



# THE JAC EXPRESS

State of Florida – Justice Administrative Commission

Volume XIV Issue 3



Rip Colvin  
JAC Executive Director

## A WORD FROM JAC'S EXECUTIVE DIRECTOR

The Justice Administrative Commission (JAC) recently held a meeting on September 20, 2023. The next Commission meeting will be held on November 14, 2023. This issue of the *JAC Express* provides updates on JAC training for Judicial-Related Offices (JROs); Messages from the Accounting Office; JAC Teamwork; CNC 2024; Florida PALM – Planning, Accounting, and Ledger Management; PCard Minute; Updates from the Budget Office; and many other items of interest.

## JAC TRAINING FOR JROS

**Save The Date!** JAC's 2024 Connect and Collaborate Training Conference (CNC 2024) will be held at the Embassy Suites Orlando Lake Buena Vista South on May 7-10, 2024. **Registration is now open!** Please click the following link to complete the online registration form: <https://www.surveymonkey.com/r/K9BXLJZ>. A Save-The-Date flyer with additional conference details is available on JAC's CNC 2024 website. JAC staff are currently developing the conference agenda, which will be available later this year.

Materials and recorded presentations for most 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 held in-person training to staff with the State Attorney's Office, 16th Judicial Circuit, on October 9th and 10th, and provided onboarding training resources to staff with the State Attorney's Office, 4th Judicial Circuit, on June 14th. If an office is interested in scheduling in-person training, please contact Andy Snuggs at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org).

## 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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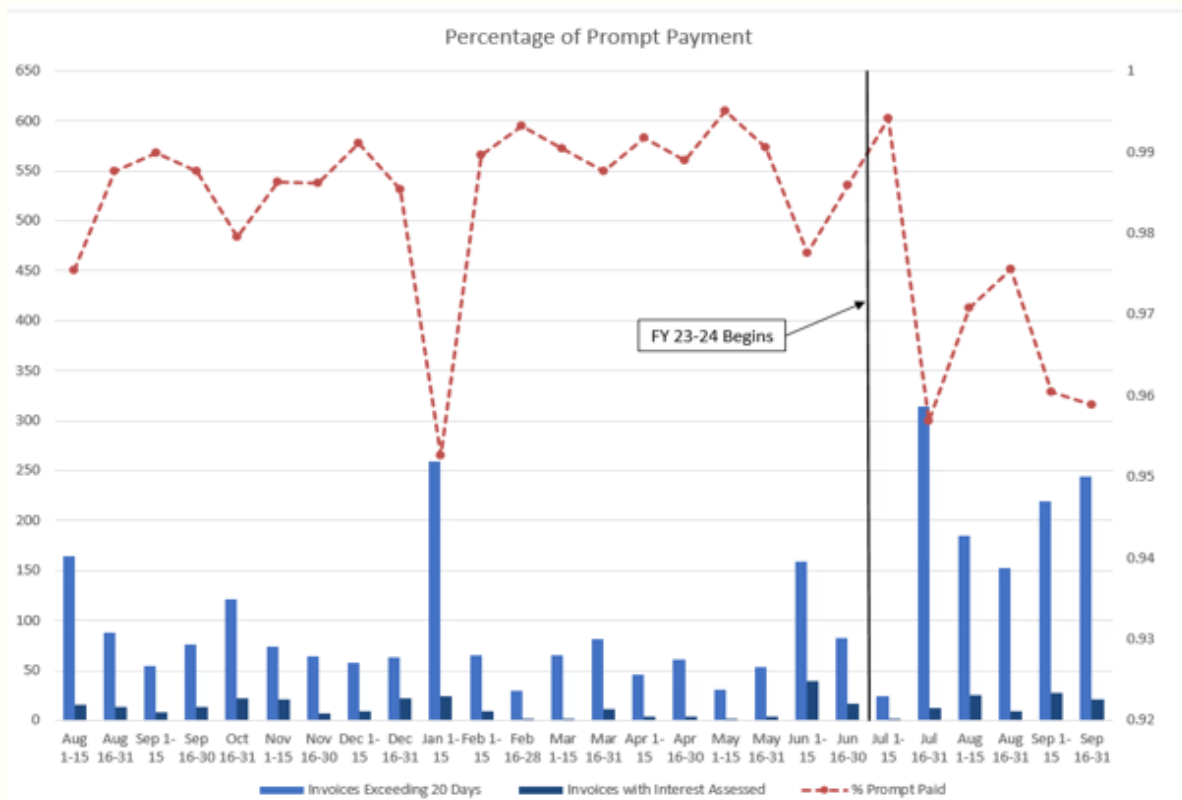
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## ACCOUNTING UPDATES

### Prompt Pay Compliance

We experienced a drop-off in compliance over the past two weeks, posting only 95.89% of all invoices received within 20 days. Some leading causes of these slowdowns include too many sign-offs/approvals, staff shortages due to turnover, loss of knowledge, and unclear expectations of the rules on compliance. Accounting is working with each JRO that has experienced multiple cycles under 90% compliance this fiscal year to help identify process slowdowns. If you have any questions about the compliance rules, your office's specific compliance percentages, or ways to identify slowdowns, please let us know.

