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Executive Director

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# THE JAC EXPRESS

State of Florida

Volume II, Issue 2

## A Word From JAC's Executive Director

As you know, the 2012 Regular Legislative Session began earlier than usual—January 10, 2012 and ended on March 9, 2012. In this publication you will find several updates on legislation that we have been monitoring. You will also find updates on Justice Administrative Commission (JAC) related issues and interesting articles about our staff. Framed with your recommendations in mind, I hope you find this publication to be informative and enjoyable.

**Operational Audit**

On April 9, 2012, JAC held a commission meeting, via teleconference, to discuss the JAC's response to Preliminary and Tentative Audit Findings and Recommendations received from the Auditor General. The written Preliminary and Tentative Findings — including four JAC related recommendations — were issued on March 14, 2012. The findings were a testament to the nature of the fine work performed by our collective staff. By law, agencies are afforded 30 days to respond to the findings. JAC's response was approved by Commissioners on April 9th and submitted April 12th.

The operational audit, which includes the agencies under the "JAC umbrella", began over one year ago.

**Budget Update**

The Governor's Budget Recommendations were released December 8, 2011, and agencies had an



**Rip Colvin**  
JAC Executive Director

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's budgets during the Legislative Session.

The Florida House and Senate reconciled their differences with the 2012-13 General Appropriations Act (HB 5001), Implementing Bill (HB 5003), and numerous conforming bills through the conference process and were signed and presented to the Governor on April 6th. Governor Scott signed the \$70 billion General Appropriations Act and Implementing Bill on April 17<sup>th</sup>, and the conforming bills April 20<sup>th</sup>. There were no modifications to the Legislature's FY 2012-2013 Budget, for the entities under the "JAC umbrella."

**Re-Appointments by Governor**

On December 19th, Governor Rick Scott completed his appointments to JAC agencies,

Offices of Capital Collateral Regional Counsel (Middle and Southern Regions) and Criminal Conflict and Civil Regional Counsel (2nd, 4th, and 5th Districts). Unfortunately, the confirmation process was not completed by the Florida Senate prior to the end of the most recent Legislative Session. Therefore, pursuant to state law, the following appointments were subject to reappointment by Governor Scott within 45 days of *Sine Die*: **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** (RC, 5th District). Governor Scott reappointed all of the above April 23rd, within the 45 day window prescribed by law.

**Human Resources**

The temporary Social Security tax reduction from 6.2% to 4.2% was scheduled to expire on December 31, 2011. However, 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 special Unemployment Compensation provisions through the end of 2012. President Obama signed the Act on February 22, 2012.

## Other Recent Or Developing Issues

JAC is proud to be a 2012 Davis Productivity Award Winner. Also among the 2012 award winners are: the Office of the 13th Circuit Public Defender; the Office of the 20th Circuit Public Defender; and the Statewide Guardian ad Litem Office. Congratulations!

Court Appointed gets a 99.99%! By Cris Martinez



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 that each bill meets 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. During the February 1 - 15, 2012 cycle, the Court Appointed Section reviewed and processed 3034 bills, earning a 99.99% compliance rating. My heartfelt thanks goes out to all who worked so hard to make this possible, especially:

Brad Bischoff  
Gabby Brady  
Elnora Brown  
Frank Coleman  
Jerry Eychaner  
Tameeka Forbes  
Breckan Gregory

Stephanie Hanks  
Velicia Johnson  
Terrence Joyce  
Clint Kyle  
Christian Lake  
Christian Merricks  
Sharon Ray

Aleah Roddenberry  
Lynn Santner  
Robert Smith  
Cynthia Sutton  
Jennifer Sutton  
Tanya Walker  
Cheryl Williams

It is a privilege to work with you!

From the Desk of  
Cris Martinez, General Counsel  
Special Kudos to JAC's Help Desk

Rip and I routinely receive comments and feedback which confirms the exemplary service provided by JAC's outstanding staff to our many customers. This one gives well deserved accolades to Suzanne Tull.

"I just wanted to let you know that Suzanne, from the Help Desk, really went out of her way to help me out with billing issues I was having since I changed my EIN and bank account information. She has been great and I can not thank her enough. You are lucky to have her with the office."

Rachel Dooley, Esq.  
April 5, 2012

**JAC Wins**  
**2012 Davis Productivity Award**  
*JAC employees Designed and Developed an Online Contract Submission System for Court-Appointed Attorneys that reduced, what was formerly, a ten-day contractual processing time-frame for attorneys to a few hours. Shown with Rip Colvin, JAC Executive Director, are team members (L to R): Mausumi Das, Susan Waltz, Christian Lake, Suzanne Tull, Christie Stanton, Lynn Santner, Lydia Mount-Nominator, and Connie Ramos. Not featured is Sheetal Kottayi who is no longer with JAC.*



## 2012 Florida Legislative Bills of Interest

### HB 7095 Relating to Clerks of Court

Sponsored by the Judiciary and Regulated Industries Committees, House Bill [7095](#) makes several changes relating to the responsibilities of the Clerks of Court. It was approved by the Governor on April 6, 2012, ch. 2012-100, L.O.F.

Overall, this law will result in collection enhancements for court fees and fines, while improving the efficiency of court operations. Broader use of the Comprehensive Case In-

formation System (CCIS) among state agencies is another objective. Also, all Clerks of the Circuit Court will be required to participate in the CCIS. Other requirements include:

- Reopen fees must be paid on cases closed for at least 90 days;
- A discretionary (not mandatory) review by clerks of

property and motor vehicle records of persons desiring an indigency determination for the purpose of obtaining a public defender; and

- Several additional requirements also apply.

Effective Date: July 1, 2012.

