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THE JAC EXPRESS

State of Florida

Volume III, Issue 6

A Word From JAC's Executive Director

Warm holiday greetings to all offices served by the Justice Administrative Commission (JAC). The holiday season provides the perfect opportunity to express appreciation for your professionalism and assistance throughout the year. With your support, JAC is poised to meet new challenges during 2014.

Closing out a very active year, a recap of the last Executive Director's Report was shared with the Florida Public Defender Association for their Board Meeting on December 4, 2013.

On January 8, 2014, I will make a presentation before the House Justice Appropriations Committee regarding JAC's budget priorities and possible reductions.

It is anticipated that the Governor's Budget Recommendations will be released in early February. Shortly after this release, those offices that wish to amend their Legislative Budget Request may do so leading up to and throughout the regular Legislative Session. The regular Legislative Session begins on March 4, 2014.

HUMAN RESOURCES

Pre-existing restrictions for PPO plans have been removed and, as of January 1, 2014, People First will no longer accept paper forms for most benefit elections or changes. Additionally, as JAC Human Resources staff have advised, Health Savings contributions have increased to: \$3,300 (single) and \$6,550 (family). And, under the *Patient Protection and*



Rip Colvin
JAC Executive Director

Affordable Care Act, the State Group Insurance Program now provides insurance coverage to certain eligible OPS/variable hour employees. Eligible OPS/variable hour employees will pay the same health insurance premiums as those in Career Service. While they will not be eligible for Optional Life Insurance, Medical Reimbursement Accounts, or Limited Purposes Medical Reimbursement Accounts, an array of additional benefits will be available to them. Specifically, OPS/variable hour employees may now apply for:

- ◆ Health Savings Account;
- ◆ Basic Life Insurance with enrollment and payment of the \$4.54 monthly premium;
- ◆ Dental, Vision, and other Supplemental Insurance Plans; and
- ◆ Dependent Care Reimbursement Account.

During the last JAC Executive Director's report, JAC staff committed to working with the Florida Public Defender Association to develop a procedure regarding new hires. As a result, JAC instituted a process improvement to notify circuit offices when a new hire has been inputted into People First.

FACTS Update

The Florida Accountability Contract Tracking System (FACTS) is entering the next phase. That is, the posting of contract document images (*Operations contracts only*) to the FACTS public/transparency website. This activity will begin in January. Vicki Nichols from JAC Financial Services will send information to all offices beginning in early January. JAC will work with offices to ensure any confidential or sensitive information is properly redacted from the contract images.

Travel Reimbursements Being Heavily Scrutinized by DFS

DFS auditing staff have begun heavily scrutinizing travel reimbursement requests and have required additional supporting documentation in order to pay travel items. This can apply to operations or due process travel.

JAC is preparing a WebEx training related to travel reimbursements, which will be available to the offices we serve in early January.

Best wishes for a safe and healthy New Year from JAC.

Recent Or Developing Issues — Source: FFIS and CSPAN

The U.S. House approved a \$607 billion Defense Authorization bill on December 17, 2013. The [bill](#) was then passed by the U.S. Senate on December 18th. The measure will allow appropriators to develop a final Fiscal Year 2014 appropriations package before the existing continuing resolution expires on January 15, 2014.

JAC'S 2013 Christmas Connection



This year, JAC's adopted family was a family of five, consisting of a single mother and four children. The youngest child suffers from severe disabilities and has been hospitalized for the last 2 months. Due to the youngest child's hospitalization, the mother is required to drive from Tallahassee to Gainesville (Shands Hospital) to visit her child. The frequent travel has been a major strain on the family physically, emotionally, and financially. *(Vicki Nichols)*



Due to the generosity of JAC's staff, the gifts shown to the right were delivered to JAC's adopted holiday family on December 20th by Michelle Dolce and Christian Merricks. Also included were multiple gift certificates.



2014 Florida Legislative Bills of Interest

Senate Bill 184 — Relating to Florida Retirement System

Senate Bill 184 was filed on September 20, 2013 by Senator Jeff Brandes and, as of October 8th, was referred to the Governmental Oversight and Accountability, Community Affairs, and Appropriations Committees. The bill imposes compulsory Florida Retirement System Investment Plan membership stipulations and restrictions for designated employees. Specifically, employees in the Elected Officers' Class or the Senior Management Service Class, who are initially enrolled after July 1, 2014, would be impacted and "would not be eligible to use the election opportunity specified in s. 121.4501(4)(f), F.S." *Source: Florida Senate*

House Bill 69 — Relating to Spouses and Children of Public Defenders and Criminal Conflict and Civil Regional Counsel

House Bill 69 was filed on September 23, 2013 by Representative Sharon Pritchett and, as of October 7th, was being considered by the Criminal Justice Subcommittee. Providing public records exemptions from s. 119.07(1), F.S., and s. 24(a), Article I of the State Constitution — for the names of spouses and children of former or current Public Defenders, Assistant Public Defenders, Criminal Conflict and Civil Regional Counsel, and Assistant Criminal Conflict and Civil Regional Counsel — the bill would be effective October 1, 2014. It has also been referred to the Judiciary Committee and Government Operations Subcommittee.

