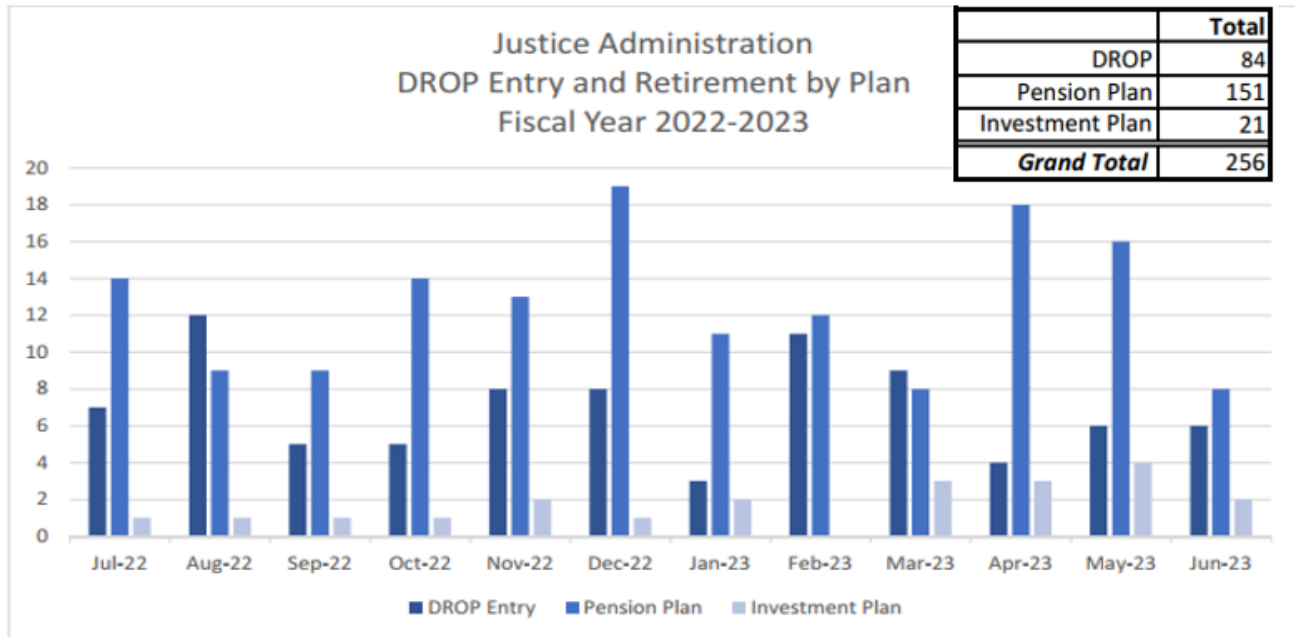


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## HUMAN RESOURCES' UPDATE, CONTINUED

### Retirement Statistics

During FY 2022-23, JAC processed a total of 151 Pension Plan Service Retirement Applications and DROP terminations, 84 DROP enrollments, and 21 Investment Plan retirements.



### Retirement Legislation

SB 7024, an act related to Retirement, was signed by the Governor on June 5th. It includes major changes to the Florida Retirement System, including:

- Increases the allowable DROP participation period from five to eight years.
  - Includes employees in DROP with an end-date of June 2023 or later.
- Increases the interest applied to a participant's DROP accumulation from 1.3% annually to 4% annually, compounded monthly, effective July 1, 2023.
  - Includes employees currently in DROP.
- Allows employees who have met their normal retirement requirements to enroll in DROP at any time. The one-year DROP enrollment window was eliminated.
  - Includes employees who missed their original DROP enrollment window.
- Restores the pre-2011 normal retirement requirements for Special Risk members.
  - Special Risk employees who initially enrolled in the FRS after July 1, 2011 (Tier 2) would be eligible to begin DROP five years earlier, as long as their eight-year vesting requirement is met.
- Increases the monthly Health Insurance Subsidy paid to retirees from \$5 to \$7.50 for each year of service. The maximum benefit is adjusted from \$150 to \$225 per month and the minimum benefit is adjusted from \$30 to \$45 per month.
  - Applies to all active retirees as of July 1, 2023 and future retirees thereafter, provided legislative approval and funding.
- Increases employer-funded allocations to employees' Investment Plan accounts by 2% for each membership class.

