



# THE JAC EXPRESS

Volume II, Issue I

State of Florida

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Executive Director

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## A Word From JAC's Executive Director

As you know, the 2012 Florida Legislative Session began earlier than usual—January 10, 2012 and, barring an extension, is expected to end on March 9, 2012. In this publication you will find several updates on legislation that we have been monitoring that will likely be of interest to you.

**Budget Update**

The Governor's Budget Recommendations were released December 8, 2011 and agencies had an opportunity to amend their Legislative Budget Requests (LBR). Typically, the Legislature considers both the Governor's recommendations and agency's LBRs to build their chamber budgets during the Legislative Session.

Recently, both the Florida House and Senate released their 2012 respective budgets. The House basically adopted the Governor's recommendations for the Justice Administrative Commission (JAC). As the session continues, JAC Budget staff will keep you apprised of developments, as differences between the two chambers will have to be resolved through the conference process, which should begin this week in earnest.

**Regional Counsel Confirmations**

On December 19th, Governor Rick Scott completed his appointments to JAC agencies, Offices of Capital Collateral Regional Coun-



**Rip Colvin**  
JAC Executive Director

sel (Middle and Southern Regions) and Criminal Conflict and Civil Regional Counsel (2nd, 4th, and 5th Districts). The following are undergoing the confirmation process in the Florida Senate: **Neal Dupree** (CCRC, Southern Region); **Bill Jennings** (CCRC, Middle Region); **Jeff Lewis**, RC, 1st District; **Ita Neymotin** (RC, 2nd District); **Gene Zenobi** (RC, 3rd District); **Tony Ryan** (RC, 4th District); and **Jeff Deen** (reappointed as the RC, 5th District).

**Operational Audit**

The operational audit, which includes the agencies under the "JAC umbrella", began over one year ago. In early February, an exit conference with Auditor General staff was held during which they discussed their draft findings specific to JAC. The next step is the issuance of the written Preliminary and Tentative findings. By law, agencies

are afforded 30 days to respond to the findings. JAC looks forward to responding to the findings and concluding the audit.

**Human Resources**

Training was 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 provided updates to ensure compliance with Federal rules.

The temporary Social Security tax reduction from 6.2% to 4.2% was scheduled to expire on December 31, 2011. However, as a result of congressional action and a change in the law (Title I, P.L. 112-78), this reduction was extended through February 29, 2012. Most recently, on February 17th, Congress passed a more long-term extension through the end of 2012 — the *Middle Class Tax Relief and Job Creation Act of 2012* ([H.R. 3630](#)). Florida's U.S. Senators Bill Nelson and Marco Rubio supported the bill that also extends Medicare physician payment rates through the end of 2012. President Obama signed the bill on February 22, 2012.

**JAC Email Migration**

With the clock ticking, JAC's IT staff have been actively engaged in doing everything they can to facilitate a smooth transition to our new  
*(Continued on Page 2)*

## Other Recent Or Developing Issues

- Congress passed and the President signed a bill to extend the payroll tax cut through the end of 2012.
- The Budget Control Act of 2011

(BCA, P.L. 112-25) included automatic across-the-board spending reductions, known as sequestration, if Congress and the President failed to enact a Joint Select Committee bill by

January 15, 2012 to reduce the Federal Budget deficit by \$1.2 trillion over ten years. In the absence of a bill, this process will take effect on January 2, 2013 for fiscal year 2013.

A Word From JAC's Executive Director Continued



email system. We were informed that our email migration date needed to be pushed up from the beginning of March to the week of February 19<sup>th</sup>. Undaunted, our IT staff met the challenge. The migration occurred over three nights — February 19-21.

JAC's Vicki Nichols conducted training for both local and remote users, and our IT Team is confident that the changes implemented by the new system will not be terribly difficult to grasp. For remote users, JAC is offering Web Ex training. Essentially, staff will receive incoming emails to old addresses for a brief period of time. However, the outgoing addresses changed immediately upon migration to the new addresses.

The vast majority of users now have fresh-start mailboxes, meaning that contacts, calendars, and

inbox rules migrated without the contents of their previous mailboxes. However, pre-migration emails are still accessible via the Evault archive.

