



THE JAC EXPRESS

COMMISSIONERS

State of Florida

Volume III, Issue 4

Brad King, Chair
State Attorney
 5th Judicial Circuit

Diamond R. Litty
Public Defender
 19th Judicial Circuit

Jerry Hill
State Attorney
 10th Judicial Circuit

Nancy Daniels
Public Defender
 2nd Judicial Circuit

Alton L. "Rip" Colvin, Jr.
 Executive Director

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A Word From JAC's Executive Director

The next Justice Administrative Commission (JAC) meeting is scheduled for October 1, 2013. Included on the agenda will be the Executive Director's Report, as well as Court-Appointed/Litigation, and Human Resources developments.

JAC staff and I were pleased to attend the Florida Public Defenders Association (FPDA) Conference in Palm Beach Gardens during the week of August 7th, and were appreciative for the opportunity to provide updates on Human Resources, Transparency, and Public Records issues.

As mentioned previously, there were key policy decisions made during the 2013 Legislative Session that will impact JAC. For instance, although JAC will continue to serve 49 agencies, a notable change has been the transfer of the Florida Clerks of Court Operations Corporation to the Department of Revenue and the addition of Capital Collateral Regional Counsel services for the Northern Region. Both measures took effect July 1, 2013.

Also, as discussed on page 2, JAC will now be responsible for the contracting and payment of private Court-Appointed Counsel for Capital Collateral and Clemency (Capital Death) proceedings. As a result JAC is now responsible for payment of all Court-Appointed counsel.

An external survey to the agencies administratively served by



Rip Colvin
JAC Executive Director

JAC is still under development.

BUDGET

A \$74.4 Billion Budget was passed by the Florida Legislature on April 28, 2013 for Fiscal Year 2013-2014 via the Conference Report on Senate Bill 1500 which took effect on July 1, 2013. The Bill (ch. 2013-40, L.O.F.) can be viewed [here](#).

Recently, JAC hosted Fiscal Year 2014-2015 Long Range Program Plan (LRPP) and Legislative Budget Requests (LBR) meetings in Tallahassee that were well attended. The FPDA Budget Workshop was held on August 20, 2013. All Public Defender Offices were invited and encouraged to attend in person at JAC. As always, WebEx and teleconferencing services were also made available. The LBR meeting for State Attorneys was held at the Staybridge Hotel in Tallahassee on August 27th.

Yvonne Enoch, Abram Dale, and Kelly Jeffries are to be commended for another fine job in helping to launch the current budget cycle.

FINANCIAL STATEMENTS

Annual financial statement information was received from all agencies administratively served by JAC for Fiscal Year 2012-13 during July. Copies of financial statements prepared by JAC were shared with agencies in late July-early August and Agency Head Certifications were due on August 7th to meet an ultimate FLAIR closing date of August 12th. Rounding off the financial statement season for Fiscal Year 2012-2013 will be the collection of Subsequent Events (P4) Forms (which must be certified as of September 30, 2013) and the Comprehensive Annual Financial Report Letters to the Honorable Jeff Atwater, Chief Financial Officer, from all Agency Heads as of November 1, 2013.

HUMAN RESOURCES

The JAC Employee Handbook has been updated and is currently being reviewed internally prior to official distribution. Meanwhile, managers have been encouraged to conduct quarterly personnel reviews in a timely manner to enhance performance related communication prior to annual employee evaluations. Pages 4-5 of this newsletter contain additional Human Resources information.

Recent Or Developing Issues

According to the *Federal Funds Information for States*, "It is impossible to predict the spending levels that will prevail in FY 2014, whether the Budget Control Act will be amended or repealed, whether sequestration will be necessary, and what the outcome of the debate to raise the debt ceiling will be" (August 22, 2013).

A Word From JAC's General Counsel

Recent Key Issues



Challenges to s. 27.5304, F.S. (Compensation of Private Court-Appointed Counsel)

The litigation concerning challenges to s. 27.5304, F.S., the statute addressing compensation of private court-appointed counsel, appears to be winding down. JAC's Motion to Dismiss in *Wasson v. Bondi*, the 11th Circuit declaratory action, is set for October 1, 2013.

