



**JUSTICE ADMINISTRATIVE
COMMISSION**

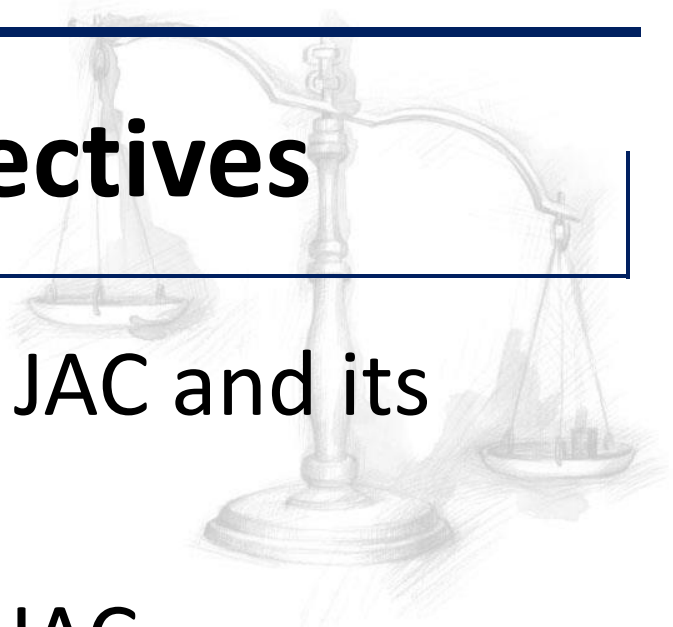


Overview of the Justice Administrative Commission Fiscal Year 2022-23

**Alton L. “Rip” Colvin, Jr.
Executive Director**

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, 19th Circuit***

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

***Honorable Brian Haas
State Attorney, 10th Circuit***