Source: Florida House



### SB 1960 Relating to State Judicial System

Sponsored by the Budget Committee, Senate Bill [1960](#), a budget conforming bill, authorizes the chief judge of a circuit to create a limited registry of attorneys who are willing to waive compensation beyond the flat fees. To help control due process costs, attorneys on the limited registry would be the first assigned to cases. Additionally, the bill requires the State Court System to pay court appointed counsel fees above statutory flat fees, once JAC funds have been exhausted. The bill also revises the manner in which a

Regional Conflict Counsel is to be appointed by the Governor. Specifically, the measure provides that, "if a Regional Counsel is unable to complete a full term in office, the Governor may immediately appoint an interim Regional Counsel to serve as Regional Counsel for that district until a new Regional Counsel is appointed." Also significant, the bill requires the Florida Supreme Court Judicial Nominating Commission to provide the Governor with a list of nominees for ap-

pointment within 6 months of a vacancy.

Through additional provisions in this bill, the Statewide Guardian ad Litem Office and counties will be authorized to enter into agreements, to fund needed Guardian ad Litem personnel to serve in the county.

The bill was approved by the Governor on April 20, 2012, ch. 2012-123, L.O.F. Effective Date: July 1, 2012.

Source: Florida Senate

### SB 1964 Relating to Court-Related Assessments

Sponsored by the Budget Committee, Senate Bill [1964](#), a budget conforming bill, requires that all mandated monetary assessments are to be applied "without regard to whether the assessment is announced in open court." Such an assessment will be added automatically to the judge's order, even if the judge fails to order it in the courtroom. Also, when a mandated assessment sets a minimum to maximum range, or only sets a minimum assessment, the bill stipulates that the minimum should be imposed and included in the judg-

ment, unless the court specifies a higher amount.

The clerks, in collaboration with the courts, will be required to develop a uniform form to help identify and record all mandatory assessments. This form must be updated and submitted to the Supreme Court by October 1 for approval each year. All circuit and county courts will be required to use the form.

Essentially, this bill "refines the clerks' reporting requirements for monetary assessments by the

courts; clarifies reporting requirements for the total amount of fines and fees collected that are under-assessed; and separates out the reporting of assessments that are subsequently discharged or converted to community service."

The bill was approved by the Governor on April 20, 2012, ch. 2012-1964, L.O.F. 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 was approved by the Governor on April 27, 2012.

Effective Date: October 1, 2012.

Source: Florida House

#### House Bills

7095 and 1193;

and

#### Senate Bills

1960 and 1964

are among the many

bills we have

monitored.

### Health Insurance Benefits for State Employees — Jamie Johnson



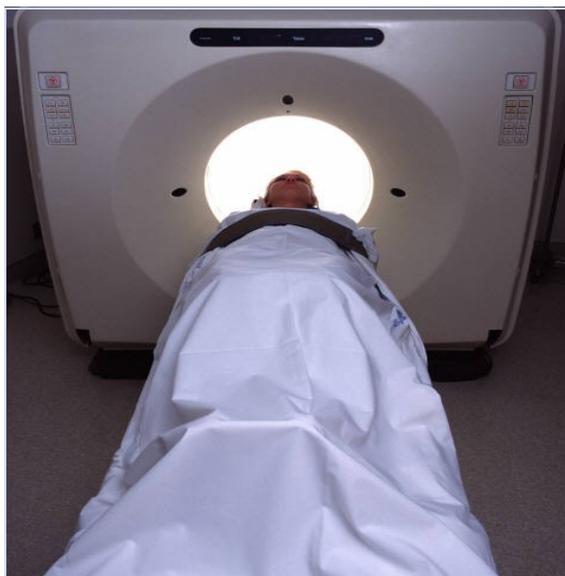
This is an update from our previous newsletter. Introduced by Representative Denise Grimsley, House Bill [5009](#) relates to the State Group Health Insurance Program. It was signed by the Officers and presented to the Governor on April 6, 2012. However, the Governor vetoed the bill on April 20, 2012.

Had the bill been signed by the Governor, the program would have provided several options for employees to 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 sought to establish the HSA employer contribution in law permanently.

This bill also related 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 provided that the Department of Management Services could implement a 90-day supply limit program for certain maintenance drugs for retail pharmacies participating in the program if it was found to be in the best interest of the state.

It was approved by the House and Senate as a budget conforming bill on March 9, 2012, and would have been effective July 1, 2012.

*This bill  
was vetoed  
by the  
Governor  
on April  
20, 2012.*



## 2012 Retirement Legislative Update — Jennifer Henderson

The following bills affect the Florida Retirement System. This information is being provided to help you understand how these changes may affect your current and future retirement benefits, as well as the administration of your retirement plan. The effective date of the following bills will be July 1, 2012, unless otherwise stated.

### House Bill 5005

The bill:

- ◇ revises s. 121.71, F.S. to adjust the employer contribution rates for the FRS based on the 2011 Actuarial Valuation as adjusted by the changes to the Investment Plan allocations.
- ◇ revises s. 121.72, F.S., to reduce the allocation rates for all retirement classes being deposited into investment plan member accounts. **This bill collectively reduces by 30% the contribution rates Investment Plan members will see applied to their Investment Plan accounts.**
- ◇ revises ss. 121.051 and 1012.875, F.S. to reduce the employer contribution rates into the Community College System Optional Retirement Program.
- ◇ revises s. 121.055, F.S. to reduce the employer contribution rates into the Senior Management Service Optional Annuity Program.
- ◇ revises s. 121.35, F.S. to reduce the employer contribution rates into the State University System Optional Retirement Program.

### Contribution Rates

FRS employers contribute a percentage of each employee's monthly salary to the FRS Contributions Clearing Account Trust Fund in the Division of Retirement to fund the program. The rate is a blending of the actuarially determined contribution rates necessary to fund the pension plan's normal cost and the allocations being made into investment plan accounts. The purpose of the blending is to establish the same employer contribution rates regardless of whether an employee participates in the pension plan or the investment plan.

### Effects of the Bill

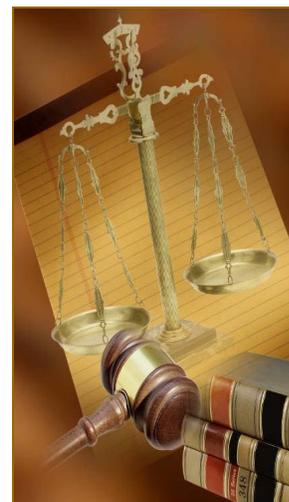
The bill reduces the employer share of the allocation into the investment plan and employer contributions into the optional retirement plans to a level more in line with the actuarial normal costs determined in the July 1, 2011 actuarial valuation.