Clemency

JAC was appropriated \$250,000 for Public Defenders offices appointed to one or more capital death clemency proceedings. As a result, the Florida Public Defender Association adopted a resolution designating the Public Defender in the 10th Judicial Circuit as primary clemency counsel in cases where a public defender is appointed. In the meantime, JAC will transfer a portion of the funding through a 5% budget transfer, while working with PD 10 on a Legislative Budget Commission amendment. In the discussion below regarding House Bill 7083, JAC was given additional responsibilities related to Clemency.

House Bill 7083

Among other things, House Bill 7083: (1) transferred the contracting and payment of private court-appointed counsel representing individuals in capital collateral cases from the Department of Financial Services (DFS) to the JAC; (2) transferred the payment of private court-appointed attorney representation in death penalty clemency proceedings from the Department of Corrections to the JAC; (3) repealed the pilot project using registry attorneys to provide capital collateral counsel services in the northern region of the state; and (4) re-established the Capital Collateral Regional Counsel-North (CCRC-N).

Transfer of contracting and payment of Private Court-Appointed Capital Collateral Attorneys

As you may recall, JAC assumed the function of contracting and paying attorney fees, costs, and related expenses in capital collateral cases from DFS, which was accomplished within House Bill 7083. In anticipation of the law's effective date, on June 4, 2013, DFS notified all Capital Collateral Registry attorneys under contract with the Chief Financial Officer that all existing contracts would terminate by their own terms on July 1, 2013. Furthermore, on June 19, 2013, JAC notified all Capital Collateral Registry attorneys that they needed to execute a JAC Agreement for Attorney Services for Private Capital Collateral Counsel in order to receive payment for services rendered after July 1, 2013. Consequently, JAC's Private Capital Collateral Counsel Agreement has been challenged in several pending cases in the 4th, 6th and 20th Judicial Circuits, as well as in the Florida Supreme Court.

Private Court-Appointed Attorney Representation in Death Penalty Clemency Proceedings

House Bill 7083 also transferred the payment of private court-appointed attorneys providing representation in capital death executive clemency proceedings from the Department of Corrections (DOC) to the JAC. As a result of the \$250,000 appropriation for Public Defenders appointed to capital death executive clemency proceedings, JAC anticipates the volume of these payments to be minimal.

Capital Collateral Regional Counsel-North

Finally, House Bill 7083 repealed the pilot project using registry attorneys to provide capital collateral counsel services in the northern region of the state and re-established the Capital Collateral Regional Counsel-North (CCRC-N), providing funding, rate, and 4 full time employees for the new office. Subsequently, the Governor declared a vacancy for the position of Regional Counsel of CCRC-N. The Supreme Court Judicial Nominating Commission (JNC) accepted applications for this vacancy and interviews were conducted Monday, August 19th, in Tallahassee. That same day three candidates were provided to the Governor for his consideration. When the CCRC-N Regional Counsel is appointed, they will be responsible for setting up the office.

Additionally, a class of capital collateral attorneys filed an emergency petition in the Florida Supreme Court to invoke the Court's all writs jurisdiction to declare specific provisions of HB 7083 (*Timely Justice Act*) unconstitutional, *Abdool, et al. v. Florida*, Case No. SC13-1123. However, because HB 7083 contained a severability clause if the specific provisions challenged are declared unconstitutional, the above provision concerning CCRC-N will not be affected.



*New law,
House Bill
7083 has
significantly
impacted
JAC.*

Agency Heads Making a Difference

Ita Neymotin Gave a Helping Hand



Ita Neymotin, head of the Office of Criminal Conflict and Civil Regional Counsel, Second District, in Fort Myers, recently traveled to the Ukraine where she advised local officials on ways that their judicial system might be improved. Born in the former Soviet Union, Neymotin emigrated to the United States 37 years ago with her parents. She is shown to the left with Prosecutor General of Ukraine, Viktor Pshonka, and Mr. Frank Abernathy, an attorney from Tennessee. (Source: news-press.com, August 6, 2013)



JAC was Recognized for Outstanding Service by Alan Abramowitz, Guardian ad Litem Executive Director on August 12, 2013. The plaque was accepted by Rip Colvin, JAC's Executive Director. (Photo Courtesy of Susan Stubbs)



Congratulations to the Guardian ad Litem Program (GAL) for receiving a 2012-2013 Davis Productivity Award. This is the second consecutive year that GAL has been a Davis Productivity Award recipient.

