



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's General Counsel	2
2013 Legislative Bills	3
JAC Staff and CPM Program	4
FLAIR Facts and Fiction	5
Human Resources	6
Season's Greetings	8
Stock Up on Stamps	9
Boarding the EDMS Train	10
JAC in Brief	10

THE JAC EXPRESS

State of Florida

Volume II, Issue 6

A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

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

Budget Update

The Governor's Budget Recommendations are expected no later than 30 days prior to the beginning of the Legislative Session. Agencies will have an opportunity to amend their Legislative Budget Requests (LBR). As you know, the Legislature will consider both the Governor's recommendations and agency's LBRs when building their budget during the 2013 Legislative Session. As always, the Budget Section staff at JAC will keep you apprised of any updates.

JAC's Website

JAC is happy to announce the publication of our new public website, www.justiceadmin.org. As I have mentioned during the past several months, we have worked tirelessly to create a site that will hopefully be a valuable resource to our internal and external stakeholders. I believe you will find it most helpful and very much improved. Some of our customers have already taken the time to browse the new site and provide feedback regarding the current content, as well as other suggested topics. Some of those suggestions have already been deployed. This will be an ongoing and ever-changing reference tool that will

allow JAC to continue to provide you with the highest quality service possible. Please continue to send your comments and feedback to me directly. Your suggestions are certainly welcome.

Human Resources

Open Enrollment was a success this year. Employees served by JAC were very active in taking control of their Open Enrollment changes. Last year, 90.9% of the changes were made by employees online. This year, 95.26% were made by our employees online through People First.

Also worth noting, the Social Security Tax Reduction from 6.2% to 4.2% is scheduled to expire December 31, 2012. In the absence of action taken by Congress, employees will see an increase (reinstatement of 6.2%) of 2% withholding for Social Security Tax in their January paychecks, resulting in less take-home pay. The temporary exten-

sion through December 2012 (amendments to [H.R. 3630](#)) was passed by Congress and signed by President Obama on February 22, 2012. However, as of December 28th, it remains unclear whether the measure will be extended again. Negotiations between the White House and congressional leaders are uncertain pertaining to this and all policies covered by the "fiscal cliff." By way of background, Congress passed and the President signed the *Budget Control Act* in August 2011. A Select Committee on Deficit Reduction was formed as a result of this legislation. The goal of this "super-committee" was to find a way to cut \$1.5 trillion in our national spending over the next ten years. Without a resolution, the law also provides for automatic spending reductions—sequestration—to commence at the beginning of 2013. Included in those reductions will be a blockage of another extension on the 2% payroll tax.

Finally, please join me in extending congratulations to Commissioner Brad King, who was unanimously voted to be JAC's new Chair, and the Honorable Nancy Daniels, who will serve for the remainder of Chair Dennis Robert's term, set to expire in June 2013. Chair Roberts is retiring at the end of this year. His sterling service was recognized at the December 4th Commission Meeting.

Other Recent Or Developing Issues

- The 2013 Florida Legislative Session will begin on March 5, 2013. May 3, 2013 will be the last day of regular session.
- The U.S. Senate convened on December 27th, and the House will convene on December 30th. Negotiations to avoid the looming "fiscal cliff" are uncertain.
- The Congressional Research Service released a [report](#) on gun control related legislation during the 112th Congress on November 14, 2012.

A Word From JAC's General Counsel



On December 7, 2012, JAC Assistant General Counsel Bradley Bischoff wrote, "At the conclusion of the fee hearing this morning, Judge Reinman (Brevard) asked me to, "Tell whoever answered the phone that she is delightful." Added Brad, "I must say that I agree with the Judge."

Then on December 12, 2012, Wayne Meyer wrote to JAC's Executive Director Rip Colvin, "It looks like some group used Ms. Shellie as an object lesson on how to answer the phones properly. I am not sure yet who it was that made this call but I will look it up through the phone system at some point. This is not the first time I have heard this type of compliment come from her service up front." Echoed Wayne, "We have a great group of people who work here at JAC. Thank you Ms. Shellie and everyone on our front desk for representing JAC so well."

