



THE JAC EXPRESS

State of Florida

Volume II, Issue 5

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:

**From the Desk of
Cris Martinez** 2

**FLAIR Facts and Fiction
& JAC Employee
Spotlight** 3

From the Desks of Pages 4

2013 Open Enrollment 8

**Boarding the EDMS Train
& JAC in Brief** 9

A Word From JAC's Executive Director

This week the Governor's Office of Policy and Budget (OPB) head presentations from state agencies about their legislative budget requests for Fiscal Year 2013-2014 and Long-Range Program Plans for Fiscal Year 2013-2014 through Fiscal Year 2017-2018. The presentations for the Justice Administrative Commission (JAC) and the 49 agencies it administratively serves started at 9 a.m. Wednesday, October 31, 2012 in Room 116 of the Knott Building in Tallahassee.

Commission Meetings

In advance of the meeting with OPB, JAC convened a commission meeting via teleconference on Tuesday, October 30th. During that meeting, the Commission discussed the proviso within ch. 2012-118, L.O.F., that requires JAC, in coordination with the Public Defenders, State Attorneys, and Supreme Court, to "...develop a plan to transfer court reporting services from the JAC to the State Court System." The plan is due to the Legislature by November 1, 2012. The Commission approved the plan for submission to the Legislature. Also included on the agenda were a six month status report on the Auditor General's Operational Audit No. 2012-176, and a litigation update. Previously, the Commission met on September 19, 2012. In addition to the Executive



Rip Colvin
JAC Executive Director

Director's Report, the agenda included an update on Limited Registry Litigation, as well as JAC's Legislative Budget Request, Pay Plan, and policy on records requests involving law enforcement investigations.

JAC E-Mail Change

Effective Friday, October 12, 2012, JAC returned to our previous email domain of @justiceadmin.org. The JAC e-mail standard for individuals is now: firstname.lastname@justiceadmin.org. The new JAC e-mail addresses for resource mailboxes (e.g., batch sheets, PARs, vendor processing, etc.) are found below. Please make note of them:

ACCOUNTING GROUPS

batchsheets@justiceadmin.org
vendorprocessing@justiceadmin.org

PAYROLL GROUPS

benefits@justiceadmin.org
UnemploymentCompensation@justiceadmin.org
RetirementCoordination@justiceadmin.org
payrollgroup@justiceadmin.org
WorkersCompensation@justiceadmin.org

BUDGET

budget@justiceadmin.org

PUBLIC RECORDS

publicrecords@justiceadmin.org

CAFR Letters

All agencies administratively served by JAC submitted their Comprehensive Annual Financial Report (CAFR) letters for Fiscal Year 2011-2012 in a timely manner. Preparation and signing of the November 1, 2012 CAFR letters to Florida's Chief Financial Officer, the Honorable Jeff Atwater, concludes the annual financial statement process.



Other Recent Or Developing Issues

Open Enrollment for Pre-Tax Benefits is still underway through November 2, 2012.



Clarification of JAC Records Request Policy

At the September 19, 2012, JAC Commission meeting, JAC’s Commissioners reviewed our Records Request policy and clarified it. Because JAC houses and processes many documents belonging to the agencies we administratively serve, when a party requests an agency’s documents, JAC will continue to notify the agency whose documents have been requested.

Furthermore, when a law enforcement agency requests that JAC provide information or records without notifying the agency we serve of the request, the Commissioners directed JAC’s General Counsel to require the law enforcement agency to serve JAC with a subpoena requesting the documents and/or information with language directing that JAC not disclose the request to the agency.

“When a law enforcement agency requests that JAC provide information or records without notifying the agency we serve of the request, the Commissioners directed JAC’s General Counsel to require the law enforcement agency to serve JAC with a subpoena...”