***Honorable Jack Campbell
State Attorney, 2nd 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.



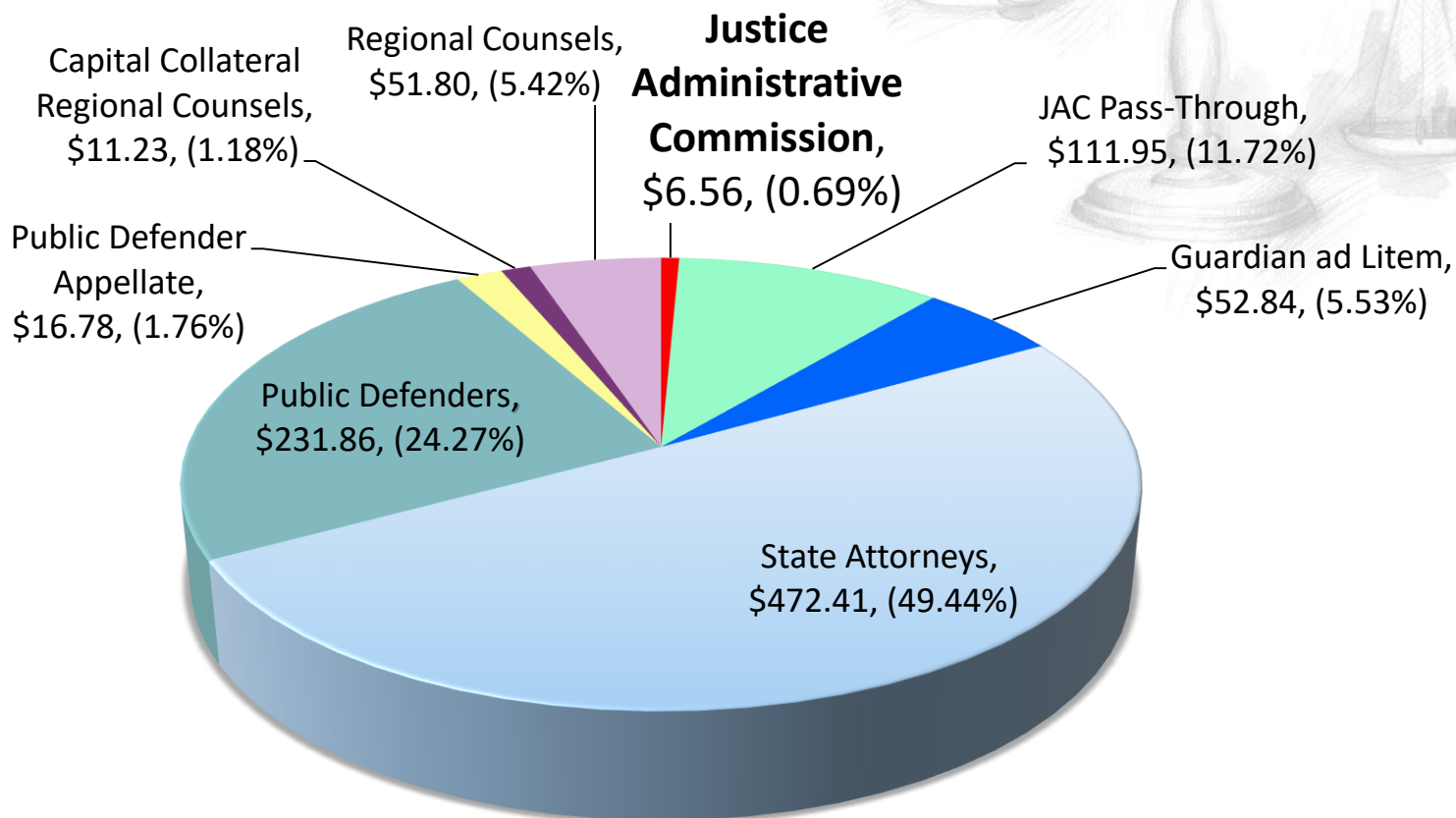
History

- 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

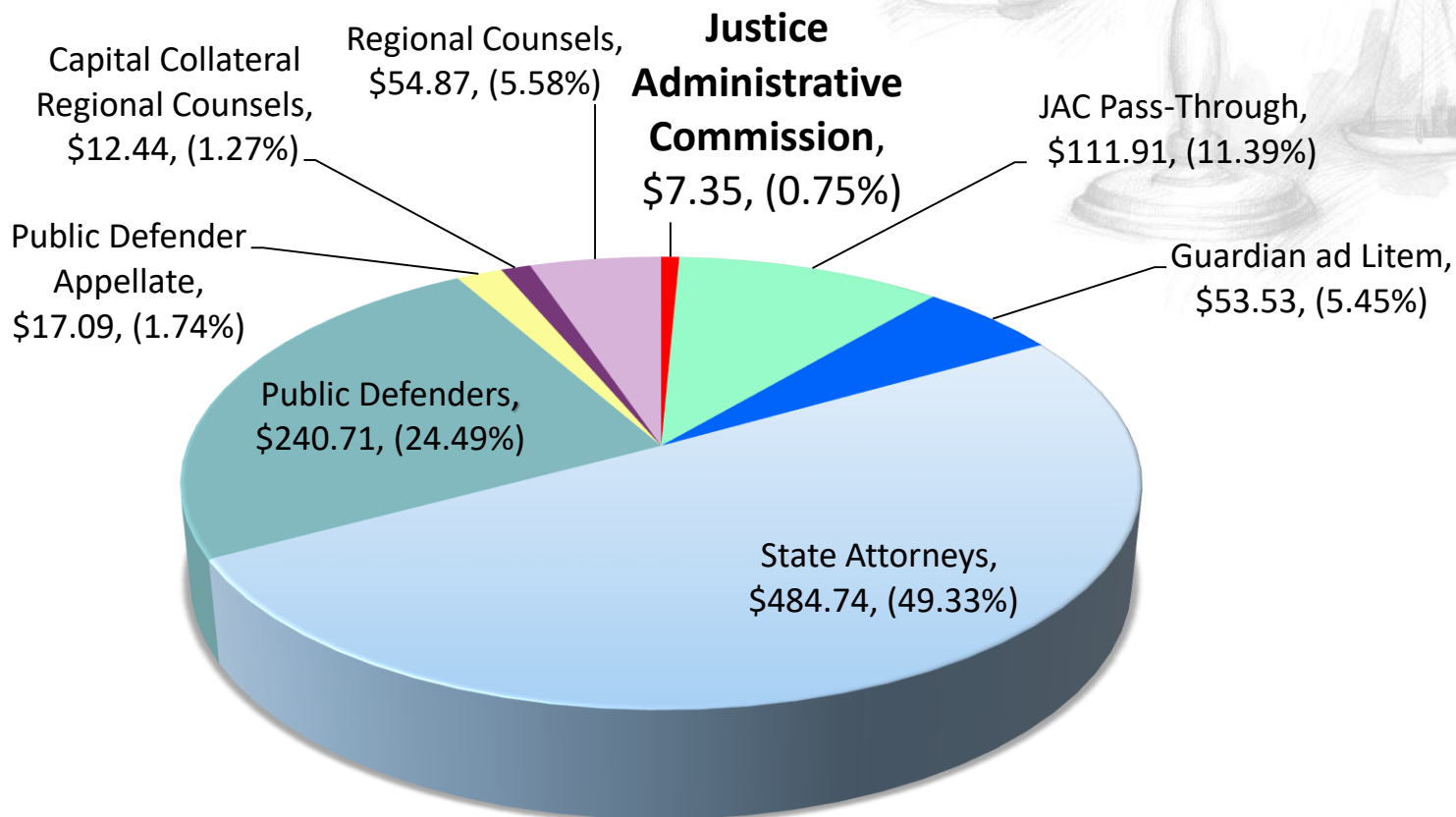
Base Budget 2019-20 \$955.46 Million



Amounts above reflect millions of dollars.