**Substitute Form W-9**

Effective March 5, 2012, State of Florida agencies, including JAC, will not be permitted to make payments to any vendor that does not have a completed/verified Substitute Form W-9 on file with the Department of Financial Services (DFS). Vendors are required to complete and submit a Substitute Form W-9 on the [State Vendor Website](#). Please be aware that DFS must process and verify the Substitute Form W-9 with the Internal Revenue Service (IRS), which may take up to four business days. IRS Form W-9 is not sufficient to meet this requirement and will not be accepted by DFS.

JAC will not be responsible for any delays in payment due to a failure to submit a Substitute Form W-9. Court-appointed attorneys and vendors have been reminded that the Substitute Form W-9 must be submitted directly to DFS in the manner provided on the DFS website.

**Contracts**

Finally, JAC has begun working with DFS to ensure that certain contracts will be reported on the state's new Florida Accountability Contract System (FACTS). Further developments on this issue will be communicated in the near future. You may refer to pages [10-11](#) in this publication for more extensive coverage about FACTS.

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

**Court Appointed gets a 99.99%!**

I would like to extend my most sincere appreciation to the Court Appointed section. At JAC, the Court Appointed Section is responsible for reviewing bills from court appointed attorneys and due process vendors and ensuring the bills meet the all statutory requirements before being input for payment. JAC is rated on a bi-weekly basis for its ability to accomplish this task within 20 days from bill receipt. This last two week cycle (Feb. 1 - 15, 2012), the Court Appointed Section reviewed and processed 3034 bills, earning a 99.99% compliance rating. That's better than Ivory soap! My heartfelt thanks goes out to all who worked so hard to make this possible, especially:

*"The Court Appointed Section reviewed and processed 3034 bills, earning a 99.99% compliance rating."*

- |                       |                           |                          |
|-----------------------|---------------------------|--------------------------|
| <i>Buddy Aspy</i>     | <i>Breckan Gregory</i>    | <i>Aleah Roddenberry</i> |
| <i>Brad Bischoff</i>  | <i>Stephanie Hanks</i>    | <i>Lynn Santner</i>      |
| <i>Gabby Brady</i>    | <i>Velicia Johnson</i>    | <i>Robert Smith</i>      |
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| <i>Josh Cole</i>      | <i>Clint Kyle</i>         | <i>Jennifer Sutton</i>   |
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| <i>Jerry Eychaner</i> | <i>Christian Merricks</i> | <i>Tanya Walker</i>      |
| <i>Tameeka Forbes</i> | <i>Sharon Ray</i>         | <i>Cheryl Williams</i>   |

It is a privilege to work with such an outstanding staff!

*Cris Martinez, JAC General Counsel*

## 2012 Florida Legislative Bills of Interest

### HB 481 Relating to Clerks of Court

House Bill [481](#), was introduced by State Representative Ray Pilon and makes several changes relating to Clerks of Courts. A Committee Substitute was favorably considered by the Judiciary Committee on February 22, 2012.

The measure imposes requirements for storage of electronic filings; requires papers and electronic filings to be electronically time stamped; au-

thorizes the clerk to remove sealed or expunged court records from official records; revises language concerning exemption from charges for services provided to specified officials and their staffs; increases threshold amount for automatic repayment of overpayments; grants access to clerks' files by state agencies;

and provides exemption from stipulated copying fees. The bill also limits the application of exemption from payment of fees assessed by Clerks of Circuit Courts to official use and authorizes the use of electronic proof of publication affidavits. It is similar in scope to Senate Bill 860.

Effective Date: upon becoming a law. *Source — 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 and is identical to House Bill 135. The House bill had its second reading on February 22, 2012.

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 distribution of cost payments by the Clerk of the Court and provides an effective date of July 1, 2012.

The Senate Bill is now pending before the Budget Subcommittee on Criminal and Civil Justice Appropriations.

Effective Date: July 1, 2012  
*Source — Florida Senate*

### SB 1134 — Relating to State-Owned or Leased Space

Senate Bill [1134](#) was introduced by Senator Alan Hays and is identical to House Bill 741. Essentially, the bill grants the Department of Management Services (DMS) expanded authority, along with the Department of Environmental Protection, to oversee state agency use of state-owned and privately-leased office space.

The bill also allows DMS to pursue renovations or construction of fixed capital outlay projects, upon authori-

zation in the General Appropriations Act.

Notably, the bill requires a state agency to notify DMS at least 30 days before execution of a lease within certain specifications and requires state agencies to use tenant brokers with a "lease action." This is presumed to include extensions and renewals. Current law allows the state agency head to determine

"whether or not to use the services of a tenant broker."