The chart below shows the total number of out-of-compliance invoices (Blue), the total number of invoices assessed interest (Red), and the percentage of invoices paid promptly within 20 days (Dotted Line) for each bi-weekly period through the end of the third quarter. Through the first 2.5 months of this fiscal year, there have been a total of 35,450 invoices processed, 1,139 were out of compliance (over 20 days old), and 95 were assessed interest penalties owed to the vendor (over 40 days old).



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## MESSAGE FROM FINANCIAL SERVICES:

### *A PCard Minute*

#### The PCard Mailbox

For your convenience, a designated mailbox is available for all correspondence for the PCard team at [Pcard@justiceadmin.org](mailto:Pcard@justiceadmin.org).

Users are asked to contact the PCard mailbox directly instead of emailing team members individually. This action will provide quicker customer service for answers to questions or for any other service items that may need our attention.

We ask that users contact us this way because individual staff may not always be available due to illness, holiday schedules, or end-of-fiscal-year processing for financial statements. We want to provide the best service possible, and we ask that you help us help you with all of your PCard needs.

Please note that any requests to add vendors to FLAIR for PCard purchases should be addressed to Vendor Processing at [VendorProcessing@justiceadmin.org](mailto:VendorProcessing@justiceadmin.org).

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

*Happy 4th Anniversary, Works users!*



## FLORIDA PALM - PLANNING, ACCOUNTING AND LEDGER MANAGEMENT

### **Recent Updates:**

JAC has attended twelve workshops, forums, and other meetings in the 3rd quarter of 2023. We are aware of 11 meetings that will occur in October alone and others that will be announced for November and December.

JAC staff continues participating in PALM activities, including completing DFS tasks. At the end of the quarter, there were three open tasks. We are aware of six tasks that will be assigned in October. These tasks help JAC identify and begin planning for processes, systems, and report changes. JAC has hired a full-time PALM Project Manager to have dedicated staff for PALM activities. Valerie Gardner rejoined JAC on September 5, 2023. She previously worked with a JRO and has assisted JAC with LBR activities. She has also previously worked with multiple state agencies in the areas of Finance, Budget, and implementing new systems.

JAC will begin scheduling meetings to discuss pre-implementation activities for areas that impact JROs between late October and early December. We will also have discussions this fiscal year to learn about the JROs' internal processes and reporting to understand your needs better.

### **About Florida PALM:**

Florida PALM (PALM) is the software platform that will replace FLAIR. The Department of Financial Services (DFS) is spearheading this transition. The Cash Management System (CMS) functions transitioned to PALM on July 6, 2021. Since then, JAC staff has been performing all CMS functions in PALM. DFS has started the next phase of meetings in design preparation for the Financial and Payroll functions within PALM (also referred to as "waves"). Go live is January 2026.

The Financials Wave includes Central and Departmental functions, such as state accounts, vendors, disbursements, and receipt processing. The Payroll Wave will replace the Bureau of State Payroll's system (PYRL module in FLAIR).

### **JRO Data and Public Records in PALM**

JAC continues to communicate the necessity and importance of ensuring that individual JRO PALM access is limited to that JRO's information and not that of other JROs.