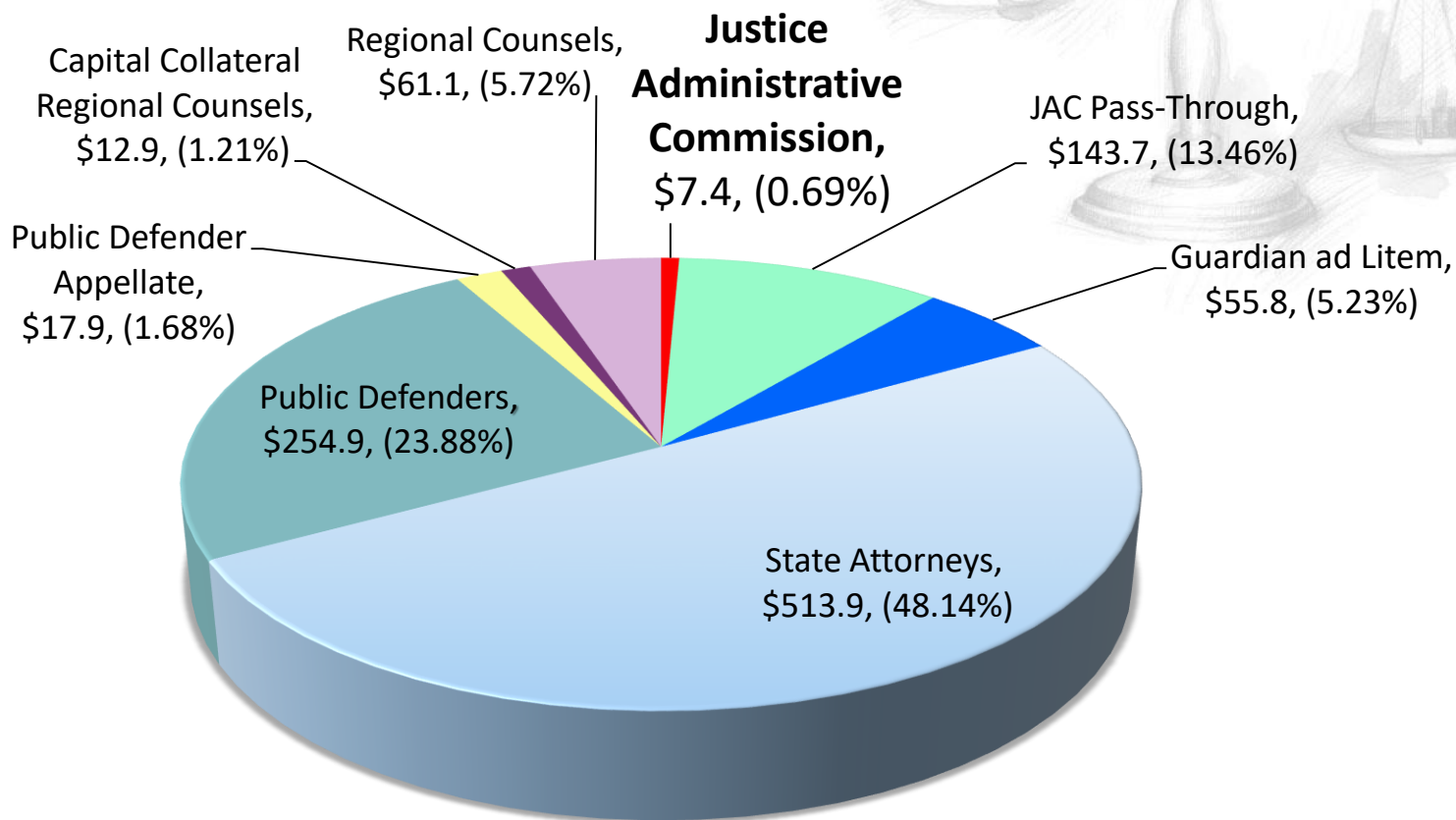
Justice Administration Base Budget 2020-21 \$982.65 Million



Amounts above reflect millions of dollars.



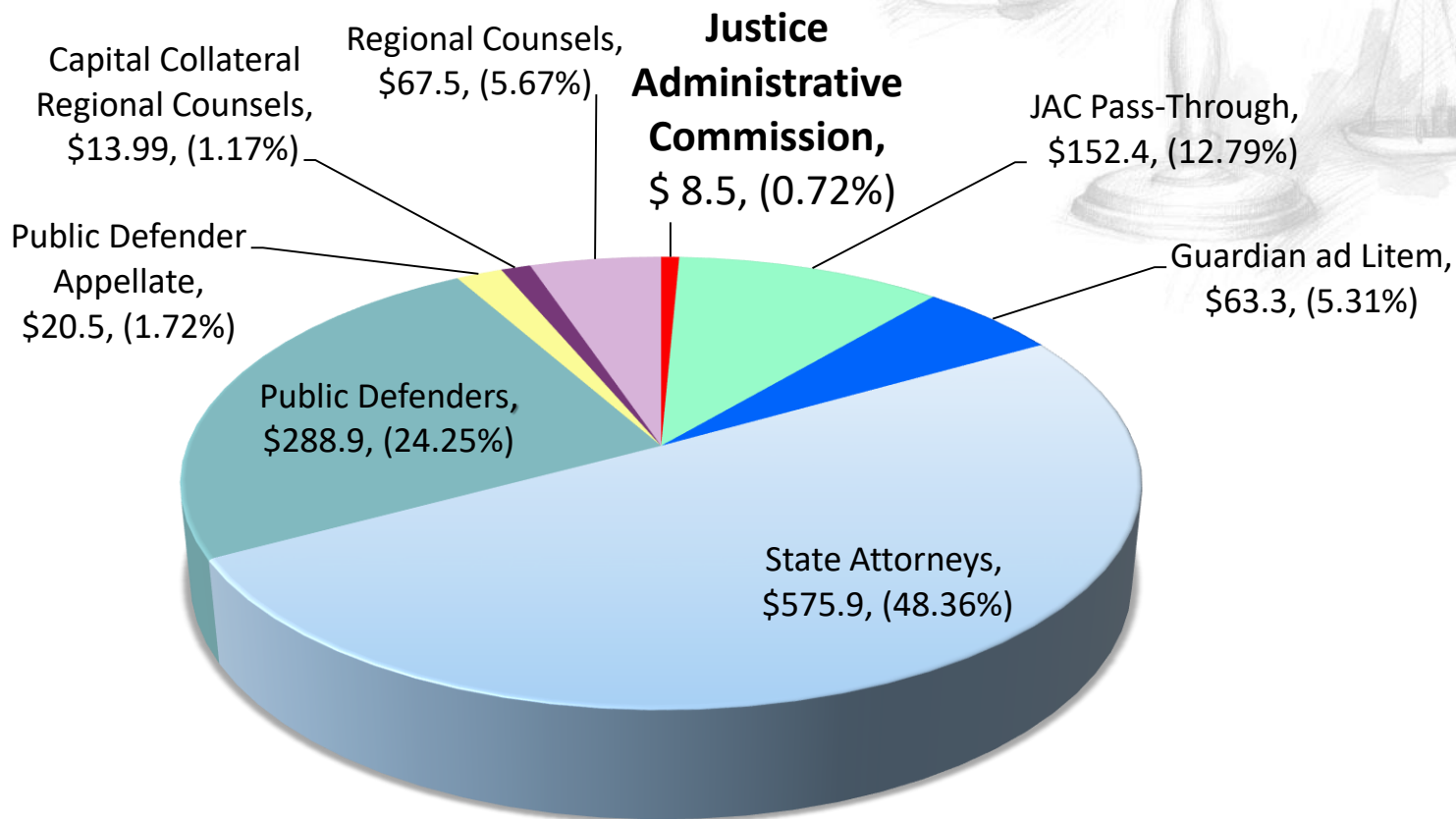
Justice Administration Base Budget 2021-22 \$1.07 Billion



Amounts above reflect millions of dollars.



