



THE JAC EXPRESS

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Inside this issue:

U.S. Legislative Update 2

FLAIR Facts and Fiction 3

JAC Employee Spotlight 4

From the Desk of Wayne Meyer 6

From the Desk of Jamie Johnson 8

Boarding the EDMS Train 10

JAC in Brief 10

State of Florida

A Word From JAC's Executive Director

It is my pleasure to welcome Carolyn Horwich as the newest member of the Justice Administrative Commission's (JAC) Team. An attorney with an impressive career in public service, Carolyn will serve as JAC's Director of Human Resources (HR) and comes to JAC from the Department of Education where she served as Assistant General Counsel. A graduate of the University of Miami School of Law, Carolyn is also a native of Miami, Florida. JAC's Andy Snuggs, who did a stellar job as the Acting Director of HR, will now serve as the Deputy HR Director. Please join me in extending congratulations to Carolyn and Andy as they assume these vital JAC roles.

In other developments, JAC staff and I were pleased to participate in key meetings with the Regional Counsels, Public Defenders, and the State Attorneys in recent weeks. Most recently, during the State Attorneys' Executive Directors Meeting August 21-22, JAC contributors conducted a Budget Workshop, provided updates on the Florida Accountability Contract Tracking System, and JAC Human Resources activities.

During the JAC Executive Director's Report, I provided an overview of JAC responsibilities for Court Appointed Counsel and discussed the evolving use of electronic signatures. I also discussed JAC's processing of Certified Forward Batches through September 30th; treatment standards for a new budget category regarding the lease or lease-purchase of equipment; the successful processing of Fiscal Year 2011-2012 Financial Statements; Sexual Predator Civil Com-



Rip Colvin
JAC Executive Director

mitment Expenditures for Fiscal Year 2011-2012; follow-up on the Auditor General's findings; records retention and paperless strategies, rules, and standards; the redesign of JAC's website that we hope to launch in the near future; the selection of JAC's new Human Resources Director; and finally, the status of the state's Court Reporting Plan with input from key stakeholders—the Office of State Courts Administrator, Florida Public Defenders Association, Florida Prosecuting Attorneys Association, the Trial Court Administration, and the Trial Court Budget Commission.

Email Migration

JAC was among the state agencies impacted by a recent email consolidation reversal. The Southwood Shared Resources Center Executive Director **John Wade** found it necessary to reverse the consolidation after the effort was not funded by the Legislature this year. JAC employees launched the "old" Outlook application on August 23. However, it was made clear that

there would be no immediate access to old emails and contact lists created subsequent to February 19, 2012. That information is not expected to be made available to JAC until next month.

By way of background, the state signed a contract with *Affiliated Computer Systems*, whose parent company is *Xerox*, in June 2011 for the email consolidation project. Ultimately, the Legislature did not include the \$5 million to \$7 million for the plan in the current budget. The Legislature exercised its authority to de-fund the contract.

Once again, JAC's IT Team has shown "true-grit" in confronting this very challenging technological environment with a winning and professional approach to service delivery. My complements to Brian Black and Robert Ross for providing guidance and responding to numerous employee requests for assistance during this period.

CPM Training

JAC currently has 19 staff members who have attended Levels 1-4 of the Florida Certified Public Manager (CPM) Program. Upon completion of all assignments, these individuals will be awarded an official Certificate in Supervisory Management. Those who complete Levels 1-8, along with all associated assignments, will be awarded the Certified Public Manager Designation.

An opportunity has also been extended to additional JAC employees who would like to join a new Level 1 class to be offered by the Florida Center for Public Management this fall.

Other Recent Or Developing Issues

The next Justice Administrative Commission Meeting will be held on September 19, 2012 at 10:00 a.m. Also noteworthy, Open Enrollment for Pre-Tax Benefits will be from October 8-November 2, 2012.

U.S. Legislative Update



“When lawmakers return next week they will start writing what will be the last major spending bill to be cleared in 2012.”
Congressional Quarterly

The U.S. House and Senate are currently not in session through September 9, 2012. (Sources: House Press Gallery and U.S. Senate).