From the Desk of Carolyn Horwich, J.D.

IMPORTANT INFORMATION

A Human Resources Update



“Effective October 1, 2013, many of you will see a \$1,000 or \$1,400 salary increase.”

Autumn is proving to be a busy time for Human Resources. First, the Florida State Employees Charitable Campaign opens on September 3, 2013. The online pledge system will be open to accept one-time and payroll contributions until November 1, 2013 at 5:00 p.m. EST. Your FSECC representative will be providing you with information about the campaign shortly, or you may go to <http://www.fsecc.com/>.

Effective October 1, 2013, many of you will see a \$1,000 or \$1,400 salary increase. It is therefore critical that you check your October 31, 2013, warrant information at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>. Checking the accuracy of your withholdings periodically is a good practice under any circumstances.

Open Enrollment for benefits will begin October 21 and run through November 8, 2013. To ensure that you get all the benefits information to which you are entitled, be sure to log on to People First and verify your address on the system prior to Open Enrollment.

As a general matter, Human Resources is embarking on a cross-training initiative to better serve the circuits. You may be seeing more names included in communications to and from the circuits – this is a valuable teaching tool and helps to ensure that communication and training are meaningful. For this reason, it is very important to use the e-mail groups listed on our website. And, as always, your patience as we cross-train is appreciated!

Lastly, as we move towards the holiday season, and yes, it will be here before you know it, many of us find ourselves under stressful situations for one reason or another. Take a moment to look at what the Employee Assistance Program can do for you. For JAC employees, you can find this information on our Intranet at: <http://jacintranet/Default.aspx?homeview=5>. All others may open this link: <http://www.justiceadmin.com/HR/HRMemos/022-13HR%20-%20Employee%20Assistance%20Program.pdf>

From the Desk of Jennifer Henderson, CPM

IMPORTANT INFORMATION

Florida State Employees Charitable Campaign 2013

The 2013 Florida State Employees Charitable Campaign (FSECC) is set to begin next month and we would like to notify you of some important changes to this year's campaign.

To enhance and streamline the process, employees will now have the opportunity to make their charitable donation via the online pledging system. Beginning September 3, 2013, employees will have access to this online pledging system at <http://www.fsecc.com> where they will register online and set up a personal user id and password. Employees will also be required to verify their 6-digit People First ID #. Once logged into the application, employees have the option to make a one-time charitable contribution or elect to begin donating via monthly payroll deductions. A list of the approved charities is available online for review at the following link: [FSECC Approved Charities](#). Please note that the system will require employees to designate all contributions to one or more of the approved charities.

Once the employee has completed the online pledge, a prompt will appear for the employee to print a copy of his/her receipt and provide a copy to the agency FSECC Coordinator, Jennifer Henderson, in the Human Resources Department. Any one-time charitable donations should also be submitted to the FSECC Coordinator, via check or money order, and payable to: **FSECC**. All one time contributions will then be mailed to the Fiscal Agent, Solix Incorporated, for processing. Employees will have until 5:00 p.m. on **November 1, 2013** to make their online pledge. A copy of all pledges must be received by the FSECC Coordinator in Human Resources, no later than **November 2, 2013**.

If you have any questions regarding the FSECC campaign, the online pledging process, or how to obtain your People First ID#, please contact Jennifer Henderson in the Human Resources Section at jennifer.henderson@justiceadmin.org or (850) 488-2415, ext 293.



“Employees will have until 5:00 p.m. on November 1, 2013 to make their online Charitable Campaign Pledges.”

FLAIR Facts and Fiction — Vendor Files Review By Vicki Nichols

Some of the important fields on the FLAIR vendor files inquiry screen are indicated below.

The Vendor Name is the name that will appear on the payment.

The W9 name is the name registered by the vendor on the W9 website. It DOES NOT have to match the Vendor Name and never appears on a payment.

