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THE JAC EXPRESS

State of Florida

Volume I, Issue 6

A Word From JAC's Executive Director

Happy holidays! As we approach the beginning of a new year, the Justice Administrative Commission (JAC) extends to you our sincere best wishes.

On December 19th, Governor Rick Scott completed his Criminal Conflict and Civil Regional Counsel appointments with announcements for the 2nd, 4th, and 5th District Courts of Appeal. Awaiting confirmation by the Florida Senate are: *Ita M Neymotin* of Fort Myers (2nd District); *Antony Parker Ryan* of Riviera Beach (4th District); and *Jeffrey D. Deen* of Oviedo (reappointed to the 5th District). The Governor also reappointed *Neal A. Dupree* and *John W. Jennings* as Capital Collateral Regional Counsels for the southern and middle district regions respectively. Upon confirmation, we look forward to working with all of them.

JAC held an emergency meeting on December 5, 2011 to address a special request from Legislative Staff regarding rates paid for court reporting services for cases where a "registry attorney" or "private conflict counsel" is appointed. Commissioners were also updated on a range of other important issues cited below.

JAC Reorganization

Over the last 15 months I have observed the structure of JAC and spent countless hours contemplat-



Rip Colvin
JAC Executive Director

ing the operations and resources of the agency. With that in mind, I provide you the following update regarding JAC's reorganization which took effect December 5th.

The primary affect for the agencies we administratively serve is in the area of accounting. The Circuit Operations Accounting Section and the Due Process Accounting Section were merged. Greta Campbell is now the single Circuit Accounting Director. Akita Gay now serves as the Deputy Director of this section at JAC.

Michael Mauterer is now the Financial Services Director. This section is responsible for reporting, reconciliation, financial statements, and JAC accounting. Michael performs many other specific services and will continue to prepare State Attorney and Public Defender Due Process projections. Any previous matters requiring Mi-

chael's assistance should continue to be directed to him.

Wayne Meyer is now serving as the Director of Operations. This section includes supervision of staff in the voucher room, mail room, reception, and other staff who assist with JAC's internal organizational needs. Many are familiar with Wayne and the many hats he wears at JAC. Please continue to contact him as you were previously accustomed.

Michelle Dolce has now joined our IT Section. She has spent a great deal of her time over the last several months implementing LaserFiche at JAC (our Electronic Data Management System). Circuit Accounting began using LaserFiche in June. She is currently working with our Court Appointed Accounting Section to begin using this system as well.

In JAC's Court Appointed Section, the Flat Fee Section (including Due Process and Indigent for Costs) and the Hourly Billing Section have been merged and are now supervised by Stephanie Hanks. Our Approval Section is now supervised by Aleah Roddenberry.

With the exception of Special Accounting shifting from Budget to Financial Services, staff and functions of JAC's Human Resources and Budget Sections were not affected.

Continued on Page 2

Other Recent Or Developing Issues

- As of December 22nd, there is no congressional resolution on extending the payroll tax cut for a "full" year (C-SPAN).
- A requirement for Federal,

state, and local governments to begin withholding 3 percent of payments to contractors in 2013 was repealed on November 21, 2011 ([P.L. 112-56](#)).

- The 2012 Florida Legislative Session will begin earlier than usual—January 10, 2012. March 9, 2012 will be the last day of regular session.

A Word From JAC's Executive Director Continued



Budget Update

The Governor's Budget Recommendations were released December 8th. Agencies will have an opportunity to amend their Legislative Budget Requests (LBR) in the near future. As you know, the Legislature will consider both the Governor's recommendations and agency's LBRs when building their budget during the 2012 Legislative Session. As always, the Budget Section staff at JAC will keep you apprised of any updates.

A meeting of the Legislative Budget Commission (LBC) is anticipated in the near future. JAC has filed an LBC amendment requesting transfer of surplus dollars in the Court Appointed Criminal and Civil Liability category to cover the shortfall in the Over the Flat Fee category that was exhausted in October.

Human Resources

Open Enrollment was a success this year, despite the shortened window of opportunity, reduced from approximately one month to two weeks. The vast majority of changes made to employee bene-

fits were made by the employees through People First directly.