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## HUMAN RESOURCES UPDATES

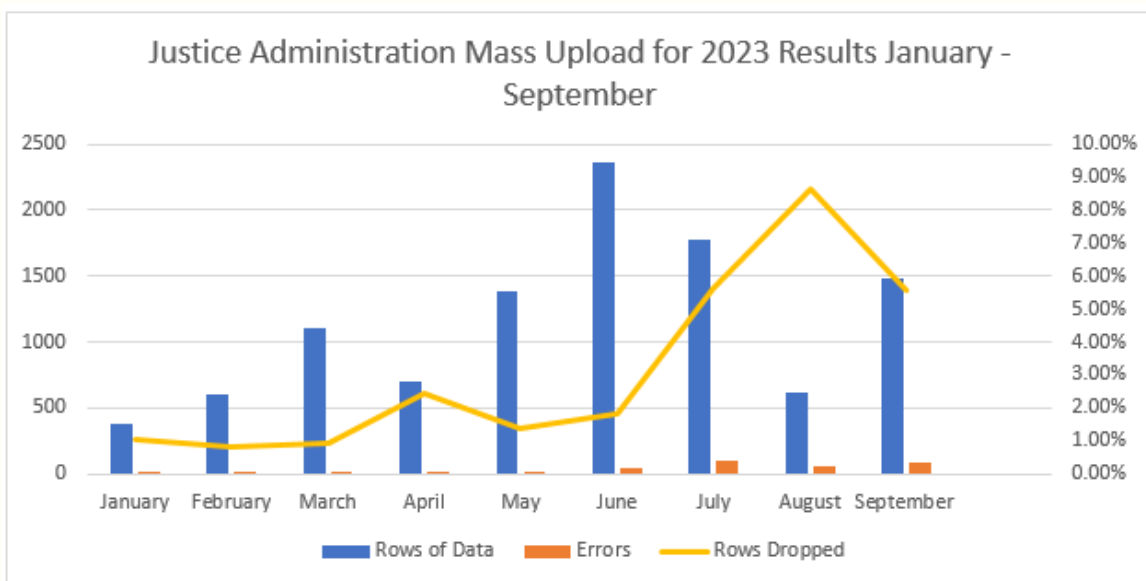
### Using the Mass Upload Template for Salary Adjustments

When JAC 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. There are some nuances to this process; the two most critical focus on timing.

First, the People First deadline for template submission 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 on August 3, 2023, and the effective date for the salary adjustment on the template is August 1, 2023. The salary adjustment will drop from the template because People First already has a “future dated action,” i.e., a name change. In that situation, the salary adjustment will drop from the template, and you must 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 1,158 rows of data from the JROs and of those, the percentage of rows dropped has been minimal, less than 3.2%. 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 UPDATES, CONTINUED



Retirement Plan Election Choice Period for New Hires/Rehires with FRS Service Prior to the Existence of the Investment Plan

Current hires in FRS eligible positions with prior FRS service before the Investment Plan was established, and not since, still have two elections remaining. FRS has seen an increase in members who mistakenly believe they do not need to make a retirement plan election.

For example, Julia was an FRS employee from January 1998 to July 2001. She was enrolled in the Pension Plan (which was the only retirement plan available at that time). Julia returned to FRS employment in October 2022 and, because she never had an opportunity to choose between the Pension Plan and Investment Plan, she receives an election window, a new hire kit, and seven election deadline reminders. However, since Julia was previously enrolled in the Pension Plan, she thinks this election does not apply to her. Therefore, she ignores the reminders, does not make an election, and is defaulted into the Investment Plan. When Julia is notified that she is an Investment Plan member, she files a complaint, indicating she should not have had to make an election to remain in the Pension Plan.

### New Hire Communication Road Map

HIRED!	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Employee Orientation	Payroll Submitted	Welcome Brochure	1 <sup>st</sup> Reminder Email	2 <sup>nd</sup> Reminder Email	3 <sup>rd</sup> Reminder Mailing	4 <sup>th</sup> Reminder Email	5 <sup>th</sup> Reminder Email	6 <sup>th</sup> Reminder Mailing	Confirm Letter Welcome Letter

New hires and rehires with no active or default retirement plan election on file with FRS will have an election choice period — even those members who were FRS participants in the past. These members must make an active election, or they will be defaulted into the Investment Plan (or Pension Plan, if Special Risk)

### FIRST ELECTION DEADLINES

Month of Hire	Enrollment Deadline*
February 2023	October 31, 2023
March 2023	November 30, 2023
April 2023	December 29, 2023
May 2023	January 31, 2024
June 2023	February 29, 2024
July 2023	March 29, 2024
August 2023	April 30, 2024
September 2023	May 31, 2024
October 2023	June 28, 2024
November 2023	July 31, 2024
December 2023	August 30, 2024

\*Last business day of the month by 4:00 p.m. E.T.



## HUMAN RESOURCES UPDATES, CONTINUED

### Retirement Resources

- DROP Participation Chart – Begin and end dates for eight-year participation periods beginning in calendar years 2023 – 2025.
- Reemployment Tables – Termination and reemployment limitation periods for Pension Plan retirees with and without DROP participation, and Investment Plan retirees.
- Recorded FRS Workshops – Free, pre-recorded workshops on retirement related issues, as well as other personal fiscal matters.
- FRS Workshop Calendar – Upcoming virtual webinars via Zoom and in-person workshops by county.

### **ADMINISTRATIVE HEALTH INSURANCE ASSESSMENT (AHIA) ON VACANT POSITIONS**

Senate Bill (SB) 2500, the FY 2023-24 General Appropriations Act, and SB 2502, Implementing the FY 2023-24 General Appropriations Act, require the Department of Management Services (DMS) to assess an Administrative Health Insurance Assessment (AHIA) to each state agency.