Justice Administration Base Budget 2022-23 \$1.19 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 Responsibilities for Court-Appointed Counsel

Contract with 1,800+ Registry & IFC Attorneys, and 700+ Due Process Vendors

Audit 59,000+ Billings for Attorney Fees and Costs

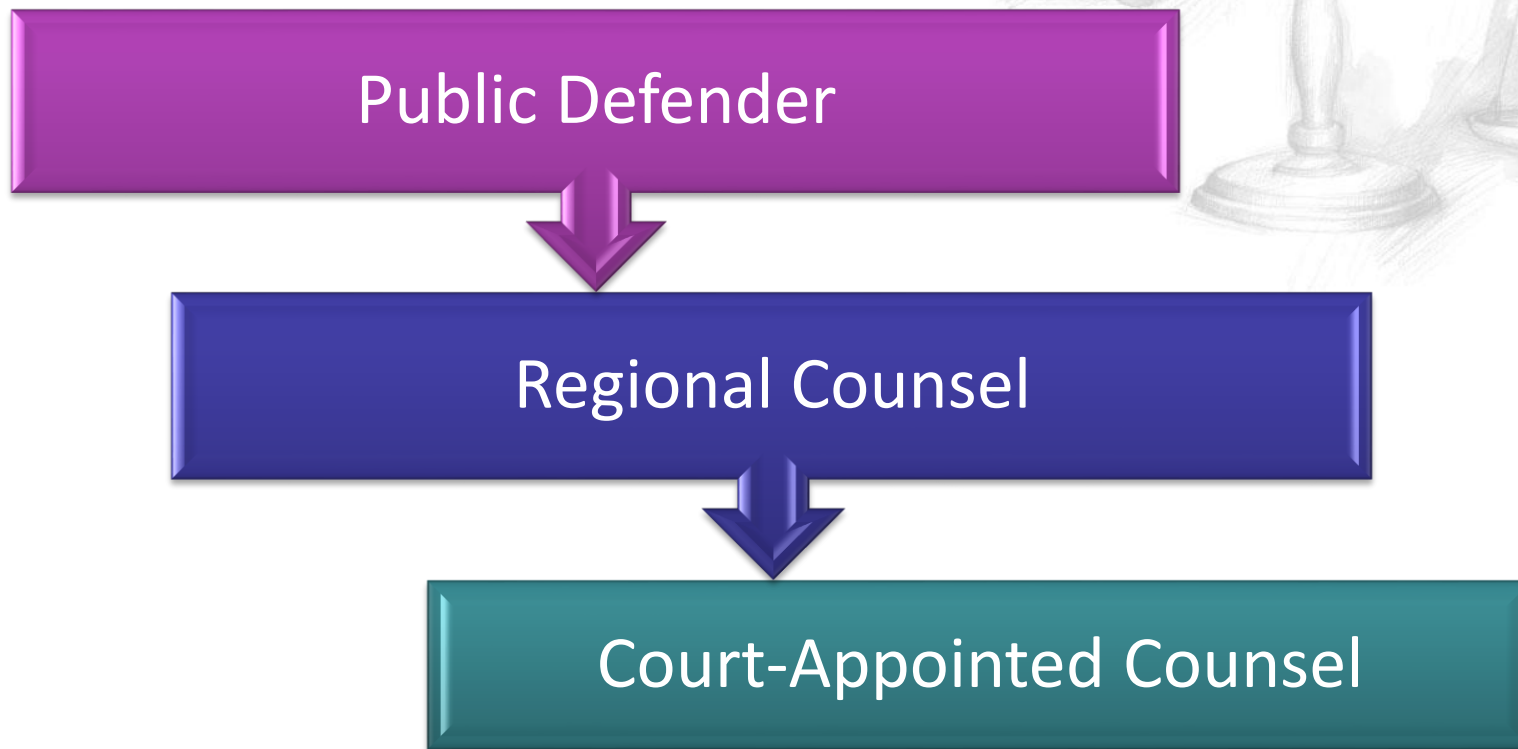
Attended 900+ Hearings for State Payment of Indigent Defense Costs

Responded to 15,000+ Motions for Payment of State-Funded Indigent Defense Costs.

