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# THE JAC EXPRESS

State of Florida

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## A Word From JAC's Executive Director



**Rip Colvin, JAC  
Executive Director**

March through April have been especially busy and productive months for the Justice Administrative Commission (JAC). Staff continue to be focused and dedicated to premium service delivery. Some of the major issues for JAC are highlighted below.

**Legislative Activity**

As the Florida Legislature tackles one of the most challenging fiscal environment's in recent history, JAC has been closely monitoring budgetary and legislative developments. Given the scope and impact of this year's legislative activities, and as a courtesy to the agencies we administratively serve, legislative updates on varied key bills addressing retirement and pension plans, health care, and employment have been routinely shared throughout this Session — in addition to justice related bills. We will continue to keep you informed about significant legislative developments.

**Year End Meetings**

JAC is also currently preparing for the 2010-2011 year-end meetings. Bobbie Chappell, JAC's Director of Human Resources, has advised all of the agencies served by the JAC of their respective proposed meeting dates and times. The meetings have tentatively been scheduled between June 1 and 2 at JAC in the main conference room. For those that would

like to attend via webcast, that option will also be available. If you have topics that you would like to see added this year, please inform Mrs. Chappell by close of business, Friday May 6, 2011. She can be reached at (850) 488-2415, ext. 249.

**Purchasing Card Policies**

Florida's new PCard Administrator is Marie Walker. The Department of Financial Services is reviewing its policies and procedures regarding the purchasing card administration for state agencies. Accordingly, JAC anticipates making appropriate revisions to our PCard policies in the near future.

**Florida Attorneys and Due Process Vendors**

In recent months, JAC staff has noted that some attorneys and due process vendors have failed to provide required supporting documentation with their billings

to JAC. In the past, JAC staff has attempted to resolve these deficiencies by relying on online resources to obtain the required supporting documentation. However, due to ongoing budgetary issues, JAC staff is no longer in a position to locate documentation that should have been previously submitted to JAC, or should have been included in the billing packet. Therefore, JAC's General Counsel, Stephen Presnell, recently alerted Florida attorneys and due process vendors that we may return a billing for lack of documentation or issue an audit deficiency. Under the terms of the JAC Agreements, attorneys and due process vendors are obligated to provide essential documentation as part of the billing packets. So, if an attorney or due process provider submits an incomplete billing, it is probable that the billing will be returned due to inadequate documentation. Because the billing "will not be deemed submitted to JAC", the attorney or due process vendor will need to resubmit the billing. This could result in a prolonged delay in payment and a penalty for untimely billing.

JAC has posted various documents on its website (<http://www.justiceadmin.org/>) to assist attorneys and due process vendors in properly submitting billings.

## Developing Issues

On April 15, 2011, President Obama signed [P.L. 112-10](#), which funds the Federal government for the remainder of the current fiscal year.

JAC submitted a competitive EDMS-related development and demonstration Federal grant proposal to the National Institute of Justice on March 3.

The Auditor General is continuing an in-depth operational audit of JAC and the offices we administratively serve.



## House Bill 5011 Related to Commission on Capital Cases

House Bill [5011](#) repeals s. 27.709, F.S., which establishes the Commission on Capital Cases, a legislative commission which is housed within the Office of Legislative Services.

As described by a House staff analysis, “The measure requires that the Justice Administrative Commission (JAC), rather than the Commission on Capital Cases,

maintain the registry of private attorneys who are eligible to be appointed to represent indigent capital defendants.” Additionally, the bill, “conforms to the House proposed General Appropriations Act for the 2011-2012 fiscal year which reduces the Legislature’s budget by \$405,704 in General Revenue. Remaining statutorily required responsibilities will be

absorbed by the JAC with existing resources.”

The bill was passed by the House on April 7 by 80 to 37. Differences between the House and the Senate must now be resolved in conference.

This is among the key bills being closely monitored by JAC staff. The bill would become effective on July 1, 2011.

## Retirement Benefits Legislation Heads to Conference

The Florida Senate and House have passed two different versions of pension reform that must now be reconciled in conference. Following an agreement by both chambers on budget allocations (that includes a requirement for public employees to pay 3 percent toward the cost of their pension) conference proceedings formally began on April 27.

