



THE JAC EXPRESS

COMMISSIONERS

State of Florida

Volume IV, Issue I

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 5th Judicial Circuit

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 19th Judicial Circuit

Jerry Hill
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 10th Judicial Circuit

Nancy Daniels
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 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 will be held on March 4, 2014 — also the first day of the regular Legislative Session. In addition to the Executive Director's Report, JAC's agenda will include a legislative update regarding the civil commitment of sexually violent predators; the format of limited registries; attorneys for children with disabilities; and the consolidation of state agency data centers. It is also anticipated that JAC's salary schedule and purchasing card revisions will be discussed during this meeting.

On March 5, 2014, I will make a presentation before the Senate's Criminal and Civil Justice Appropriations Committee regarding JAC's portion of the Governor's budget recommendations. Ongoing budgetary and other legislative developments will continue to be actively monitored.

Also significant, JAC looks forward to working with James Viggiano and Robert Friedman, the new Capital Collateral Regional Counsels for the Middle and Northern Regions respectively.

Next, selected from an initial field of approximately 200 applicants, Barbara Siplin has joined JAC's staff as an Executive Administrative Assistant and, after a vigorous recruiting process, Dina Kamen was promoted to assume a new role as JAC's Deputy Director of Accounting. Additional internal staffing changes have been made.



Rip Colvin
JAC Executive Director

HUMAN RESOURCES

Pre-existing restrictions for PPO plans have been removed and, as of January 1, 2014, People First no longer accepted paper forms for most benefit elections or changes. Additionally, as JAC Human Resources staff have previously 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 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.

FACTS Update

The Florida Accountability Contract Tracking System (FACTS) has begun the next phase. That is, the posting of contract document images (*operations contracts only*) to the FACTS public/transparency website. This activity began in January. Vicki Nichols from JAC Financial Services has been contacting agencies individually to acquire the contract images (PDF files) for posting to FACTS. Approximately half of the agencies have been contacted as of this writing. JAC is working with offices to ensure any confidential or sensitive information is properly redacted from the contract images.

The next phase of FACTS involves entering grant information in FACTS. JAC staff attended an informational meeting given by the Department of Financial Services in January to understand this requirement. JAC entities will be required to post grant information (no grant award images) into FACTS.

Recent Or Developing Federal Issues — *Source: CSPAN*

The Temporary Debt Limit Extension Act, Senate Bill [540](#), became law on February 15, 2014. The law suspends the public debt limit from the date of enactment until March 15, 2015 and prohibits the Secretary of the Treasury from issuing obligations "for the purpose of increasing the cash balance above normal operating balances" during this period.

2014 Florida Legislative Bills of Interest

Senate Bill 928 — Relating to State Technology

Senate Bill 928 (formerly PCB 7024) was filed by the Governmental Oversight and Accountability Committee on February 7, 2014 and has been referred to the Appropriations Subcommittee on General Government and the Appropriations Committees.

The bill, which includes the **Justice Administrative Commission** (JAC) under its consolidation umbrella for state agencies, creates the Agency for State Technology (AST) pursuant to s. 20.61, F.S., to establish state technology policies and governance. Under implementing language, the agency will be housed within the Department of Management Services, and led by an executive director appointed by the Governor and confirmed by the Senate. The bill also abolishes the Agency for Enterprise Information Technology and transfers its functions to the AST.

As indicated in a recent legislative analysis by the Governmental Oversight and Accountability Committee, “The bill creates a new definition for state agency to mean any official, officer, commission, board, authority, council, committee, or department of the executive branch of state government, and the **Justice Administrative Commission** and the Public Service Commission. This new definition of state agency does not link to the definition in ch. 216, F.S., in an attempt to avoid conflicting interpretations on whether state attorneys, public defenders, criminal conflict and civil regional counsel, and capital collateral regional counsel are to be subject to the authority of the AST. If these entities are not executive branch entities, they are not subject to the authority of the AST” (February 7, 2014). Therefore, among the agencies exempt from data center consolidation under the terms of this bill are:

- ◆ Offices of State Attorney;
- ◆ Offices of Public Defender;
- ◆ Offices of Criminal Conflict and Civil Regional Counsel; and
- ◆ Offices of Capital Collateral Regional Counsel.

