JAC Overview, History, & Executive Leadership

Rip Colvin
Executive Director
December 3, 2015
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 Brad King, Chair**  
  **State Attorney, 5th Circuit**

  **Honorable Diamond Litty**  
  **Public Defender, 19th Circuit**

  **Honorable Jerry Hill**  
  **State Attorney, 10th Circuit**

  **Honorable Kathleen Smith**  
  **Public Defender, 20th Circuit**

- The Commission meets at least quarterly in Tallahassee with the Executive Director and JAC staff to provide direction and guidance on a variety of issues.
Justice Administrative Commission (JAC)

- **Our Vision:** To be a model of exemplary state government and provide unparalleled services.

- **Our Mission:** To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.

- **Our Values:** We take great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.
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 what later became the Offices of Capital Collateral Regional Counsel.
- In 2003, the Statewide Guardian ad Litem Office was transferred from OSCA to JAC.
- In 2004, JAC began contracting and paying 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.
The Justice Administrative Commission (JAC), created in 1965, provides administrative services on behalf of 49 judicial related entities.

Currently, the JAC administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources.

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

The Commission is comprised of two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by 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.

Our Vision: To be a model of exemplary state government and provide unparalleled services.

Our Mission: To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.

JAC’s Core Values: We take great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.
## Agencies 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

### Departments

- Accounting
- Budget
- Financial Services
- Human Resources
Justice Administration
Base Budget 2015-16 - $848.42 Million

- State Attorneys, $433.80 (51.13%)
- Public Defenders, $214.24 (25.25%)
- Public Defender Appellate, $15.67 (1.85%)
- Regional Counsels, $41.89 (4.94%)
- Capital Collateral Regional Counsels, $9.00 (1.06%)
- JAC Pass-Thru, $84.17 (9.92%)
- Guardian ad Litem, $43.45 (5.12%)

Amounts above reflect millions of dollars.
JAC at a Glance

- Executive
- Accounting
- Budget
- Human Resources
- Financial Services
- Court Appointed
- Information Technology
- Operations
Executive

- Oversees agency operations and strategic planning
- Serves as JAC’s lobbyist before Executive and Legislative Branches
- Provides Legal Services to Director and Commission
- Coordinates Authorized Signatures from agencies served
- Assists agencies served with access to Capitol ID Badges
- Serves as Public Records Custodian and Records Management Coordinator
- Publishes bi-monthly newsletter, *JAC Express*
- Coordinates Federal Grant information among agencies served
# AUTHORIZED SIGNATURES

SA ___ Circuit   PD ___ Circuit   CCRC ___ Region  
RC ___ District   GAL _____  

(Please Circle and identify Circuit, Region, or District as indicated)

THE JUSTICE ADMINISTRATIVE COMMISSION IS HEREBY AUTHORIZED TO ACCEPT THE FOLLOWING EMPLOYEES' SIGNATURES ON PERSONNEL, PAYROLL, ACCOUNTING, AND BUDGET TRANSACTIONS.

<table>
<thead>
<tr>
<th>TRANSACTIONS</th>
<th>NAME (TYPE OR PRINT)</th>
<th>SIGNATURE</th>
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<tbody>
<tr>
<td>PERSONNEL OR PAYROLL</td>
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<td>ACCOUNTING</td>
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<tr>
<td>BUDGET</td>
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DATE: ____________________  SIGNED: ____________________ (Agency Head)

Return to Barbara Siplin at Justice Administrative Commission
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**Personal Information Data**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
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**Agency/Department Name:** JUSTICE ADMINISTRATION  
**Division/Program Area:**  
**Position Title:**  
**Telephone:**

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<tr>
<th>Social Security No.</th>
<th>Office Phone</th>
<th>Race</th>
<th>Gender</th>
<th>Height</th>
<th>Date of Birth</th>
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**Driver's License/ID Information**

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<tr>
<th>State</th>
<th>License/ID Number</th>
<th>Expiration</th>
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**Acknowledgement:** An applicant applying for a new, lost card replacement or renewal card is required to submit a completed Capitol Complex Access Card Application that requires the signature of the Department Secretary/Agency head or his Designate. A copy of a valid D.H.S.M.V. driver's license/ID card must be submitted with each application. A lost or stolen card should be reported to Capitol Police immediately for deactivation by calling 24hrs. @ 485-1790. Vehicle information is required for parking in garages. Cards must be possessed and used only by the person to whom it is issued and prominently displayed while in the Capitol Complex. All cards issued are the property of F.D.L.E. and must be surrendered upon expiration, renewal or termination of employment. By signing, I acknowledge that I have read and agree to the above outlined terms of the F.D.L.E. Capitol Police access card procedures prior to being issued an access card. Additionally, I certify that the Personal Information Data contained herein is true, correct and complete.