W9 Indicator: Y=Yes (W9 Completed) N=No W9

VEI is the Vendor Entry Indicator F=Entered via FLAIR M=Entered via MFMP

Status Indicator: A=Active I=Inactive D=Deleted

```

VSI1 STATEWID /16/2013 14:14:
VENDOR ID: F 204043969 W9 NAME: LQ MANAGEMENT LLC W9: Y
W9 UPDATE: 03/12/2013
SEQ VENDOR NAME SHORT NAME
PURCHASING ADDRESS REMITTANCE ADDRESS PIN
-----
001 LAQUINTA INN LAQUINTA INN 3574
3701 E FOWLER AVE 3701 E FOWLER AVE
TAMPA FL 33612-0000 TAMPA FL 33612-0000

PHONE: (813) 910-7500 LAST UPDATED: 03/12/2013
REQ OLO: 000000 LAST USED: 07/23/2013
VEI: F CONFIDENTIAL: N
FOREIGN: N PAYEE: N
LEVY: STATUS: A
MC: A INACT CODE:
EFT: N

SEL VENDOR ID: ZIP: PAYEE: TYPE SEL
NAME: PAYEES ONLY: VENDORS ONLY:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
CONT MINI MAIN RFRSH TOP FWD

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In Memory of Joseph L. and Janet Laing



An Open Message to Jessica Kranert



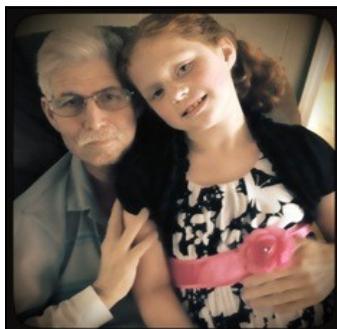
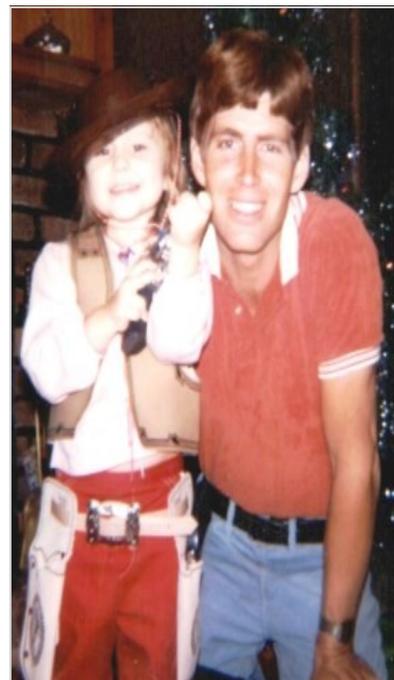
“What you do speaks so loudly that I cannot hear what you say.”

~Ralph Waldo Emerson~

Dear Jessica,

What courage we have seen you display during the most difficult of circumstances. How your parents must be beaming upon you with pride, as you continue to garner the fortitude and strength to plow forward with grace and dignity. Clearly, they planted you in fertile soil that was watered generously with love. As you carry on, and we know you will, please remember that you have a JAC Family that cares deeply for you.

Submitted By:
Lydia Mount
On Behalf of Your JAC Family