At this time, the measure has been temporarily postponed by the Governmental Oversight and Accountability Committee. However, the companion House Bill 741 had its first reading on January 10th.

Effective Date: July 1, 2012  
*Source — Florida Senate*

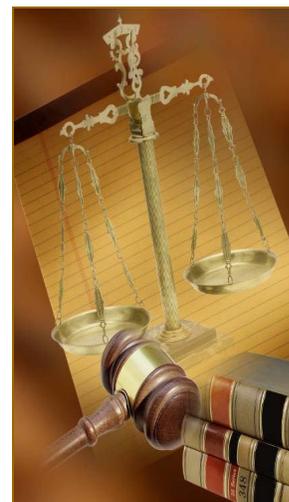
### HB 1193 — Relating to Public Records/Victims of Violence

Introduced by State Representative Mia Jones, House Bill [1193](#) provides exemptions from public records requirements for personal identifying and location information of victims of domestic violence, repeat violence, sexual violence, and dating violence held by the Florida Association of

Court Clerks and Comptrollers and law enforcement agencies. The bill also provides for access by state or federal agencies in furtherance of their statutory duties; allows for future review and repeal of exemptions, and a statement of public necessity.

House Bill 1193 had its second reading on February 22, 2012. It is identical to Senate Bill 1390, which is now in the Rules Committee.

Effective Date: October 1, 2012  
*Source: Florida House*



*HB 481, SB 210,*

*SB 1134, HB 1193*

*and companions*

*are bills*

*you may want to*

*monitor during the*

*2012 Florida*

*Legislative Session.*

## State Employee Group Insurance — Jamie Johnson



House Bill [7101](#) (formerly PCB HHSC 12-02) , introduced by the Health & Human Services Committee, relates to the State Group Insurance Program and was filed on February 6th and referred to the Appropriations Committee on February 7th.

The State Group Insurance Program is an optional benefit for employees that includes health, life, dental, vision, and disability, as well as other supplemental insurance. The current program is a Defined Benefit Program, wherein the state selects the health benefits, sets the premium level for employees, and pays the difference between the cost of the health plan and the premium paid by the employee.

This bill converts the program from a Defined Benefit to a Defined Contribution Plan. A Defined Contribution Plan allows the employer to contribute a defined amount toward benefits on behalf of the employee and the employee is given a variety of options to purchase. Additionally, a Defined Contribution Plan gives the employee discretion to choose benefits that best suite the employee’s individual needs, rather than the employer choosing the benefit package.

Currently, the state pays approximately 90% of the individual health plan cost and 85% of the family health plan cost. By converting the program to a Defined Contribution Plan, this bill sets a minimum amount for the defined contribution which is based on the current level of the employer’s contribution and the actuarial value of the current plan. If the employee selects a health plan that costs more than the state’s contribution, the employee will have to pay the difference. However, if the employee selects a health plan that costs less than the state’s contribution, the employee may use the balance to fund a Flexible Spending Arrangement, to fund a Health Savings Account or to increase the employee’s salary. In addition, this bill authorizes an enhanced state contribution for non-tobacco users.

The bill also directs the Department of Management Services (DMS) to competitively procure an independent benefits consultant (IBC). The IBC will assist DMS with aspects of the administrative management of the State Group Insurance Program. DMS will manage the contract with the IBC and be responsible for the enrollment activities and the financial management of the program.

The Legislature will review the plan submitted by the IBC during the 2013 session. The plan may be approved or modified by the Legislature. If approved, the IBC consultant will assist DMS in implementing the transition in 2014.

The bill will be effective upon becoming law.

*“Currently the state pays approximately 90% of the individual health plan cost and 85% of the family health plan cost.”*

## State Employee Group Insurance Continued

Below is a quick overview of the bill:

- Bill would not be in effect until January 2014 and employees would choose their plan option during the FY 12-13 Open Enrollment Period;
- Moves the current Defined Benefits Plan to a Defined Contribution Plan;
- Defined Contribution Plan gives the employee the option to choose the benefits based on their individual or family needs;
- Enhanced state contribution for non-smokers;
- If the employee chooses a plan that cost less than the state contribution, the employee may use the balance to fund a FSA, HSA, or salary increase; and
- At this time the fiscal impact is unknown. There is potential for a cost savings to state agencies, however these savings have not been determined at this time. The fiscal impact will be based on the changes in the State Group Insurance Program. (See page 6).