**Applicant's Signature:**

**Date:**

**Applicant's information is exempt from public disclosure pursuant to sections 119.071 and 281.051, Florida Statutes.**

**Applicant's Personnel Office Use Only**

**Indicator applicant's required level of access for Agency head review and approval:**

- [ ] Capitol Complex Employee
- [x] Non-Capitol Complex Employee

**Required Access Level:**

- [X] FULLTIME
- [ ] OPS
- [ ] PARTTIME
- [ ] 24hrs
- [ ] 6AM-6PM ONLY (No Weekends)
- [ ] 5PM-1AM (Custodial - No Weekends)
- [ ] 6AM-11PM (7 Days/Week Access)

**Capitol Complex Access**

- Capitol Building
- E. Plaza, W. Plaza, I. L. N. & S.
- Capitol Pl. Level 1 East & West Doors
- Senate Office Bldg.
- Entrance Level Access
- House Office Bldg.
- Entrance Level Access
- Elevator 13.
- Capitol S. Plaza Door & Senate Side Elevator
- Elevator 14.
- Capitol N. Plaza Door & House Side Elevator
- North, South, East, West and 2nd Fl. Crossover Doors
- Capitol Parking
- Madison Street Barrier
- Old Capitol
- Holland Bldg.
- Governor's Stairs

**Expiration Date:**

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**Authorization:**

Secretary / Agency head (or Designee)

Alton L. "Rip" Colvin, Jr.

Executive Director

Governor Personnel Authorization

**Capitol Police - Inter Office Use Only**

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<th>Card #</th>
<th>Siemens #</th>
<th>Dept. No.</th>
<th>Issue Date</th>
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**CP46 Complex Card Application (REV: 02/01/02)**
JAC Public Records Request Policy

- “It is the policy of the Justice Administrative Commission (JAC) to make public records available for inspection or copying as quickly and reasonably possible.”

- Specific exemptions are carved out by the Legislature. For information on what the law preserves as confidential or exempt, please refer to the 2015 Government-in-the-Sunshine Manual. Available on Kindle or as a PDF.
Pursuant to JAC’s Public Records Request Policy, JAC will . . .

- notify affected agencies of requests concerning their agency
- request that agencies review documents for redaction of confidential or exempt information
- request that agencies provide citations for the basis of the redacted information, should the agency identify the need for additional redaction(s)
## What JAC Can/Cannot do Concerning Public Records Requests

<table>
<thead>
<tr>
<th>JAC Can</th>
<th>JAC Cannot</th>
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<tbody>
<tr>
<td>Assist the agency with the requested records</td>
<td>Respond to a public records request on behalf of the agency</td>
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<tr>
<td>Assist the agency with any correspondence (without directly addressing the requestor)</td>
<td>Correspond with a requestor on behalf of the agency</td>
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<tr>
<td>Provide document(s) maintained in JAC’s possession for agency response to a public records request</td>
<td>Provide document(s) maintained by an agency that are not in JAC’s possession in response to a public records request made of JAC</td>
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JAC Responsibilities for Court-Appointed Counsel

- Contract with 1,700 Attorneys and 800 Vendors
- Audit 50,000+ Billings for Attorney Fees and Costs
- Participate in 900+ Hearings when Objecting to Fees or Costs
- Monitor Budgetary Needs for Court-Appointed Counsel Appropriations
- Report on Various Aspects of this Program
Three-Tiered Indigent Criminal Defense Model

1. **Public Defender**
2. **Regional Counsel**
3. **Court-Appointed Counsel**
Two-Tiered Indigent Civil Representation Model

Regional Counsel

Court-Appointed Counsel
Civil Representation Model
Children with Special Needs

Court-Appointed Counsel
JAC Accomplishments – Fiscal Year 2014-15

- Processed 359,898 accounting transactions and 55,847 court-appointed attorney and due process vendor invoices (Total: 415,745)
- Percent of invoices processed within prompt payment requirements = 96.97% (Legislative performance standard is 95%)
- Processed more than 74,800 payroll and human resources transactions
- Performed approximately 600 budgetary transactions
- Fulfilled more than 330 public records requests
- Attended approximately 900 hearings related to court-appointed cases
- Responded to approximately 11,000 legal motions related to court-appointed cases
- Answered more than 21,000 phone calls
- Responded to approximately 12,000 JAC Help Desk inquiries
JAC Accomplishments

- JAC staff appreciate the opportunity to provide these administrative services.
- JAC's success depends upon cooperation from each office served; we thank you for that cooperation.
Save the Date – May 2-5, 2016

“Connect and Collaborate”
JAC Training Conference
Altamonte Springs Embassy Suites

Collaborate, connect, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!
Questions?

Contact Info:

Rip Colvin, Executive Director
850-488-2415
Rip.Colvin@justiceadmin.org

JAC Website: www.justiceadmin.org