



**JUSTICE ADMINISTRATIVE  
COMMISSION**



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# **Overview of the Justice Administrative Commission**

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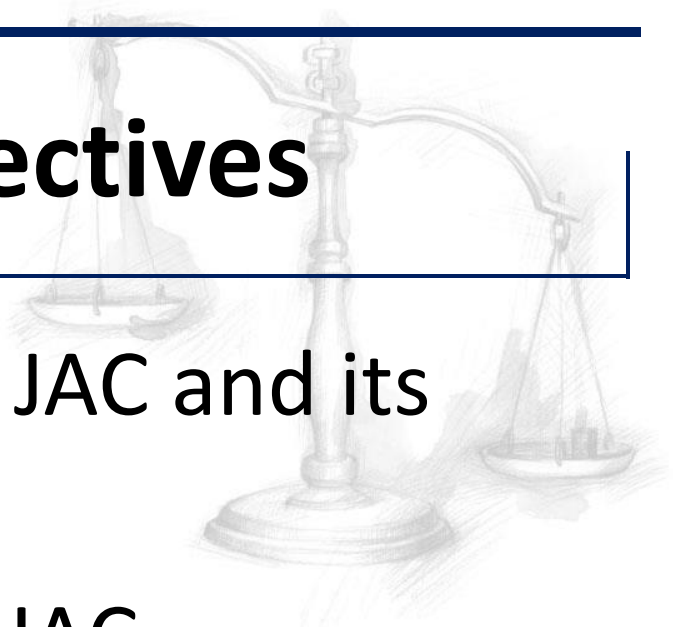
**Alton L. “Rip” Colvin, Jr.**

**Executive Director**

**May 7, 2024**

# JAC Overview – Objectives

- Provide an overview of JAC and its mission
- Describe the history of JAC
- Define JAC's role in Justice Administration
- Outline JAC sections' responsibilities



# JAC is . . . .

- authorized by s. 43.16, F.S., to maintain:  
a central state office for administrative services and assistance when possible to and on behalf of the state attorneys and public defenders of Florida, the capital collateral regional counsel of Florida, the criminal conflict and civil regional counsel, and the Guardian Ad Litem Program
- a liaison between the offices it serves and the Governor's Office, Legislature, Department of Financial Services, Department of Management Services, and others



# The Commission

- The “Justice Administrative Commission” is led by two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by the Florida Public Defender Association.

***Honorable Diamond Litty, Chair  
Public Defender, 19<sup>th</sup> Circuit***

***Honorable Kathleen Smith  
Public Defender, 20<sup>th</sup> Circuit***

***Honorable Brian Haas  
State Attorney, 10<sup>th</sup> Circuit***

***Honorable Jack Campbell  
State Attorney, 2<sup>nd</sup> Circuit***

- The Commission meets regularly with the Executive Director along with other JAC staff to provide guidance and direction on a myriad of issues.



# Justice Administrative Commission (JAC)

- **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 Core Values:** We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct.
- **JAC's Core Competencies:** Administrative Service, Communication and Collaboration, Prompt-Payment, Fiscal Accountability, and Continuous Improvement and Innovation.