*“If the employee selects a health plan that costs more than the state’s contribution, the employee will have to pay the balance.”*

## Health Insurance Benefits for State Employees — Jamie Johnson



Introduced by Representative Denise Grimsley, House Bill [5009](#) relates to the State Group Health Insurance Program. The program provides several options for employees who choose health insurance coverage. The state offers Individual and Family Coverage, both in a standard plan and a high-deductible plan with Preferred Provider Organization (PPO) and Health Maintenance Organization (HMO) options. The high-deductible plan includes a Health Savings Account (HSA) where the employer contributes \$500 for individual and \$1,000 for a family. The employer contributions have annually been reinstated each year in the Budget Implementing Bill. The Budget Implementing Bill makes statutory changes that are only effective for one year. This bill establishes the HSA employer contribution in law permanently.

This bill also relates to the policy whereby participants in the PPO Plan are required to use mail order for certain maintenance drugs. Mail order prescriptions are for 90 days, whereas retail outlets are limited to providing 30 day supplies. This bill provides that the Department of Management Services may implement a 90-day supply limit program for certain maintenance drugs for retail pharmacies participating in the program if it is found to be in the best interest of the state.

It was approved by the House, as a conforming bill with the House General Appropriations Act, House Bill 5001, on February 9, 2012. The Senate passed an amended version of the bill [Delete everything after the enacting clause and insert nothing.] on February 23rd, which must be reconciled with the House in conference committee. The bill is effective July 1, 2012.

*“This bill establishes the Health Savings Account employer contribution in law permanently.”*



## 2012 Retirement Legislative Update — Jennifer Henderson

The following bills are currently under consideration by the Florida Legislature with a potential impact to members of the Florida Retirement System (FRS). Our office has been tracking the progress of each bill relevant to the offices we administratively serve and will continue to provide periodic updates:

- House Bill [139](#) sponsored by Representative Mark S. Pafford introduces qualifications of domestic partnerships that would afford equivalent rights to such partnerships, as to those who are married. This bill is similar to Senate Bill 166, sponsored by Senator Eleanor Sobel.
- House Bill [525](#) sponsored by Representatives Ritch Workman and Joseph Abruzzo would revise the definition for normal retirement for members hired on or after July 1, 2012. This bill would also increase the vesting period to 10 years of creditable service. For members of the Special Risk Class, normal retirement would be reached at age 55 and vested, at age 48 with 25 years of service, or at age 52 with 25 years of service, to include up to 4 years of military service. The normal retirement date for members of the Regular Class, Senior Management Class, and Elected Officers Class, would change to age 62 and vested. All new employees hired on or after July 1, 2012 would also be required to make an active election into the FRS Pension Plan within the first twelve months of employment. Employees who fail to make this election within the prescribed twelve month period would default into the FRS Investment Plan. Such employees would also be prohibited from utilizing their 2<sup>nd</sup> Election to switch back to the FRS Pension Plan. The bill was temporarily postponed by the State Affairs Committee in the House on February 24, 2012. This bill is similar to Senate Bill 1280, sponsored by Senator Jack Latvala, and Senate Bill 1334, sponsored by Senator Steve Oelrich.
- House Bill [1309](#), sponsored by Representative Dwayne Taylor, would revise definitions and provisions relating to the Florida Retirement System, as well as reverse the changes made by ch. 2011-68. These changes would include deleting the requirement of an employee retirement contribution, modifying the early benefit calculation for those retiring before their normal retirement date, revising the cost-of living adjustment, and revising the interest rate earned on benefits for members enrolling in DROP. This bill is similar to Senate Bill 1780 by Senator Gary Siplin.
- Senate Bill [2024](#) has been introduced by the Senate Committee on Governmental Oversight and Accountability and would correct drafting errors and conforming changes to Senate Bill 2100. This bill places a prohibition on hardship loans for members of the Senior Management Service Optional Annuity Program (SMSOAP), State University System Optional Retirement Program (SUSORP), and the State Community College Optional Retirement Program (SCCORP). It also clarifies that any retiree of the Investment Plan, SMSOAP, SUSORP, and SCCORP who is re-employed on or after July 1, 2010, is ineligible to participate and enroll as a renewed member of a state administered retirement plan. This bill also seeks to clarify the deferral age for DROP participants who initially became members, or were enrolled in the FRS on or after July 1, 2011. Such members who will reach their normal retirement date based on years of service before age 65 (60 for Special Risk), may defer their election for DROP until the end of the 12<sup>th</sup> month, following the date the member reaches age 60 or age 55 for the Special Risk Class. This bill is similar to House Bill 7079 sponsored by Representative Jimmy Patronis, which was passed by the House on February 23, 2012.
- House Bill [5005](#) sponsored by Representative Denise Grimsley would reduce the allocation rates for all retirement classes deposited into Investment Plan member accounts. This bill would also reduce the employer contribution rates for the SMSOAP, SUSORP, CCSORP, as well as the FRS Pension Plan and Investment Plan. The bill does not address any changes proposed to the employee contribution for the upcoming fiscal year. Now scheduled for conference, it was approved by the House, as a conforming bill with the House General Appropriations Act, House Bill 5001, on February 9, 2012 and passed the Senate, as a substitute for Senate Bill 2006, on February 23rd.