The chart below provides a comparison of current employer distributions or allocations, as appropriate, to the new rates provided in the bill. The chart illustrates that the rates are closer to the actuarially determined normal cost rates for employers for the defined benefit plan than in fiscal year 2011-2012.

Special Note – With the changes to the Investment Plan employer contribution allocation, it is important that member of the FRS Investment Plan understand the potential impact to their future retirement benefits. Financial Planners are available to speak with Investment Plan members at the FRS Guidance Line, and can assist members in understanding how these changes may impact future benefits. The FRS Guidance Line can be reached at 1-866-446-9377, option 2.

Members of the Investment Plan members do not have the option to make voluntary employee contributions to their account but they may consider increasing their contributions to a Deferred Compensation Plan, or a Supplemental Retirement Account, to compensate for this reduction in contributions. If you would like additional information on Deferred Compensation you may contact Deferred Comp at 1-877-299-8002 or visit their website at <https://www.myfloridadeferredcomp.com/SOFweb/index.htm>.

Investment Plan members do not have the option to make voluntary employee contributions to their account but they may consider increasing their contributions to a Deferred Compensation Plan, or a Supplemental Retirement Account, to compensate for this reduction in contributions. Financial Planners are available to speak with Investment Plan members at the FRS Guidance Line, and can assist members in understanding how these changes may impact future benefits. The FRS Guidance Line can be reached at 1-866-446-9377, option 2.



*There are several bills relating to the Florida Retirement System that were introduced during the 2012 Legislative Session. HB 5005 did not make any changes to the 3% employee contribution that was implemented last year.*

2012 Retirement Legislative Update—Cont’ Jennifer Henderson



House Bill [1417](#)

This bill will allow the State Board of Administration to increase the amount invested in alternative investments from 10% to 20% and thus diversify the FRS portfolio. This change in the investment strategy will also protect the state’s investments in times of volatile markets. The bill was approved by the Governor on April 13, 2012, ch. 2012-112, L.O.F.

House Bill [629](#)

Effective October 1, 2012, this bill adds the dates of birth to the list of information exempt from inspection or copying as a public record under s. 119.071, F.S. Specifically, this bill requires that the dates of birth of current and former law enforcement personnel, current and former judges and justices, and the spouses and children of such personnel be exempt from inspection or copying as a public record. This bill was approved by the Governor on April 24, 2012, ch. 2012-149, L.O.F.

House Bill [7079](#)

This “glitch” bill clarifies and corrects omissions from Senate Bill 2100 passed during the 2011 Legislative Session. This bill specifically addresses the definition of normal retirement under the Investment Plan to be the later of: a) the date a member reaches normal retirement under the Pension Plan or b) the date a member is vested under the Investment Plan. It also clarifies that employees who meet the normal retirement requirements under the Pension Plan, and are members of the State University Optional Retirement Program, Senior Management Optional Annuity Program, State Community College System Optional Retirement Program, or Investment Plan, may receive up to 10% of their account balance after terminating one calendar month. Finally, this bill clarifies that those members of the Pension Plan who are initially hired on or after July 1, 2011, and reach normal retirement before age 60, are eligible to defer enrolling in DROP until such age, and still participate for the maximum of five years. Enrolled on March 8, 2012, this bill also makes clear that Special Risk members, who reach normal retirement before age 55, will be eligible to defer enrolling in DROP until such age, and participate for the maximum of five years. The bill was signed by the Officers and presented to the Governor on April 20th.

*“House Bill 7079 was signed by the Officers and presented to the Governor on April 20, 2012. The Governor has until May 5, 2012 to act on the bill.”*

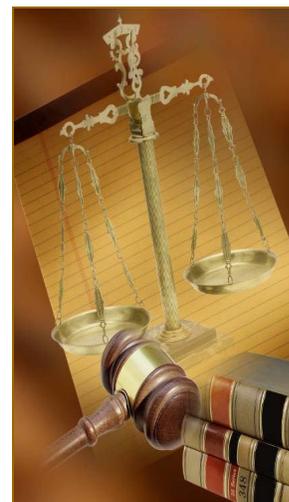
## Retirement Beneficiary(s) - Reminder! By Jennifer Henderson

As a helpful reminder to participants of the Florida Retirement System (FRS), the Justice Administrative Commission (JAC) would like to encourage all employees to take a moment to review their current retirement beneficiary(s). It is important for all active and retired members of both the FRS Pension Plan and the FRS Investment Plan to make sure they have a current beneficiary on file.

Pension Plan members may designate any person, organization, trust, or estate as their beneficiary, but only a member's qualified joint annuitant may receive a member's monthly Pension benefit. A joint annuitant is defined as the member's spouse, natural or legally adopted child under age 25, or a member's disabled parent, disabled grandparent, or other disabled person, for whom the member is providing at least one half of his or her support. The member's disabled child over the age of 25 is also considered a qualified joint annuitant. Pension Plan members whose beneficiary does not qualify as a joint annuitant, will only receive a refund of the member's employee contributions and/or a member's DROP accumulation. For members who do not have a listed beneficiary on file, the Division of Retirement will pay benefits according to s. 121.091(8), F.S.: first to a legal spouse, second to living children (equally), third to parents (equally), and 4<sup>th</sup> to a legal representative of the member's estate.

Investment Plan members may designate any person, organization, trust, or estate as their beneficiary and there are no further relationship requirements. In the event the member does not have a listed beneficiary on file, the member's benefits will be paid according to s. 121.091(8), F.S.: first to a legal spouse, second to living children (equally), third to parents (equally), and 4<sup>th</sup> to a legal representative of the member's estate.