Training will be offered during the month of December covering issues related to the *Family Medical Leave Act*; specifically Family Medical Leave and Military Medical Leave. This training will provide updates to ensure compliance with Federal rules.

The Social Security Tax Reduction from 6.2% to 4.2% is scheduled to expire December 31, 2011. In the absence of action taken by Congress, employees will see an increase (reinstatement of 6.2%) of 2% withholding for Social Security Tax in their January paychecks, resulting in less take-home pay. A temporary two-month extension (Senate Amendments to [H.R. 3630](#)) was passed by the U.S. Senate on December 17th. However, the measure was rejected by the U.S. House on December 20th. Negotiations between both chambers are ongoing, with a more long-term extension in question. Although the outcome is uncertain, given the looming deadline, it is hoped that a resolution may be reached soon.

Accounting

President Obama signed the 3% Withholding Tax repeal on November 21st. As you may recall, the State Substitute W-9 Form was created to accommodate the requirements of the withholding tax. However, at this time, there has been no communication from the Department of Financial Services (DFS) that vendors are no longer required to complete the Substitute W-9. We anticipate DFS will continue to require that this form be submitted.

Operational Audit

The operational audit of the agencies under the "Justice Administration Umbrella" began one year ago. It is anticipated that we will have a conference with Auditor General staff by the end of January 2012 during which they will release their preliminary and tentative findings. By law, all agencies are afforded 30 days to respond to the findings. JAC will continue to communicate audit related issues as they arise.

Courtesy of Rip Colvin, Jessica Kranert, Cris Martinez, and Lydia Mount

The generous gifts featured to the right were delivered on December 19th to the family adopted by JAC Staff through the Christmas Connection.



2012 Florida Legislative Bills of Interest

HB 1017 Electronic Filing of Court Documents

Introduced by State Representative Frank Artiles on December 12th, House Bill [1017](#) relates to the electronic filing of court and various other legal documents.

The bill requires that a litigant in Florida courts, the Division of Administrative Hearings, or the Office of the Judges of Compensation Claims pay a stipulated surcharge, as

well as other costs associated with filing “paper” legal documents rather than filing electronically.

As stipulated in the bill, “The surcharge shall equal 3.5 percent of the cost of filing the document electronically.” However, an exception is provided

for those who are indigent as cited by s. 27.52, F.S.

If signed into law, this act will become effective on July 1, 2012.

An identical measure, Senate Bill 410, was filed by Senator Michael Bennett and is pending before the Judiciary and Budget Committees.

Source: *The Florida House*

SB 210 — Costs of Prosecution, Investigation, and Representation

Introduced by State Senator Stephen Wise, Senate Bill [210](#) provides for the withholding of unpaid costs of prosecution and representation from the return of a cash bond on behalf of a criminal defendant.

The bill also requires a notice on bond forms of possible withholding, providing liability for the cost of prosecution and investigation for persons whose cases are disposed of under specified provisions.

Further, under the terms of this bill, the costs of prosecution and investigation may not be converted to any form of court-ordered community service to be served in lieu of the obligation to pay the costs of prosecution and investigation. The measure clarifies the types of cases that are subject to the collection and dispensing of cost payments by the clerk of the court and provides an effective date of July 1, 2012.

The bill was temporarily postponed by the Criminal Justice Committee on November 3.

A companion measure, House Bill 135, was passed by the Criminal Justice Subcommittee in the Florida House on October 18th and the Justice Appropriations Subcommittee as a Committee Substitute bill on November 21st. The bill is now pending before the Judiciary Committee.

Source: *Florida Senate*

HB 525 — Florida Retirement System

Introduced by State Representative Ritch Workman, House Bill [525](#) revises definitions for the terms *normal retirement date*, *vested*, and *vesting*. The measure also revises provisions relating to the manner in which early retirement benefits are calculated, to conform to changes made by the act and stipulates that new employees, by default, be enrolled in the Investment Plan if hired by a state employer on or after July 1, 2012.

Additionally, the bill extends the period during which an employee may elect to participate in the Pension Plan and prohibits certain employees from choosing to move to the pension plan after a certain period. It amends ss. 121.021, 121.091, and 121.4501, F.S.

