



JUSTICE ADMINISTRATIVE
COMMISSION



Justice Administrative Commission Operations Section

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Scope of JAC Operations Section

- Oversees Voucher Room and Mail Room
- Serves as JAC Purchasing Agent
- Coordinates JAC inventory
- Serves as Department of Management Services' Liaison for JAC Communications (e.g., Citrix GoToMeeting, Audio Conferencing, and Virtual Private Network)
- Supervises JAC Reception, which receives and routes approximately 680 phone calls in addition to faxed documents (converted to email)
- Liaison between the Division of Risk Management and DMS for workers comp and other insurance



Mail Room

- All batch sheets received via a courier, email, or the web portal are checked by Mail Room staff for certain pieces of information before being processed into our document management system.
- All Batch Sheets are assigned a tracking number and are automatically entered into the Mail Tracker app that your offices can access through the secure log in on our website.
- All Revenue checks that are sent to JAC are logged in by the Mail Room and transferred to the Revenue Section for processing.
- All HR documents (along with any other documents) that are received by the Mail Room are clocked in a delivered to the appropriate JAC staff member.



Voucher Room

- Justice Administration's interface with DFS on returns and sampled/audited payments.
- Some payments are automatically audited: E.g. Florida Bar Dues and those payments in excess of \$10,000.00 – DFS usually wants to see every invoice associated with the payee.
- Other payments are sampled randomly: usually only one invoice.
- The vouchers and supporting documentation are our justification and proof that state funds were expended in accordance with applicable laws and rules. The Voucher Room is the repository of these documents. All voucher documents are scanned into JAC's document management system.



Voucher Room

- Warrants, EFT statements, Employee EFT notifications, and EFT substitute remittance advice (vendor opted out of receiving the EFT statement) are matched with voucher schedules and batch sheets and sent to your offices.
- Warrants, EFT statements or other voucher documents – If your office would like an electronic copy, please send a request to voucherroom@justiceadmin.org
- P-Card vouchers and PJT's can be emailed to your office each day upon request.
- Warrant tracking –The Voucher Room staff record the voucher number on a copy of the shipping label that is used each Monday and Wednesday when we send documents to your offices.



Purchasing

Chapter 287, Florida Statutes

CR1

- Authorizations – provides evidence that a purchase was approved – as a best practice, JAC requires authorizations for P-Card purchases.
- 287.017 – Purchasing categories, threshold amounts.
 - Category Two: \$35,000 is the competitive solicitation threshold



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Need to add somewhere that Chapter 287 doesn't apply, but we use it as a best business practice. The Auditor General certainly expects us to follow something like 287.

Colvin, Rip, 11/9/2015

Purchasing

Chapter 287, Florida Statutes

- 287.057 – Competitive solicitation processes
 - Invitation to bid
 - Request for proposals
 - Invitation to negotiate



Inventory

Chapter 273, Florida Statutes

- 273.02 – Record and inventory of certain property
- 273.025 – Financial reporting for recorded property
- 273.04 – Property acquisition
- 273.05 – Surplus property
- 273.055 – Disposition of state-owned tangible personal property
- 273.09 – Penalty

Inventory

Ch. 69I-72, F.A.C.

- 69I-72.001 – Definitions
- 69I-72.002 – Threshold for Recording Tangible Personal Property for Inventory Purposes – Value or cost of \$1,000.00 or more and having a projected useful life of one year or more
- 69I-72.003 – Recording of Property – 15 required data elements for each property item
- 69I-72.004 – Marking of Property
- 69I-72.005 – Certification of Surplus Property and Property Disposition – references ss. 273.04, 273.05, and 273.055, F.S.
- 69I-72.006 – Inventory of Property – physical inventory at least once every fiscal year (July 1 thru June 30 per Rule 69I-72.001(10), F.A.C.)
- 69I-72.007 – Capitalization of Property



Loss Prevention

Section 284.50, Florida Statutes

- (1) The head of each department of state government, except the Legislature, shall designate a safety coordinator.
 - Develop and implement the loss prevention program.
 - Provide for regular and periodic facility and equipment inspections.
 - Investigate employee accidents of his or her department.
 - Establish a program to promote increased safety awareness among employees.

Links to this statute, the Bureau of Loss Prevention's web site, and their Loss Prevention Standards are located on our website under Operations and Risk Management



Workers' Compensation

- Who's covered?
 - All State of Florida employees are covered under Risk Management's workers' compensation program from their first day on the job. That includes full-time, part-time, and temporary employees whether they are career service employees, select exempt employees, or senior management system employees. Volunteer workers to state agencies are covered for medical benefits.

- How do you report a work related injury or illness?
 - In a medical emergency, call 911, or if your office policy allows, transport the injured employee to the nearest medical facility for emergency assistance. If the injury is a non-emergency, please refer your employee to AmeriSys at (800)455-2079.



Workers' Compensation

- What information will I need to have available when contacting AmeriSys?
 - The 4-digit location code
 - The employee's class title
 - The employee's class code
 - The injured employee's full name
 - The injured employee's Social Security Number
 - The injured employee's home address, telephone number and birth date
 - The injured employee's rate of pay

Workers' Compensation

- What information will I need to have available when contacting AmeriSys? (cont'd)
 - The date the employee was hired
 - The date the employer had knowledge of the accident or injury
 - The location of the accident (i.e., premises, job-site, on route, in field, etc.), including address and county in which the injury occurred.
 - The date and time of the accident or injury
 - A description of what caused the accident or injury
 - A detailed description of the injury, including what part(s) of the body was affected

The accident report form and any documents related to the accident should be forwarded to AmeriSys. This previous list, along with additional information, is located on our website under Operations and Risk Management.



Risk Management Insurance coverages

- **Casualty** – JAC coordinates the annual Exposure Based Inquiry (EBI) for all owned vehicles within the agencies we administratively serve. This is due each fiscal year at the beginning of September.
- **Property Insurance** – JAC coordinates the Annual Property Premium invoice payment around the first week of July and is paid by July 31st.

Risk Management Insurance coverages

- **Accidental Death and Dismemberment Insurance** – JAC coordinates the annual insurance payment which includes providing the required information to the Department of Management Services (DMS) so that they can determine the portion of the premium that JAC and the agencies we administratively serve are responsible for. This is sent out in October and is due in November.



Risk Management Insurance coverages

- **Crime Insurance** – JAC coordinates the annual Crime Insurance payment, which includes providing the required information to DMS to determine the portion of the premium that JAC and the offices we administratively serve are responsible for. DMS sends out a notice of request to update on employees who should be covered under this insurance. This is typically sent out in November and is due in December.



Risk Management Insurance coverages

- Open Claims Report (All liability coverages)
 - JAC coordinates the monthly Open Claims report that is provided by the Division of Risk Management for all open claims that occurred the previous month. The Division sends JAC, in Excel format, a file that we break out by circuit and send to your offices. Your offices should make Terrence aware of any discrepancies which will be forwarded to the appropriate workers comp specialist at the Division of Risk Management.

Risk Management Insurance coverages

- Temporary Total Disability (TTD) Invoices –
 - JAC coordinates the monthly TTD invoice that is provided by the Division of Risk Management only when an employee had to be out of work for an extended period of time for a work related injury from the previous month. We only receive an invoice if an employee from the agencies we administratively serve is out of work and the Department of Financial Services handles the payments. Terrence will send out an email to the affected circuits notifying them of the invoice and when it will be processed. JAC will provide Journal Transfers to the affected circuits after the invoices have been processed.