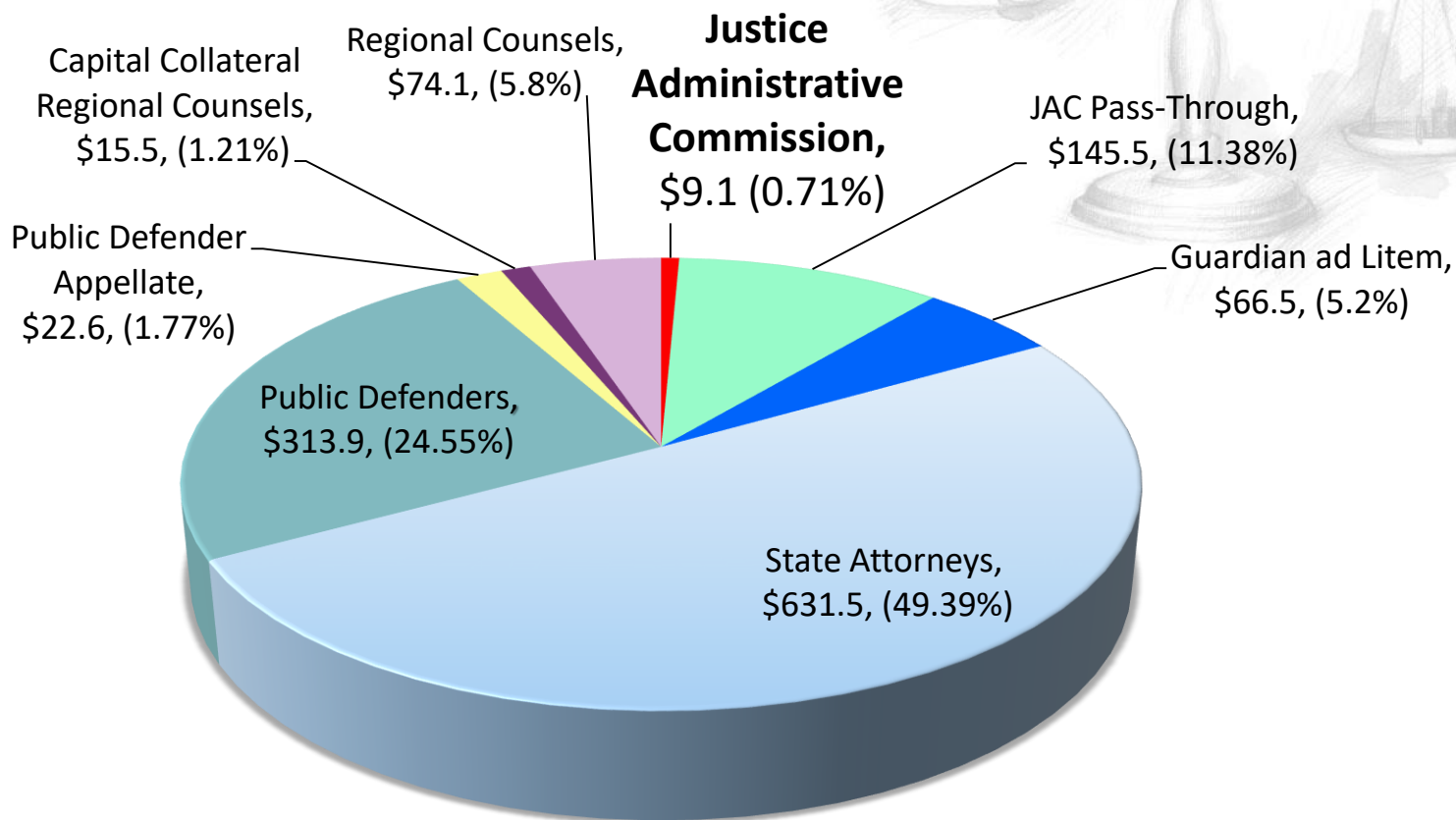


# History

- The Justice Administrative Commission (JAC) was created in 1965, shortly after the U.S. Supreme Court's decision in *Gideon vs. Wainwright* (1963).
- Early on, JAC provided administrative services to the state courts, state attorneys, public defenders, and court reporters.
- In 1984, services provided to the state courts were transferred to the Office of the State Courts Administrator (OSCA). That same year, JAC began providing services to the Capital Collateral Representative, which later became the Offices of Capital Collateral Regional Counsel.
- In 2003, services for Statewide Guardian ad Litem Office were transferred from OSCA to JAC.
- In 2004, JAC began contracting and processing payments for private court-appointed counsel and related vendors, consolidating this function from 67 counties to one state agency.
- In 2007, JAC began providing administrative services to the newly created Offices of Criminal Conflict and Civil Regional Counsel.



# Justice Administration Base Budget 2023-24 \$1.28 Billion



Amounts above reflect millions of dollars.