If you are unsure you have completed a beneficiary designation, this may be the time for you to contact your HR Office to submit a new Beneficiary Form. Your HR Office can also answer important questions regarding: who may be eligible to receive your retirement benefits, how retirement benefits are paid under each plan, and how certain life events may affect your beneficiary designation. Pension Plan members will need to complete the [BEN-001 Form](#) and Investment Plan members will complete the [IP-BEN-1 Form](#) to designate their retirement plan beneficiary(s). These forms are also available at the My FRS website at [My FRS.com](#).



*“If you are unsure if you have completed a beneficiary designation, this may be the time for you to contact your HR Office to submit a new Beneficiary Form.”*

## H.B. 7027 — Reemployment Assistance

By Andy Snuggs



This is an update from the previous newsletter. House Bill [7027](#) passed the House on February 3, 2012, was amended by the Senate on March 8, 2012, and subsequently passed the House on March 8, 2012. The bill rebrands the state Unemployment Compensation (UC) system as a “Reemployment Assistance Program.”

The bill also 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. In order to encourage reemployment, the bill provides a claimant with the option to undergo workforce skills training if he or she scores below this standard. Workforce skills training will be provided at no cost to individuals in order to improve their minimum proficiency level.

Additionally, the bill reduces the number of weekly employer contacts from five to three for individuals that reside in a small county. Furthermore, the bill reforms provisions related to disaster relief, fraudulent claims, collection of overpayments, and confidential information.

Finally, the bill extends the temporary Extended Benefits (EB) Program through the end of the 2012 calendar year. As a reminder from the memorandum sent by Andy Snuggs dated April 3, 2012 on *HB-2007 – Extension of Eligibility Period for Unemployment Extended Benefits Through the End of 2012*, Florida’s temporary EB Program was effective between February 1, 2009, and January 4, 2012. However, on December 23, 2011, Congress enacted the *Temporary Payroll Tax Cut Continuation Act of 2011*, which extended the program to March 7, 2012. Recently, Congress passed the *Middle Class Tax Relief and Job Creation Act of 2012*, which extended the program through the calendar year of 2012. Based on this latest extension, the Florida Legislature included language into CS/HB 7027 that will continue EB as well. This last measure will have the greatest impact on our agencies we administratively serve.

The bill was approved by the Governor on March 28, 2012, ch. 2012-30, L.O.F., and will become effective July 1, 2012.

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



## Understanding the Human Resources Email Groups

By Amy Maros

Okay, you have questions or forms that you know need to be directed to the Human Resource (HR) Section at the Justice Administrative Commission (JAC). So, which e-mail should you use? Choices are great, but when you need information or have important work that needs to be processed in a timely manner, it is important to make the right choice.

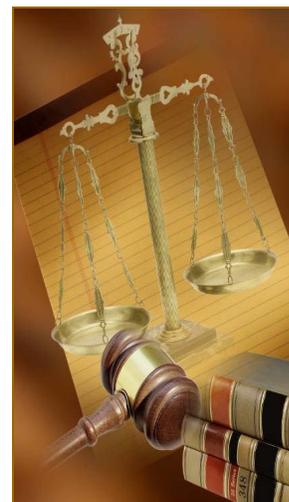
The JAC HR Section offers three e-mail groups. These e-mail groups are monitored so that we can provide better and quicker service to our customers. They include: the Payroll Group e-mail at [jac.payrollgroup@jac.myflorida.com](mailto:jac.payrollgroup@jac.myflorida.com), the Benefits e-mail at [jac.benefits@jac.myflorida.com](mailto:jac.benefits@jac.myflorida.com), and the Retirement e-mail at [Retirementcoordinator@jac.myflorida.com](mailto:Retirementcoordinator@jac.myflorida.com). Now back to the original question, which one should you use?

The Payroll Group e-mail, [jac.payrollgroup@jac.myflorida.com](mailto:jac.payrollgroup@jac.myflorida.com), is for all things concerning payroll. Examples of what needs to be sent to the Payroll Group e-mail include any kind of Personal Action Request (PAR), W-4 changes, New Hire Benefits, miscellaneous deduction forms, and any and all questions dealing with an employee's paycheck. Once JAC receives a Payroll Group e-mail, it is forwarded to the person(s) best suited to process the work or answer your questions. Also, an added benefit to using this e-mail is that you will receive a confirmation that we received it with a friendly "received thanks."

The Benefits Group e-mail, [jac.benefits@jac.myflorida.com](mailto:jac.benefits@jac.myflorida.com), is for everything benefits related. Do you need to know how life events, such as a marriage, birth of a baby, or a divorce, affect your employee benefits and how to handle it? Direct your question to the Benefits Group e-mail. The Qualifying Status Change Event Enrollment Form and supporting documentation for those life events (marriage certificate, birth certificate, or divorce decree) should be sent to the Benefits Group e-mail.

The Retirement Group e-mail, [Retirementcoordinator@jac.myflorida.com](mailto:Retirementcoordinator@jac.myflorida.com), is for all things concerning retirement. And we mean everything! So, if you have the lucky employee who has worked hard and is now ready to retire and you need to help with the retirement application (either regular or DROP), the Retirement Coordinator e-mail should be your choice. But that's not all, the Retirement Coordinator e-mail is appropriate to get help with SMS Position Designations, Second Elections, Time of Service Information, and eligibility of retired employees for reemployment.

Now that was easy. The HR Section at JAC is here to help. We encourage you to utilize the HR group e-mails to receive the best service possible.



## New Hire Checklist

By Loraine Cole

### New Hire Packet

You have a new employee and are uncertain about the documents needed to add the employee to payroll in a timely manner. Hopefully, the following checklist will answer any questions you may have and make the process both easier and less stressful for everyone involved.

- Employment Authorization
- Position Description (if the position has to be classified)
- Florida Retirement System Certification Form
- W-4 form
- Social Security Card or receipt from the Social Security Administration that reflects the name and number as it will appear on the actual card.
- I-9 Form (Optional for e-verify)
- Benefits Enrollment Forms

Once the packet is complete, please forward it to [jac.payrollgroup@jac.myflorida.com](mailto:jac.payrollgroup@jac.myflorida.com) to be processed.