Similarly, House Bill 7073 (formerly APC 14-02), relating to Information Technology Governance, was filed in the House by the Appropriations Committee on February 28, 2014. The Offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, and Capital Collateral Regional Counsel are also exempt from this measure—but not the JAC. *Source: Florida Legislature*



IMPORTANT

Senate Bill 928 and House Bill 7073 both address state technology consolidation.

Subjecting JAC to data center consolidation under either measure could “run afoul” of the exemptions afforded to the entities we serve and contravene the separation of powers provisions of the Florida Constitution, specifically Article II, Section 3. Any cost savings derived by consolidating JAC’s data center would ultimately result in higher overall costs caused by the creation of IT Sections and data centers for those two offices, in addition to the higher level of service JAC would require from a consolidated data center.

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 February 26th, was still pending before 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*

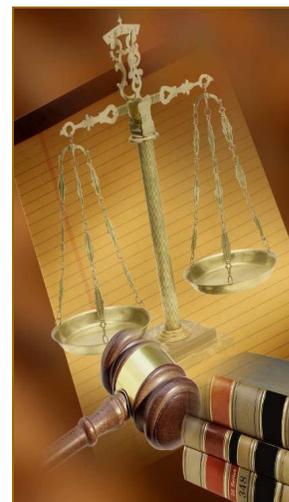
House Bill 69 — Relating to Spouses and Children of Public Defenders and Criminal Conflict and Civil Regional Counsel

Senate Bill 238, was filed by Senator Arthenia Joyner on October 7, 2013, and was placed on the calendar on February 19, 2014 as a committee substitute. 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.

A similar measure, House Bill 69, was filed on September 23, 2013 by Representative Sharon Pritchett and, as of February 26th, was still pending before the Criminal Justice Subcommittee. It has also been referred to the Judiciary Committee and Government Operations Subcommittee. *Source: Florida House and Senate*

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 February 26th, is still pending before 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 we are tracking are featured on JAC's website under "What's New" — Legislative Updates and News. You may [click here](#) to access this list.

2014 Florida Legislative Bills of Interest

Senate Bill 1110 — Regarding Deferred Compensation



Senate Bill 1114
Changes to the Florida Retirement System for new employees have been introduced this year via

Senate Bill [1114](#) (formerly PCB 7046). A hybrid approach, the measure would create the Florida Retirement System Cash Balance Plan, offering elements of both the pension and investment plans. Accounts would be jointly funded by employee and employer contributions. See the [link above](#) for further details. (Source: Senate Analysis)

Senate Bill 1110 (formerly PCB 7038), requiring that state employees be automatically enrolled in the Deferred Compensation Program by stipulated dates, was filed on February 19, 2014 by the Community Affairs Committee. Although employees would be allowed to opt out, under the terms of the bill, each *state agency* — which is broadly defined — would be required to inform employees of their automatic enrollment, as well as partially match contributions made by participants. State agencies would also be required to inform employees of the tax implications associated with this program.

According to a February 19, 2014 legislative analysis, “The bill defines *state employee* as an employee or officer of a state agency who works an average of at least 20 hours per week, and is paid by state warrant from salary appropriations or other agency funds. Other Personnel Services and FTE personnel are already eligible to participate in the Deferred Compensation Program, and would also be automatically enrolled under this bill, so long as they work an average of at least 20 hours per week.”

The bill also stipulates contributions for participation in the Deferred Compensation Program. “From January 1, 2015, through December 31, 2017, employees would contribute at least:

- ◆ \$25, if paid on a monthly basis; or
- ◆ \$12.50, if paid on a biweekly basis.

