



THE JAC EXPRESS

State of Florida – Justice Administrative Commission

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Rip Colvin
JAC Executive Director

A WORD FROM JAC'S EXECUTIVE DIRECTOR

The most recent Justice Administrative Commission (JAC) Meeting was held September 20, 2022. The next Commission meeting is expected to take place in May 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.

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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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 JAC's website at <https://www.justiceadmin.org/jac/jacconference.aspx>. Any time your office hires new staff in the areas of Accounting, Budget, Financial Services, Human Resources, Operations, and Public Records, please encourage them to review the online training materials to assist in the onboarding process.

To further assist JROs with new staff, the JAC Human Resources Section provided in-person training to five State Attorney Offices on September 13, 2022. Staff from seven Public Defender Offices attended training at JAC on October 26, 2022. If your office is interested in scheduling in-person training, please contact Andy Snuggs at Andy.Snuggs@justiceadmin.org.

JAC is in the planning stages for CNC 2024 in May 2024. Stay tuned!

UPDATES FROM THE JAC BUDGET OFFICE

The Fourth Quarter Appropriation release was posted to the General Ledger on March 14th at the prescribed release percent. All appropriations are now released at 100%.

The 2023 Legislative Session began March 7, 2023, and is scheduled to end on May 2, 2023.



SB 2500, the FY 2023-24 General Appropriations Act and SB 2502, the FY 2023-24 Implementing Bill, will be posted to the JAC website on the Budget Office webpage under Budget Legislation once approved by the Legislature at the conclusion of Session.

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MESSAGE FROM FINANCIAL SERVICES

Contracts and the Florida Accountability Contract Tracking System (FACTS)



A contract is any written two-party agreement that includes payment or receipt of funds. This includes agreements with other state agencies. Within 30 days of execution, agreements must be entered into FACTS in accordance with s. 215.985(14)(a), F.S. Contracts should be in FACTS prior to payment and should be referenced on batch sheets in order to link a payment to a FACTS contract. Case-related contracts are exempt from FACTS. If you have other non-case related contracts considered confidential, they can be marked confidential in FACTS and can only be viewed by DFS and JAC staff.

The most common types of contracts included in FACTS are:

- postage meters and mailing machines;
- copier leases & maintenance;
- maintenance agreements (e.g., BOMS or STAC);
- online legal research contracts;
- office space leases; and
- sub-grant agreements.

Please submit new or amended contracts to financialservices@justiceadmin.org. Remember to include the following information if it is not included in the contract:

- Start and End date – important detail often missing from the documentation;
- Vendor's Tax ID;
- Vendor's address, if the vendor is not already in FLAIR; and
- Account code to pay from (e.g., GR Operations, G&D Operations, GR Due process).

Nothing needs to be included in FACTS if a vendor does not require a signed agreement. However, all leased assets must still be reported for the Operating Lease requirement for Financial Statements, per GASB 87. Examples include, but are not limited to, copiers, buildings, and postage meters. Offices will be required to report lease-specific information such as lease description, location, FACTS contract ID if applicable, start and end dates, lease rates, and escalation information.

For any FACTS or Operating Lease questions, please contact Dahlia Flowers or email financialservices@justiceadmin.org.

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. Cash Management System (CMS) functions transitioned to PALM on July 6, 2021. JAC staff perform all CMS functions in PALM. DFS has completed the legislatively required CMS remediation and is planning the next steps.

DFS has released a timeline for PALM implementation with a go-live date of January 2026 for all remaining waves. The Financials Wave includes Central and Departmental functions, such as state accounts, vendors, disbursements, and receipt processing, payroll functions, and the Data Warehouse will also be included on the January 2026 go-live date.

JAC staff participate in PALM meetings and provide requested information. We continue to study and learn about the many system functions and workflows within each phase of this transition. DFS and the PALM team are aware of the 50 JROs that comprise Justice Administration and the uniqueness of our structure.

JRO DATA AND PUBLIC RECORDS IN PALM

JAC has engaged DFS and the PALM team over the past year regarding the necessary separation of JRO data and access within PALM as we look ahead to the comprehensive accounting and budget information PALM will contain. We have communicated the necessity of ensuring that individual JROs can view only their own information and not that of other JROs. JAC Legal provided DFS with a memorandum explaining the legal basis for the need to restrict access to data between the individual JROs.



Additionally, JAC will engage DFS regarding their public records policy related to PALM. Eventually, PALM will house payment information, such as documents and related “back-up” for transactions, and due process or case-related payments. JAC will continue to work with DFS in developing sound public records request policies and procedures.

JAC will keep all JROs informed and engaged regarding Florida PALM activities as they develop.

PCARD MINUTE

The Vendor ID Field

The Vendor ID field in Works is one of the required fields in a transaction record. This field identifies the entity from whom the purchase was made. Oftentimes, users can find the Vendor ID by typing either the Vendor ID number itself or by typing the name of the vendor in the data field. Once the name appears, the user can select the number they want and add it to the transaction record.



The Vendor ID is used differently for PCard transactions than for batch files. For PCards, the Vendor ID is a reference number for the transaction, as the vendor itself is not being paid. PCard transactions are processed to repay the bank for the loan of the credit to make the PCard transaction. For purchases from large entities with multiple Vendor IDs, the user can just pick a number to use to complete the transaction. This happens with large hotel chains and retailers, such as Hilton International or Amazon.com. Locally-owned businesses may need to have a Vendor ID added to FLAIR if there is no prior record of the number's use in the system.