*JAC Human  
Resources is  
always available  
to provide  
assistance to the  
agencies it  
administratively  
serves and JAC  
employees.*

## Qualifying Status Change

By Jamie Johnson



*“IRS rules on pre-tax premium plans do not allow for enrollment, additions, changes, or cancellations except with the occurrence of a “qualifying status change event (QSC).”*

### When to Submit a Request:

All enrollment forms have the Qualifying Status Change (QSC) Event information located at the top right. This replaces the old Qualifying Status Change Form. IRS rules on pre-tax premium plans do not allow for enrollment, additions, changes, or cancellations except with the occurrence of a “qualifying status change event (QSC),” followed by written application for a change within a prescribed time frame.

To change a benefit election, employees must call People First at 866-663-4735, go on line to [https://peoplefirst.myflorida.com/peoplefirst\(bD1lbiZjPTIzMA==\)/logon.htm](https://peoplefirst.myflorida.com/peoplefirst(bD1lbiZjPTIzMA==)/logon.htm), or submit the appropriate paperwork within thirty-one days from the first day of the event. Outside the thirty-one day period, the only other time a change can be made is during the Annual Open Enrollment.

The most common Qualified Status Change Events are:

- **Marriage**

Adding a new spouse and/or eligible dependents (employees can call People First, go online or submit forms):

- ◇ The appropriate paperwork includes health, dental, vision, and any other insurance enrollment form that may apply. The forms should be completely filled out including the QSC information;
- ◇ If the employee and their new spouse are eligible for the Spouse Program, then that form is required in place of the health enrollment form.
- ◇ The appropriate insurance forms *must* be submitted within 31 days after the date of the event. If documentation is not readily available, you have 60 days to submit the required documentation.

Supporting documentation means a marriage license that must be certified by the clerk of court (wedding certificates from marriage chapels or churches are not acceptable). Birth certificates from the Bureau of Vital Statistics are required if adding dependent children (birth certificates from hospitals are not acceptable).

Employees are required to provide appropriate supporting documentation when adding or dropping dependents. Failure to provide documentation may result in cancellation of the dependent’s coverage.

- **Divorce**

Dropping dependents (employees are required to submit forms for this QSC):

- ◇ The appropriate paperwork includes health, dental, vision, and any other insurance enrollment form that may apply. The forms should be completely filled out including the QSC information.
- ◇ An employee may only drop dependents made ineligible by the divorce. Other eligible dependents cannot be dropped and an employee’s coverage cannot be cancelled.
- ◇ The appropriate insurance forms *must* be submitted within 31 days after the date of the event. If documentation is not readily available, you have 60 days to submit the required documentation.
- ◇ Supporting documentation is a divorce decree that must come from the clerk of court (copies of the decree before it is filed with the clerks office is not acceptable). *Dropping a spouse before the divorce is final, such as during open enrollment is frowned upon by the courts. The employee can be ordered to provide retroactive coverage, which means the employee would have to get a private policy for the spouse. If dropped during open enrollment, a copy of the divorce decree is still required. Otherwise, the spouse listed will remain listed as spouse, but will not be covered by the insurance on the employee’s account. This can cause an issue and a delay when attempts are made to add a new spouse.*

Qualifying Status Change

By Jamie Johnson

● Birth, adoption or legal guardianship

Due to the Social Security Number Requirement, newborn children cannot be added until the employee has received the child’s Social Security Number. The employee must call People First with this information at 866-663-4735. The effective date of coverage will be retroactive to the beginning of the month in which the child is born and premiums will be due accordingly.

- ◇ The time frame for adding a newborn is 60 days;
- ◇ In general, the supporting documentation is a birth certificate that *must* be from the Bureau of Vital Statistics. A birth certificate from the hospital is *not* acceptable;
- ◇ Adoption – supporting documentation are placement papers from the adoption agency or a court order of legal guardianship. Once the adoption is final, a copy of the court order finalized adoption papers are required as well as a birth certificate from the Bureau of Vital Statistics; and
- ◇ Legal Guardianship – supporting documentation is a copy of the court order for legal guardianship and a copy of the birth certificate from the Bureau of Vital Statistics.



**60P-2.003 Changes in Coverage** *Specific Authority 110.123(5), F.S.; Law Implemented 110.123, F.S.; History–New 10-8-78, Amended 10-22-79, 9-13-82, 8-7-83, Formerly 22K-1.16, Amended 7-16-86, 9-25-86, Formerly 22K-1.203, Amended 8-22-96, Re-promulgated 1-31-02.*



State of Florida Qualifying Status Change Event Matrix



Definition <sup>1</sup>	Documentation Requirements <sup>2</sup>	Health and Supplemental Plans	Basic <sup>3</sup> and Optional Life	MRA/LPMRA	DCRA
<b>A. Change in Subscriber's Legal Marital Status</b>					
<b>Marriage</b>					
1. The legal union between one man and one woman as husband and wife  31-day QSC window <sup>4</sup>	Copy of marriage license and birth certificates if adding children or stepchildren	Subscriber may enroll in family for newly eligible spouse and any eligible dependents	Basic – subscriber may enroll or cancel Optional – subscriber may enroll, cancel, increase or decrease	Subscriber may enroll or increase election for newly-eligible spouse and dependents	Subscriber may enroll or increase election to accommodate newly-eligible dependents or decrease the annual election to no less than the amount that has been contributed through payroll deduction as of the date the request is approved and end date the account if eligibility is lost because new spouse does not work
<b>Loss of Spouse</b>					
2. Legal divorce	Copy of divorce decree	Subscriber must remove spouse and other dependents made ineligible by the event and may decrease election if no other covered dependents, but cannot cancel	Basic – subscriber may enroll or cancel Optional – subscriber may enroll, cancel, increase or decrease	Subscriber may decrease annual election to no less than the amount contributed through payroll deduction as of the date the request is approved; may enroll or increase election only if spouse was enrolled in an MRA through employer (documentation required)	Subscriber may enroll or increase election to accommodate newly eligible dependents or decrease the annual election to no less than the amount that has been contributed through payroll deduction as of the date the request is approved and end date the account if eligibility is lost (e.g., because dependents now reside with ex-spouse)