# “Two Sides of the House” at JAC

- 1) Administratively serves 49 Judicial-Related Offices (JROs)
- 2) Provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent persons and associated due process vendors



# Judicial-Related Offices (JROs) Administratively Served by JAC

- 20 Offices of State Attorney
- 20 Offices of Public Defender
- 5 Offices of Criminal Conflict & Civil Regional Counsel
- 3 Offices of Capital Collateral Regional Counsel
- Statewide Guardian ad Litem Program

Accounting

Budget

Financial  
Services

Human  
Resources

# JAC Accomplishments – Fiscal Year 2022-23

- Processed 320,000+ accounting transactions and 59,600+ court-appointed attorney and due process vendor invoices
- Percent of invoices processed within prompt payment requirements = 98.16%, our best performance ever (Legislative performance standard is 95%)
- Processed more than 73,000+ payroll and human resources transactions

# JAC Accomplishments – Fiscal Year 2022-23 – Continued

- Performed 11,000+ budgetary transactions
- Fulfilled more than 520+ public records requests
- Responded to 15,900+ JAC Online Support inquiries



**JAC accomplishes**

all this and more with

**93 staff!**



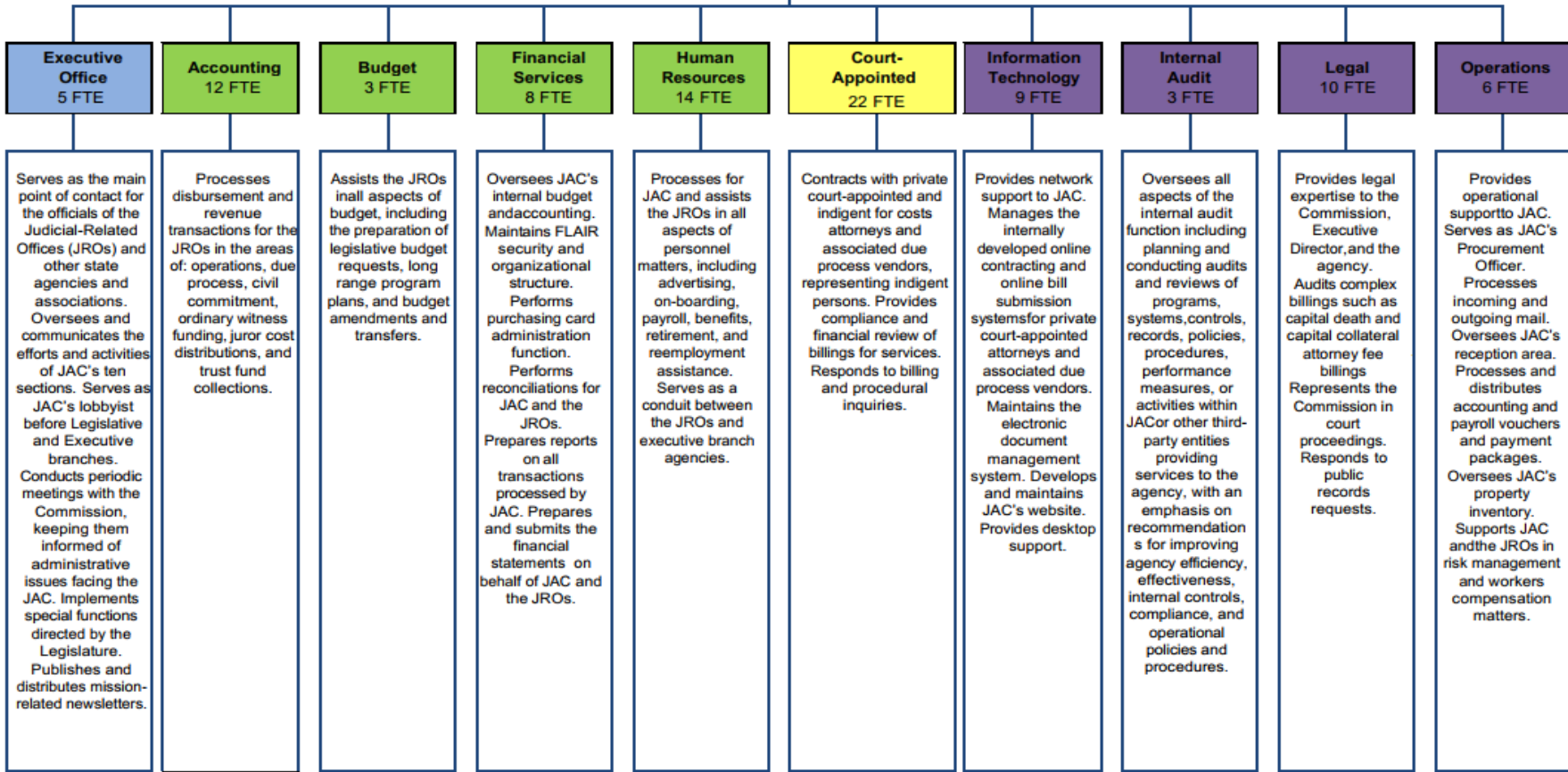
# JUSTICE ADMINISTRATIVE COMMISSION

Effective September 6, 2023

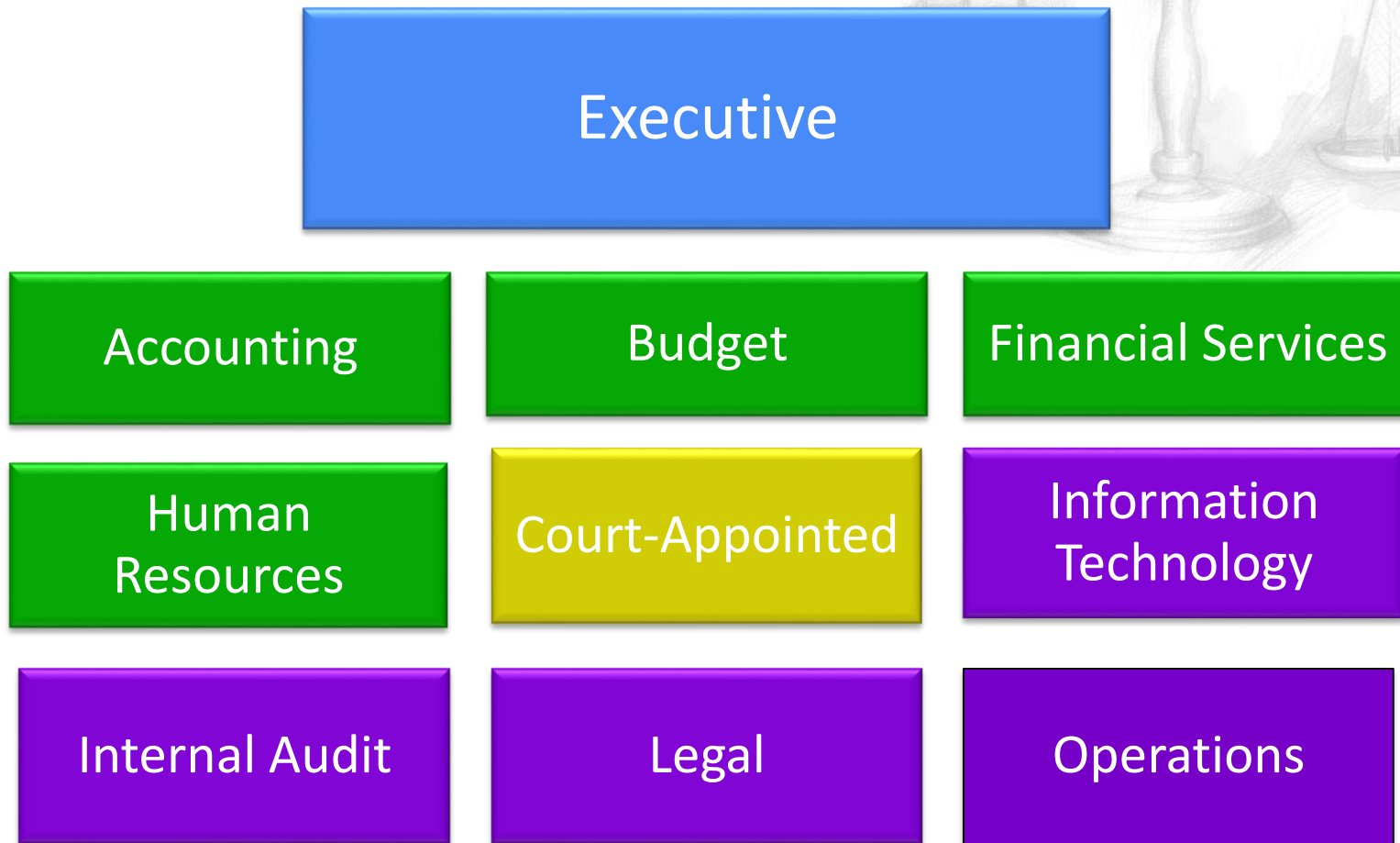
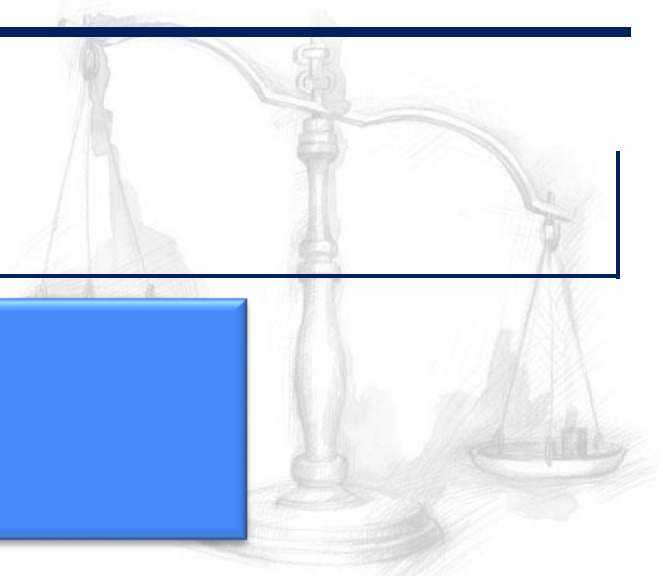


