



# THE JAC EXPRESS

State of Florida

Volume I, Issue 4

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## A Word From JAC's Executive Director

Effective August 15, Ana Cristina Martinez became the new General Counsel for the Justice Administrative Commission.

With the retirement of longtime General Counsel Stephen Presnell, "Cris" inherits a seasoned legal team including Christian Lake, Bradley Bischoff, and Sharon Ray, as well as key support staff. Cris comes to us from the Florida Department of Education General Counsel's Office and her legal experience also includes service to the Legislative Committee on Intergovernmental Relations, the Constitution Revision Commission, the Attorney General's Office, and as a former law clerk to Justice Ben F. Overton of the Florida Supreme Court.

Cris is a graduate of the University of Florida's College of Law and is a native of Miami, Florida.

### Other Activities

On July 28th, I attended the *Building a Better Defense 2011 Conference* hosted by the Honorable Matt Shirk, Public Defender, Fourth Circuit, in St. Augustine and provided an update on JAC activities. Topics covered included: the operational audit, the status of our Electronic Document Management System, accounting, budget, and human resource issues, Public Defender Conflict Reporting, and high profile cases.



**Rip Colvin**  
JAC Executive Director

Some of the highlights are recapped below:

### Financial Statements

The FY 2010-2011 Financial Statements have been submitted for all agencies administratively served by the JAC. Your cooperation and timely diligence in responding to requests, during this interactive preparation and review process, has been greatly appreciated.

### Budget Issues

JAC held annual Budget Workshops in late July and early August. Procedures for preparing Long-Range Program Plans (LRPP) and Legislative Budget Requests (LBR) were the focus of the workshops. In moving toward a paperless process, JAC will provide offices electronic copies of the completed LRPP and LBR.

As anticipated, OPB recently released the Schedule VIII-B-2 Budget Reduction target amount

for FY 2012-2013 for JAC and the agencies it administratively serves. The \$107.3 million target amount stems from reductions totaling at least 10% of FY 2011-2012 recurring GR and at least 10% of FY 2011-2012 recurring TF.

### Regional Counsel Appointments

Governor Rick Scott reappointed Jeffrey E. Lewis of Pensacola as Criminal Conflict and Civil Regional Counsel for the First District Court of Appeal on August 2, 2011. The remaining four announcements are expected soon.

### Operational Audit

The Operational Audit of the entities housed under Department 21 is still underway. JAC continues to receive further requests from AG staff for information for their review. Again, we have not been made aware of the anticipated date of receipt of the preliminary and tentative audit findings. Please rest assured that JAC staff will continue to communicate with your offices regarding any requests for information made by AG staff and our responses to those requests. Jessica Kranert is coordinating this effort. If you have further questions regarding the audit you may contact her at 866-355-7902, ext. 261 or [jessicak@justiceadmin.org](mailto:jessicak@justiceadmin.org).

### Labor Day

Have a safe and enjoyable holiday weekend.

## Other Recent Or Developing Issues

- Due to budget constraints, JAC has transitioned from sending daily hard copy warrants (to offices) to twice per week via two-day FedEx.
- On the days that only EFT payments are made, the EFT statement and voucher package will be sent via email to Circuit staff.
- A tentative Legislative Budget Commission meeting has been scheduled for September 7. Please advise JAC as soon as possible if you have anything for consideration.



**Public Defender, Regional Counsel and Court Appointed Counsel Conflict Reporting**



- During the 2011 Legislative Session, reporting of Public Defender conflict cases, pursuant to s. 27.5303, F.S., was discussed.
- The Justice Administrative Commission (JAC) has met twice with stakeholders, including Public Defenders, Regional Counsels, and Clerks of Court, regarding the best approach to comply with this reporting requirement.
- The group has tentatively identified the types of data to be collected in order to report conflict cases.
- Interim testing, of data gathering and uploading to JAC, is taking place with the cooperation of the Florida Association of Court Clerks and Jacksonville’s Office of the Clerk of Court’s Criminal Division.
- Proposed modifications to s. 27.5303, F.S., are being drafted for the group’s consideration during the upcoming Legislative Session.

**Upcoming Interim Legislative Committee Meetings**

**2011 - 2012 INTERIM COMMITTEE MEETING SCHEDULE**

September 2011—Week of the 19th

October 2011—Weeks of the 3rd, 17th and 31st

November 2011—Week of the 14th

December 2011—Week of the 5th

*Interim Legislative  
Committee Meetings  
will begin  
September 2011.*

**Navigating the Florida Fiscal Portal**

It’s that time of year when we are immersed in preparing for submission of both the Long-Range Program Plan (LRPP) and Legislative Budget Request (LBR). As you know, state agencies upload these budget documents to the Florida Fiscal Portal, <http://floridafiscalportal.state.fl.us/>.