According to *Congressional Quarterly* (CQ) on September 4, 2012, “Congressional leaders and appropriators so far are resisting calls to tack on additional spending and other provisions to a stopgap spending bill due to be cleared later this month. When lawmakers return next week they will start writing what will be the last major spending bill to be cleared in 2012—a six-month fiscal 2013 continuing resolution (CR). The measure will do little more than keep the federal government running at roughly its current funding level, pushing off bigger decisions about the direction of spending and programs until next year, when a new Congress will settle them under what could be a new presidential administration.”

Some key bills that have been signed into law during the 112th Congress are shown below:

Select Public Laws, 112th Congress		
3% withholding rule, repeal	<u>H.R.674</u>	<u>P.L.112-56</u>
1099, repeal expansion of reporting requirements	<u>H.R.4</u>	<u>P.L.112-9</u>
Debt limit	<u>S.365</u>	<u>P.L.112-25</u>
Insider trading, restrictions on nonpublic information provided to Congressional and Federal employees	<u>S.2038</u>	<u>P.L.112-105</u>
Jobs bill, veterans	<u>H.R.674</u>	<u>P.L.112-56</u>
Nominations, reduce number of executive branch positions subject to Senate confirmation	<u>S.679</u>	<u>P.L.112-166</u>
Patent law	<u>H.R.1249</u>	<u>P.L.112-29</u>
PATRIOT Act, extend certain provisions	<u>S.990</u>	<u>P.L.112-14</u>
Small business jobs bill, ease security regulations for startups	<u>H.R.3606</u>	<u>P.L.112-106</u>
Student loans, extend current 3.4 percent interest rate	<u>H.R.4348</u>	Division F, <u>P.L.112-141</u>
Unemployment compensation, extend through December 31, 2012	<u>H.R.3630</u>	Title II, <u>P.L.112-96</u>

Source: U.S. Senate Website

FLAIR Facts and Fiction

By Vicki Nichols

FACTS News – Florida Accountability Contract Tracking System

The Florida Accountability Contract Tracking System (FACTS) is part of the “*Transparency Florida Act*” (s. 215.985, F.S.). FACTS was created to provide access to information related to contracts entered into by state agencies for Florida citizens and other interested persons.

The Department of Financial Services (DFS) recently announced the requirement that contract documents (PDF copies) be posted to the FACTS website. The contract documents will be linked with the general contract information data in FACTS. Agencies will be expected to begin posting contract documents to the FACTS website beginning October 2012. In addition, DFS communicated recently that other agreements such as purchase orders and revenue contracts may be required to be entered into FACTS beginning in the Spring of 2013.

Beginning this Fiscal Year (2012-13), agencies began including FACTS contract numbers on payments to vendors. This allows for the payment to be recorded in FACTS along with the general contract information. Below is a screen from FACTS showing a payment posted to FACTS for a JAC contract:

Published [Update Contract Details](#) [Back to Contract Search](#)

Summary

Agency Name: JUSTICE ADMINISTRATION	Agency Contract ID: JACB1
Long Title: CIP BOMS Maintenance	Vendor Name: COMPUTER INFORMATION & PLANNING
Total Contract Amount: \$12,000.00	Total Budgetary Amount: \$12,000.00
Total Payments to date: \$12,000.00	Date of Execution: 07/01/2012

General Description: Provide support and maintenance for the Business Office Management System (BOMS) Enterprise Edition.

[Contract Summary Form](#)

Details
Deliverables
Payments
Documents

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Payment Details

[Expand All Payments](#) [Download Payments](#)

MORE	FISCAL YEAR	TOTAL AMOUNT											
☐	2012-2013	\$12,000.00											
STATEWIDE DOCUMENT #	AGENCY DOCUMENT #	VENDOR NAME	AMOUNT	L1	GF	SF	FID	BE	IBI	CAT	YR	CFI	DATE
D3000047003	V0020200001	COMPUTER INFORMATION & PLANNING	\$12,000.00	21	10	1	000069	21300800	00	100777	00		07/30/2012

2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Please send any contracts to be entered into FACTS to Vicki Nichols, along with any questions or comments to: Vicki.Nichols@jac.myflorida.com.

