



# THE JAC EXPRESS

COMMISSIONERS

State of Florida

Volume III, Issue 5

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## A Word From JAC's Executive Director

The most recent Justice Administrative Commission (JAC) meeting was held on October 1, 2013. Included on the agenda was the Executive Director's Report, which provided an update to Commissioners on "Open Enrollment;" contracting and payment of private court-appointed collateral attorneys; litigation challenging amendments to s. 27.5304, F.S.; reestablishment of the Capital Collateral Regional Counsel for the Northern Region; submission of Long Range Program Plans (LRPP) and Legislative Budget Requests (LBR); and the provision of Purchasing Card training for Public Defender staff. A recap of the Executive Director's Report was shared with the Florida Public Defender Association for their Board Meeting on October 24, 2013. Some of the issues are highlighted below.

**HUMAN RESOURCES**

Open Enrollment webinars were recently conducted by JAC's Human Resources staff to help launch and facilitate the 2014 Benefits Plan Year. Open Enrollment and the 2014 Pre-Tax Benefits Open Enrollment period began on October 21st at 8 a.m. Eastern Daylight Time and will end on November 8th at 6 p.m. Eastern Standard Time. The correction period for Open Enrollment will be November 11-22, 2013.

It is also significant to note that pre-existing restrictions for PPO plans have been removed and, as



**Rip Colvin**  
JAC Executive Director

of January 1, 2014, People First will no longer accept forms for 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 Affordable Care Act*, the State Group Insurance Program now provides insurance coverage to eligible "variable hour" employees. Eligible "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, "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.

**CCRC-Northern Region**

The Judicial Nominating Commission (JNC) recommended three candidates for Governor Scott's consideration for the Capital Collateral Regional Counsel—Northern Region. On September 17th, the Governor asked the JNC to reconvene to submit additional candidates for his consideration. Among the most recent candidates for the Northern and Middle Regions are: Terri Backhus, Roger Maas, Marie Louise Samuels Parmer, Carol Contreras Rodriguez, James Viggiano, and Eric Pinkard.

**BUDGET**

The LRPP and LBR were uploaded to the Florida Fiscal Portal September 30, 2013 and October 15, 2013, respectively. Yvonne Enoch, Abram Dale, Kelly Jeffries, and agencies served by JAC are to be commended for another fine job.

**PURCHASING CARDS**

Finally, JAC held nine on-line Purchasing Card Program training sessions for agencies served by JAC to assist with an understanding of the PCard program and related best practices. Vicki Nichols and Lorelei Seber were involved with this effort.

## Recent Or Developing Issues

According to the *Federal Funds Information for States*, "the House and the Senate agreed to create a conference committee that would craft a broad budget agreement by December 13, 2013." U.S. Senator Bill Nelson (D-FL) is a member of the committee. Ending a 16 day government shutdown, the President signed [H.R. 2775](#) on October 17, 2013, continuing appropriations through January 15, 2014.

## A Word From JAC's General Counsel—Recent Key Issues



### Legal Update

JAC's Legal section has been very busy these past few months. In addition, to its regular court-appointed workload, JAC's Legal Team has successfully led JAC through three new transitions. As a result of the *Timely Justice Act* (CS/HB 7083) and language in the *General Appropriations Act*, three new duties were assigned to JAC; (1) contracting and payment of Capital Collateral court-appointed attorneys; (2) the contracting and payment of attorneys appointed to represent defendants sentenced to death in executive clemency proceedings; and (3) the contracting and payment of attorneys appointed to represent children with disabilities who are in the foster care system. I am happy to report that all three transitions have successfully taken place. Brad Bischoff led JAC's transition to contracting and payment of Capital Collateral court-appointed attorneys. This required JAC's adoption of a new case-specific Capital Collateral Contract for court-appointed attorneys, defending the challenges to JAC's contract, minimizing transition issues, and keeping JAC informed. Christian Lake was responsible for guiding JAC's transition to reviewing, auditing, and paying Capital Clemency attorney fee and costs bills. This effort required coordination with Florida Department of Corrections, the Florida Parole Commission, and the Governor's office, as well as JAC staff. Last, but not least, Sharon Ray worked closely with the Guardian ad Litem's General Counsel to draft a new GAL/JAC contract that will authorize the payment of Attorneys ad Litem appointed to represent children with disabilities who are in foster care. I am extremely grateful to these attorneys for their excellent work in making these transitions occur as smoothly as possible. Please know that these successful transitions would not have occurred without the unrelenting support of many JAC staff that were willing to give of their time and talent. I would especially like to thank JAC's Information Technology section for always being so willing to improve our processes and the Contracts, Court-Appointed, Help Desk, and Approval Sections for providing such critical support.