As indicated in the bill, “Any member initially enrolled in the Florida Retirement System on or after July 1, 2011, but before July

1 2012, shall be vested upon completion of eight years of creditable service. Any member initially enrolled in the Florida Retirement System on or after July 1, 2012, shall be vested upon completion of ten years of creditable service.”

The measure, which is pending before the Government Operations Subcommittee, provides for an effective date of July 1, 2012.

Source: *Florida Senate*

SB 542 — Death Benefits for State Employees

Senate Bill [542](#) was introduced by State Senator Christopher Smith on October 13th and relates to death benefits for state employees.

It amends ss. 112.363, 121.052, 121.091, and 121.40, F.S., providing that a designated beneficiary of a

member of the Florida Retirement System is eligible to receive the same death benefits as a joint annuitant of the member. Conditions of state interest are imposed.

The measure, currently pending before the Governmental Oversight

and Accountability and Budget Committees, provides an effective date of July 1, 2012.

Source: *Florida Senate*



HB 1017, SB 210,

HB 525, SB 542,

and companions

are bills

you may want to

monitor during the

2012 Florida

Legislative Session.

2012 Florida Legislative Bills of Interest

HB 243 Expert Testimony

Introduced by Representative Larry Metz, House Bill [243](#) provides that expert witnesses, by virtue of their knowledge, skill, experience, training, or education, may render testimony in the form of an opinion concerning the facts in a case.

The bill imposes requirements on the courts to interpret and apply principles of expert testimony, including pure opinions, in a manner that con-

forms to U.S. Supreme Court decisions.

Additionally, the bill prohibits the disclosure of facts or data that are inadmissible to the jury by opinion or inference, “unless the court determines that probative value of facts or data in assisting the jury to evaluate expert’s opinion substantially outweighs prejudicial effect.”

House Bill 243 is currently pending before the Civil Justice Subcommittee and identical legislation, Senate Bill 378, has been referred to the Senate Judiciary and Budget Committees.

If signed into law, the measure provides for an effective date of July 1, 2012.

Source: *The Florida House*

SB 860 Relating to Clerks of Court

Introduced by Senator Stephen R. Wise, Senate Bill [860](#) imposes requirements regarding the storage of electronic filings. It has been referred to the Judiciary; Governmental Oversight and Accountability; and Budget Committees.

Stipulations include the electronic time stamping of papers and electronic filings; clerk authorization to remove sealed or expunged court records from the official records; and clarifying provisions concerning free copies of records to specified officials and their staffs.

The legislation also defines the term “copy of a public record” for stipulated purposes; increases the threshold amount for automatic repayment of overpayments; clarifies the application of an exemption from payment of fees and charges assessed by Clerks of Circuit Courts; and authorizes the use of electronic proof of publication affidavits.

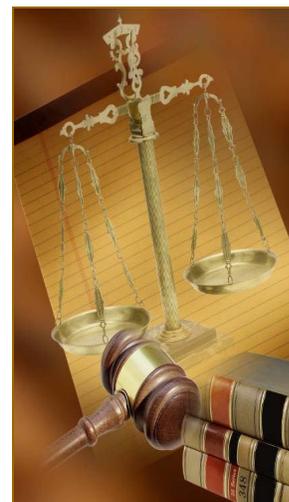
Also significant, the bill requires indicated persons to provide specific information to the clerk, in order for public records

exemption status of stipulated information to be maintained.

Similar legislation, House Bill 481, was filed by Representative Ray Pilon and is pending before the Government Operations Subcommittee.

The bill would become effective upon being signed into law.

Source: *The Florida Senate*



HB 0741 Relating to State-Owned or Leased Space

Introduced by Representative Mayfield, House Bill [741](#) revises provisions requiring the development, maintenance, and reporting relating to the automated inventory of state-owned or state-occupied facilities, while clarifying applicable procedures, requirements, and agency responsibilities.

The legislation also defines the terms “managing entity” and “tenant broker” and authorizes the Department of Management Services (DMS)

to direct state agencies to occupy space in state-owned buildings.