JAC Employee Spotlight

Kevin Garland

Kevin Garland (center back), JAC Senior Human Resources Specialist, was a part of a group from First Baptist Church in Tallahassee that went to the Big Bend Homeless Coalition and made pizza dinners for all of the residents. Kevin is featured below among others who took part in this heart-warming community outreach project on August 5, 2012. What a rewarding experience! We are proud of Kevin and all of our JAC volunteers who enrich our community in so many special ways.



JAC Employee Spotlight

JAC Welcomes Gina Lowell

My name is Gina Lowell and I will be working with the new JAC Post Tax Benefits Office. I finished my MBA in May 2009 and I have worked with Capital Administrative Services, Inc. (CAS) for over 8 years. I have a five month old baby boy that keeps me very busy when I am not at work. Our home is in Georgia and we love the outdoors. I am here to assist you with post tax benefits, as well as other miscellaneous payroll deductions. Please do not hesitate to call me for questions at (850) 413-0008 or Toll Free (855) 616-2521. I may also be reached by email at jacposttaxbenefits@jac.myflorida.com.



From the Desk of Wayne Meyer

Viruses, Worms, and Trojans

Most, if not all of us, have heard the terms “*virus*”, “*worm*”, “*trojan horse*”, “*spyware*”, and “*rootkit*”, but what do these terms really mean? All of these terms refer to what is commonly known as “*malware*” or *malicious software*. According to the Secureflorida website, “The term *malware* is used to refer to any software that causes damage to a computer, server, or computer network.” Each of these terms are used to refer to a specific type of *malware* and are not synonymous. Shown below is a short definition and explanation from the Secureflorida website for each of the terms listed above:

- ⇒ “A *virus* is a self-replicating malware requiring a host file that depends on human action to spread it. A *virus* is a small computer program that is designed to spread from file to file, and from computer to computer, and interferes with the operation of the machine.”
 - ⇒ “A *worm* is a self-contained malware, needing no host file, that spreads automatically through networks. Like parasites, worms exploit known system vulnerabilities and often run malicious payloads - without the need for a user to activate them. *Worms* differ from *viruses* in that they do not require user action in order to activate. A *worm* will self-replicate and spread without the user clicking on an infected file, visiting a malicious *drive-by web site*, or anything else.”
 - ⇒ “A *trojan horse* is a seemingly useful and innocent application containing additional hidden codes which allow the unauthorized collection, exploitation, falsification, or destruction of data. For example, you might download and install what appears to be a harmless freeware game, but when you run the program, it unleashes a payload that could erase your disk, install a keystroke logger (captures each key you press such as your bank account number and password) or let a remote hacker gain access to your computer.”
 - ⇒ “*Spyware* is a program that secretly monitors your online activity and sends data back to the programmer and, most commonly, installs itself on a computer to secretly gather information about the user that is then sent to advertisers and other interested parties.”
 - ⇒ “A *rootkit* is a malicious program that hides itself by convincing the operating system that it isn’t there. They are the newest form of malware to be developed and are perceived by many experts to be more dangerous than other forms of malware because of the level of difficulty associated with removing them. A *rootkit* is a piece of malware designed to give an attacker *root* or *administrative* access to a victim’s computer.”
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From the Desk of Wayne Meyer Continued

So, what can you do to protect yourself and your computer from these dangerous and malicious programs? The Secureflorida website (www.secureflorida.org) contains a wealth of information including best practices you can implement to help protect your computer and home network. Additionally, there are much more detailed explanations of the terms previously mentioned. One best practice that I did not see mentioned on their website is this—do not run your computer on a day to day basis with an administrator account. By default, when you configure your new computer or operating system, the first user that you create is an administrator account. You need that account to install software and make other changes to your computers settings, but malware can also use that account. Create another account that is a standard user account and use that account when browsing the internet or performing other routine activities on your computer.

Please be aware that there is no way to completely protect your computer from these threats short of not owning a computer, but that is not really a feasible option in this day and time. Also, be aware that there are threats for every known operating system (though some are targeted more than others) plus there is *malware* that targets smartphones.

Unfortunately, *malware* is only one of a myriad of threats that exist on the internet today. The Secureflorida website covers many of those threats and offers suggestions on how to protect you and your family from them. There is also information on how to report *cybercrime* should you become a victim.