*"In addition, to its regular Court-Appointed workload, JAC's Legal Team has successfully led JAC through three new transitions."*

*Cris Martinez*

### Contracting and Payment of Private Court-Appointed Capital Collateral Attorneys

Beginning July 1, 2013, pursuant to the *Timely Justice Act*, JAC assumed the function of contracting and paying attorney fees, costs, and related expenses in court-appointed Capital Collateral post conviction cases from the Department of Financial Services (DFS). As a result, DFS terminated its agreement with court-appointed Capital Collateral attorneys and JAC adopted an Agreement for Attorney Services for private Capital Collateral Counsel (JAC Agreement). Shortly afterwards, JAC's Agreement was challenged in several Capital Collateral post-conviction cases in the 4th, 6th, and 20th Judicial Circuits, as well as in the Florida Supreme Court. Further, many court-appointed Capital Collateral attorneys refused to sign JAC's Agreement for a variety of reasons.

At the October 1, 2013 Commission meeting, the Commission adopted DFS' Contract for Capital Collateral Legal Services, entered into between DFS and any court-appointed Capital Collateral attorney. This adoption applies to any attorney appointed prior to July 1, 2013 pursuant to s. 27.710, F.S., and previously under contract with DFS. As a result of the Commission's action, several challenges to JAC's Agreement have been resolved. Additionally, many attorneys have since agreed to continue representing their clients under the DFS contract. Attorneys appointed to these types of cases after July 1, 2013, however, may only execute JAC's Agreement for these types of cases.

### Contracting and Payment of Private Court-Appointed Attorneys in Capital Clemency Proceedings

Pursuant to the *Timely Justice Act*, the task of reviewing and paying attorneys fees and costs in capital clemency proceedings was transferred from the Department of Corrections to JAC. After meeting with the Department of Corrections, the Florida Parole Commission and the Executive Office of the Governor, JAC requested that the circuits create a clemency registry. Furthermore, these bills will be treated as court-appointed bills and must be reviewed by Christian Lake.

### Contracting and Payment of Private Court-Appointed Attorneys Representing Children with Disabilities Placed in Foster Care

This year's General Appropriations Act directed JAC and GAL to contract with attorneys to represent children with disabilities in foster care. Together with GAL, JAC drafted a new case specific contract that will allow GAL to submit these billings to JAC directly. GAL will be responsible for reviewing the bills for contractual compliance. To date, 14 such contracts have been executed ensuring that these children have a voice.

### Litigation Challenging Amendments to Section 27.5304, Florida Statutes

Last year, JAC defended challenges to the court-appointed attorney compensation statute (s. 27.5304, F.S.) raised in 34 different cases. On October 16, 2013, the 11th Circuit Court entered a final order of dismissal in the *Wasson v. Bondi, et al.* declaratory action pursuant to the parties' stipulation which provided, consistent with JAC's Contract, that limited registry attorneys may seek, and courts may award, fees in excess of flat fees in unusual or extraordinary cases. Moreover, the 5th District Court of Appeal recently denied an appeal challenging the lower court's order upholding the statute and the 2d District Court of Appeal denied an appeal challenging the lower court's award of fees. All in all it has been a very busy and successful year for JAC.