**Commissioners**  
 Diamond R. Litty, Chair, Public Defender, Nineteenth Judicial Circuit  
 Kathleen A. Smith, Public Defender, Twentieth Judicial Circuit  
 Brian Haas, State Attorney, Tenth Judicial Circuit  
 Jack Campbell, State Attorney, Second Judicial Circuit

**Executive Director**



# JAC at a Glance





[RFQ JAC-2023-01 - Click for details.](#)

**NOTICE:** JAC is pleased to announce the Winter 2024 issue of Points of Interest, JAC's newsletter for court-appointed and indigent for costs attorneys and due process vendors, is now **available**.



The **Justice Administrative Commission (JAC)**, a state agency created in 1965, provides administrative services on behalf of 49 judicial related offices (JROs).

Currently, the JAC administratively serves 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 the JROs it serves.

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 Commission is comprised 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. The Commission appoints an Executive Director, who is charged with oversight of necessary staff to efficiently and effectively carry out the JAC's duties.

**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 Core Competencies:**

1. Administrative Service

- JAC's website contains many resources
- Website address: <https://www.justiceadmin.org>

Visit us on Facebook!



### WHAT'S NEW

- May 7-10, 2024 - JAC Conference Agenda
- JAC Overview Presentation (FY 23-24)
- Winter 2024 Edition of Points of Interest (JAC's Newsletter for Court-Appointed and Indigent for Costs Attorneys and Due Process Vendors)
- JAC Express



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**MyJAC**

**JAC's Secure Website for JROs**

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# MyJAC

## JAC's Secure Website for JROs

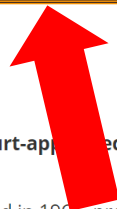


JUSTICE ADMINISTRATIVE COMMISSION



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- Court Appointed/IFC ▾
- Due Process (CAC/IFC) ▾
- Contacts ▾
- Search ▾
- MyJAC LOGIN**

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1. Administrative Service
2. Communication and Collaboration
3. Prompt-Payment
4. Fiscal Accountability

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- ▶ JAC Express Newsletter October-



# MyJAC

# JAC's Secure Website for JROs



JUSTICE ADMINISTRATIVE COMMISSION



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## Welcome to MyJAC

"MyJAC" is JAC's secure website for the agencies we serve, court-appointed attorneys and due process vendors.

### IMPORTANT NOTICES:

- Effective January 9, 2023, Dependency attorneys shall provide the disposition date during the invoice submission process. Please see the [Dependency Disposition Guide for Attorneys](#) for more information on selecting the correct disposition date. **\*\*\*Added 1/9/2023\*\*\***
- For full functionality of the online billing submission forms on this site, the latest updated Chrome, or Microsoft Edge browsers are recommended.
- **NOTICE (UPDATED on October 30, 2023):** The MyJAC login password for the 49 judicial related offices (20 State Attorney, 20 Public Defender, 5 Regional Counsel, 3 Capital Collateral Regional Counsel, and Guardian ad Litem) was updated on October 30, 2023. Please contact JAC at (850) 488-2415 for your password. The next update is scheduled for **Monday, May 6, 2024**. This message is NOT for private court-appointed attorneys or due process vendors.

↩
MyJAC LOGIN

User ID

Password

[Login](#)

[New Attorney Registration](#)

[New Vendor Registration](#)



# MyJAC

# JAC's Secure Website for JROs



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## State Attorney Resources

- [Covid 19](#) | [CNC III Presentations & Materials](#) | [Executive Office](#) | [JAC/LexisNexis Online Legal Research](#) | [Accounting](#)
- [Submit Batch Sheets](#) | [Budget](#) | [Financial Services - Purchasing Card Program](#) | [Policies & Procedures](#) |
- [Human Resources](#) | [State Attorney Forms](#) | [Video Training](#)

### Welcome

The State Attorney Resources page has been redesigned for ease of use with a new topic menu. Select a topic from the menu above to view items within the selected topic.

[Click Here to log out](#)

\*\* PDF files may be viewed with the latest free [Adobe Acrobat Reader®](#) plug-in.

\*\* denotes link that opens in a new browser window.



## Questions or Comments? Contact Us.

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Copyright ©2019 Justice Administrative Commission  
PLEASE NOTE: Florida has a broad public records law and all correspondence with JAC is potentially subject to disclosure.

## Justice Administrative Commission

P : 850.488.2415 (Main Reception)  
 P : 1.844.JAC.LINE (1.844.522.5463) (JAC Online Support Team)  
 F : 850.488.8944

227 N. Bronough Street, Suite   
Tallahassee, FL 32301-



# MyJAC

## JAC's Secure Website for JROs



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#### Executive Office

- [JAC Contact List - Under Review](#)
- [Records Schedule - State & Local Government Agencies](#)
- [Records Schedule - State Attorneys - Case Related](#)
- [Statutory Reports Calendar](#)
- [Records Disposition Document](#)
- [Surplus Property Certification Form](#)
- [Property Disposition Form](#)
- [Authorized Signatures Form \(updated 12/1/21\)](#)
- [Voucher Signatures Form](#)

#### Financial Disclosure Training

- [Financial Disclosure Training Video \(1:12:37 duration\): YOUTUBE VIDEO LINK](#)
- [Financial Disclosure Training PowerPoint format \(2MB\).](#)
- [Financial Disclosure Training PDF format \(3MB\).](#)

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# Lessons Learned from Auditor General Audits