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## HUMAN RESOURCES' UPDATE, CONTINUED

Lastly, employer-funded allocations to employees' Investment Plan accounts are increased by two percent for each membership class.

Membership Class	Percentage of Gross Compensation
Elected Officers Class	14.38%
Regular Class	11.30%
Senior Management Services Class	12.67%
Special Risk	19%

Employees currently enrolled in DROP may file the *new Notice of Election of Participation in the DROP and Resignation of Employment* (Optional DP-ELE) form to request continued participation for up to 96 months. The following table reflects the number of forms that have been submitted to the Division of Retirement, by JAC's Retirement Coordinators, as of July 12th.

JROs	Optional DP-ELEs Filed
State Attorneys	84
Public Defenders	16
Regional Counsels	0
Capital Collateral Regional Counsels	0
Guardian ad Litem	0

The DROP Retirement Forms Packet has also been updated to include both the new Notice of Election of Participation in the DROP and Resignation of Employment (Optional DP-ELE) and new Application for Service Retirement and the DROP (Optional DP-11) forms.

In June, JAC's website was updated to provide easy access to official communications from the Division of Retirement regarding this legislation and to the new forms. Notification of the updates to our website was provided to all JROs, along with the lists of impacted employees discussed above.

The estimator on FRS Online has been updated. For employees not yet in DROP, estimates may be created for up to eight years of participation and will reflect interest calculations on DROP accumulations at the increased rate. Unfortunately, it does not accommodate calculations for employees currently enrolled in DROP. However, if they elect continued participation, they will receive an updated Final Benefit Accrual Calculation from the Division of Retirement once their paperwork has been finalized. This document will include the amount of their monthly pension increased each fiscal year-end by the applicable cost-of-living-adjustment (COLA) and their DROP accumulation payout by month (at the old rate through June 2023 and the new rate from July 2023 through their revised DROP termination date).

## UPDATES FROM THE JAC BUDGET OFFICE

### Exhibit D-3A Training (LBR Issues)

The JAC Budget Office conducted the Annual LBR/LRPP Meeting as two meetings this year for the State Attorney and Public Defender Offices. The FY 2024-25 Legislative Budget Request Exhibit D-3A Preparation for Public Defender Offices (held May 8th) and State Attorney Offices (held May 9th) was a sole topic meeting held via Zoom. The purpose was to provide strategies to Improve the budget success rate of Exhibit D-3A requests. The agenda covered Session 2023 results, sharing strategies for success during Session 2024, and formatting agency issues for the LBR.

The FY 2024-25 Legislative Budget Request (LBR) and Long-Range Program Plan (LRPP) Annual Meetings (excluding the Exhibit D-3A topic for the State Attorney and Public Defender Offices) for the Judicial Related Offices (JROs) were held in June.

- State Attorneys: June 7th;
- Public Defenders and PD Appellate: June 8th;
- Criminal Conflict and Civil Regional Counsels: June 12th; and
- Capital Collateral Regional Counsels: June 13th.

Due dates that were discussed included:

- July 28th – All LBR data entry forms, schedules, and exhibits should be submitted to the JAC Budget Office;
- August 18th – All LRPP data entry forms, schedules, and exhibits should be submitted to the JAC Budget Office;
- September 15th – Department LBR posting deadline to the Florida Fiscal Portal; and
- September 29th – Department LRPP posting deadline to the Florida Fiscal Portal.