## 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*

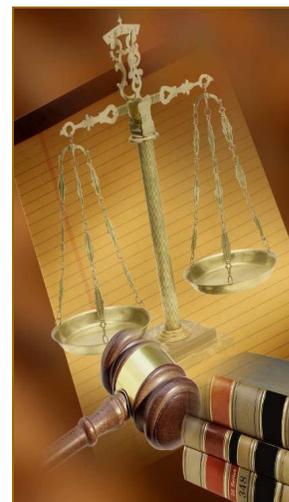
### House Bill 69 — Relating to Spouses and Children of Public Defenders and Criminal Conflict and Civil Regional Counsel

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 and will be taken up by the Criminal Justice Committee on November 4th. *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. As of September 25th, the bill 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.*

From the Desk of Jennifer Henderson, CPM

## IMPORTANT INFORMATION

### A Human Resources Update



The Justice Administrative Commission would again like to take this opportunity to remind employees of the importance of starting a retirement savings plan and begin accumulating future benefits today! The Department of Financial Services is recognizing October 2013 as “National Save for Retirement Month” and would like to extend this invitation to join the state sponsored Deferred Compensation Plan. This savings plan has been established under the Internal Revenue Code (IRC) Section 457 (b) and allows employees another means of potentially increasing their income in a tax deferred account. This means employees will not pay income taxes on these earnings until they are withdrawn at a later date. Employees can use this additional income to supplement their FRS benefits as well as Social Security income.

The state sponsored Deferred Compensation Plan is available to all employees including: salaried, OPS, part-time, and full-time personnel. Enrollment may occur at any time and participation is voluntary. Employees may elect to contribute either a set amount each month or a percentage of their gross income. This amount is then deducted each month on a pre-tax basis and prior to federal withholding taxes being taken from the employee’s pay. Contributions are then invested with one or more of the following approved investment providers: VALIC, ING, T. Rowe Price, Great West Financial, Nationwide, or Charles Schwab. Employees may enroll in the plan by contacting one of the approved investment providers or by completing the [EZ Enrollment Form](#). For additional information you may contact Jennifer Henderson at [jennifer.henderson@justiceadmin.org](mailto:jennifer.henderson@justiceadmin.org) or visit online at: [Florida Deferred Compensation](#).

*“The state sponsored Deferred Compensation Plan is available to all employees.”*



## From the Desk of Jennifer Henderson, CPM

### IMPORTANT INFORMATION

## Florida State Employees Charitable Campaign 2013

We are nearing the end of the 2013 Florida State Employees Charitable Campaign (FSECC) and would like to take this time to remind employees that there is still time to participate. Employees interested in donating may visit the online pledge site to enroll in payroll deduction or to make a one-time charitable contribution. The online pledging system will be available to all employees until 5 p.m. ET on November 1, 2013. The following tips may be useful to your employees in utilizing the online pledging system:

#### Step One: Register

Visit the online pledge system at: [https://www.givingnexus.org/\\_fsecc2013/](https://www.givingnexus.org/_fsecc2013/) or [www.fsecc.com](http://www.fsecc.com);

- ◆ Select “Yes” or “Sign Up;”
- ◆ Select your state agency/division. For these purposes you will need to select your division which is listed under **JAC** or the **Justice Administrative Commission**; and
- ◆ Complete the online form and then create a user name and password.

#### Step Two: Designate your Charity or Charities

You may utilize the charity look-up tool to search or browse the participating charities. However, only one charity is required to make a pledge.

#### Step Three: Make Your Pledge

You will be required to enter your People First employee ID number to make a pledge. This is your six-digit login number used to access the People First system. If you do not have your People First ID number, you may contact your Human Resource Office for assistance or call People First toll-free at 866-663-4735.

#### Step Four: Allocate your Pledge to the Designated Charities

Once you have made your charity designation, you will need to enter the total amount you wish to donate to each charity. The system will recalculate the amount of the pledge still remaining as you allocate to each charity. You have completed the process once your total allocations remaining reach \$0.

#### Step Five: Complete the Pledge and Print Receipt

If you are making a one-time charitable donation, you will need to print a copy of your online pledge, and submit a copy with your check or money order to your FSECC Coordinator. This receipt and one-time donation must be submitted to your local FSECC Coordinator, located in your Human Resource Office, no later than **5 p.m. ET, on November 1, 2013**.