On or after January 1, 2018, employees would contribute at least:

- ◆ \$50, if paid on a monthly basis; or
- ◆ \$25, if paid on a biweekly basis.

On or after January 1, 2015, state agencies would match employee contributions, not to exceed the lesser of:

- ◆ \$100, if paid on a monthly basis or \$46.15, if paid on a biweekly basis; or
- ◆ Two percent of the employee’s salary for the pay period.

In the case of bonuses, state agencies will match the employee contribution up to the lesser of \$500 or 25 percent of the bonus.” All bills must be passed by the Legislature and signed by the Governor before becoming law. *Source: Florida House*

2014 Florida Legislative Bills of Interest

House Bill 561 — Relating to Attorneys for Dependent Children with Disabilities

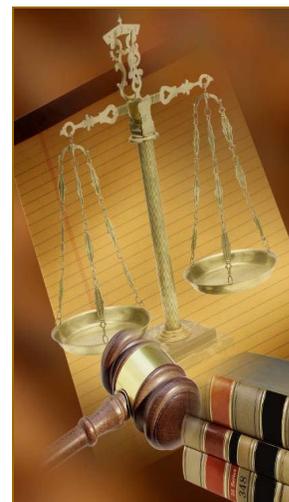
Providing legal services for dependent children who are disabled, House Bill 561 was sponsored by Representative Erick Fresen and filed on January 10, 2014. The bill was reported favorably, as amended, out of the Civil Justice Subcommittee on February 19th. According to a staff analysis (February 17, 2014) by the Civil Justice Subcommittee, significant provisions of the bill stipulate the following:

- ◆ “An order appointing an attorney for a dependent child with a suspected or known disability must be in writing;
- ◆ The appointment of the attorney continues in effect until the case is closed or the attorney is discharged by the court;
- ◆ With permission of the court, the attorney may arrange for counsel to handle an appellate proceeding;
- ◆ The appointed attorney must be adequately compensated; and
- ◆ The appointed attorney must be provided with costs of litigation.”

Pursuant to an amendment, “Payment to an attorney is subject to appropriations and review by the Justice Administrative Commission for reasonableness. The Justice Administrative Commission may contract with attorneys selected by the Guardian ad Litem Program.” House Bill 561 has also been referred to the Justice Appropriations Subcommittee and the Judiciary Committee.

Similar in scope, Senate Bill 972 was filed on February 10, 2014 by Senator Bill Galvano and was referred to the Appropriations, Judiciary, and Children, Families, and Elder Affairs Committees on February 18th. Based on the cited impact to the Justice Administrative Commission and the statewide Guardian ad Litem Program, both Rip Colvin and Alan Abramowitz have been actively following the progression of these bills.

Ultimately, both bills would take effect July 1, 2014.



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

FLAIR Facts and Fiction — By Vicki Nichols, CPM

FLAIR Facts & Fiction –Electronic Funds Transfer (EFT)/ Direct Deposit

Choosing the correct vendor sequence in FLAIR determines whether a vendor will be paid via EFT/direct deposit or a paper warrant (check). The sequence number is the three-digit number on the left next to the vendor name.

Below are two FLAIR vendor file sequences for Office Depot. Screen A shows sequence 039 and Screen B displays sequence 040. When paying Office Depot in FLAIR, choosing one of these sequences will produce a paper warrant (check) and choosing the other will produce an EFT/direct deposit to Office Depot's bank account.

To determine if a particular vendor record (sequence) will produce an EFT/direct deposit payment, look for the EFT indicator field. It is found in the lower left of the screen for each sequence. This field will display one of two values: 1) EFT: N (EFT not set up); 2) EFT: Y (EFT is set up). The EFT indicator may change from sequence to sequence for any vendor. Please look for the EFT indicator on screens A and B below. Choosing EFT/Direct Deposit for vendor payments saves the state money and is a more secure method for paying vendors. Questions regarding EFT/Direct Deposit may be directed to Vicki Nichols.