The 2013 Pre-Tax Benefits Open Enrollment begins on October 8th at 8 a.m. and will end on November 2nd at 6 p.m. (Please note that all times referenced in this article are Eastern time zone). In preparation for this year's Open Enrollment, the following information is provided:

Open Enrollment Key Dates:

- Open Enrollment Websites Go Live – September 24, 2012
- Open Enrollment Mail-Out Packages – September 24–October 3, 2012
- Open Enrollment Begins – October 8–November 2, 2012
- Correction Period for Open Enrollment – November 5–November 16, 2012

Changes for 2013:

- Blue Cross and Blue Shield of Florida will now be known as Florida Blue.
- Medco has changed to Express Scripts.
- At this time, we are being told that we will not be receiving new cards as the Medco cards are still valid.
- CompBenefits has changed to Humana.
- Some dental rates and co-pays are changing.
- FSA annual contribution maximum amounts will decrease from \$5,000 to \$2,500.

The IRS does not allow married state employees to both enroll in the maximum of \$2,500. The system does not prevent this; but if employees try this, it becomes an issue for the employee when filing taxes.

People First System Enhancements:

- Address updates and verification process

The system will not allow you to go any farther until the address verification is complete.

- New dependent eligibility certification process

The system will not allow you to go any farther until the dependent eligibility certification is complete. All registered dependents will show; even if they are not enrolled in a plan.

- New enrollment screens/process

Additional information will be sent once DMS/People First makes it available.

From the Desk of Jamie Johnson

People First System Downtime

The People First system will be unavailable from 6 p.m. on Friday, September 7, 2012, through 8 a.m. on Monday, September 10, 2012, for system maintenance.

During the system downtime:

- A system maintenance splash page will be displayed if a user attempts to log in.
- The Interactive Voice Response (IVR) system will also be unavailable. Messaging will be added to the IVR for the period of time it is not available.
- Talent Management will not be available for Hiring Managers (or other users) to access requisition/applicant data. However, the applicant site (<https://jobs.myflorida.com>) will be available for applicants to apply to job vacancies.
- Access to the data warehouse and the web portal will not be available.

The data warehouse refresh of the materialized views will run as scheduled on Friday, September 7, 2012.

- The refresh will be placed on hold on Saturday, September 8, 2012.
- The refresh will process as normal on the evening of Sunday, September 9, 2012, and will include transactions from Saturday (September 8th) and Sunday (September 9th).
- Any automated programs (jobs) or data extracts that are scheduled to run out of the data warehouse, between 6 p.m. on Friday (September 7) and 8 a.m. on Monday (September 10), should be rescheduled to run after the refresh is completed.

System Downtime – Open Enrollment

The People First system will be unavailable starting at 6 p.m. on Friday, September 21, 2012, through 8 a.m. on Monday, September 24, 2012, to implement the 2013 plan year Open Enrollment enhancements and to process the Open Enrollment preparation jobs (take Open Enrollment snapshot, spool benefit statements, etc.). **Note:** The People First Health and Insurance Module (benefits screens) will be unavailable until the Open Enrollment Benefit Statement Process is completed (estimated to be available at noon on Monday, September 24).

During the system downtime:

- A system splash page will be displayed if a user attempts to log in.
 - The Interactive Voice Response (IVR) system will be unavailable. Messaging will be added to the IVR for the period of time it is not available.
 - Data warehouse reports (e.g., Rate Report, Turnover Report) portal will not be available. However, the data warehouse refresh of the materialized views will run as scheduled (views will update each day) and any automated programs (jobs) or data extracts that are run out of the data warehouse will not be affected by the downtime.
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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. The Court Appointed section is transitioning very nicely in using the system. Revenue Accounting is next on the development list. IT staff have met with Revenue Accounting and are now working on the first stage of development for this section.

Recently, we experienced some difficulties with slowness and screens freezing. MCCi, the vendor we work with on Laserfiche issues, came to JAC on August 16th to address these and related issues. Additionally, some workflows were improved, which also helped speed up the system. As a result, Laserfiche is working much faster and better. Thank you MCCi!

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.”*

WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

“People sometimes attribute my success to my genius; all the genius I know anything about is hard work.”

~Alexander Hamilton~

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

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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 fees and 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: *To be a model of exemplary state government and provide unparalleled services.*

Mission: *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.*