All meetings were recorded in Zoom and posted in Video Training on MyJAC for the corresponding Agency. This year the JAC Budget Office is introducing the use of the MyJAC portal for the JROs to download all the templates, schedules, and exhibits needed to complete the LBR, LRPP, and Capital Improvement Plan (CIP). The completed documents should be returned to the Budget Office via Pydio's 'Completed' Budget Folder. MyJAC login User IDs and passwords can be obtained from a member of the Budget staff. For Pydio access, a completed JRO Authorized Signatures – Staff Designation Form should be submitted and can be found on the JAC Budget Office webpage HERE.

## UPDATES FROM THE JAC BUDGET OFFICE (CONTINUED)

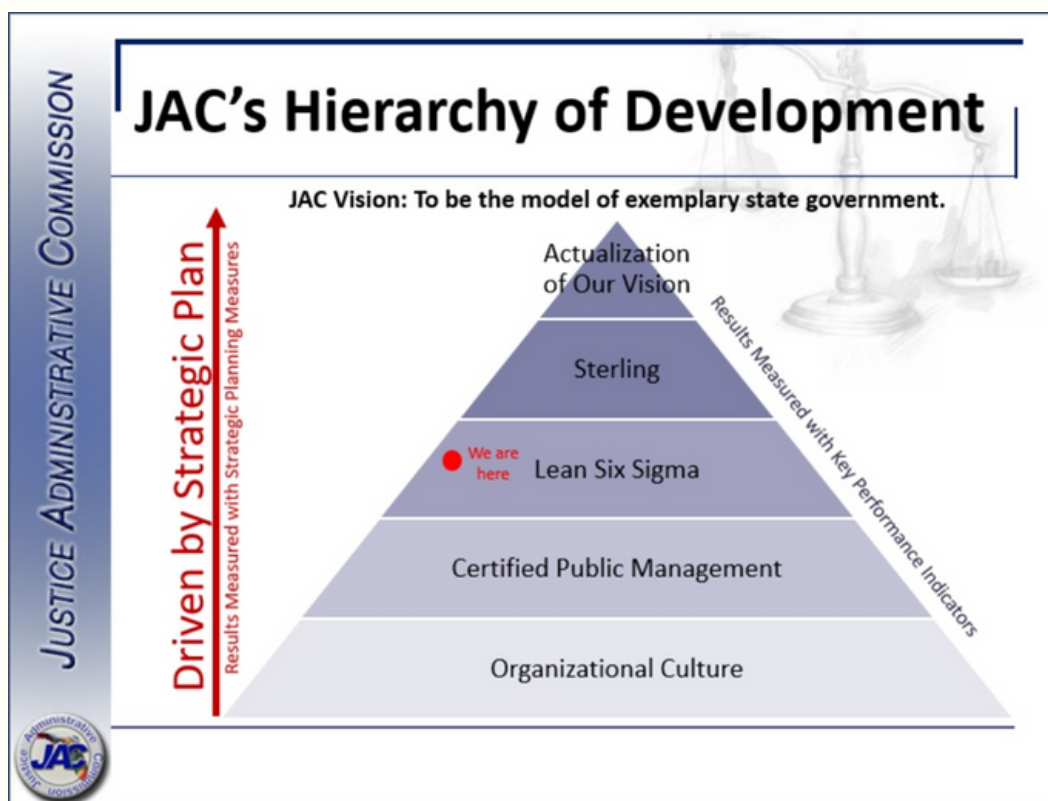
The LBR instructions have been distributed for FY 2024-25. The Major Changes that impact the offices include:

- For FY 2024-25, the final LBR is due September 15th, on the Florida Fiscal Portal. This is a confirmation of the date we shared in May and June.
- The 2024 Legislative Session will begin January 9th.
- Similar to FY 2023-24, agencies are required to submit the Schedule IV-B for all IT projects with a total cost (all years) of \$1 million or more. Agencies are not required to submit a Schedule IV-B for requests to: (1) continue existing hardware and software maintenance agreements; (2) renew existing software licensing agreements that are similar to the service level agreements currently in use; (3) replace/refresh desktop units with new technology that is similar to the technology currently in use; or (4) contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system. If Independent Verification and Validation (IV&V) is required pursuant to Rule 60GG-1.009 F.A.C., (any information technology project that statutorily meets the criteria for the Florida Digital Service to provide oversight) or otherwise anticipated to be necessary for the IT project, the cost to acquire the IV&V services must be included in the appropriate Cost Benefit Analysis (CBA) form of the Schedule IV-B.
- The amounts provided in the Expense and Human Resource Services Assessments Standard Package for new positions has been updated. We have revised the Data Entry Forms Section #3 formula and the Standard and Modified Standard #3 documents under Budget Resources. Both files are posted to the Budget Office webpage, linked above, and in MyJAC Login.