In addition to the LRPP and LBR, the Florida Fiscal Portal provides links to the following:

- Appropriations Bills by Fiscal Year
- The State of Florida’s Budget by Fiscal Year
- Planning & Budgeting Forms & Instructions
- Fiscal Analysis in Brief
- Agency Capital Improvements Plans
- Water Management Districts’ Budgets

## JAC to Host “FLAIR Forums”

You and your colleagues are invited to attend the first “FLAIR Forum” hosted by Vicki Nichols of the Justice Administrative Commission (JAC), via WebEx. The FLAIR Forum sessions have been scheduled to communicate issues and information regarding FLAIR, and to address related questions pertaining to vendors, reports, payments, screen navigation, and other helpful topics.

The main focus will be the electronic Substitute Form W-9 required by the Department of Financial Services (DFS) and its impact on JAC. *In the future DFS will not pay vendors that have not completed the electronic Substitute W-9.* Therefore, we encourage anyone in your office, dealing with payments to vendors, to participate in one of the scheduled sessions. Each session will last approximately one hour. FLAIR screens and websites will be demonstrated.

### Agenda - FLAIR Forum Sessions

**August 31 at 2:00pm, September 8 at 10:00am or September 9 at 2:00pm**

#### Electronic Substitute Form W-9

- The deadline for completing the electronic Substitute W-9 is November 1, 2011.
- Why is the electronic Substitute W-9 necessary?
- Which vendors must submit the electronic Substitute W-9?
- How do I know if my vendors have completed the electronic Substitute W-9?
- What happens if a vendor doesn't complete the electronic Substitute W-9?

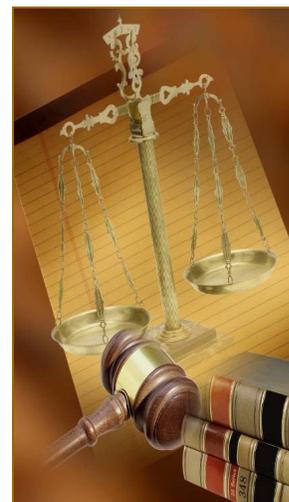
#### Electronic Funds Transfer (EFT)/Direct Deposit

- How does EFT work?
- How can I know if a vendor has EFT set up?
- What does it take to get a vendor paid via EFT?

#### Other FLAIR Issues /Suggested Topics

- Report Distribution System viewing and printing of reports
- DFS vendor payments website – how to use

It is not necessary to let Ms. Nichols know which session you will attend. Simply choose a session and use the information she provided, in her email to you on Monday, August 29, 2011, to join the appropriate WebEx session and conference call. If you did not receive a copy of this email or need assistance, you may contact Ms. Nichols at 850-488-2415 or toll free at 866-355-7902, ext. 318, or via email at [nicholsv@justiceadmin.org](mailto:nicholsv@justiceadmin.org).



*FLAIR Forums will  
be  
hosted by  
Vicki Nichols  
on  
August 31st  
September 8th  
&  
September 9th.*

## 3% Retirement Contribution — Jennifer Henderson, JAC



During the 2011 Legislative Session, comprehensive changes were made to the Florida Retirement System including the implementation of a 3% employee contribution. Effective July 1, 2011, members of the FRS Pension Plan and FRS Investment Plan were required to begin contributing 3% of their gross earnings to their retirement account. This 3% employee contribution is deducted on a pre-tax basis before federal withholding is assessed and, thus, reduces the amount of federal income taxes deducted from the employee's paycheck. This excludes the amount that is deducted for FICA (Social Security and Medicare). The employee's take-home pay is actually reduced by less than the full 3% because the contribution is taken on a pre-tax basis. Employee contributions are then combined with the required employer contribution to fund future retirement benefits.

Employees have the option to request a refund of employee contributions made to the FRS once they have been terminated for three calendar months. Pension members will forfeit service credit for the time period represented by the refunded employee contributions. After reemployment for one year, members of the Pension Plan have the option to purchase back any refunded service credit. Investment Plan members will forfeit any unvested contributions and any service credit

represented by these refunded contributions. Investment Plan members receiving refunded employee contributions will also be considered "retired" and are, therefore, ineligible to earn a second retirement benefit upon reemployment with a participating FRS employer. Accordingly, employees should give careful consideration to this decision due to its future financial implications.