DMS is further authorized to implement renovations of projects to efficiently use state-owned buildings. The measure also authorizes state agencies to utilize the services of a tenant broker to provide information to DMS; requires the reporting of vacant or underutilized space; reduces the amount of square footage an agency may lease without DMS

approval; requires state agencies to use a tenant broker to assist with lease actions; and requires the lessor of state-leased space to comply with uniform fire safety standards.

The bill is pending before the Government Operations Subcommittee and an identical measure, Senate Bill 1134, was filed on December 2nd. The effective date is July 1, 2012.

Source: *The Florida House*

HB 4069 Relating to County Courts

Introduced by Representative Michael B. Weinstein, House Bill [4069](#) is currently pending before the Judiciary Committee. According to an analysis by House staff, the bill

“repeals an obsolete statute requiring all county courts in the state to be considered open for the reception of voluntary pleas of guilt at all times, Sundays excepted.” It

was reported favorably out of the Civil Justice Subcommittee on November 16th and has an effective date of July 1, 2012.

Source: *The Florida House*

HB 243, SB 860,

HB 741, HB 4069

and companions

are additional bills

you may want to

monitor during the

2012 Florida

Legislative Session.

JAC Staff Participate in Florida's CPM Program

The Certified Public Manager Program (CPM) is a widely recognized, systematic approach to the training and development of government administrators. The program's primary goal is to improve the performance of public sector managers and the organizational performance of city, county, and state government.

Source: Florida Center for Public Management Website (www.fcpm.fsu.edu)



Shown to the right are CPM Consultant/Trainer Daniel R. Vicker, Ph.D. and JAC Executive Director, Rip Colvin, along with JAC class participants at the end of Level I.



Special Kudos to Christian Merricks and Christian Lake



Christian Merricks

It's always nice to know when JAC staff are complimented by those we administratively serve. Such was the case when the following phone message was left on behalf of Christian Merricks: "I just wanted to call and give a sincere compliment and say what a pleasure it is to work with Christian Merricks in your office.

She is always such a wonderful person to work with and speak with ...and so very professional. In addition to practicing law, I teach undergraduate students how to become paralegals. Oftentimes, I am reminded of the professionalism Christian has. I hope that students who go into the professional world will use her as a model. I have worked with her for years and it has always been a pleasure. She is top notch!"

Submitted by Stephanie Hanks, Courtesy of Court Appointed Attorney, 9th Circuit



Christian Lake

JAC also received this phone call: "I just want to tell you what a pleasure Christian Lake is. I recently called with questions about my most recent attorney billing. Christian took the time to answer my questions and help me to understand and comply with JAC's process. As a result, I was paid promptly and was

able to buy holiday presents for my family. Thank you Christian, for being so patient and helpful during the holidays."

Submitted by Cris Martinez, JAC General Counsel, Courtesy of a Court Appointed Attorney, 20th Circuit

"It's always nice to know when JAC staff are complimented by those we administratively serve."

FLAIR Facts and Fiction — “Cracking the Codes”

Facts:

The secret to success when dealing with FLAIR is “cracking the codes” or better stated, understanding the codes. FLAIR codes are a language unto themselves. It is very much like learning a foreign language when attempting to understand the FLAIR codes. It takes time.

FLAIR has object codes, general ledger codes, organization codes, transaction codes, category codes, budget entity codes, and many, many more.



When the Legislature appropriates budgets to agencies and the entities within each agency, those budgets are “translated” into numeric codes in FLAIR. For example, the Justice Administrative Commission (JAC) is appropriated a certain dollar amount in expenses and a certain amount in contracted services each year from the General Revenue Fund. In addition, JAC is appropriated a certain amount in expenses in the Grants and Donations Trust Fund. Each of these appropriations has a unique 29-digit account code. The account codes are as follows for each of the examples mentioned:

FLAIR 29-Digit Account Code	Description
21 10 1 000069 21300800 00 040000 00	Justice Administrative Commission Expenses (General Revenue)
21 10 1 000069 21300800 00 100777 00	Justice Administrative Commission Contracted Services (General Revenue)
21 20 2 339040 21300800 00 040000 00	Justice Administrative Commission Expenses (Grants and Donations Trust Fund)

The FLAIR account code when broken down into its elements defines the type of fund/account:

29-Digit Code	21	10	1	000069	21300800	00	040000	00
Abbrev.	L1	GF	SF	FID	BE	IBI	CAT	YR
Code Descrip.	Level 1- Identifies the agency; all entities within JAC are assigned 21.	GAAFR Fund - Governmental Accounting, Auditing & Financial Reporting (identifier); 10=General Fund	State Fund Type - Financial operations of the state to be maintained via SFs; 1= General Revenue	Fund Identifier- Uniquely identifies a fund within a SF. 1 st 3 digits assigned by the Legislature, 2 nd three by DFS & agency	Budget Entity- Established by the Legislature to identify individual programs within each agency; 21300800 =JAC	Internal Budget Indicator - used to further breakdown the BE. Not used by JAC or any entities within JAC; always 00 for JAC	Category or Appropriation Category- Sub-defines approp. made to a BE; 040000= expenses	Year- Always 00 for JAC. Used to identify funding year for multi-year approp.

Chapter 2 of the FLAIR Procedures Manual describes in detail each of the elements of the 29-digit FLAIR account code. The FLAIR Procedures Manual can be found on the FLAIR Education website: <http://www.myfloridacfo.com/aadir/EnterpriseEducation/FLAIReducation.htm>.

Fiction:

The FLAIR Organization Code (ORG Code) is not the same as the Budget Entity Code (BE), although they appear to be the same in some instances. One of the ORG Codes for JAC is: 21300000000. The BE for JAC is always 21300800, regardless of the JAC ORG Code used. ORG Codes are assigned by JAC as needed. The BE Code is assigned by the Legislature. The ORG Code, and other FLAIR Codes, will be discussed in later installments of FLAIR Facts & Fiction. Please direct any questions to: Vicki Nichols, nicholsv@justiceadmin.org.

Courtesy of Vicki Nichols, JAC

Source: Florida Department of Financial Services FLAIR Manual

Human Resources — Medical Reimbursement

IMPORTANT INFORMATION

Background

Since January 1, 2011, employees enrolled in a Medical Reimbursement Account (MRA) or Limited - Purpose MRA have used their *myMRA* card to pay for eligible expenses. Per the Internal Revenue Code (IRC) Section 125, some card transactions require documentation to prove they are eligible expenses. When this occurs, the employee is notified of the requirement for supporting documentation via the People First Service Center. This notification is sent via email within a few days of the transaction.

Cardholders also receive subsequent email reminders and alerts that their card will be suspended if the documentation is not submitted to the People First Service Center.

If the employee fails to provide the required documentation, the state is required to take corrective procedures set forth under IRC Section 125.

Issue

Statewide, one hundred sixty-one current and former employees have not provided the required documentation for charges made against their **2010** MRA accounts. They owe the state a total of \$38,294.13, ranging from \$1.98 per transaction to \$2,775. These employees may face Federal income tax implications. Per the IRC, they will forfeit these funds once they pay the state what is owed because their deadline to spend the money (March 15, 2011) has passed.

Important – Next Steps

- The People First Service Center and the Division of State Group Insurance are mailing one final notice to current employees to require that they pay what is owed by January 13, 2012; otherwise, the state will initiate wage deductions beginning with the February 2012 payroll.
- The People First Service Center and the Division of State Group Insurance are also mailing one final notice to former employees to request that they pay what is owed by January 13, 2012; otherwise, the state will initiate collection proceedings.

Looking Ahead

As of November, 1,537 current and former employees have not complied with the request for documentation made against their **2011** myMRA account. They owe the state a total of \$387,764.53, ranging from \$1.02 per transaction to \$4,590. Recently, employees were emailed the following reminders on how to clear any outstanding 2011 myMRA account debt:

- If you have documentation from the provider to support that the claim is eligible, send it right away, along with a completed [claim form](#). Place a check in box “A” of the form. Your outstanding transaction will be cleared within five to ten business days from the date received, and your *myMRA* card will be reactivated within three business days.
- If you have documentation for another eligible expense that you paid out of pocket, send it to People First, along with a completed [claim form](#). Place a check in box “C” of the form to substitute the expense for the outstanding card transaction. Your outstanding transaction will be cleared and your *myMRA* card will be reactivated.
- If you don't have the documentation from the original card transaction, or documentation from another eligible expense to substitute, you must submit a personal payment to clear the outstanding transaction. Remember, per the IRS, your pretax MRA contributions may only be used for approved, eligible expenses.
 1. Make your check or money order payable to the Division of State Group Insurance.
 2. Write your People First identification number on your check and indicate that you are paying a 2011 card transaction.
 3. Then send it to: State of Florida DSGI, P.O. Box 864684, Orlando, Florida 32886-4684.