On December 18, 2012 Marguerite Wilcox, Office Manager for W. E. Wilcox Construction, Inc/Wilcox Holdings, LTD contacted Rip to express her appreciation for the services provided by Christie Stanton. Wrote Ms. Wilcox, "I thought I needed to let you know what an invaluable employee Christie Stanton is. She has, without a doubt, gone above and beyond to assist us in getting this invoice issue resolved! She has done everything she stated she would do and beyond. She has graciously answered all my questions, walked me though all the processes, and has followed up repeatedly to make sure this issue was resolved. I can not thank you enough for getting her involved and my immense thanks for your expedience in working to get these invoices paid. Again, thank you so much!"

On December 19, 2012, JAC Assistant General Counsel Christian Lake received accolades from Collette Hudson of Alavi, Bird & Pozzuto, P.A. on behalf of Therese Usherwood and Buddy Aspy. Ms. Hudson wrote, "I would like your office to know that every time I have dealt with Ms. Usherwood and Mr. Aspy they have been professional, polite, knowledgeable, and generally great people to work with. I personally have been dealing with Ms. Usherwood and Mr. Aspy for several years now and have never had any issues with them only great service. I would like to take this moment to relay my appreciation for the great job that they continue to do and how much I appreciate their professionalism. Thank you for your time and attention to this matter."

Indeed, comments of this nature are frequently shared with Rip and me. You are to be commended for the positive manner that you reflect the shared values of JAC. Thank you for everything that you do on a daily basis to make JAC a better place. You make me proud to be a part of the JAC Team.

Cris Martinez, General Counsel

The generous gifts featured to the right, including the bicycle sampled by JAC's Executive Director, Rip Colvin, were delivered on December 17th to the family adopted by JAC Staff through the Tallahassee Christmas Connection. The JAC Work Place Enhancement Team coordinated this wonderful effort.



2013 Florida Legislative Bills of Interest

House Bill 41 Relating to State Workers

House Bill 41 was introduced on December 17, 2012 by Representative Dwayne Taylor of Daytona Beach and is cited as the “State Employee Appreciation Act.” The Act would provide a pay adjustment of 2% to each state employee’s base rate of pay effective July 1, 2013. Upon successful passage, the bill also stipulates that the Legislature, “Shall appropriate the necessary funds.”

Source: Florida House

House Bill 23 Relating to Public Meetings

Introduced by Representative Wesley Rodrigues of Fort Myers, House Bill 23, “Requires that a member of the public be given reasonable opportunity to be heard before a board or commission takes official action” on issues taken up by the board, commission, state agency, or authorities of local government or political subdivisions. The measure also authorizes the courts to, “Assess reasonable attorney fees in actions filed against the board or commission” and issue injunctions that arise from this act. If signed into law, this bill will become effective July 1, 2013.

Source: Florida House

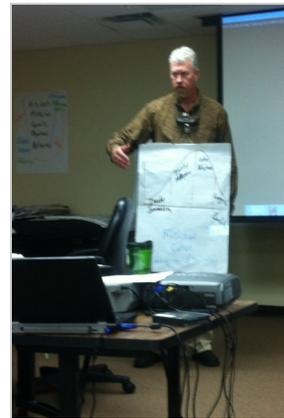


*These are Bills
of Interest to
Watch During
the 2013
Legislative
Session.*

JAC Staff Participate in Florida's CPM Program

The Certified Public Manager Program (CPM) is a widely recognized, systematic approach to the training and development of government administrators. The program's primary goal is to improve the performance of public sector managers and the organizational performance of city, county, and state government. On November 21, 2012, JAC Level 5 participants submitted JAC's first Strategic Plan for CPM review. This was a widely collaborative and deeply intense process that focused on the identification of gaps between JAC today and our vision for tomorrow. Subsequently, the same JAC group completed CPM Level 6 on December 14, 2012.

Another JAC group completed CPM Level 1 on October 26, 2012.



Shown to the right are CPM Consultant/Trainer Daniel R. Vicker, Ph.D., along with JAC and other class participants during the CPM Level 6 Class.