## 2012 HMO Plan Changes to Watch — Jamie Johnson, JAC

Employees may begin seeing news reports concerning the recent HMO procurement for the plan year that begins January 2012. In an effort to move the state program in an actuarially sound direction, the Department of Management Services procurement team worked to reduce program costs by over \$400 million over the next two years. Achieving this level of savings also means changes in some of the HMO options and pharmacy benefits. In summary:

- **Each county will have one HMO offering (including Monroe County).** If an employee is currently enrolled in an HMO that will not be offered in the employee's live or work county, the employee will have the opportunity to make changes during open enrollment. If an employee does not make changes during Open Enrollment to the offered HMO, or change to the PPO Plan, People First will automatically enroll the employee in the State Employees' PPO Plan effective January 1, 2012. This ensures that the employee will have health insurance coverage.
- **Employees should use Open Enrollment as their opportunity to make changes to their health insurance.**
- **Medco will be the pharmacy benefits manager for all HMOs (except the CHP Medicare Advantage plan).** As the result of this and a separate procurement, Medco will be the pharmacy benefits manager for all State Group Health Insurance Plans (HMO and PPO), effective January 1, 2012.
- **HMO members, like PPO plan members, will carry two member ID cards:** one for their HMO's medical benefits and one for the pharmacy benefits.

We will notify you of these and other program changes through Open Enrollment correspondence.

Please remember - Open Enrollment will begin November 7, 2011 and end on November 18, 2011. All employees will need to update their mailing address in People First prior to Open Enrollment.

Please monitor developments regarding this issue closely to ensure that you have updated and accurate information.

## Withholding Tax Calculation — Mary Graves, JAC

With all of the changes to our monthly salaries and retirement benefits, JAC’s Human Resources Department thought it would be helpful to give everyone a few tools to help calculate net take home pay. Net pay may be calculated using the information provided below. (Only pertinent tables are shown).

**B. WITHHOLDING TAX TABLES**

<b>ALLOWANCE TABLE FOR WAGES PAID IN 2011</b>		
<b>NUMBER OF WITHHOLDING ALLOWANCES</b>	<b>BIWEEKLY</b>	<b>MONTHLY</b>
0	\$0.00	\$0.00
1	\$ 142.31	\$308.33
2	\$284.62	\$616.66
3	\$426.93	\$924.99
4	\$569.24	\$1,233.32
5	\$711.55	\$1,541.65

If over 5 withholding allowances, multiply amount of one withholding allowance by number of allowances claimed.

<b>TABLES FOR PERCENTAGE METHOD OF WITHHOLDING FOR WAGES PAID Through December 2011</b>	
<b>TABLE 4 - MONTHLY Payroll Period</b>	

(a) <b>SINGLE</b> person-including head of household				(b) <b>MARRIED</b> person			
If the amount of wages (after subtracting with- holding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting with- holding allowances) is:		The amount of income tax to withhold is:	
Not over \$175 .....		\$0		Not over \$658 .....		\$0	
Over-	But not over-		of excess over-	Over-	But not over-		of excess over-
\$175 -	\$883 .....	\$0.00 plus 10%	-\$175	\$658 -	\$2,075 .....	\$0.00 plus 10%	-\$658
\$883 -	\$3,050 .....	\$70.80 plus 15%	-\$883	\$2,075 -	\$6,408 .....	\$141.70 plus 15%	-\$2,075
\$3,050 -	\$7,142 .....	\$395.85 plus 25%	-\$3,050	\$6,408 -	\$12,271 .....	\$791.65 plus 25%	-\$6,408
\$7,142 -	\$14,708 .....	\$1,418.85 plus 28%	-\$7,142	\$12,271 -	\$18,350 .....	\$2,257.40 plus 28%	-\$12,271
\$14,708 -	\$31,771 .....	\$3,537.33 plus 33%	-\$14,708	\$18,350 -	\$32,254 .....	\$3,959.52 plus 33%	-\$18,350
\$31,771 .....	\$9,168.12 plus 35%		-\$31,771	\$32,254 .....	\$8,547.84 plus 35%		-\$32,254

## Withholding Tax Calculation Continued — Mary Graves, JAC

### Example – Married Employee

Monthly Gross Wages	\$2500.00	
*Family Health Premiums	- 180.00	
*Family Dental Premium	- 60.00	
*Deferred Comp Deductions	- 25.00	
*3 % Retirement Contribution	- 75.00	
One Allowance	- 308.33	From Withholding Tax Table
<u>Married Status</u>	<u>- 658.00</u>	<u>From Tax Table 4</u>
<b>Total Taxable Income</b>	<b>\$1,193.67</b>	

