



COMMISSIONERS

Dennis Roberts, Chair

*Public Defender
3rd Judicial Circuit*

Diamond R. Litty

*Public Defender
19th Judicial Circuit*

Jerry Hill

*State Attorney
10th Judicial Circuit*

Brad King

*State Attorney
5th Judicial Circuit*

Alton L. "Rip" Colvin, Jr.

Executive Director

Inside this issue:

JAC Wins 2012 Davis Productivity Award 2

2012 Legislative Bills 3

FLAIR Facts and Fiction 4

JAC Employee Spotlight 5

Boarding the EDMS Train 6

JAC in Brief 6

THE JAC EXPRESS

State of Florida

Volume II, Issue 3

A Word From JAC's Executive Director

The 2011-12 Fiscal Year-End and Financial Statement WebEx Meetings were held in early and mid-June for all of the agencies and offices administratively served by the Justice Administrative Commission (JAC). Attendance proved to be significant for both events and we trust that everyone found these meetings to be helpful.

Among the important issues covered during these meetings was an emphasis on deadlines. Because JAC has been working very hard to process Fiscal Year 2011-12 batches and Budget Transfers, we have greatly appreciated the timely submission of these requests. Likewise, in order to set up necessary payables, adherence to Certified Forward deadlines during the month of July will be vital. Applicable deadline information for Year-End activities and Financial Statements are featured within the Year-End PowerPoint Presentation that has been posted on JAC's website under Year-End Information.

In order for JAC to meet state deadlines for Financial Statements, please note that all



Rip Colvin
JAC Executive Director

agency heads have been asked to sign and return the *Consideration of Fraud Form* to JAC by July 9, 2012. Likewise, remaining requested Financial Statement Forms should be submitted to JAC no later than July 16, 2012 for Fiscal Year 2011-12. In an ongoing effort to become less paper and postage reliant, links to all necessary forms were also provided within the Year-End and Financial Statement PowerPoint Presentations. This is the second year that JAC has utilized this electronic system.

Budget Meetings

The JAC Budget Office will begin conducting the annual budget meetings, focusing on the *Legislative Budget Request* and the *Long Range Program Plan*, in late July to

mid-August. Specific dates for these meetings will be announced in the near future.

Enterprise Email Update

The future of Affiliated Computer Services' (ACS) Enterprise Email solution for state agencies remains uncertain. We have learned that the Department of Management Services and the Governor's Office are working with state stakeholders and technology experts on a plan that could result in a revised contract with ACS. Reports Brian Black of JAC, "Along with JAC, roughly 5,000 users across several agencies have migrated to the new system, since its inception. However, it was not funded by the Florida Legislature for Fiscal Year 2012-2013.

If a solution or compromise is not reached, JAC will likely perform a rollback migration to our Legacy email system within the next several weeks." We will certainly keep you updated on this important matter that directly impacts JAC and RC1.

New Laws

152 bills will take effect, Sunday, July 1, 2012.

Other Recent Or Developing Issues

JAC was proud to be among the 2012 Davis Productivity Award Winners recognized at the Awards Luncheon on June 1, 2012. Also among the 2012 award winners were the Office of the 13th Circuit Public Defender; the Office of the 20th Circuit Public Defender; and the Statewide Guardian ad Litem Office. Congratulations!

Davis Productivity Award Luncheon

From the Desk of
Cris Martinez, General Counsel



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. Featured team members in the bottom photo included (center front): Connie Ramos, Contracts Coordinator, and Sheetal Kottayi, Applications Database Administrator. Other contributors were (back L to R) Suzanne Tull, Susan Waltz, Stephanie Hanks, , Lynn Santner, and Christie Stanton. Not featured is Mausumi Das and Christian Lake who both made major contributions to this project; Rip Colvin, JAC Executive Director; Cris Martinez, JAC General Counsel; and Lydia Mount the project nominator.



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. 2012-124, 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.

As of April 20, 2012, House Bill 1193 was signed by the Officers

and presented to the Governor. The bill was approved by the Governor on April 29, 2012, ch. 2012-154, L.O.F.

Effective Date: October 1, 2012.

Source: Florida House



House Bills

7095 and 1193;

and

Senate Bills

1960 and 1964

were among the

many bills we

monitored during the

2012 Legislative

Session.

FLAIR Facts and Fiction

By Vicki Nichols

Updates Regarding the Florida Accountability Contract Tracking System (FACTS)

The Department of Financial Services (DFS) was tasked by the Florida Legislature in 2011 with creating a contract reporting system that will be available on the internet for access by anyone. The contract reporting system is a portion of the “Transparency Florida Act,” s. 215.985, F.S. Over the past year, DFS has been developing and implementing this contract reporting system, the Florida Accountability Contract Tracking System (FACTS).