FLAIR Facts and Fiction — “Cracking the Codes”

Facts:

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



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

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

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

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

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

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

Fiction:

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

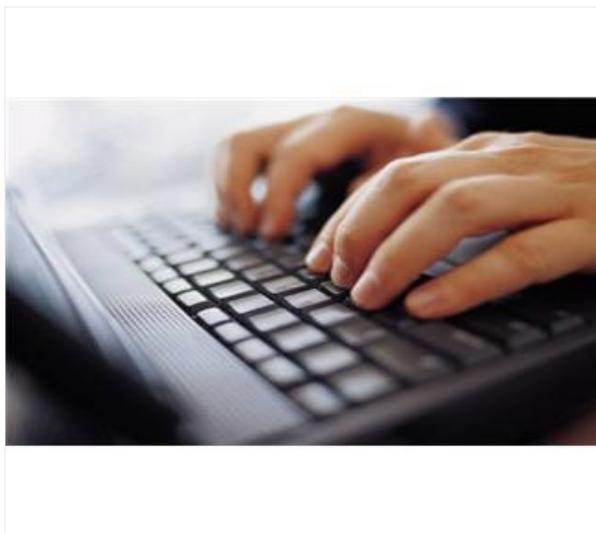
Human Resources — From the desk of Jamie Johnson, Senior Human Resources Coordinator

IMPORTANT INFORMATION

As business technology and the field of Human Resources constantly evolve, the BOMS Steering Committee and JAC, working together, have been making great strides in keeping up with these developments.

A recent example of this progress can be found in a new form that has been developed and adopted. In an effort to get the most accurate information possible entered in the Personnel/Payroll system that the State uses, affectionately known as People First, the BOMS Steering Committee and JAC worked on creating a new position description form with fields that relate more closely to the data we use. The new position description form was approved in November and should be available in BOMS January 2013.

On behalf of the team, I would like to thank the entire BOMS Steering Committee — Marcia Sarpi (CIP), Mary Graves, Jennifer Henderson, and Andy Snuggs for helping with the redesign of the new position description form and ensuring a smooth transition to the use of the new form. The improved position description form should prove useful for all involved as technology continues to allow us to streamline business processes.



2013 Holiday Schedule

HOLIDAY	2013
New Year's Day	Tuesday, January 1
Birthday of Dr. Martin Luther King, Jr.	Monday, January 21
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veterans' Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Friday after Thanksgiving	Friday, November 29
Christmas Day	Wednesday, December 25

Note: If the actual holiday falls on Saturday, the preceding Friday is observed as a holiday. When a holiday falls on Sunday, the following Monday is observed as a holiday. Full-time employees are entitled to one personal holiday each year. Personal holidays are credited to eligible employees on July 1, and must be taken by the employee by June 30 of each year (s. 110.117, F.S.).

Courtesy of Carolyn Horwich, J.D., JAC Director of Human Resources

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

Ms. Shellie and Vicki are Amazing Transformation Artists! The Reception Area Has a Wonderful Holiday Feel. The 2011 Display is featured at the top and the 2012 Display is at the bottom.



Season's Greetings From JAC



Did You Hear About...?

Stock up on your “Forever” stamps, now!



The United States Postal Service will increase prices on Sunday January 27, 2013 for First-Class Mail, Standard Mail, Package Services, Media Mail, and Extra Services.

The postage to mail a one-ounce letter by First-Class will increase by 1 cent to 46 cents. The annual price changes for Priority Mail and Express Mail shipping services, that normally occur in the first week of January, will also take effect on January 27, 2013.

Then, after January 27, get the new Global Forever Stamp! The new stamp will allow customers to mail letters anywhere in the world for one set price of \$1.10. You may view the links below for additional information:

http://about.usps.com/news/national-releases/2012/pr12_114.htm

<https://www.usps.com/>

Courtesy of Susie Kalous

January

27, 2013 is

*a date to
remember.*



**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. 224

Or

Lydia.Mount@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.



IT staff met with the Revenue Accounting staff to determine how Revenue Accounting will utilize Laserfiche, and the group came to a consensus. Currently, Revenue Accounting does everything by paper. Therefore, one change being made to their process is the development of a database so they can keep track of their data electronically. The database will enable them to find information on individual checks quickly, instead of searching through transmittal forms stored in a book or in a filing cabinet. From this database, scan sheets will be generated. So, checks and deposits will be scanned into Laserfiche and Laserfiche will act as a filing cabinet for this section. Security access and archiving still need to be solidified with Revenue Accounting. However, the bulk of the decisions have been made to move forward with development.

Online Case Opening is now in the testing phase. IT staff met with Court Appointed staff designated for testing and changes were recommended to improve the current product. Once testing has been completed and development has been approved, IT will roll out the ability for attorneys to open cases online. Ultimately, the cases will be opened automatically in CAATS and associated documents, submitted by attorneys, will be automatically inserted into Laserfiche.

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.”*



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 related entities, private court appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.*

Values: *We take great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.*