Definition <sup>1</sup>	Documentation Requirements <sup>2</sup>	Health and Supplemental Plans	Basic <sup>3</sup> and Optional Life	MRA/LPMRA	DCRA
<b>B. Change in Number of Subscriber's Eligible Dependents</b>					
<b>Gain Dependent</b>					
4. Birth of child or an adoption in compliance with Chapter 744 F.S.  60-day QSC window <sup>4</sup>	Copy of birth certificate or adoption papers within 60 days of the birth or adoption, and copy of marriage license, Federal Tax return and birth certificates if adding other eligible dependents	Subscriber may enroll or increase coverage	Basic – subscriber may enroll or cancel Optional – subscriber may enroll, cancel, increase or decrease	Subscriber may enroll or increase election for newly eligible dependents	Subscriber may enroll or increase election to accommodate newly eligible dependents and any other eligible dependents who were not previously covered

*“Due to the Social Security Number Requirement, newborn children cannot be added until the employee has received the child’s social Security number.”*

<sup>1</sup>All allowable changes must be consistent with the qualifying event.  
<sup>2</sup>Subscribers must submit all required documentation to People First within 31 days of the close of the QSC event window. The effective date of the election is prospective, based on receipt of both full premium and documentation, unless otherwise noted.  
<sup>3</sup>Enrollment is automatic for full-time employees upon hire.  
<sup>4</sup>The period of time to make allowable changes to benefits, as defined by the IRS. All QSC windows are 31 days, unless otherwise noted.

**Pre-Tax Parking**

By Amber Moore

**Qualifying Transportation Benefit Pre-Tax Parking Deduction**

The Qualifying Transportation Benefit Pre-Tax Parking Deduction Plan allows eligible employees to pay for qualified parking expenses with pre-tax dollars as permitted by Section 132(f) of the Internal Revenue Code (IRC), "Qualified Transportation Fringe Benefits." This pre-tax benefit is available only through payroll deduction for qualified parking as defined by the IRC and established by the Justice Administrative Commission (JAC).

This plan only includes qualified parking expenses. For the taxable year beginning in 2012, the monthly limitation regarding the benefit exclusion amount for qualified parking is \$240, and this is a \$10 increase from the 2011 limit.

The JAC's Qualified Transportation Benefit Plan allows for Qualified Parking Expenses under the IRC 132(f):

- Parking in any privately owned lot near the employee's place of employment;
- Parking in any state owned lot near the employee's place of employment;
- Parking in any county owned lot near the employee's place of employment;
- Parking in any public parking lot near the employee's place of employment; and
- Parking at a location from which the employee commutes the remainder of the distance to work by carpool or mass transit.

**Enrollment**

Employees may participate in this program by completing the Compensation Reduction Agreement form provided by JAC, in compliance with IRC 132(f) requiring that the compensation reduction election or "salary reduction agreement," be made in writing.

The completed form must include the date of the election, the amount of compensation to be reduced, and the period for which the benefit will be provided. There are two different compensation reduction agreement forms based on the nature of the agreement.

**Direct Payment of Vendor for Parking Compensation Reduction Agreement:**

To enroll in this program, complete the QTB Compensation Reduction Agreement for Direct Payment of Parking Vendors and submit it to JAC via the payroll group email [jac.payrollgroup@jac.myflorida.com](mailto:jac.payrollgroup@jac.myflorida.com), or by fax 850-922-9445.

All information on the QTB form must be completed including the employee's name, office or circuit, Social Security Number, the monthly amount to be withheld, garage/lot location, vendor name, address and tax ID, and the employee's signature and date.

JAC will send a warrant directly to the vendor, as indicated on the completed form.

**Employee Reimbursement for Parking Compensation Reduction Agreement**

Qualified parking expenses may be reimbursed to the employee by the JAC. Employees can request reimbursement of qualified parking expenses by completing the Employee Reimbursement Request Form. This form also requires the employee's signature to certify that the expenses qualify as valid expenses under this plan.

In order to ensure a quick turnaround on your reimbursement submissions, the JAC requests that you submit your reimbursements on a monthly basis.

The JAC will monitor all reimbursement requests, maintaining balances on a monthly and yearly basis for each employee's participation in the transportation benefit program.

**Election Changes**

You may change your election to participate in the plan at any time. If the change is submitted after the monthly payroll cutoff date, the change will appear on the following month's payroll. If the employee decides to discontinue or resume participation, the employee must complete and submit an updated Pre-Tax Parking Deduction Election Authorization Form.

*"This pre-tax benefit is available only through payroll deduction."*

## JAC Employee Spotlight

## From the Desk of Bobbie Chappell



Once again Andy Snuggs has met the mark – he has been awarded 2<sup>nd</sup> place for the 2011 Safety Coordinator of the Year by the Interagency Advisory Council on Loss Prevention. The awards ceremony will be held on May 22<sup>nd</sup> at 9:00 a.m. – Hermitage Centre. In his letter to Andy, Eric Whitehead, Chair of the Interagency Advisory Council on Loss Prevention, wrote:



*“On behalf of the Interagency Advisory Council on Loss Prevention and as provided in s. 284.50, F.S., I am pleased to announce that you are the 2nd Place Recipient of the 2011 Safety Coordinator of the Year Award. This award signifies your personal dedication to effective loss prevention at your agency and your contributions to loss prevention at other agencies. Consideration for this award was based on specific performance criteria, including your agency’s reduction in claims costs and/or frequency, and your active participation in and contributions to interagency risk management activities.”*

But that’s not all. Andy is also serving as a peer reviewer for the agency review of the State Courts System. In complementing Andy for his impressive service, Eric Whitehead also wrote:

*“I wanted to take a moment to personally thank you for serving as the peer reviewer on the State Courts System agency review. We greatly benefitted from your participation, knowledge, and the perspective you brought to the review effort. I am reading your comments, conclusions, and recommendations today, and they are most helpful.”*

Congratulations Andy! We are so proud of you.