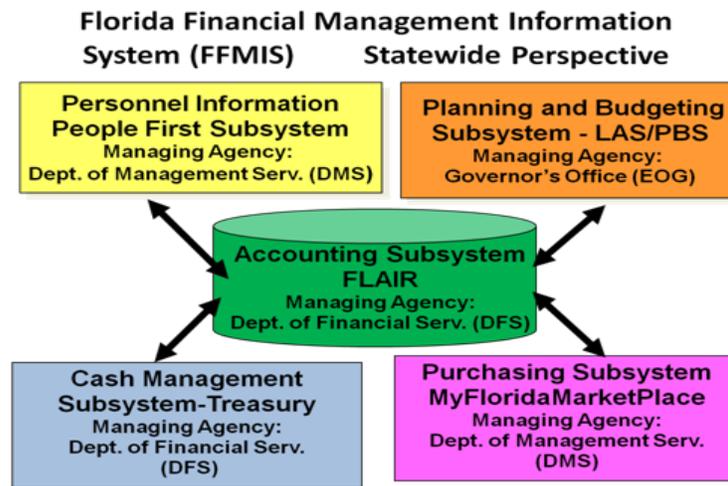
If you have any additional questions regarding the FSECC or need assistance in making your online pledge, please contact your local FSECC Coordinator or Jennifer Henderson at [jennifer.henderson@justiceadmin.org](mailto:jennifer.henderson@justiceadmin.org) or at (850) 488-2415, ext 293.



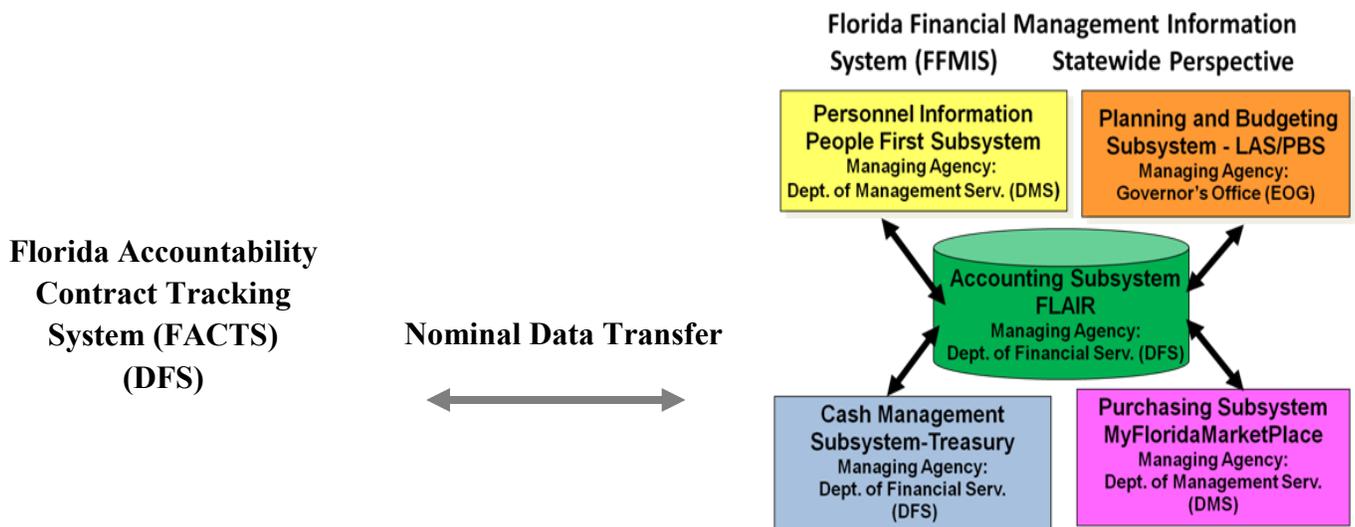
*“Employees have until 5:00 p.m. on November 1, 2013 to make their online Charitable Campaign Pledges.”*

**FLAIR Facts and Fiction — “The Big Picture” By Vicki Nichols, CPM**

The Florida Accounting Information Resource (FLAIR) is part of the Florida Financial Management Information System (FFMIS) established by s. 215.93, F.S. The diagram below indicates the name and purpose for each part of FFMIS, as well as the “functional agency owner” for each. Each portion of FFMIS remits and receives accounting information and other data elements to and from FLAIR. FLAIR can be described as the nucleus of the FFMIS subsystems.