Cris Martinez, General Counsel

FLAIR Facts and Fiction

By Vicki Nichols

In case you didn't know, the following are some interesting facts about the FLAIR system:

- FLAIR is managed by the Department of Financial Services (DFS)
- More than 9,000 state employees in more than 35 agencies use FLAIR
- More than 700 concurrent users are accessing the system daily
- More than \$31 billion in warrant payments are processed per year
- More than \$37 billion in EFT payments are processed per year

Source: Department of Financial Services, FLAIR Education, Overview of FLAIR PowerPoint presentation, slide 24.

<http://www.myfloridacfo.com/aadir/docs/FLAIRoverview082710.pdf>

JAC Employee Spotlight Special Anniversary Recognitions were held on October 17th for those who have completed 1 year, 5 years, 10 years, or 15 years of service with JAC.



From the Desks of Carolyn Horwich, J.D. and Andy Snuggs

I write this note on my 10th day on the job as the Director of Human Resources. As you can imagine, it has been a bit of a whirlwind. I'd be remiss if I didn't take this opportunity to thank all of the people at JAC and the entities that we administratively serve who have been so welcoming to me. In particular, the HR staff at the JAC have been so supportive. I can't believe my good fortune in being able to share my workday with these dedicated, skilled, and just plain nice professionals. I look forward to developing excellent relationships with all of you - please don't hesitate to stop by and say "hello" whenever you're in Tallahassee. Thank you again for your support.

Carolyn Horwich, J.D.

JAC Director of Human Resources

P.S. Thank you Rip for sparing no expense on my office iPad, computer, and telephone. Truly "cutting edge" and a real paradigm shift!



This sensational cake was a work of art...exquisitely prepared for Carolyn and Andy by Mary Graves. Mary, is there anything you can't do?!!

Andy Snuggs is another iPhone convert at JAC.



In my last article, I introduced you to the www.SecureFlorida.org website. There is a wealth of information available to you on this website. In this article, I want to discuss a couple of their recommended best practices in a little more detail. One of their recommended best practices is to get and use an antivirus program. There are so many to choose from. How do you know which one is a good product that will protect your computer? The SecureFlorida website has a link to a site that reviews many different items and among those is antivirus software. You can look through their results and can even purchase software from this site. Before you purchase anything like this, it is a good idea to look at least two different review sites. If the same software is rated highly in multiple sites, then it is a good bet that it performs as advertised. One site that provides software reviews (among other things) is ComputerWorld.com. I have attached a link to an article by one of their contributing editors, Preston Gralla, which reviews security suites that, not only, protect your computer but some of the other devices you might be using (i-Pad, i-Phone, etc.), along with a link to their main review pages.

http://www.computerworld.com/s/article/9230387/4_security_suites_that_protect_all_your_devices
<http://www.computerworld.com/s/article/9039700/Reviews>

There are a few things to remember about antivirus software. First, you cannot simply purchase and install the software once. New malware is being written and distributed everyday so you have to update your antivirus software frequently. That typically means an annual subscription. Each vendor is different, so be sure to review the update and renewal instructions for your software. (This is probably something you want to check on before you make your purchase). Second, you do need to configure the software and run periodic scans. Most software comes with a basic configuration, but since every computer is different, the vendor cannot know how yours is setup. The default settings might work just fine, but you need to check on them to see what drives it is scanning, what files it is not scanning, what it does when it detects something, and how often it performs a scan of your system. Third, and I cannot emphasize this enough, **no** antivirus software is perfect and catches every virus. In fact, one article I read recently by Michael Horowitz (Computer World, June 23, 2012) stated that the average detection rate for the software they tested was about 25 percent. That means that about 75 percent of the malware you will encounter will not be detected. I am not trying to create any undue fear, but you do need to be aware of the realities of the world we live and compute in.

What this means is that you cannot rely on your antivirus software alone. You have to practice safe surfing habits, such as the ones covered under the Best Practices page of the SecureFlorida website. Fourth, most of the time (a caveat because we don't like to say "never" or "always"), you cannot run multiple antivirus programs on the same computer at the same time. They tend to see each other as possible malware and this can cause problems ranging from neither program working correctly to crashing your computer.