JAC staff have participated in FACTS meetings, trainings, and workshops over the last year to understand FACTS and to learn how the implementation of FACTS will affect JAC and the offices administratively served by JAC. JAC provided training and demonstrations of FACTS via WebEx sessions in May. JAC has also begun entering contracts in FACTS over the last several weeks.

DFS recently announced the requirement that contract documents (PDF copies) be posted on the FACTS website. The contract documents will be linked with the general contract information data entered when setting up the contract. Agencies will be expected to begin posting contract documents on the FACTS website beginning October 2012.

There are several issues that must be considered when posting contracts to a public website like FACTS that were discussed at the June 13, 2012, FACTS meeting attended by JAC staff. Much more information will require redaction from contract documents than originally considered — more than what is required by documents released pursuant to a public records request. Some items to be considered are:

- ⇒ No confidential information should be made public, as defined by numerous Florida Statutes—for example, no Social Security Numbers, no medical information, and no building plans. This information would be redacted.
- ⇒ No vendor trade secrets, vendor client lists, vendor references, organization layouts, technology solutions, server link information and access control information should be made public. There are many more examples of information that *may be* included in contract documents that would require redaction before posting to a public website.
- ⇒ No sensitive information that could be used to facilitate identity theft, fraud, or compromise a vendor should be made public. Information of this nature should be redacted before it is posted to a public website. For example, names and addresses of agency or vendor contacts and user names for logons should be redacted.

JAC will need to further delve into the impact of this new contract posting requirement with JAC staff and with executive staff of the offices administratively served by JAC before determining the next steps to comply with this requirement.

Information regarding the posting of contracts to FACTS, and other relevant information related to FACTS, will be presented to the agencies administratively served by JAC during an on-line (WebEx) training, which will be conducted in August, and at other forums as opportunities arise. The dates will be communicated via a JAC memo.

Also, beginning in July 2012 with fiscal year 2012-13 payments, any FACTS contract payments should include the contract number on the batch sheet (or other documentation) for entry into FLAIR. FACTS will provide general contract information and payments against those contracts. The contract number is essential to correctly record those payments.

Any questions or comments regarding FACTS should be directed to Vicki Nichols at: Vicki.Nichols@jac.myflorida.com.

JAC Employee Spotlight

From the Desk of Wayne Meyer



The communications hub for JAC is the front desk. Almost all of the phone calls coming into JAC are answered by the person sitting at that desk and a vast majority of the faxes coming into the agency come in through the fax machine located there.

The person sitting at this desk is the first voice a caller hears and is the first face a visitor sees when they stop by. Shellie Shelton is the person who occupies that space a majority of the time. If you think her job sounds like an easy one, just ask the four other people who fill in when she is not there and they will tell you how challenging her job really is. Shellie does a tremendous job of answering an average of 680 phone calls each day and sorting through an average of 660 pages of faxes daily. She has to keep her wits about her, as she receives a wide variety of phone calls and has to know how to route each of those calls to the proper staff member. On top of that, she receives calls from judges calling JAC for hearings almost every day and has to quickly refer those requests to the proper attorney. Not surprisingly, Shellie did not miss a beat when we changed extensions recently and she had the new extensions memorized within a week.

Shellie not only answers the phones with grace and elegance, she also sorts a large quantity of mail that is delivered to her throughout the day, as well as performing a quality control check on documents for Josh and Buddy. She is also responsible for reading and distributing messages that come into a busy email box.

And, if all of these things were not enough, amazingly, she still works with other staff members to decorate the front reception area for the different seasons, as well as making sure the main conference room is nicely prepared for refreshments whenever JAC is expecting visitors.

We are indeed fortunate to have Shellie working for us in this capacity. I tip my hat to Shellie for the fantastic job she does!



**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

WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

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

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.

Laserfiche training has been scheduled for Court Appointed staff during the week of June 25. The testing period is ongoing and will continue until we "go live." Thankfully, the testing has been successful. The testers made valuable suggestions on how Laserfiche should work for Court Appointed, and their suggestions have been implemented. The "go live" date for Court Appointed is July 1. Therefore, effective July 1, all scanning of Court Appointed documents will occur in Laserfiche with the exception of contracts.

Michelle Dolce would like to thank the testers for a job well done. They are Christian Lake, Joshua Cole, Stephanie Hanks, Christian Merricks, Cris Martinez, Frank Coleman, Velicia Johnson, Clint Kyle, Aleah Roddenberry, and Lynn Santner. She also would also like to thank Wayne Meyer for his assistance in every aspect of the testing, training, and meetings.



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 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.*