*There are several bills relating to the Florida Retirement System that have been introduced during the 2012 Legislative Session.*

## H.B. 7027 — Reemployment Assistance By Andy Snuggs



House Bill [7027](#) rebrands the state’s Unemployment Compensation (UC) system as a “Reemployment Assistance Program.” The bill addresses aspects of the state’s UC system related to the initial skills assessment test and the operational efficiency of the program. The bill also extends the Temporary Extended Benefits Program.

The bill names the Unemployment Compensation Law as the Reemployment Assistance Program and makes technical changes to conform ch. 443, F.S., to the new name. The bill also renames the Unemployment Appeals Commission as the Reemployment Assistance Appeals Commission.

The bill requires the Department of Economic Opportunity (DEO) to establish a numeric score on the initial skills review which demonstrates a minimum proficiency in workforce skills. If a claimant fails to meet this standard, he or she will be encouraged to participate in an optional skills training program as directed by DEO, regional workforce boards, and one-stop career centers. Workforce skills training will be provided at no cost to the individual and will focus on improving a claimant’s workforce skills to the minimum proficiency level. This change may incentivize claimants to proactively improve their workforce skills. The bill also requires the DEO, in coordination with Workforce Florida, Inc., regional workforce boards, and one-stop career centers, to identify, develop, and utilize best practices for improving workforce skills and to submit a program evaluation to the Governor and the Legislature on January 1, 2013.

The bill updates and readopts s. 443.1117, F.S., which continues the federally-funded Temporary Extended Benefits Program retroactively to January 4, 2012, through March 10, 2012. This provision takes effect upon the bill becoming law.

Finally, the bill makes the following changes to improve the efficiency of the state’s Reemployment Assistance Program:

- Reduces the number of weekly employer contacts from five to three for individuals that reside in a small county, as defined by s. 120.52(19), F.S.;
- Clarifies that a disqualification for making a fraudulent claim begins when the fraudulent claim was made. Further, this disqualification may continue up to one year from the date DEO discovers the fraudulent claim and until any fraudulent overpayments are repaid in full. Under current law, a claimant may be disqualified for a fraudulent claim for up to one year from the date of discovery;
- Amends the statute of limitations related to the collection of reemployment assistance overpayments by providing that the commencement of collections must be initiated within 7 years after the redetermination or decision. This change will impose a single limitations period for both fraudulent and non-fraudulent cases of overpayments;

*“This bill implements changes to improve the efficiency of the state’s Reemployment Assistance Program.”*

## H.B. 7027 Continued

- Related to the charging of employers, the bill authorizes the DEO to non-charge the accounts of employers that are forced to lay off workers due to a disaster of national significance that is not declared a natural disaster under the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*. Under current law, employer accounts are only non-charged for disasters declared under the *Stafford Act*. However, this provision does not apply retroactively to previous disasters; and
- Clarifies the types of transactional history that constitute prima facie evidence of a reemployment assistance claim or payment. The bill also provides that the release of confidential information, as it relates to ch. 443, F.S., must conform to certain Federal regulations.

The bill passed the House on February 3, 2012 by a vote of 116 - 0. The Senate is expected to take this bill up in lieu of Senate Bill 1416. The financial impact that could be felt by the circuits is the continuation of the Extended Benefits Program. The Governor has signed Executive Order 12-03 that already extends these benefits for the period of time that is addressed within this bill. The two bills mentioned in this article codify the Executive Order.