The next best practice I wanted to cover in a little more detail involves passwords. I know that they are the bane of our existence and that most of us try to create passwords that are as simple to remember as possible. The main problem with this way of doing things is that easy passwords are easy to guess and crack, thereby giving someone who might have nefarious intentions, access to your computer as if they were you. Another thing that many of us do is use the same weak password for everything (e.g. your electronic bank account, your iTunes account, your Amazon account, your home computer, etc.). So, when (not if) someone guesses your easy password, they gain access to your whole world. Another bad habit is that of writing your password(s) down on a yellow sticky note and taping it to the bottom of your keyboard (I have seen it and you know who you are if you do this). Having a weak password that you use for everything and is taped to the bottom of your keyboard is like playing a game of Russian roulette with a loaded gun (and I don't think I am being over dramatic). Again, I am not trying to stir up fear, but you need to be aware of how dangerous this practice could be.

A best practice that everyone, including your IT team, has been preaching for years is that of creating and using strong passwords. A strong password is one that has eight or more characters, uses a combination of upper and lower cases letters, numbers, and special characters such as @, #, \$, &, ^, %, * (as required by JAC network policy). There are several methods that you can use to create and then remember strong, or complex, passwords and one of those is demonstrated on the SecureFlorida website (http://www.secureflorida.org/2011/staying_safe/strong_passwords/). Another method is described on the Microsoft website (<http://www.microsoft.com/security/online-privacy/passwords-create.aspx>). You can use the following link from the SecureFlorida website to test the strength of your password (http://www.secureflorida.org/2011/staying_safe/security_tools/).

Another best practice is to use a different, strong, password for all of your accounts and change them regularly. JAC requires you to change your password every six months, but there are some systems that never require you to change your password. This can create a problem in that the longer you have the same password, the more time the bad guys have to crack it. I don't know that any password is strong enough to never get cracked, but the stronger it is and the more often you change it, the better your chances are of your accounts remaining safe and uncompromised.

One final best practice your IT team would like to encourage is that of locking your computer any time you walk away (even for a short period of time). This will prevent someone from sitting down at your computer (or remoting into your computer) and accessing your email account, your internet browser, or any of the other programs that you might use (FLAIR, PeopleFirst, LAS/PBS, CCIS, etc.). One very easy way to do this on a regular computer is to press the Win-



dows key on your keyboard at the same time as you press the "L" key. This locks your computer and will require your normal network password to get back into your computer. Another way is to set your screen saver to start up in a short amount of time and require a password to exit the screen saver. Check with any of your IT team members for instructions on setting this up.

If you have any questions about any of these best practices, please check with your IT team. We are here to help you.



The JAC Budget Team had another successful cycle for processing the Long Range Program Plan (LRPP) and the Legislative Budget Request (LBR).

KUDOS and a Big THANK YOU to Kelly Jeffries and Abram Dale for not only working harder, but working smarter to ensure the accuracy of the data, and the on-time upload of these documents to the Florida Fiscal Portal. You are invited to view this work product by logging onto the following link:

<http://floridafiscalportal.state.fl.us/Publications.aspx?FY=2014>

A special thanks also goes out to the directors and staff of the 49 entities that we serve, our Executive Director Rip Colvin, and to all those persons at JAC who provided much valued technical assistance and support in any way. Without your help, the success of this project would not have been possible!

2013 Open Enrollment

Courtesy of Jamie Johnson

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

Open Enrollment Key Dates:

- Open Enrollment Websites Went Live – September 24, 2012
- Open Enrollment Packages Mailed-Out – September 24–October 3, 2012
- Open Enrollment Began – October 8 and will continue through November 2, 2012
- Correction Period for Open Enrollment – November 5–November 16, 2012

Changes for 2013:

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

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

People First System Enhancements:

- Address updates and verification process

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

- New dependent eligibility certification process

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

- New enrollment screens/process

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



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.



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

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.

Michelle Dolce

The EDMS Mission

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

WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

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

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

~Alexander Hamilton~

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.*