Sometimes it is not easy to determine the Vendor ID for the transaction. Users can look at the Transaction tab in the View Full Details option to see if they can find the vendor's nine-digit Federal Employer Identification Number (FEIN) in the bank data record. If the FEIN is present but the number is not registered in FLAIR, then it will need to be added to the FLAIR title file.

JAC Financial Services maintains our Vendor file. If a Vendor ID needs to be added to the title file, then the user should email Vendor Processing at vendorprocessing@justiceadmin.org. It is an overnight process for the title file to be updated, but the Vendor ID should be available for use on the next business day after the record has been added to the FLAIR system. Please include as much information about the vendor as possible, such as a copy of the W-9 if available, the name, address, and phone number of the vendor, as well as the FEIN, if known.

Please contact Merry Sutton or Aleah Roddenberry via pcard@justiceadmin.org with any questions.

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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 three offices are 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. We look forward to working with the remaining offices in the near future.



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USING THE MASS UPLOAD TEMPLATE FOR SALARY ADJUSTMENTS



When your office wishes to process 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. 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 November 3, 2022, and the effective date for the salary adjustment on the template is November 1, 2022. 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 March, JAC submitted over one thousand salary adjustments to People First via a mass load template. That means one thousand individual PARs did not have to be manually processed. Only ten records dropped-terrific results.

Next month’s deadline to submit a template is April 6th. This gives you plenty of time to work with your fiscal and HR staff to submit a template for April.

The mass upload template is a highly efficient tool and a genuine timesaver. The instructions on how to use the template are on our public website at <https://www.justiceadmin.org/hr/HRmemos/Mass%20Upload%20Template%20Instructions%2012-22-2021.pdf>. If you have any questions about using the template, please contact Andy Snuggs.

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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. In order to utilize the Web Service, JROs must utilize the electronic signatures function in BOMS. JAC currently uses electronic signatures for batch sheets, authorizations, as well as timesheets (and leave approvals), PARs, and New Hire Packets.

Currently, 37 JROs utilize electronic signatures in BOMS (i.e., 15 PDs, 16 SAs, 5 RCs, and 1 CCRC), with 35 JROs sending batch sheets through the Web Service (i.e., 15 PDs, 15 SAs, and 5 RCs). JAC encourages the remaining offices using BOMS to take advantage of electronic signatures in order to utilize 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;
- 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 rather than just images making the process of routing the batch to the correct JAC staff less prone to errors;
- Your office receives a system generated tracking number that you can use in BOMS;
- Electronic signature functionality – no printing, signing, and scanning;
- 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.



JAC STAFF TRANSITIONS

JAC welcomes back **Beth Lowe** in her role as Executive Administrative Assistant to the Executive Director. Beth previously worked as the Bureau Administrator for the Bureau of Emergency Medical Oversight, Department of Health from 2014 until 2018. She then served as the Trustees Coordinator and Executive Assistant for the Florida Board of Governors before coming to work for the Justice Administrative Commission in November 2021. Upon leaving JAC in 2022, she served as the Operations Consultant for the Division of Emergency Preparedness and Community Support at the Department of Health until returning to JAC in January 2023. Beth has a total of nine years of state service. She is also a graduate of Florida State University with a Bachelor of Arts in Public Relations and a Master of Arts in Integrated Marketing Communications. Beth is a mother of two children: her son, Aaron (12), and her daughter Audrey (5). She enjoys spending time with her family, listening to audiobooks, and cooking.

We said farewell to JAC's Director of Human Resources, **Carolyn Horwich**, who entered into retirement on March 24th. She began her legal career in 1984 as a Law Clerk at the U.S. District Court in Miami and then in various New York City courts. Upon returning to Florida in 1996, she worked at the Department of Health and Rehabilitative Services, the Department of Revenue, the Legislative Committee on Intergovernmental Relations (where she first met Rip Colvin, Cris Martinez, Sandy Brooks, and Lydia Mount), and the Department of Education. Finishing her public service career on a high note, she spent the last 10.5 years at the Justice Administrative Commission. Although she will deeply miss the wonderful people she has had the pleasure of working with at JAC, she is looking forward to moving on to a new chapter in life. Best wishes, Carolyn!

JAC extends best wishes to **Monica Cash**, Executive Administrative Assistant to the Executive Director. After over 30 years of public service, Monica retired on February 28th to spend time with her husband, their children, and two grandsons, Robert and Cole.

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Staff Anniversaries

January-March

Employee	Years of Service
Keiandra Rivers	1
Jeanette Ottley	8
Jennifer Bond	15
Hillary Eason	1
Anthony Roden	4
Olivia Jones	5
Lucretia Crawford	5
Jing Perlowski	6
Tiffani Chukes	8
Greg Cowan	7
Barbara Siplin	9
Rinesha Jackson	13
Robert Smith	18
Brad Fannon	1
Stephanie Faust	1
Adam Preisser	2
Mailea Adams	4
Tim Price	7
Nona McCall	7

JAC IN BRIEF



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

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.

Comments, questions or suggestions?

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