## STRATEGIC PLANNING AND PERFORMANCE IMPROVEMENT AT THE JAC

Strategic planning and performance improvement efforts have been underway at the JAC since 2012. These efforts have been guided by Florida Statutes. Specifically, s. 43.16(6)(a), F.S., directs the JAC to establish and maintain internal controls to prevent and detect waste, and s. 43.16(6)(c), F.S., directs the JAC to support economical and efficient operations.

Under the leadership of JAC's Executive Director we have sought to meet these statutory directives by developing the JAC into the model of exemplary state government. This is actually the Vision of the JAC. To conceptualize how we plan to achieve our Vision, we are operationalizing the JAC's Hierarchy of Development.



Our growth up the Hierarchy is still a work in progress. But JAC has made great strides under the Executive Director's leadership to develop a positive organizational culture and to implement the principles taught in the Certified Public Management (CPM) program. In recent years, our growth up the Hierarchy has focused on incorporating Lean Six Sigma methodologies into our operations with the goal of achieving performance excellence as outlined in the Governor's Sterling Award criteria.

As we begin FY 2023-24, we are proud of the progress we have made over the last ten years, but we are equally mindful there is still much work to do if we are to objectively achieve our Vision to be the model of exemplary state government.



## BOMS TO JAC WEB SERVICE

The BOMS to JAC Web Service was created to allow for the transmission of batch sheets from your office to JAC in a very secure and efficient manner. Originally, only JROs using the electronic signatures function in BOMS could take advantage of the Web Service; however, JROs using wet ink signatures may now use the Web Service.

Currently, there are 37 JROs sending batch sheets through the Web Service (i.e., 16 PDs, 16 SAs, and 5 RCs). JAC encourages the remaining 7 offices using BOMS to take advantage of the Web Service, with benefits to your office, including:

- Secure submission – offering the most secure method for submitting Batch Sheets to JAC – Encrypted end to end – much lower risk of documents (and confidential information) being accessed or intercepted by the wrong party;
- Ease of submission from BOMS – Just one mouse click sets the process into motion allowing you to select the electronic documents you want to submit with the batch sheets;
- Quality of images remains high – JAC receives the highest quality images – program generated, easy to read; less chance for errors vs. scanned documents;
- JAC receives data too, rather than just images, making the process of routing the batch to the correct JAC staff more efficiently;
- Your office receives a system generated tracking number that you can use in BOMS;
- CIP has provided instructions within BOMS for each office to set up BOMS for the Web Service.

JAC submitted a request to CIP to expand options for offices to send any other sensitive documents, including PARs and new hire packets, using this secure submission. Stay tuned.

Speaking of electronic signatures in BOMS, JAC uses them for batch sheets, authorizations, as well as timesheets (and leave approvals), PARs, and New Hire Packets. Many of your JRO colleagues do too. Currently, 37 JROs (i.e., 16 PDs, 16 SAs, and 5 RCs) utilize electronic signatures in BOMS for some or all of those same functionalities.

## JAC STAFF TRANSITIONS

### **JAC welcomes several new staff to the team:**

**Armani Calloway**, Court-Appointed Auditor, was born and raised in Tallahassee. She is a mother of one child, a daughter named Aniyah. She has an Associate Degree in Science and currently interested in seeking a Bachelor's Degree in Pre-Med. Her current interest is becoming a licensed esthetician so she can possess a diverse pool of talents. She is excited to be added to the team and considers it an honor.