The AHIA is set at an amount equal to the employer's cost of individual employee health care coverage (at the Career Service rate), which will be \$763.46 for FY 2023-24. This amount will be assessed to each state agency based on that agency's number of salaried positions (non-OPS) eligible for health benefits that are vacant for the entire month. The AHIA does not apply to positions funded, wholly or partially, with federal funds.

DMS has sent out invoices to each state agency for the months of July and August. JAC received one invoice for the agencies of Justice Administration. We informed each of the 49 JROs of their responsible amount, and later this month, through journal transfer, we will remit the monthly AHIA to the State Employees Health Insurance Trust Fund (ss. 110.123 and 110.1239, F.S.).

## UPDATES FROM THE JAC BUDGET OFFICE

The Administered Funds pay increases effective July 1st and the Retirement Adjustments were posted under the Executive Office of the Governor (EOG) Transaction codes AFP7 and 0007, respectively, to the Florida Accounting Information Resource (FLAIR) on September 7, 2023.

The AFP2 second quarter General Revenue release was posted to FLAIR on September 12, 2023. The EOG Memorandum #22-042, Original Approved Financial Plan Approved Annual Salary Rate and Annual Release Plan details the release schedule and percentages. The document can be accessed [HERE](#) on the Budget Office's EOG Memorandums webpage.

The Budget Office published the Justice Administration Department's Long-Range Program Plan (LRPP) and each Budget Entity's annual Legislative Budget Request (LBR) to the Florida Fiscal Portal as mandated by ss. 216.03 and 216.023, Florida Statutes and in accordance with instructions outlined by the Governor's Office of Policy and Budget (OPB). The LBR was published on September 15th and the LRPP was published on September 29th. The files can be accessed [HERE](#).

For Fiscal Year 2023-24, OPB requests state agencies and the judicial branch submit a salary rate analysis at the Budget Entity Level for each quarter of the fiscal year. EOG Memo #23-044 titled Salary Rate Analysis is posted on the Budget Office webpage under EOG OPB Memorandums for complete details.

The file can be accessed [HERE](#).



The first quarter Salary Rate Analysis was submitted on Friday, September 29th with subsequent quarterly rate analysis due by Tuesday, December 12, 2023, and Tuesday, March 12, 2024.



## JAC STAFF TRANSITIONS

JAC welcomes back **Valerie Gardner** to take on the newly created role of PALM Coordinator, located in the Executive Office. A graduate of Florida State University with a degree in Management, Valerie's career in government spans 42 years and began in Pinellas County with the Clerk of the Court and later the Sheriff's Office. After moving to Tallahassee, she worked for several agencies, including Florida State University, the Florida Departments of Juvenile Justice, Revenue, and Law Enforcement, as well as the Guardian ad Litem Program, Parole Commission, State Courts, Education and Commerce. Ultimately, she retired from the Department of Revenue. Although she was born in Holland, Michigan, Valerie moved to St. Pete Beach, Florida as a teenager and has lived in Tallahassee for over 36 years. She has three beautiful grandchildren—all of whom live in Tallahassee and are the joy of her life. She also has two lovely children and has been married to her high school sweetheart for 48 years. Her hobbies include flower gardening...with a special affinity for daylilies, scrapbooking, sewing, genealogy, and travel. She is glad to be back at JAC!

We welcomed back a familiar face, **Erin Smith**, on August 28th. Erin is a part-time OPS intern with the IT Section. She returned to JAC from her first internship with the IT Section last year. Originally from South Florida, Erin is a senior at FSU studying Management Information Systems. In her spare time, she enjoys snorkeling, snowboarding, and spending time with friends.

JAC said goodbye to two valued JAC staff members—**Evan Moore** (Human Resources Coordinator) on August 3rd and **Jillian Ruthstrom** (Court-Appointed Auditor) on September 25th. We wish them all the best in their future endeavors.



# Staff Anniversaries

*July 2023*

Name:	Years of Service:
Michael Alao	2 years
Rip Colvin	13 years
Alicia Davis	6 years
James Earl	2 years
Kelly Jeffries	33 years
Susie Kalous	4 years
Cris Martinez	12 years
Cashayla Smith	6 years
Susan Stubbs	11 years

*August 2023*

Name:	Years of Service:
Shamara Cooper	7 years
Wayne Meyer	26 years
Ebony Porter	7 years
Phyllis Reed	19 years
Elaine Watson	7 years

*September 2023*

Name	Years of Service:
Kevin Garland	25 years
Kathy McCabe	19 years
Melanie Roddenberry	18 years



# JAC IN BRIEF

State of Florida

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### COMMENTS, QUESTIONS OR SUGGESTIONS?

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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.

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](#).