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## FLAIR Facts and Fiction

By Vicki Nichols

“Prompt Payment” is the terminology used to describe the statutory requirement that state agencies pay obligations of the state within a period of 40 calendar days from the date the obligation is eligible for payment. (For health care providers the time-frame is 35 calendar days.) The Transaction Date (TRN-DT) is the FLAIR term for the start date (payment eligibility date) for the 35-40 day payment compliance period. If the payment is not issued to the vendor within the required timeframe (35 or 40 days), interest is owed to the vendor. The primary statute that mandates prompt payment is s. 215.422, F.S.

### Determining Transaction Date (TRN-DT) for Goods and Services

The task for the agency is to correctly determine the TRN-DT on each obligation. Other than pre-payments in limited circumstances, in order for an obligation to be eligible for payment the agency must have:

- 1) an accurate invoice from the vendor;
- 2) received the goods or services;
- 3) inspected and approved the goods or services (**not more than five working days from receipt of goods and services**); and
- 4) established that the vendor has a verified Substitute Form W-9\*\* on file with the Department of Financial Services (DFS).

*\*\*Note: A verified Substitute Form W-9 is the vendor’s electronic registration and verification of their taxpayer identification number (TIN) via the [DFS Vendor website](#). For goods and services, when processing an invoice /obligation for payment, traditionally a three-date stamp has been used to determine the TRN-DT. The TRN-DT date was previously determined as the latter of three dates (1, 2, & 3 above). Note: The goods approved date must not be more than 5 working days from the goods/services received date. However, as of March 5, 2012, a 4<sup>th</sup> date may be considered, that is, the verified Substitute Form W-9 date. If the verified Substitute Form W-9 date occurs after the invoice received, goods received, and goods approved dates, the TRN-DT is deemed to be the W-9 verified date. As required by s. 215.422, F.S., “the agency must record these key dates on each obligation,” and as required by DFS Memo No. 38 dated February 24, 2012, “if a vendor submits an invoice for payment and does not have a verified W-9 on file, the agency should document the error and indicate on the invoice the date the W-9 was verified. Agencies may use the W-9 update field [in FLAIR] to determine when the W-9 was verified.”*

*The TRN-DT is the latter of the dates.* The TRN-DT is manually entered into FLAIR as a required data element when processing the obligation/invoice in FLAIR. The TRN-DT entered in FLAIR starts the prompt payment compliance “clock.”

### Transaction Date for Goods & Services (Non-Travel Payments) & BOMS

BOMS will calculate the transaction date automatically from the three date fields entered on the BOMS invoice screen and insert the calculated date as the TRN-DT (Tran Date) on the batch sheet. The three key date fields (invoice received date, goods received date, [goods] approval date) must **not be left blank** when entering invoice information in BOMS. The dates entered into BOMS should correspond with the dates recorded on the invoice.

*The TRN-DT may be changed to the W-9 verified date when entering the invoice/payment into FLAIR if the W-9 verified date is later than the other three dates.*

### Determining Transaction Date for Travel Reimbursements

Travel reimbursements to officers or employees of the state should be handled in accordance with s. 215.22, F.S., regarding prompt payment. Officers or employees who do not receive travel expense reimbursements within 40 days of the TRN-DT may be eligible for interest penalty payments. Also, according to the Department of Financial Services (DFS) Travel Manual (revised January 20, 2010), “An officer or employee of the state should submit a travel voucher for reimbursement of travel expenses within ten (10) working days after returning to their headquarters.”

Other than travel pre-payments in limited circumstances a traveler must submit an accurate State of Florida Voucher for Reimbursement of Travel Expenses (travel voucher) with supporting documentation to the agency. The dates considered on the travel voucher related to prompt payment are:

- 1) invoice received date: the date the travel voucher is received by the traveler’s supervisor (not necessarily indicated on the travel voucher)
- 2) goods and services received date: the final date traveled as indicated on the travel voucher; and
- 3) goods or services approved date: the date the **traveler’s supervisor** signs the travel voucher (**not more than 5 working days from when the traveler signs the travel voucher**) *Note: the traveler may be owed interest payments if the supervisor neglects to approve the travel within 5 working days.*

### Transaction Date for Travel Reimbursement Vouchers & BOMS

The task for the agency is to determine the TRN-DT from the dates on the travel voucher. The dates to consider are: 1) invoice received date: the date the travel voucher is received by the traveler’s supervisor; 2) goods received date: the final travel date on the travel voucher; and 3) goods approved date: the date the traveler’s supervisor signs the travel voucher.

The dates (1, 2, & 3 above) found on the travel voucher are entered into BOMS into the corresponding fields on the BOMS invoice screen. BOMS will automatically calculate the TRN-DT from these dates and place the calculated TRN-DT on the batch sheet to be submitted to JAC with the travel voucher and other supporting documentation.

FLAIR Facts and Fiction — Continued

Date Invoice Rec'd \_\_\_\_\_  
 Date Goods Services/Rec'd \_\_\_\_\_  
 Date Goods Inspected/Appv'd \_\_\_\_\_  
 Date W9 Verified \_\_\_\_\_

The latter of the dates indicated on the invoice or travel voucher is the TRN-DT. That date is entered in FLAIR.

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51S2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT  04/20/2012  10:34:30
L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION          SUB-VENDOR-ID
21 30 00 00 000 B2 04 261000                office supplies

...AMOUNT...  VENDOR-ID          TRN-DT          G VOUCH-NO LINE BI OTHER-DOC  B
50.00          F123456789001f000000000001  04192012      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

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 261000 PPI  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

**Sources of Information Related to Transaction Date (TRN-DT)**

The information contained in this document was compiled from several sources: Florida Statutes, Department of Financial Services Travel Manual, Department of Financial Services/Comptroller’s Memoranda, and the Department of Financial Services/Agency Addressed Memoranda. Excerpts from the documents and links to the full text of each are found below.