*“The bill also requires the Department of Economic Opportunity to establish a numeric score on the initial skills review which demonstrates a minimum proficiency in workforce skills.”*

## FLAIR Facts and Fiction

By Vicki Nichols

### Florida Accountability Contract System (FACTS)

JAC recently met with the Department of Financial Services (DFS) project director of the new contract reporting system to discuss the impact of reporting requirements for the Florida Accountability Contract System (FACTS). The 2011 Legislature amended the “*Transparency Florida Act*” (s. 215.985, F.S.), making DFS responsible for the development and maintenance of a contract reporting system.

The following items were discussed during the meeting:

- There is no overall “Judicial Branch” exemption for JAC and the agencies we administratively serve for reporting contracts in FACTS.
- It is expected that operational expenditure contracts such as maintenance agreements, leases, and professional services will be reported.
- It is expected that JAC court-appointed attorneys and due process provider contracts will be reported in FACTS; and
- Contract numbers will need to be assigned to contracts in FACTS and correlated to the contract “field” in FLAIR.

JAC has already begun communicating with the offices under the JAC “umbrella” regarding FACTS and will continue to do so throughout the process. JAC staff is also working towards a solution for reporting contracts with the attorneys and due process providers who contract with JAC.

### Impact of FACTS on FLAIR Data Entry

JAC has not previously used the “contract field” in FLAIR as a data element when entering payments in FLAIR online or when uploading attorney and due process provider payments from CAATS to FLAIR. The contract field is a necessary data element that must be included as part of the data entered into FLAIR in order for the contract expenditure to be tied to the contract reported in FACTS. The contract number ties the two systems together.

According to DFS, the goal of FACTS is to allow Florida citizens, or any interested party, to view from FACTS a contract and any corresponding payments related to that contract. DFS will extract contract payment information from FLAIR and correlate that information to the contract set up in FACTS. The contract number must be on the payment record in FLAIR to match to the contract in FACTS.

Please note that no confidential information will be displayed in FACTS. Generally, only contractor’s names, dates of payments, and amounts will be displayed.

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## FLAIR Facts and Fiction Continued

Not every payment in FLAIR will require a contract number; however, there will be a significant number of payments that will require a contract number to comply with this new requirement. The contract number in FLAIR is a 5-digit field that must be entered manually for those payments that require a contract number. No decision has been made yet as to how the contracts will be numbered. FACTS will automatically assign a number to a contract, should that be desired, and that contract number would then be applied to a payment in FLAIR. Or, JAC may decide to assign contract numbers and enter the assigned contract number into FACTS and include that assigned number on the payment in FLAIR.

More information will be forthcoming as JAC staff learn more about FACTS and determine how to implement this new requirement into daily business practices.

When creating a contract payment in FLAIR the appropriate contract number would be entered in the FLAIR contract field (CNTRT). See the FLAIR screen example below:

```

51S2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT  02/16/2012  12:38:09

  L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION          SUB-VENDOR-ID
  21 30 00 00 000 B2 04 434000

...AMOUNT...  VENDOR-ID          TRN-DT  G  VOUCH-NO  LINE BI  OTHER-DOC  B
  1000.00          2012      V

INVOICE  AB  ..QUANTITY..  CK-NO  CK-DT  PID BF-ORG  BF-EO BF-OB/CF BF-CAT/YR

CAT  YR  GL  EGL EOB  ECAT  EP  GRANT          GY  CNTRT  CY  OCA  AU
040000 00  71100          J1234

GF SF FID  BE          IBI  EF  STATE-PROGRAM  PROJECT ID
10 1  000069 21300800 00          1602000000 000000

BPIN  COUNT  ...UNITS.....TIME...

NEXT: L1-L5 21 30 00 00 000 EO B2  VR  OBJECT 434000 PPI  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN

```



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## 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 continues to work on the transition of the Court Appointed Section into LaserFiche. Meetings were held with management staff regarding records retention for Court Appointed 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. They are currently testing and implementing the workflows that will route Court-Appointed documents to appropriate staff. Testing of the online submission of case court documents submitted by attorneys through the JAC website is also being conducted. After the Court-Appointed section goes into production, the next section will likely be Human Resources.

*Courtesy of Mausumi Das*



### The EDMS Mission

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

**WE'RE ON THE WEB**

**[WWW.JUSTICEADMIN.ORG](http://WWW.JUSTICEADMIN.ORG)**

*“There are no secrets to success. It is the result  
of preparation, hard work,  
and learning from failure.”  
~Colin Powell*

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and/or submissions for the next  
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## 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 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.*