Access to any of the FFMIS subsystems is generally granted to state employees only and is controlled by strict security requirements and passwords, which must be updated on a regular basis. These subsystems house significant quantities of data and encompass complex computer programs used to “run” state government. FACTS, as shown in the diagram below, is the “transparency” system used to enter contract information. FACTS is not a FFMIS subsystem. A few data elements and payment amounts are transferred between FACTS and FLAIR. Anyone can view information in FACTS without a password; however, no secure or sensitive data is shown. Agencies that enter and update data in FACTS must do so only with assigned, secure access.



## The End of an Era — By Wayne Meyer

April 8, 2014 will mark the end of an era. This is the date when extended support for Windows XP will end. Why would I refer to this as the end of an era and why would you care that extended support is ending? Well, I refer to this as the end of an era because at its height in November 2007 (according to NetMarketShare.com), the various versions of Windows XP were installed on 83.78% of all of the computers in the world. That means that no matter where you were, if you sat down at a computer, there was a very good chance that you would be working on Windows XP. In fact, as recently as July of this year, according to the analytics company Net Applications, Windows XP was still running on about 37.2% of the world's computers, which Microsoft has estimated to be “nearly 570 million machines” (Keizer, 2013). This is how Peter Bright summarized it, “In the history of PC operating systems, Windows XP stands alone. No previous PC operating system has demonstrated such longevity, and it's unlikely that any future operating system will. Nor is its market share dominance ever likely to be replicated...” (Bright, 2011). It truly is the end of an era.

So, why would you care that extended support is ending soon? Up until that day, Microsoft has and will release patches or fixes to security weaknesses or vulnerabilities that are identified by researchers, Microsoft, and hackers. Every operating system has weaknesses or vulnerabilities of one form or another and all software companies release updates for these from time to time (though some operating systems are targeted more than others). However, after April, the vulnerabilities that are discovered in Windows XP will not be fixed which could lead to the unpatched computer being the victim of a hacker taking advantage of or exploiting those vulnerabilities. Just to be clear, Windows XP will not stop working on April 9<sup>th</sup>. It will continue to function just as it has for the past twelve years, but it will be less and less secure as time goes by.

As I mentioned previously, all operating systems (and almost every other piece of software) have vulnerabilities that require updates and patches from time to time, and Windows 7 and 8 are no different. That being said, it is highly recommended that you check for updates to your particular operating system, along with all of the other software installed on your computer, on a regular basis. Microsoft includes a service in all of its operating systems that makes this an easy task. This service is called *Windows Update* and there are settings that will allow you to pick and choose which updates you would like to install, as well as the option to install every update and patch that is released without input from you. The other option that is also available to you is to not automatically update your software. I know that some of you have never installed an update to any software. Depending on how you use your computer and what you use it for, this could be a dangerous game to play.

This cycle of identifying and patching vulnerabilities is not limited to software. Just recently I read an article describing a security flaw in the firmware or “software for hardware” in some models of D-Link wireless routers that could allow someone to bypass the administrative password and gain full control over your router (About.com, 2013). *Sidebar: I know all of you have changed the default password to the administrator account of your wireless router, right? If you have not done so already, you need to do this because these passwords are commonly known and are published on the internet.* Anyway, D-Link is scheduled to release an update to their firmware by the end of this month. D-Link is not alone in this and you should periodically check for updates to your wireless router. Some routers are configured (or can be) to perform this check every time you log into the router as the administrator.

One thing the article related to the D-Link security flaw was careful to point out was this: because this flaw is now public knowledge, there is an increased chance of targeted phishing schemes attempting to get you to click on their malicious website link. Always think twice (or even three times) before clicking on a link embedded in an unsolicited e-mail, even when it looks like it is from a legitimate site. Most companies will never send you an e-mail asking for account information.

*(Continued on page 8)*

## The End of an Era, Continued from page 7

One test you can use on embedded links is to hover your mouse pointer over the link. This action should display the actual address that the link will take you to. If the address displayed is totally different from the home web address for the company, chances are pretty good that the link will take you to an alternate site that may contain malware. Even if the address displayed is the same as the home web address, you should be hesitant to click on the link. Instead, you should open a different window in your browser and type the web address in manually.

The main takeaway from this is that you should install updates to software and hardware when they are available so you can at least lessen the chance of becoming the victim of hackers. Wendell Phillips (1811-1884) is attributed with having said “eternal vigilance is the price of liberty” but I think that it could be restated as “eternal updating is the price of avoiding hackers.”