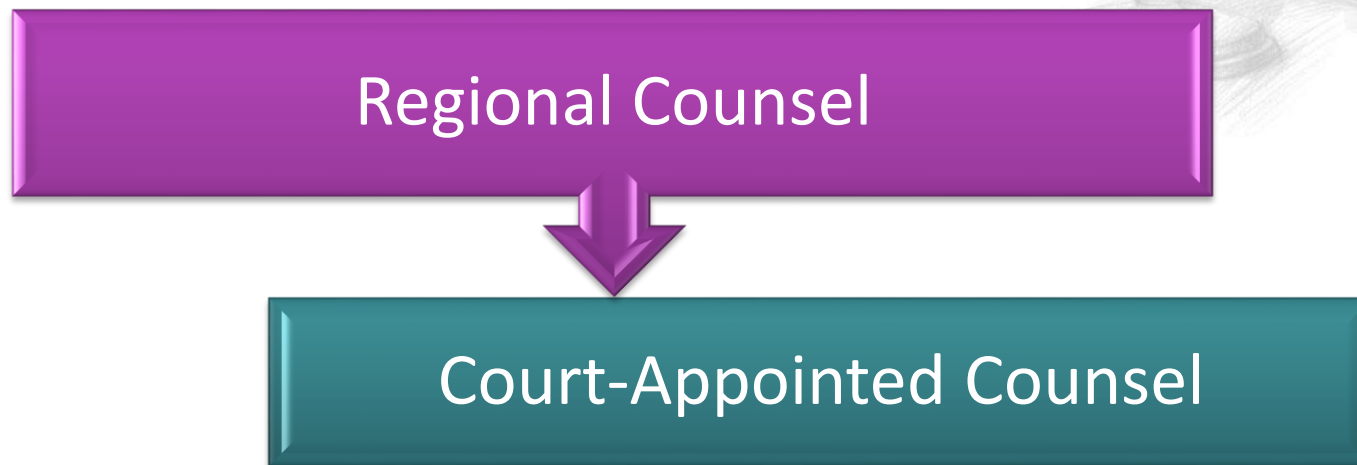
Monitor Budgetary Needs for Court-Appointed-Counsel Appropriations

Report on Various Aspects of this Program

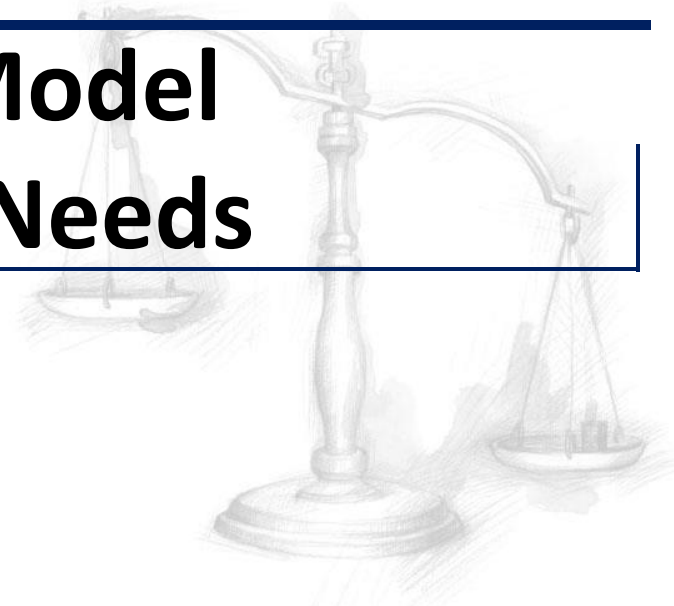
Three-Tiered Indigent Criminal Defense Model



Two-Tiered Indigent Civil Representation Model



Civil Representation Model Children with Special Needs



Court-Appointed Counsel

JAC Accomplishments – Fiscal Year 2021-22

- Processed 247,000+ accounting transactions and 59,000+ court-appointed attorney and due process vendor invoices
- Percent of invoices processed within prompt payment requirements = 98.02%, our best performance ever (Legislative performance standard is 95%)
- Processed more than 67,000+ payroll and human resources transactions

JAC Accomplishments – Fiscal Year 2021-22 – Continued

- Performed 11,000+ budgetary transactions
- Fulfilled more than 460+ public records requests
- Responded to 10,960+ JAC Online Support inquiries



JAC accomplishes

all this and more with

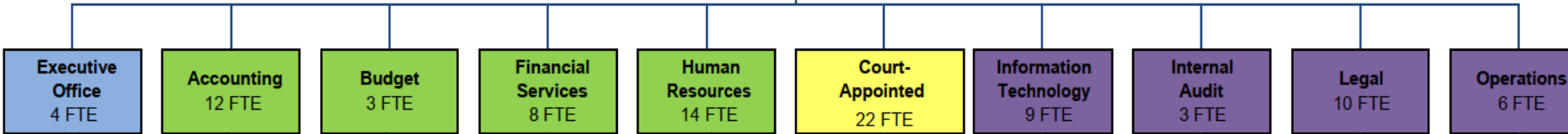
88 staff!





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



Serves as the main point of contact for the officials of the Judicial-Related Offices (JROs) and other state agencies and associations. Oversees and communicates the efforts and activities of JAC's ten sections. Serves as JAC's lobbyist before Legislative and Executive branches. Conducts periodic meetings with the Commission, keeping them informed of administrative issues facing the JAC. Implements special functions directed by the Legislature. Publishes and

Processes disbursement and revenue transactions for the JROs in the areas of: operations, due process, civil commitment, ordinary witness funding, juror cost distributions, and trust fund collections.

Assists the JROs in all aspects of budget, including the preparation of legislative budget requests, long range program plans, and budget amendments and transfers.

Oversees JAC's internal budget and accounting. Maintains FLAIR security and organizational structure. Performs purchasing card administration function. Performs reconciliations for JAC and the JROs. Prepares reports on all transactions processed by JAC. Prepares and submits the financial statements on behalf of JAC and the JROs.

Processes for JAC and assists the JROs in all aspects of personnel matters, including advertising, onboarding, payroll, benefits, retirement and reemployment assistance. Serves as a conduit between the JROs and executive branch agencies.

Contracts with private court-appointed and indigent for costs attorneys and associated due process vendors, representing indigent persons. Provides compliance and financial review of billings for services. Responds to billing and procedural inquiries.