### From Table 4 – Monthly Payroll Period – Calculate Your Tax Due

Total Taxable Income	\$1,193.67	
<u>Tax Rate from Table 4</u>		<u>10%</u>
Total Tax Due	\$ 119.37	

### Example of Net Pay Calculation

Monthly Gross Wages	\$2500.00	
*Family Health Premiums	- 180.00	
*Family Dental Premium	- 60.00	
*Deferred Comp Deductions	- 25.00	
*3 % Retirement Contribution	- 75.00	
Withholding Tax	-119.37	
Social Security (4.2%)	-97.44	(\$2,500 – 180.00 = \$2,320 x 4.2%)
<u>Medicare (1.45%)</u>	<u>-33.64</u>	<u>(\$2,500 – 180.00 = \$2,320 x 1.45%)</u>
<b>Net Pay</b>	<b>\$1,909.55</b>	

In addition to the manual calculation of the your payroll, you may want to use one of the weblinks listed below:

From the Florida Retirement System - [Take Home-Home Pay Calculator](#)

From the Internal Revenue Service - [IRS Withholding Calculator](#)

## Open Enrollment 2012 — Bobbie Chappell, JAC

A bid protest is delaying the conclusion of the HMO contracting process. Consequently, the start of Open Enrollment has been moved to November 7, 2011 to ensure employees have enough time to review their health insurance options.

### Address Review in People First

The Division of State Group Insurance will communicate important health insurance changes to employees in their benefits package. As a result, employees should check their home and/or mailing addresses in People First within the next 10 days.

### Instructions for Checking and Changing an Address in People First

1. Log on to People First at: [www.peoplefirst.myflorida.com](http://www.peoplefirst.myflorida.com).
2. In the My Quick Links section on the right, click *Home Address*. If the address is correct, skip to number 4.
3. If the address is not correct, click *Edit* and enter the correct address information. Remember to click *Save*.
4. Click *Menu*.
5. Select the *Mailing Address* link. Unless you receive mail in a location different from your home address, you do not need a Mailing Address.
  - a. If an address is listed, be sure it is correct. If so, you're finished.
  - b. If the mailing address is not correct, click *Edit* and enter the correct address information. Remember to click *Save*.
  - c. If an address is listed but you do not wish your mail to be sent there, click the box next to the address then select *Edit*. Change the end date to today's date. This will result in your Home Address being used for all mailings for Open Enrollment.
6. Repeat steps 4 and 5 if you wish to use a Temporary Address.

**People First sends mail to addresses in the following order: temporary, mailing, and home.**

### Password

If you have not logged on to People First in the last 90 days, you should log on today to update your password online. When Open Enrollment begins, you will be set to log on without delay and make your pretax insurance elections. If your account is locked, or you forgot your password, use the "*Forgot Your Password?*" link at [peoplefirst.myflorida.com](http://peoplefirst.myflorida.com) to reset your password.

### Using the People First Website

Making elections online allows you to see the most current information available and review all your options at your convenience. Also, online elections require no phone "hold-time" or forms to complete. You will receive an instant confirmation online with an attached PDF document confirming your elections as an added bonus. See how easy making online changes can be! Plan to log on to the People First website during the Open Enrollment season.

### Changes January 1, 2012

- **HMO Plan Members (under the current contract award):** HMO options are changing. *If your current HMO is not available January 1, you will be enrolled in the State Employees' PPO Plan* to ensure you will have health insurance coverage. If HMOs are available, you can choose another health plan during Open Enrollment. More information on HMO changes are forthcoming.
- **All Health Insurance Plan Members:** The pharmacy benefits manager for *all* health insurance plans (except CHP Medicare Advantage) will be Medco. Medco will send all current health plan members a letter this fall with additional information; and starting September 26, 2011, you can visit [www.medco.com/sofxplan](http://www.medco.com/sofxplan) to learn more.
- **Health Savings Account:** Contribution amount limits are increasing. The new rate for an individual is \$3,100 and \$6,250 for a family.
- **Alta Health & Life:** Now CIGNA Health and Life Insurance Company (CHLIC).
- **Dental Plan Rates:** Monthly rates for the following dental plans are increasing:

	CompBenefits Network Plus Prepaid		CIGNA Dental Prepaid		CompBenefits Preferred Plus PPO	
	2011	2012	2011	2012	2011	2012
Employee Only	\$21.90	\$23.00	\$26.32	\$27.38	\$29.50	\$30.98
Employee + Spouse	\$43.18	\$45.34	\$47.32	\$49.22	\$54.58	\$57.32
Employee + Child/Children	\$51.48	\$54.06	\$55.68	\$57.92	\$60.98	\$64.04
Employee + Family	\$65.76	\$69.06	\$67.56	\$70.26	\$88.56	\$92.98

## Farewell to JAC General Counsel, Stephen Presnell



It was a bitter-sweet occasion as the Justice Administrative Commission (JAC) came together on August 12, 2011 to say goodbye to retiring General Counsel Stephen Presnell. After an illustrious 18 years with the State of Florida, including the last seven with the JAC, Stephen is looking forward to spending quality time with family — especially grandsons Eli Sullivan and Max Zola, both of North Carolina. He will be missed.