Senate Bill [2100](#), as amended, changes the name of the Florida Retirement System (FRS) Defined Benefit Program to the FRS Pension Plan, and changes the name of the FRS Public Employee Optional Retirement Program to the FRS Investment Plan. As passed on April 7, effective July 1, 2011, compulsory enrollment in the FRS Pension Plan will change to compulsory enrollment in the FRS Investment Plan. Employees eligi-

ble to enroll in one of the retirement programs may elect to do so in lieu of compulsory enrollment in the investment plan. The measure also closes the DROP to new participants effective June 30, 2016.

By contrast, in the version passed by the House as a [substitute](#) to Senate Bill 2100, no new members may enter DROP effective July 1, 2011. However, any member entering DROP prior to July 1, 2011 may continue participation in DROP until completion. The House version also continues the insurance subsidy for retirees and increases the retirement age for new employees, hired after June 30, 2011, to age 65 or 33 years of service.

For those hired after June 30, 2011, Senate Bill 2100 will require the completion of 5 years of service for 100% vesting. This changed

from the previous 1 year of service requirement for members in the FRS Investment Plan. The Senate Bill also requires each member of the FRS to contribute from 2 to 6 percent of his or her gross compensation to the FRS based on their gross salary. The House bill requires a flat 3 percent contribution, which was referenced earlier.

Another distinction, the Senate version of the bill provides that a member of the pension plan who terminates their employment with FRS may elect to receive a distribution of their employee contributions after they have been terminated from the FRS system for 3 calendar months. If the former employee returns to FRS employment, they will retain their prior plan choice election.

## Senate Bill 170 — Electronic Filing of Court Documents

As previously reported, Senate Bill [170](#) was filed by Senator Mike Bennett, R-21, on December 1. This is an update.

The bill, which involves the electronic filing of court documents and provides legislative intent, imposes requirements that each State Attorney and Public Defender implement a system by which the State Attorney and Public Defender can electronically file court documents with the Clerk of the Court.

Specifically, the bill requires that the Florida Prosecuting Attorneys Association and the Florida Public Defender Association report to the President of the Senate and the Speaker of the House of Representa-

tatives by March 1, 2012 on the progress made in implementing the electronic filing system.

On February 8, the Judiciary Committee recommended a substitute [bill](#) that was summarily passed out of committee. The substitute language makes clear that, “It is the expectation of the Legislature that the electronic filing and receipt of court documents will reduce costs for the Office of the Public Defender, the Clerk of the Court, and the judiciary; will increase timeliness in the processing of cases; and will provide the judiciary and the Clerk of the Court with case-related information to allow for improved judicial case management.”

Collaboration between the State Attorney, Public Defender, and Clerk of the Court within each circuit is also addressed.

Additionally, the bill clarifies that, “The term *court documents* includes, but is not limited to, pleadings, motions, briefs, and their respective attachments, orders, judgments, opinions, decrees, and transcripts.

The bill, as amended, was passed by the Senate 39 to 0 on April 6 and sent to the House. It would become effective upon becoming a law.

*Senate President  
Mike Haridopolos  
and House Speaker  
Dean Cannon  
announced an  
agreement on budget  
allocations on April  
26. Conference  
proceedings began  
on April 27.*

## Florida's Court System

House Joint Resolution [7111](#) was passed by the House on April 15. It proposes amendments to ss. 2, 3, 4, 7, 11, 12, and 14, Art. V, s. 17, Art. III, and ss. 3 & 10, Art. IV, and the creation of s. 21, Art. V, of the State Constitution to divide the Supreme Court into two divisions, one hearing civil cases and the other hearing criminal cases. It also provides for administration of divisions and the transition from the present Supreme

Court; defines jurisdiction of divisions; revises provisions relating to repeal of court rules; limits re-adoption of repealed court rules; provides for Senate confirmation of Supreme Court justices; and expands the jurisdiction of the Supreme Court. Additionally, it establishes that the judicial branch will not include the Justice Administrative Commission, or any of the agencies it serves, for the purposes of general appropria-

tions.

Other measures that will change the structure and administration of Florida's court system include House Bills [7101](#) and [7199](#). House Bill 7199 also creates two divisions within the Florida Supreme Court, and requires the Governor to appoint a Chief Justice for each division. House Bill 7101 reduces the members serving on each Judicial Nominating Commission from nine to seven.