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# Auditor General

## Operational Audit Objectives

- Evaluate management's performance in establishing and maintaining internal controls to prevent and detect:
  - Fraud, waste, and abuse
- Determine if management is administering its responsibilities in accordance with applicable:
  - Laws, rules, regulations, contracts, grant agreements, and other guidelines

# Auditor General

## Operational Audit Objectives – Cont'

- Examine management's internal controls designed and implemented to promote and encourage:
  - Compliance
  - Economic and efficient operations
  - Reliability of financial records and reports
  - Safeguarding of assets
  - Identifying weaknesses in any controls

# Auditor General – Audit Findings Report No. 2020-008

- Issued July 2019
- The audit included several findings specific to the operations of several Justice Administration agencies, including:
  - BOMS
  - Internal audit functions
  - Comprehensive policies and procedures
  - Anti-fraud policies and procedures
  - Incompatible duties performed by personnel
  - Tangible personal property & Motor vehicles
  - Position descriptions
  - Pcards & Contracting



# Auditor General

## Audit Findings Report No. 2015-061

- Issued December 2014
- The audit included several findings specific to the operations of several Justice Administration agencies, including:
  - BOMS
  - Internal audit functions
  - Separation of duties
  - Annual physical inventories, inventory forms, and property records
  - Verification of education and employment history
  - Contractual services
  - Travel expenditures and motor vehicles

# Other Auditor General Reports

- Several findings related to timely terminating IT access privileges immediately upon a user's separation from employment
- Another finding questioned \$23,844 in employee activities for awards and recognitions for which agency records did not evidence the public purpose served
- Another finding focused on employee training, specifically related to contract managers
  - Contract managers did not always complete required DFS training for accountability in contracts and grants management
  - Employees' completion of required training was not properly documented



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# Internal Controls & Separation of Duties

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# Framework of Internal Controls

According to the Government Finance Officers Association's Blue Book, the framework of internal control must:

- Provide a favorable *control environment*;
- Provide for the *continuing assessment of risk*
- Provide for the design, implementation, and maintenance of effective *control-related policies and procedures*
- Provide for the effective *communication* of information
- Provide for ongoing *monitoring* of the effectiveness of control-related policies and procedures

# Control Environment

- Management is knowledgeable about internal controls
- Management is committed to making internal controls work
- Management communicates to staff at all levels its commitment to internal controls



# Risk Assessment

- Scope of periodic risk assessments
- Change as an indicator of risk
  - Changes in the operating environment
  - Changes in personnel
  - Changes in information systems
  - Rapid growth
  - New programs and services



## Risk Assessment – Continued

- Inherent risk
  - Complexity
  - Cash receipts
  - Direct payments to third party beneficiaries
  - History of prior problems
  - History of prior unresponsiveness to identified control deficiencies



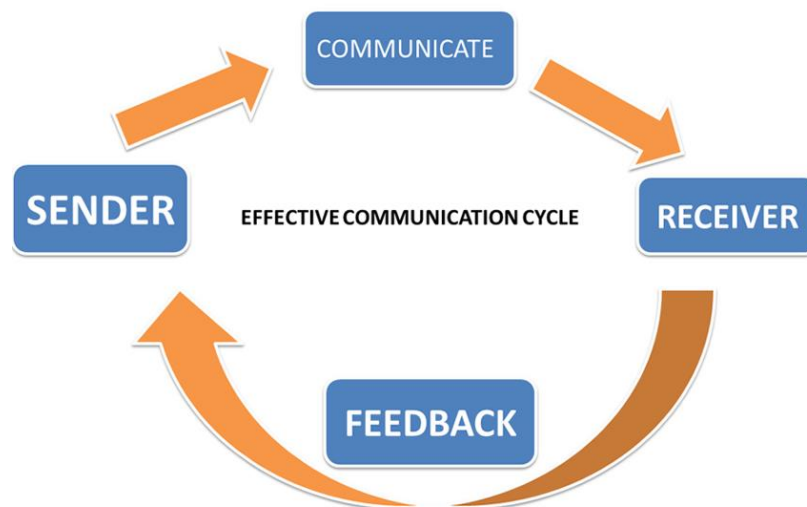
# Control Activities

- Controls that detect and *prevent* v. controls that detect and alert
- Tolerable risk
- Categories of control-related policies and procedures
  - Procedures to ensure that transactions are properly authorized
  - Properly designed records
  - Controls to secure assets and accounting records
  - Segregation of incompatible duties
  - Periodic reconciliations
  - Periodic verifications
  - Analytical review of accounting data for reasonableness



# Favorable Control Environment – Information and Communication

It is impossible to imagine a favorable control environment without the effective flow of information and good communication.