**Aniyah Nelson**, Court-Appointed Auditor, is originally from Tampa and a recent graduate from Florida A & M University with a Bachelor's Degree in Criminal Justice. She was a cheerleader for the FAMU Rattlers for 2 seasons. She is excited about working at JAC and looks forward to meeting everyone!

**Elizabeth Donaway**, Court-Appointed Auditor, resides in Crawfordville with her husband Brian and two children, Sam and Sadie. They enjoy traveling as a family and attending as many concerts as possible. Elizabeth previously worked for the Office of Financial Regulation before joining JAC as an Auditor I.

**Ashleigh Butler**, Court-Appointed Auditor, was raised in Tallahassee and Tampa. She recently graduated with her Bachelor's in Criminology. Prior to JAC, she has worked in everything from healthcare to the food service industry. She likes to read, workout, and watch anime in her downtime.

**Paige McCalla**, Professional Accountant I, is currently studying Organizational Leadership and Management at Morris Brown College. She previously worked as an Office Automation Specialist for the Department of Revenue's Child Support Division. She spends most of her spare time reading and binge-watching Netflix shows such as The Witcher.

**Audrey Moore**, Deputy General Counsel, was most recently General Counsel for the Office of Legislative Services for the Florida Legislature. Prior to that she was Bureau Chief of the Employment Litigation Bureau of the Office of the Attorney General. She is a graduate of the FSU College of Law and received her undergraduate degree from the University of South Florida. After growing up in the Tampa area she has lived in Tallahassee since 2004. Her husband, Mickey, and sons Shane (9) and Rocco (6) keep her busy for the most part with sports and travel, but in her remaining free time she really enjoys just sitting quietly by herself.

**Steven Wiktorski**, Paralegal, recently graduated from the University of West Florida and will be starting law school at Florida State University in August. Prior to joining JAC, he worked as a Felony Division Intern at the State Attorney's Office. He enjoys running, listening to music, and spending time with his family puppy.

JAC said goodbye to several other valued JAC staff members, including **Lucretia Crawford** (Court-Appointed Auditor) on April 14th, **Tiffani Chukes** (Professional Accountant) on April 17th, **Lindsey Eccles** (Paralegal) on April 26th, and **Vanessa Paul** (Court-Appointed Auditor) on May 12th. We wish them all the best in their future endeavors.



# Staff Anniversaries

April-June 2023

## April Anniversaries

Name:	Years of Service:
Jerry Eychaner	18 years
Brian Black	17 years
Emily Schweers	9 years
Monica Thomas	7 years
Merry Sutton	4 years
Lance Gurley	4 years
Shane Sullivan	2 years
Kristin Lambert	1 year
Jillian Ruthstrom	1 year
Dahlia Flowers	1 year
Chelsea Eberhardt	1 year
Abram Dale	1 year (6 years of prior service)

## May Anniversaries

Name:	Years of Service:
Jessica Estes	22 years
Christie Stanton	16 years

## June Anniversaries

Name	Years of Service:
Mausumi Das	19 years
Breckan Gregory	17 years
Kale Stafford	16 years
Kim Jackson	16 years
Andy Snuggs	14 years
Xiaoling Qin	10 years
Frank Lin	1 year
Waheeda	1 year



# JAC IN BRIEF

*Setting goals is the first step to turning the invisible into the visible. -Tony Robbins*

State of Florida

## Justice Administrative Commission

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*Comments, questions or  
suggestions?*

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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. Services provided are primarily in the areas of accounting, budget, financial services, and human resources. While the JAC administratively serves these JROs, the JAC does not supervise, direct, or control them.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent persons and associated due process vendors.

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.

IF YOU SUSPECT FRAUD OR MISUSE OF STATE FUNDS INVOLVING PRIVATE COURT-APPOINTED OR INDIGENT FOR COSTS CASES, JAC WANTS TO HEAR FROM YOU. YOU MAY ANONYMOUSLY REPORT SUSPECTED FRAUD, WASTE, OR ABUSE [HERE](#).