Employees who pay back funds immediately still have the opportunity to use the money before March 15, 2012. Per the IRC, those who do not pay timely will forfeit these funds once they pay the state what is owed.

Impacted employees will need to clear these accounts as soon as possible. Wage deductions and collection processes will begin in early 2012 for employees that have outstanding 2011 transactions and have not complied with the requested actions above. If you have questions or need additional information, please contact Bobbie Chappell, Director of Human Resources, Justice Administrative Commission, at: Phone - 850-488-2415 ext. 249 or bobbiec@justiceadmin.org.

Source: Department of Management Services, Management Advisory #11-032

Human Resources

Medco — Prescription Drug Plan

Starting January 1, 2012, Medco will administer the prescription drug benefits for state group health insurance plans (except Medicare Advantage plans). This means that the state pays prescription drug claims and that Medco is the pharmacy benefits management company that provides all comprehensive prescription benefit management services. Within the next few weeks, employees with health insurance coverage via the State of Florida should be receiving their Medco Membership card at the home address they currently have on file with our office.

From now through December 2011, visit www.medco.com/sofrxplan for information about the plan, participating retail pharmacies and more. Starting January 1, 2012, plan members should create an account at www.medco.com to see their prescription drug history, check for generic alternatives, order refills for mail order maintenance drugs, check the status of an order, and use many of the site's other features. On this website, plan members can also find drug cost information, the most up-to-date preferred drug list, and a sample of the tools available to Prescription Drug Plan members.

Medco will coordinate with current mail order pharmacy benefits managers to transfer any open and eligible mail-order prescriptions. Some medications, such as controlled substances or compound medications, may require a new prescription from a doctor. For information about Medco's mail-order process, call (877) 531-4793 or visit www.medco.com/sofrxplan.

Courtesy of Bobbie Chappell, JAC Director of Human Resources

Source: Department of Management Services, State Group Insurance Newsletter, Open Enrollment Special Edition



Human Resources

2012 Holiday Schedule

HOLIDAY	2012
New Year's Day	Monday, January 2
Birthday of Dr. Martin Luther King, Jr.	Monday, January 16
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Veterans' Day	Monday, November 12
Thanksgiving Day	Thursday, November 22
Friday after Thanksgiving	Friday, November 23
Christmas Day	Tuesday, December 25

Note: If the actual holiday falls on Saturday, the preceding Friday is observed as a holiday. When a holiday falls on Sunday, the following Monday is observed as a holiday.

Full-time employees are entitled to one personal holiday each year. Personal holidays are credited to eligible employees on July 1, and must be taken by the employee by June 30 of each year (s. 110.117, F.S.).

Courtesy of Bobbie Chappell, JAC Director of Human Resources

Source: Department of Management Services Website @ www.dms.myFlorida.com/human_resources



2011 Calendar Year End Payroll Information

The following information relates to the 2011 calendar year-end:

Service Center Closing for Christmas and New Year's Holidays

The People First Service Center will close at 5:00 p.m. ET on Friday, December 23 and December 30, 2011. In addition, the Service Center will be closed on Monday, December 26, 2011 and January 2, 2012.

Address Changes for W-2s

Address changes for Form W-2 reporting for 2011 should be made in People First before 7:00 p.m. ET on Thursday, January 5, 2012.

As a reminder, when entering address data in People First, please be sure to enter the address information in the Mailing Address Screen if it differs from the home address recorded in the system.

Electronic W-2s

January 5, 2012 is the last day for employees to consent to receive their W-2 by electronic means only. Those who opt to receive their W-2 form electronically will have access to their W-2 early in January rather than having to wait until it is mailed by the agency later in the month. Employees can consent through the Department of Financial Services Employee Information Center at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.