## Controls – Monitoring

Monitoring has two separate goals:

- To ensure that control-related policies and procedures have been properly designed, fully implemented, and remain operational
- To ensure that management has responded appropriately when control-related policies and procedures have indicated a potential problem

# Legislative Initiatives to Address Internal Controls

Section 43.16, F.S., requires each agency of Justice Administration to:

*Establish and maintain internal controls designed to:*

- (a) Prevent and detect fraud, waste, and abuse;*
- (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; and*
- (e) Safeguard assets.*

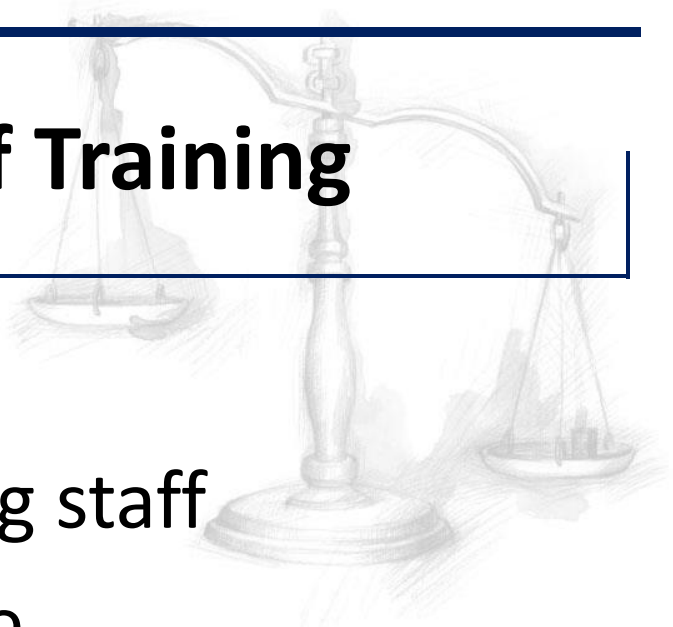
# Focused Staff Training

Invest in staff, they are your most precious resource!



# Benefits of Focused Staff Training

- Invests in staff
- Builds commitment among staff
- Adds to in-house expertise
- Brings new ideas to address office issues
- You don't know what you don't know!



## Focused Staff Training

At JAC, staff have taken part in the following training opportunities:

- JAC's Connect and Collaborate Training Conferences
- Certified Public Management with FSU's Askew School of Public Administration and Policy
- Six Sigma with ets
- Florida Sterling Council's Annual Conferences
- Leadership with David Rabiner

## Focused Staff Training

- Association of Government Accountant's Annual Conference
- Microsoft software with CreativePeople Consulting
- *True Colors* with Tippy Amick Training, LLC
- FLAIR Training with the Department of Financial Services (DFS)
- Contract Management & Advancing Accountability with DFS

# Focused Staff Training – Outcomes

- Committed employees
- Positive changes in JAC's culture
- Internal and external surveys
  - Year to year analysis and changes made based on survey results
- JAC's Strategic Plan
- JAC internal processes changed, improved or removed
- Efficiencies implemented





# JAC Thanks You for Attending the Conference....

.....because our success depends on you!



# Questions?

Contact Info:

**Rip Colvin, Executive Director**

**850-488-2415**

[Rip.Colvin@justiceadmin.org](mailto:Rip.Colvin@justiceadmin.org)

**JAC Website: [www.justiceadmin.org](http://www.justiceadmin.org)**