The holder of a J.D., Ph.D. and E.S. in Adult Education, B.S. in Social Studies Education, Certificate in Human Resource Development (all from Florida State University), and an M.B.A. from Rivier College in Nashua, New Hampshire, Stephen came to JAC after having served as Bureau Chief of Health System Development for the Agency for Health Care Administration; Associate Public Counsel for the Office of Public Counsel; and General Counsel for the Health Care Cost Containment Board—all in Tallahassee. Prior to that he garnered legal and educational experience in a variety of private sector positions in Tallahassee, Massachusetts, Atlanta, Georgia, and New Hampshire.

Staff smiled fondly as Stephen was remembered for his very special leadership style. Almost every section of JAC participated in this presentation. Following what Stephen will, undoubtedly, recall as a “memorable roast”, the event took on a more sobering tone with the showing of Stephen’s favorite video, “[Stand By Me](#).” The message was poignant and resonated with everyone who recalled Stephen’s tireless support of JAC through its transformational and evolving years.

Thank you Stephen for standing by JAC and best wishes for an enjoyable and well-deserved retirement.

In an expression of appreciation to JAC staff, Stephen wrote, “...*Thank you for all of your support and well wishes. The State of Florida is fortunate to have such an outstanding organization of dedicated people. It was a pleasure working with you during these exciting times - I will miss everyone. I look forward to following your continued success. All the best ...Stephen.*”

*Thank you  
Stephen for  
your service to  
JAC and  
the State of  
Florida.*





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## BOARDING THE EDMS TRAIN — Wayne Meyer

As previously reported, the Justice Administrative Commission (JAC) is in the process of the phased implementation of an Electronic Document Management System (EDMS).

The purpose of this project is to develop an EDMS that will provide the JAC with the ability to scan and index, or import and index, various documents, have quality control verification on the scanned images, have basic routing capabilities for workflow approval, as well as the ability to store the document images/contents and the associated metadata in a secure and easily searchable repository.

This is an update. The LaserFiche system (the software name for the EDMS) has been installed on JAC servers. Circuit Accounting and the Voucher Room (for Circuit Accounting batch sheets) went “live” on June 8.

Since going “live”, LaserFiche has been performing well with a relatively low number of exceptions that are being dealt with on a case-by-case basis. As a result,

some processes and procedures have been tweaked, resulting in a reduction of errors. A huge round of applause needs to be given to the first sections to begin using LaserFiche. Without their efforts in making this system work, it would not have been a success. Those sections are as follows: Circuit Accounting (Greta Campbell, Patricia Burt, Adrienne Lee, and Kathy McCabe), Revenue (Phyllis Reed, Kim Jackson, and Rinesha Jackson), JAC Accounting (Susie Kalous), Circuit Due Process (Dina Kamen, Brendan Jones, Jing Perlowski, and Charles McCumber), Jimmy Ryce (Jennifer Sutton and Aleah Roddenberry) the Voucher Room (Elaine Watson and Amanda Ragans) and the Mail Room (Chris McLaughlin and Joe Leonard). Way to go! Plans are being developed for the next step in this process and the parties involved in the next phase will be contacted for input regarding actual implementation.

*Courtesy of EDMS Team*



### The EDMS Mission

*“Excellent service  
delivery enhanced by  
an efficient  
Electronic Document  
Management  
System, which meets  
the requirements of  
Florida law.”*

***Have a Happy and Safe Labor Day!***

## ***JAC in Brief***

The Justice Administrative Commission administratively serves the Offices of State Attorneys, Public Defenders, Capital Collateral Regional Counsels, the Statewide Guardian ad Litem Program, Criminal Conflict and Civil Regional Counsels, and the Clerks of Court Operations Corporation; and, provides compliance and financial review of the court-appointed attorney due process costs.

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., (2010)).

***Vision:*** ***Our vision is to be a model of exemplary state government and provide unparalleled services.***

***Mission:*** ***The mission of the Justice Administrative Commission is to be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial entities we serve, by ensuring compliance with Florida Statutes and Generally Accepted Accounting Principles.***