A similar bill, Senate Bill 238, was filed by Senator Arthenia Joyner, with a committee substitute to be taken up by the Governmental Oversight and Accountability Committee. *Source: Florida House*

Senate Bill 146 — Relating to Student Loans

Senate Bill 146 was filed on September 5, 2013 by Senators Jeremy Ring and co-sponsor Jack Latvala; and, as of September 25th, was referred to the Education, Judiciary, and Appropriations Committees, and the Appropriations Subcommittee on Criminal and Civil Justice. Effective July 1, 2014, the measure establishes a loan repayment program to be administered by the Justice Administrative Commission and the Office of the Attorney General for eligible career assistant state attorneys, assistant public defenders, assistant attorney general, or assistant statewide prosecutors. A similar bill, House Bill 77, was filed by Representative James Waldman on September 25th. *Source: Florida Senate*



Additional bills are featured on JAC's website under "What's New" — Legislative Updates and News. You may click [here](#) to access this list.

Notes from Human Resources

“December and January are ideal times to verify your payroll deductions.”

IMPORTANT INFORMATION

A Human Resources Update

Open Enrollment -- Of those state employees who made elections during Open Enrollment, 94.7 percent made elections online. The service center answered more than 41,200 calls.

Worker’s Comp -- Starting January 1, 2014, the State of Florida will have a new Worker’s Compensation Case Management Group. The new provider is AmeriSys.

Pay Warrants -- December and January are ideal times to log on to the Department of Financial Services’ Employee Information Center at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/> to verify that the appropriate deductions are being taken from your pay warrant.



Notes from Human Resources

IMPORTANT INFORMATION

A Human Resources Update

Retirement -- Employees are encouraged to review their retirement plan information frequently to ensure any discrepancies are reported and any relevant beneficiary changes are made. Members of the FRS Pension Plan should have recently received their Member Annual Statements containing their personal account information as well as current years of creditable service, beneficiary designation(s), eligibility dates for retirement, and an estimate of retirement benefits. Employees may also view this information via the member portal located at the Division of Retirement's website at: [Florida Division of Retirement - FRS Online](#).

If you are a first time user, you will be required to set up a personal user ID and password to access your account information. You may also contact the Calculations Section for additional assistance with the online site at toll free 1-888-738-2252.

Members of the Investment Plan should also receive quarterly statements from the FRS Plan Administrator reporting their current plan balance, fund performance, and account earnings, and beneficiary designation. You may access your Investment Plan account information by logging into the FRS online system at: [MyFRS](#). First time users will be required to provide their personal PIN # to access this system. For additional information or to obtain your personal PIN#, please contact The FRS Plan Administrator at 1-866-446-9377.



“Employees are encouraged to review their retirement plan information frequently.”

FLAIR Facts and Fiction — By Vicki Nichols, CPM

Florida Substitute W9 and FLAIR - Update

The Substitute W9 verification process continues to be a challenge. A few things to think about when dealing with vendors and the Florida Substitute W9:

1. Registering/completing the Florida Substitute W9 on the Department of Financial Services (DFS) Vendor Website is required for most payments to vendors. The website is: <https://flvendor.myfloridacfo.com>.
2. Travel reimbursements, information and evidence (object code 497XXX), and purchasing card approvals do not require the registration/completion of a Florida Substitute W9 and can be processed in FLAIR without the Substitute W9.
3. When a vendor successfully completes the Florida Substitute W9 via the DFS Vendor Website, the vendor information must be added to FLAIR separately from the Substitute W9 registration. The Substitute W9 registration/completion does not add the vendor to FLAIR. Please forward to JAC any vendors to which a payment is owed that do not appear in FLAIR. The JAC vendor e-mail address is: vendorprocessing@justiceadmin.org.
4. When a vendor registers/completes the Florida Substitute W9 and when the vendor is added to FLAIR, the W9 indicator on the FLAIR Vendor Screen *automatically* changes to the value: Y. The "Y" means the vendor can be paid via FLAIR.
5. Please contact Vicki Nichols at JAC with any questions regarding the Florida Substitute W9 process or vendors in FLAIR.

The W9 name is the name registered by the vendor on the W9 website.

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

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VSI1 STATEWIDE VENDOR INQUIRY BY NUMBER 08/16/2013 14:14:06
VENDOR ID: F 204043969 W9 NAME: LQ MANAGEMENT LLC W9: Y
W9 UPDATE: 03/12/2013
SEQ VENDOR NAME SHORT NAME REMITTANCE ADDRESS PIN
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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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Mark Kohl and Nancy Jordan at the BOMS Training in Orlando on November 8, 2013



Photo courtesy of Vicki Nichols, CPM

JAC's 2013 Christmas Tree was Decorated by Shellie Shelton.



Photo courtesy of Susan Stubbs

Ms. Shellie Adorns JAC's Reception Area



œPhoto courtesy of Susan Stubbsœ





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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 Human Resources Laserfiche development is moving slowly. The Human Resources Department has been working with the circuits to standardize their forms. This has proven to be a slow process. Meanwhile, focus has been placed on archiving completed voucher packets in Laserfiche. A voucher packet consists of the voucher schedule, batch sheet or invoice/voucher cover, and warrant/EFT statement. When all three items are in the voucher schedule folder, they are archived by fiscal year.

Currently, both Circuit Accounting and Court Appointed voucher packets are backlogged. A few staff have been asked to assist with clearing the backlog issue. Capital Collateral Regional Counsel, Justice Administrative Commission, and Guardian ad Litem Offices are caught up; however, some voucher schedule folders are missing items. The Voucher Room will address the missing items and include them in the voucher packet, then archive those folders.

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.”*

WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

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

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*You miss 100% of the shots you
don't take.*



— Wayne Gretzky —

JAC in Brief — Happy Holidays

The Justice Administrative Commission administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program; 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.*