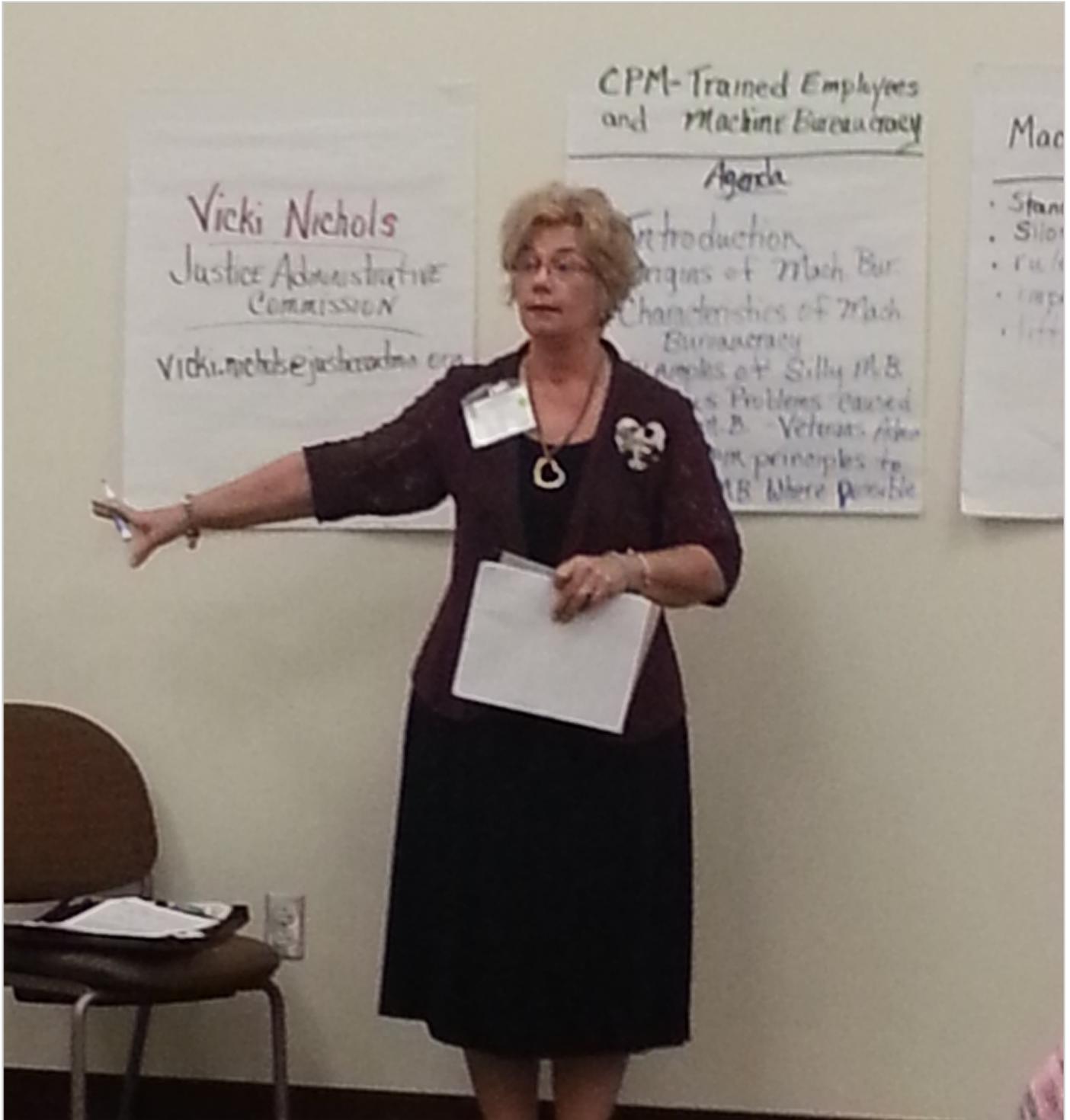


JAC's eleven CPM graduates were all smiles on July 25, 2013 — Mission Accomplished!



Photo courtesy of
✧Telicia Merricks, Sister of Christian Merricks✧

Vicki Nichols made us proud with her CPM presentation.



œPhoto courtesy of Christian Merricksœ

Included among JAC's first CPM group to complete all assignments, making him eligible for level 8, was Rip Colvin, JAC's Executive Director. Rip, we missed you at graduation...thank you for leading by example!



œPhoto courtesy of
Susan Stubbsœ



**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 which will serve as an electronic filing cabinet for this section.

The Revenue Accounting Section went "live" in Laserfiche on July 1, 2013. Some adjustments were made and they appear to be working well. Human Resources (HR) will be the next area to move to Laserfiche. Michelle Dolce met with HR staff to give them a demonstration on how the system is currently being used and to provide them with ideas on how they may be able to use it. Michelle will start meeting with the sections to gather requirements over the next few weeks.

The EDMS Mission

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

"Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that."

Dr. Martin Luther King, Jr.

JAC in Brief

The Justice Administrative Commission administratively serves the Offices of State Attorney, Public Defender, Capital Collateral Regional Counsel, the Statewide Guardian ad Litem Program, Criminal Conflict and Civil Regional Counsel, 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.*