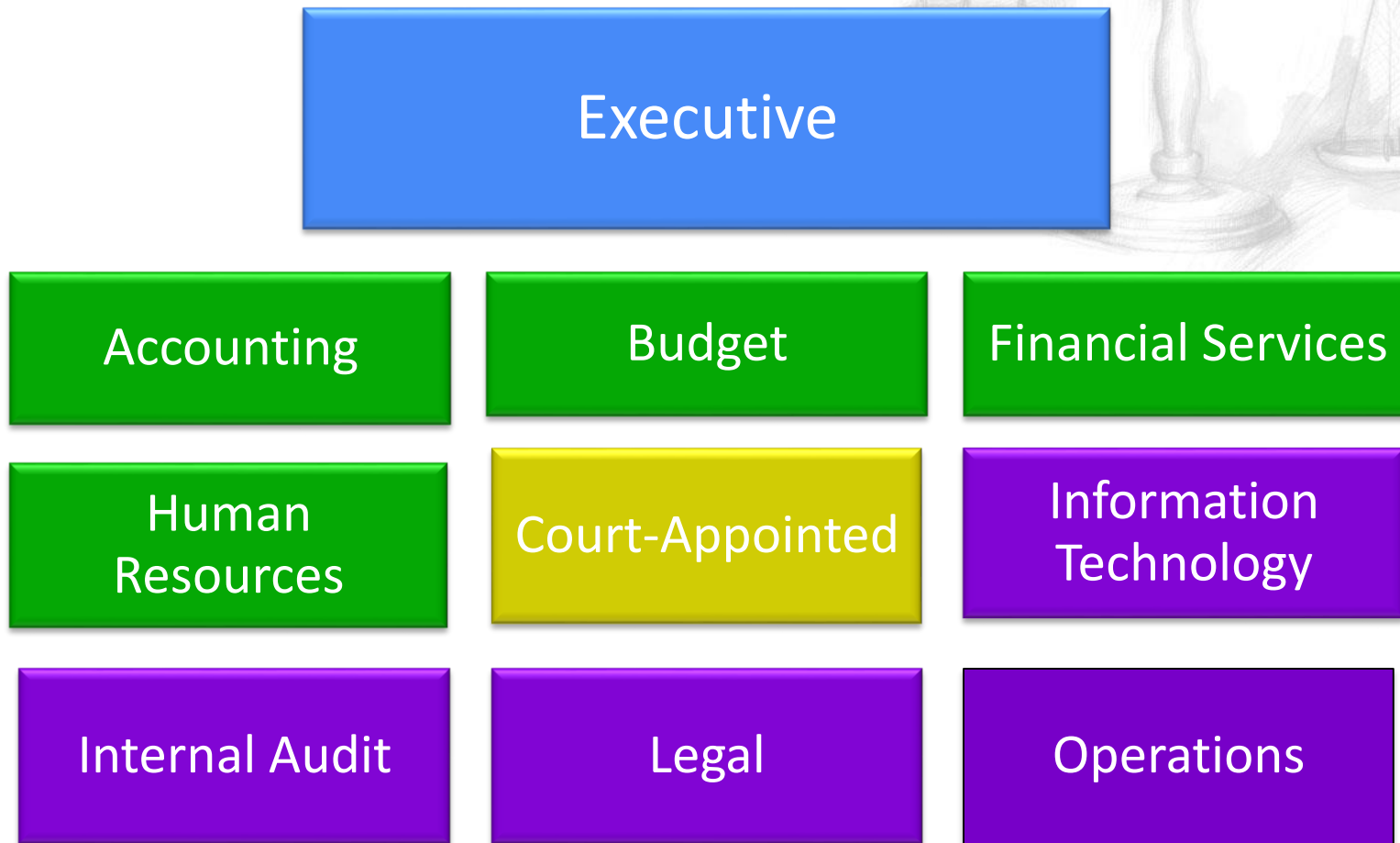
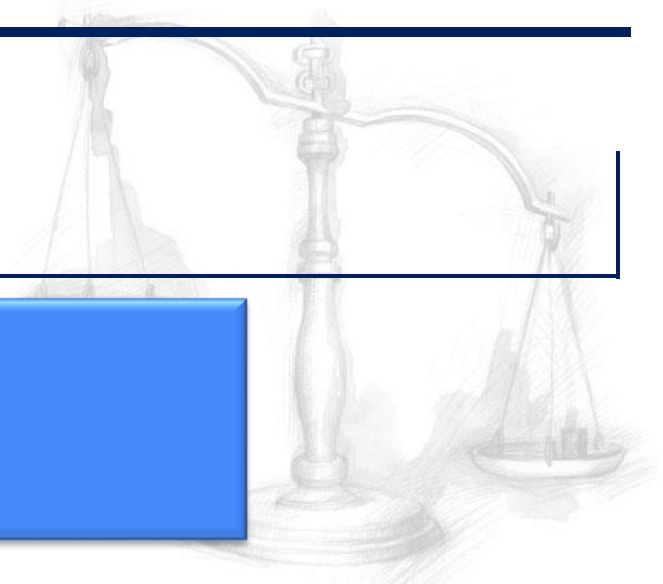
Provides network support to JAC. Manages the internally developed online contracting and online bill submission systems for private court-appointed attorneys and associated due process vendors. Maintains the electronic document management system. Develops and maintains JAC's website. Provides desktop support.

Oversees all aspects of the internal audit function including planning and conducting audits and reviews of programs, systems controls, records, policies, procedures, performance measures, or activities within JAC or other third-party entities providing services to the agency, with an emphasis on recommendations for improving agency efficiency, effectiveness, internal controls, compliance, and operational policies and procedures.

Provides legal expertise to the Commission, Executive Director, and the agency. Audits complex billings such as capital death and capital collateral attorney fee billings. Represents the Commission in court proceedings. Responds to public records requests.