### ***Works Cited***

Bright, P. (2011, October 11). *Technology Lab/Information Technology*. Retrieved October 16, 2013

Keizer, G. (2013, August 7). *Computer World*. Retrieved October 16, 2013, from <http://www.computerworld.com>

***Michelle Dolce and Brian Black also contributed to this article.***

## ***JAC New Staff Introductions***

### ***Bill Owens and Jason Crosby***

The Circuit Accounting Section has a new employee, Bill Owens. He is coming to the Justice Administrative Commission (JAC) from the Florida Fish and Wildlife Conservation Commission (FWC). Bill is the new Professional Accountant assigned to process all disbursement transactions and other accounting related tasks for the five Offices of Criminal Conflict and Civil Regional Counsel. He is very eager and willing to learn the various aspects of the Regional Counsel Offices and the Justice Administrative Commission (JAC). The Circuit Accounting Section welcomes Bill Owens to our JAC family.

Originally from Panama City, Bill has been a Tallahassee resident since high school. In his my most recent position with FWC, he was also an accountant. Recently, he graduated with a Bachelor's degree in Accounting and Business Administration from Flagler College, and is currently studying to obtain his CPA. In his spare time, Bill enjoys being outdoors and strength training. Says Bill, “I look forward to working with everyone at JAC and hope to be an asset to the agency.”

***Article courtesy of Akita Gay and Bill Owens***

We welcome our new employee Jason Crosby to JAC. He joined our Information Technology staff this month as a Network Computer Specialist. A native of Tallahassee, Jason previously worked at the Department of Revenue and has extensive experience in building and repairing personal computers, as well as troubleshooting network connectivity issues. He has received extensive software training and Microsoft Certified Solutions Expert certifications in these areas.

One of his initial projects at JAC will be to replace thin clients and rollout desktop computers to all JAC employees. As you can guess, his primary hobby is fixing computers. Sooner or later everyone in JAC will get a chance to meet him whenever they need help regarding any issue with their computers.

***Article courtesy of Mausumi Das***

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## Appreciation to JAC Staff

**JAC's Allstars Appreciation Luncheon on October 9th was generously planned and presented courtesy of the Workplace Enhancement Team at no cost to the state. Their objective was to warm and encourage the hearts of their colleagues.**



*œPhoto is courtesy of Lydia Mountœ*

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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.



Discussions have begun with Human Resources (HR) regarding the development and deployment of Laserfiche. After the first meeting, it was determined that HR forms need to be standardized. Consequently, HR has begun the process of communicating with the circuits regarding this issue.

Also, the Court Appointed section will begin holding Laserfiche best practices meetings to discuss issues they are currently experiencing and to explore better approaches to accomplish specific tasks in Laserfiche.

Laserfiche was recently upgraded to version 9.0. Since the upgrade users experienced slowness between 9:05 a.m. to 9:10 a.m. and 1:10 p.m. to 1:50 p.m. Thankfully, IT, MCCi, and Laserfiche were able to work together to resolve this issue. The Laserfiche Client will also be upgraded to the new version and made available to users via Citrix. The look and feel will be similar to the older version; however, users may notice some differences in buttons and new functionality under the Task Menu.

*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](http://WWW.JUSTICEADMIN.ORG)**

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

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*“I’ve learned that no matter what happens, or how bad it seems today, life does go on, and it will be better tomorrow. I’ve learned that you can tell a lot about a person by the way he/she handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights. I’ve learned that regardless of your relationship with your parents, you’ll miss them when they’re gone from your life. I’ve learned that making a ‘living’ is not the same thing as making a ‘life’. I’ve learned that you shouldn’t go through life with a catcher’s mitt on both hands; you need to be able to throw something back. I’ve learned that whenever I decide something with an open heart, I usually make the right decision. I’ve learned that even when I have pains, I don’t have to be one. I’ve learned that every day you should reach out and touch someone. People love a warm hug, or just a friendly pat on the back. I’ve learned that I still have a lot to learn. I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”* *~Maya Angelou*

## JAC in Brief

The Justice Administrative Commission administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Council, 5 Offices of Criminal Conflict and Civil Regional Council, 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.*