## Flair Facts and Fiction — By Vicki Nichols

What exactly is FLAIR? It's certainly a term we use and hear everyday.

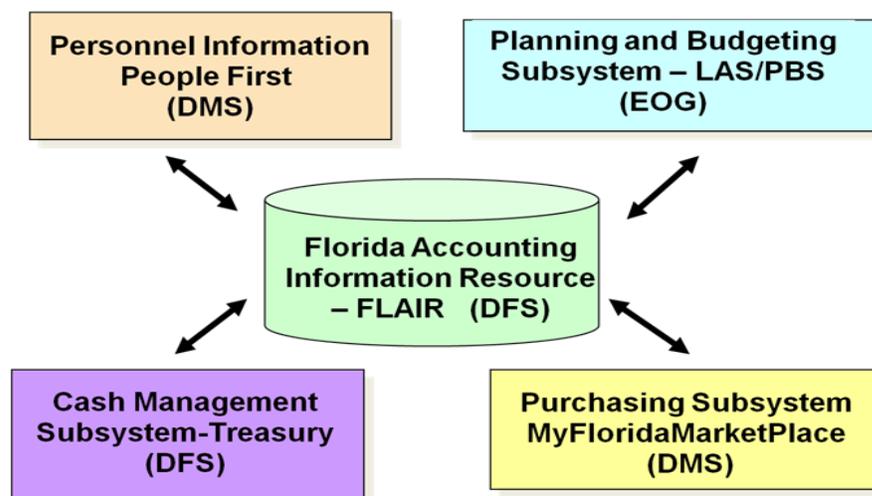
**Fact:** FLAIR is an acronym for Florida Accounting Information Resource. Yes, FLAIR was formerly named: SAMAS (State Automated Management Accounting Subsystem). In 1997 legislation was passed to rename SAMAS to FLAIR. Many people still refer to the system as SAMAS and some official reports created by the Department of Financial Services (DFS) still use the term SAMAS in the report information, and even some on-line screens continue to use the term SAMAS.

Whatever it is called the state's official accounting system is functionally owned by DFS as defined in ss. 215.90-215.96, F.S. This is known as the "Florida Financial Management Information System Act" (FFMIS). FLAIR is one of five systems that make up the FFMIS systems. The others are: the personnel management system (People First), the budgeting subsystem (LASPBS), the purchasing subsystem (My Florida Marketplace), and the Treasury system. The Department of Management Services (DMS) is the functional owner of the personnel and purchasing systems. DFS is the functional owner of FLAIR and the

Treasury system and the Executive Office of the Governor (EOG) is the functional owner of the budgeting system. The graphic below shows the relationship between these systems. They all transmit and receive data from FLAIR.

**Fiction:** FLAIR is user friendly. FLAIR is older technology and doesn't have the helpful menus most of us are used to having available in other computer applications. With diligence, however, it is possible to become proficient even in FLAIR. Future articles will provide tips and techniques for using FLAIR.

### Florida Financial Management Information System (FFMIS) Statewide Perspective



*The graphic to the left shows the relationship between the Department of Management Services, the Executive Office of the Governor, and FLAIR.*



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## BOARDING THE EDMS TRAIN

As previously reported, the Justice Administrative Commission (JAC) has entered into a contract with Brandt Information Systems to produce a 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.

Brandt Information Systems has finished their analysis of the JAC and recommended Circuit Accounting to be the first section for development in the EDMS. A

subsidiary for Municipal Code Corporation has met with Circuit Accounting, Voucher Room, and Mail Room staff about their business processes, and has outlined a development strategy. IT staff, and other members of the EDMS team, began training on April 19 for System Administration, Development, Records Management, and Workflow. End User training is scheduled the beginning of June. The Laserfiche system has been installed on JAC servers, and although the deployment plan has not been solidified, it will be accessible via Citrix.

Working on site at JAC, Brandt Information Systems, must provide a transfer of knowledge to JAC by May 16, 2011 to facilitate system maintenance and further customization or modification of the system by June 10, 2011. *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.”*

*“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” — Aristotle*

## 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.*