Provides operational support to JAC. Serves as JAC's Procurement Officer. Processes incoming and outgoing mail. Oversees JAC's reception area. Processes and distributes accounting and payroll vouchers and payment packages. Oversees JAC's property inventory. Supports JAC and the JROs in risk management and workers compensation matters.

JAC at a Glance



Executive

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- Oversees agency Operations, Strategic Planning, and robust Internal Controls
- Serves as Agency Lobbyist before Executive and Legislative branches
- Monitors key legislative developments
- Responds to Legislative Bill Analyses Requests
- Processes Capitol ID Badge Applications for Justice Administration Agencies



Executive

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- Serves as Public Records Custodian and Records Management Coordinator
- Coordinates Year-End Workshop and JAC Conference activities
- Promotes and facilitates emergency management best practices
- Publishes and distributes mission-related newsletters and surveys
- Coordinates juror costs distributions to the Clerks of Court and Comptrollers in Florida's 67 counties
- Coordinates the Online Legal Research contract with the JROs
- Explores and promotes cost savings measures

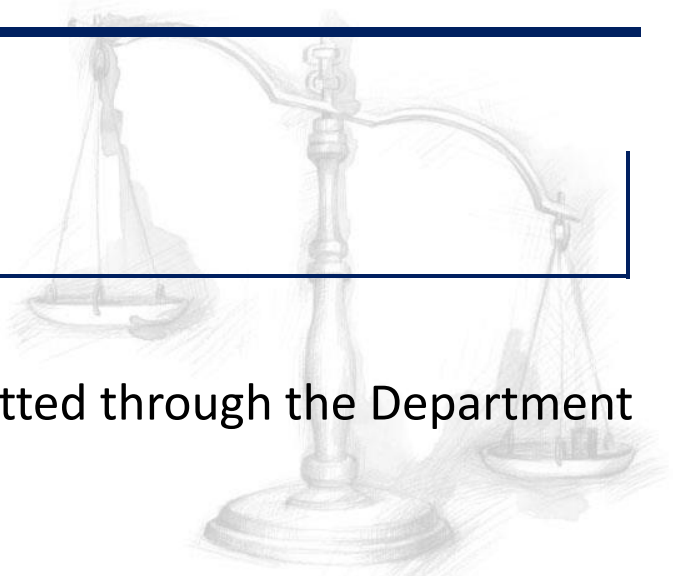


Accounting

- JAC is the 3rd largest processor of invoices, in terms of volume, among all state agencies
- Processes operations and due process/case-related vendor invoices
 - Review for compliance with the Department of Financial Services standards and Florida Statutes
 - Enter transactions into the state's accounting system for payment
- Reallocates expenditures between funds (journal transfers)
- Provides fund balances
- Provides final review of Purchasing Card charges and process charges for payment
- General accounting services and cancelling and reissuing of warrants (checks) as needed



Accounting



- Receives and processes receipts
 - Verify collections in trust funds submitted through the Department of Revenue
 - Process refunds
 - Process revenues received in grants and donations trust funds for particular programs
 - Work with the Treasury to validate deposits
 - Record receipts in the state’s accounting system
- Voucher Processing (overseen by Operations)
 - Receive and process warrants (checks) and EFT/direct deposit remittance advices
 - Match with supporting documentation in the document management system

Budget

- Processes budgetary documents on behalf of 55 budget entities within Justice Administration (50 agencies, plus 5 Public Defender Appellate Offices)
- Facilitates and Processes:
 - Legislative Budget Requests
 - Long Range Program Plans
 - Budget Amendments
- Liaison between the Governor's Office of Policy & Budget (OPB) and the 50 agencies for the distribution of LASPBS reports, OPB Memorandums, Budget Instructions, etc.
- Generates and distributes ad hoc budget analysis and reports

Financial Services

- Coordinates and prepares financial reports on a multitude of issues, both those required by law and those requested by the JROs, as well as through public records requests
- Monitors budgetary needs of the JAC, State Attorney and Public Defender Due Process Costs, and Court-Appointed Counsel appropriation categories
- Prepares Financial Statements after receiving information from the JROs
- Administers P-Card Works Program for Justice Administration



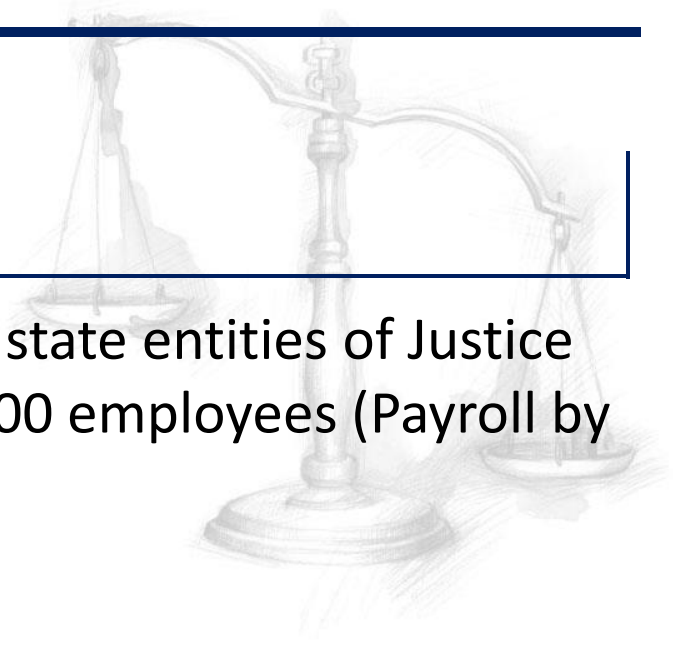
Financial Services

- Manages JAC's internal accounting and payment function using BOMS
- Performs monthly and annual reconciliations
- Distributes FLAIR financial and payroll reports
- Coordinates and facilitates FLAIR services with the JROs
- Serves as Department of Financial Services' Liaison for Justice Administration on FACTS, Substitute W-9, EFT, and other items