[Excerpt from the “Prompt Payment Statute” s. 215.422, F.S.](#)

Payments, warrants, and invoices; processing time limits; dispute resolution; agency or judicial branch compliance. As stated in ss. 215.422(1); (3) (a); (3)(b); and (11):

- (1) “An invoice submitted to an agency of the state or the judicial branch, required by law to be filed with the Chief Financial Officer, shall be recorded in the financial systems of the state, approved for payment by the agency or the judicial branch, and filed with the Chief Financial Officer not later than 20 days after receipt of the invoice and receipt, inspection, and approval of the goods or services, Approval and inspection of goods or services shall take no longer than 5 working days unless the bid specifications, purchase order, or contract specifies otherwise. For the purposes of determining the receipt of invoice date, the agency or the judicial branch is deemed to receive an invoice on the date on which a proper invoice is first received at the place designated by the agency or the judicial branch. The agency or the judicial branch is deemed to receive an invoice on the date of the invoice if the agency or the judicial branch has failed to annotate the invoice with the date of receipt at the time the agency or the judicial branch actually received the invoice or failed at the time the order is placed or contract made to designate a specific location to which the invoice must be delivered.”
- (3)(a) “Each agency of the state or the judicial branch which is required by law to file invoices with the Chief Financial Officer shall keep a record of the date of receipt of the invoice; dates of receipt, inspection, and approval of the goods or services; date of filing of the approved invoice; and date of issuance of the warrant in payment thereof.

## FLAIR Facts and Fiction

By Vicki Nichols

3(b) “If a warrant in payment of an invoice is not issued within 40 days after receipt of the invoice and receipt, inspection, and approval of the goods and services, the agency or judicial branch shall pay to the vendor, in addition to the amount of the invoice, interest at a rate as established pursuant to s. 55.03(1) on the unpaid balance from the expiration of such 40-day period until such time as the warrant is issued to the vendor.”

(11) “Travel and other reimbursements to state officers and employees must be the same as payments to vendors under this section, except payment of Class C travel subsistence.”

(13) “Notwithstanding the provisions of subsections (3) and (12), in order to alleviate any hardship that may be caused to a health care provider as a result of delay in receiving reimbursement for services, any payment or payments for hospital, medical, or other health care services which are to be reimbursed by a state agency or the judicial branch, either directly or indirectly, shall be made to the health care provider not more than 35 days from the date eligibility for payment of such claim is determined.”

### Excerpt from the Florida Department of Financial Services Travel Manual (Revised January 20, 2010)

“The traveler must submit a Voucher for Reimbursement of Travel Expenses within ten (10) working days after returning to their official headquarters, or at the completion of each 30-day travel period of continuous travel, or at the completion of each 30-day period of Class C travel trips. Vouchers requesting reimbursement must be typed or completed in ink and must be legible. Vouchers that are not legible or that are incomplete will not be processed for reimbursement and will be returned to the traveler. The traveler must provide his/her name, social security number, organization code, and expansion option (EO) code. The traveler must complete the Voucher for Reimbursement of Travel Expenses with the purpose of travel, travel destination, travel times, and requested reimbursement of expenses as appropriate. Vouchers for Reimbursement of Travel Expenses must be signed and dated by the by the traveler and their supervisor.”

### Excerpt from Comptroller’s Memorandum #3 – October 22, 1999

SUBJECT: COMPLIANCE WITH s. 215.422, F.S.

During our review of agencies' invoices, we noted some inconsistencies with the invoice transaction date recorded in FLAIR. As a reminder, the latest of the following three dates should be used as the transaction date: (1) the date the invoice was received at the location designated on the purchase order or contract; (2) the date the goods and/or services were received; or (3) the date the goods and/or services were inspected and approved. In situations where these three dates are not on an invoice, we will use the invoice date as the beginning date for calculating interest due vendors under s. 215.422, F.S.

### Excerpt from Comptroller’s Memorandum #10 – December 27, 1989

SUBJECT: INFORMATION CONCERNING IMPLEMENTATION OF COMPLIANCE MONITORING PURSUANT TO s. 215.422, F.S. (Prompt Payment Law)

“Receipt of Invoice” for the purpose of travel and other reimbursements to state officers and employees is the date a properly completed reimbursement form is received by the officer's or employee's supervisor or person authorized to approve the reimbursement form. In the event the traveler and approving authority are the same person, the date the reimbursement form is received by the fiscal office should be used as the received date.

### Excerpt from Agency Addressed Memorandum #38 – February 24, 2012

SUBJECT: FLAIR EDITS REQUIRING A SUBSTITUTE FORM W-9

“The Department of Financial Services (DFS) will implement edits in FLAIR on March 5, 2012, to prevent an encumbrance, payable, or disbursement transaction for any vendor that does not have a verified Substitute Form W-9 on file with DFS.....Section 215.422(3)(b), Florida Statutes, states that the non-submittal of the appropriate federal taxpayer identification documentation to the Department of Financial Services by the vendor will be deemed an error on the part of the vendor, and the vendor will be required to submit the appropriate federal taxpayer documentation in order to remedy the error. Therefore, if a vendor submits an invoice for payment and does not have a verified W-9 on file, the agency should document the error and indicate on the invoice the date the W-9 was verified in FLAIR. This may affect the transaction date entered in FLAIR when processing the invoice. Agencies may use the W-9 Update Date field to determine when the W-9 was verified.”

JAC Employee Spotlight

CPM Level II Training

Ben Green, Instructor





**State of Florida  
Justice Administrative  
Commission**

Post Office Box 1654 (32302)  
227 North Bronough Street,  
Suite 2100  
Tallahassee, Florida 32301

PHONE (850) 488-2415

TOLL FREE (866) 355-7902

FAX (850) 488-8944

TOLL FREE FAX (866) 355-7906

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

*Lydia R. Mount, Editor*  
Executive Office  
Justice Administrative  
Commission

Phone: (850) 488-2415  
Ext. 290

Or

[MOUNTL@justiceadmin.org](mailto: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 continues to work on the transition of the Court Appointed Section into Laserfiche.

Currently, the Court Appointed Section has started testing in Laserfiche. Testing will continue through some time in May. A limited number of users were selected for the testing. So far, a few concerns have been detected, and as a result changes have been made to resolve those issues. Users are still learning how to utilize the system, and so far testing has been successful.



### The EDMS Mission

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

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

## 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.*