Exempt W-4 for 2011

Eligible employees must make this election each tax year to retain the exemption status. If the election is not renewed by the employee, it will expire and the employee may suffer a hardship as a result.

Employees wishing to maintain or elect the exempt withholding status for 2012 must make the election in the W-4 screen in People First no later than 7:00 PM ET on February 13, 2012. If the election is processed after this time period, it will become effective with the first payroll processing after the election is made.

Minimum Wage

Florida's minimum wage increases to \$7.67 per hour, effective January 1, 2012. For additional information, visit <http://www.floridajobs.org/business-growth-and-partnerships/for-employers/display-posters-and-required-notice>.

State Group Insurance Deductions

Employees should review their December pay warrant to be sure State Group Insurance deductions for January 2012 coverage are correct. Deductions for 2012 flexible spending and health savings accounts start in January.

Pay Date – 12/27/2011

Courtesy of Bobbie Chappell, JAC Director of Human Resources

Source: Department of Management Services Website @ www.dms.myFlorida.com and Florida Department of Economic Opportunity Website @ www.floridajobs.org

Ms. Shellie Does it Again! The JAC Reception Area Has a Wonderful Holiday Feel



Peace on Earth and Goodwill To Men (and Women Too!)



Did You Hear About...

*JAC
Managers Give
Out Well-
Deserved
Applause and
Recognition.*

From the Desk of Wayne Meyer



Chris McLaughlin — Through his research, JAC found that significant savings could be achieved by sending packages via UPS instead of FedEx. Estimated savings are \$2,475 for the remainder of this year and \$4,438 for an entire year. These savings are in addition to funds saved by mailing packages twice a week rather than daily. (Submitted by Wayne Meyer, Director of Operations)



Rick Waldron (far left) and **Kale Stafford** have worked tirelessly over the past few weeks to get JAC staff moved into their new spaces and new sections. They have built cubes and remodeled others — and the work continues. All told, by the time this transition has been completed, they will have moved almost every employee, at least once. Adds their supervisor Wayne Meyer, “Thank you for your continued patience and support as they work through this important process.”

From the Desk of Bobbie Chappell

Life happens for us all! But, when Kevin Garland had to take leave to spend precious time with his late mother, who was in very frail health, his JAC co-workers “stepped-up” and “filled-in” to cover his desk for a month. Realizing a need and through their own initiative, **Mary Graves**, **Cynthia Sutton**, and **Loraine Cole** did an outstanding job in giving Kevin one less thing to have to worry about! Says Bobbie, “This is what teamwork and caring is all about.”

Kudos to **Andy Snuggs** for steering the Human Relations team through this year’s “abbreviated” Open Enrollment period that was ripe with uncertainties, and ever-evolving developments. Adds Bobbie, “Andy’s professionalism and reliability helped me to keep the agencies administratively served by JAC informed throughout the Open Enrollment process. I am very appreciative to Andy and the **entire HR Team** for the exceptional work that they do each day.”

Finally, says Bobbie, “Although they are no longer within my section, I would like to express special thanks to **Kale Stafford**, **Shellie Shelton**, **Amanda Ragans**, **Elaine Watson**, and **Rick Waldron** for their collective contributions to JAC as former members of the HR Team. I was privileged to work with each of you and know that Wayne will feel the same way.”



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and/or submissions for the
next bi-monthly newsletter,
please contact:

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Or

MOUNTL@justiceadmin.org

BOARDING THE EDMS TRAIN

The Justice Administrative Commission (JAC) continues 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 and is working well. JAC is currently working on the transition of the Court Appointed Section into Laserfiche. Meetings have been held with management staff regarding records retention for Court Appointment documents, and the folder structures which will define some of the Workflows. The EDMS Team is also working on fine tuning the scan sessions in Quickfields, using the barcode sheets printed from CAATS as the templates for the scans. More meetings with Court Appointed staff to help finalize this development are anticipated.

Courtesy of Michelle Dolce



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 Holiday Season

The featured holiday display is compliments of Therese Usherwood

JAC in Brief

The Justice Administrative Commission administratively serves the Offices of State Attorneys, Public Defenders, Capital Collateral Regional Councils, the Statewide Guardian ad Litem Program, Criminal Conflict and Civil Regional Councils, 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.).

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.*