Human Resources

- Processes monthly payroll for the 50 state entities of Justice Administration, with more than 11,000 employees (Payroll by Exception)
 - Monthly payroll
 - Supplemental payrolls
 - Payroll warrants on-demand
- Processes retirement and benefit transactions on behalf of the entities of Justice Administration
- Serves as the liaison between Justice Administration entities and other state agencies, such as DMS (i.e., Div. of State Group Insurance, People First) and DFS (Bureau of State Payrolls)



Human Resources

- Monitors salary rate for the entities of Justice Administration
- Processes Personnel Action Requests for new hires, terminations, salary adjustments, position reclassifications, and other transactions
- Provides oversight for reemployment assistance
- Advertises vacancies for positions of the entities of Justice Administration

Information Technology

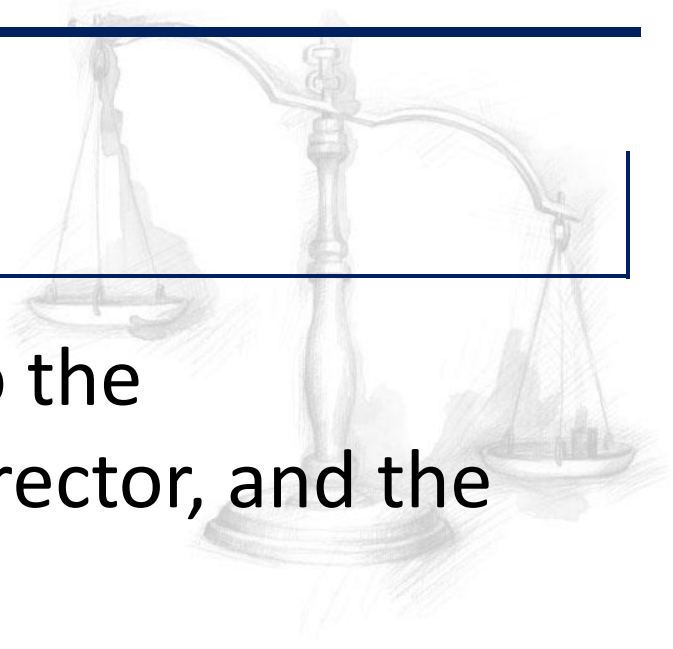
- Supports and provides email for JAC staff members
- Provides Citrix access to JAC staff members for telework purposes
- Hosts the Business Office Management System (BOMS) infrastructure for three Offices of Criminal Conflict and Civil Regional Counsel through Citrix
- Maintains and supports 40+ servers and the Hybrid Cloud Infrastructure (HCI) and manages environmental and security controls to JAC telecommunications and server equipment
- Supports the Court-Appointed Attorney Tracking System (CAATS), a custom written application used by JAC to process payments to court-appointed counsel and due process vendors

Information Technology

- Provides support for all computer equipment and applications including BOMS; CAATS; Laserfiche; Citrix; SQL Support; and JAC's website, including online court-appointed contracts system, and JACOBS, JAC's Online Bill Submission system
- Researches software updates and hardware replacement needs, as well as test updates for functionality and applicability for 90+ desktop computers
- Supports, monitors, and manages agency firewall intrusion detection, protected web browsing, and anti-virus software
- Supports network file share and print services
- Backs up all network data on a frequent basis for offsite storage
- Coordinates repairs to JAC equipment

Legal

- Provides legal expertise to the Commission, Executive Director, and the agency
- Audits complex billings, such as capital death and capital collateral attorney fee billings
- Represents the Commission in court proceedings

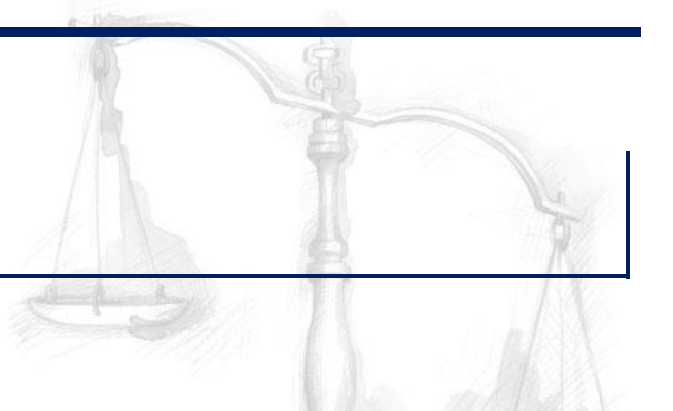


Operations

- Provides administrative support to JAC employees related to office equipment (other than computers) and facilities
- Supervises JAC Reception, Voucher Room, and Mail Room
- Oversees risk management, agency insurance, and workers compensation
- Coordinates WEX Fuel Cards and FLEET Management System
- Serves as Department of Management Services' Liaison for JAC Communications (e.g., GoToMeeting/Training, Audio Conferencing, and Virtual Private Network)
- Serves as JAC Purchasing Agent
- Coordinates JAC inventory



Court-Appointed



Contract with 1,800+ Registry & IFC Attorneys, and 700+ Due Process Vendors

Audit 59,000+ Billings for Attorney Fees and Costs

Attended 900+ Hearings for State Payment of Indigent Defense Costs

Responded to 15,000+ Motions for Payment of State-Funded Indigent Defense Costs.

Monitor Budgetary Needs for Court-Appointed-Counsel Appropriations

Report on Various Aspects of this Program

Questions?

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