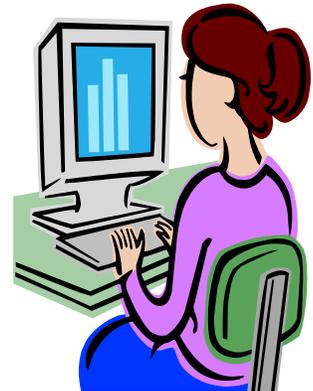
Screen A Paper Check Payment

```

VS11          STATEWIDE VENDOR INQUIRY BY NUMBER    06/14/2013  15:10:38
VENDOR ID: F 592663954 W9 NAME: OFFICE DEPOT INC          W9: Y
                                           W9 UPDATE: 05/29/2012
SEQ VENDOR NAME          SHORT NAME
PURCHASING ADDRESS      REMITTANCE ADDRESS      PIN
-----
039 OFFICE DEPOT INC      OFFICE DEPOT            0010
    PO BOX 633301        PO BOX 633301
    CINCINNATI           CINCINNATI              OH 45263-3301
                                OH 45263-3301

PHONE: (111) 111-1111      LAST UPDATED: 05/29/2012
REQ OLO: 210000           LAST USED: 06/14/2013
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
  
```



Screen B EFT/Direct Deposit Payment

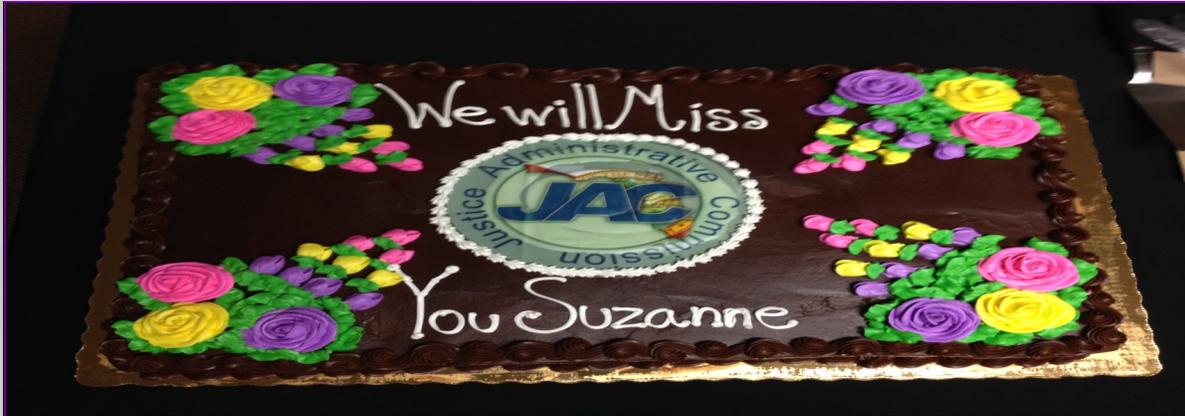
```

VS11          STATEWIDE VENDOR INQUIRY BY NUMBER    06/14/2013  15:13:40
VENDOR ID: F 592663954 W9 NAME: OFFICE DEPOT INC          W9: Y
                                           W9 UPDATE: 05/29/2012
SEQ VENDOR NAME          SHORT NAME
PURCHASING ADDRESS      REMITTANCE ADDRESS      PIN
-----
040 OFFICE DEPOT         OFFICE DEPOT            0011
    PO BOX 633204        PO BOX 633204
    CINCINNATI           CINCINNATI              OH 45263-3204
                                OH 45263-3204

PHONE: (111) 111-1111      LAST UPDATED: 05/29/2012
REQ OLO: 210000           LAST USED: 06/04/2013
VEI: F                   CONFIDENTIAL: N
FOREIGN: N               PAYEE: N
LEVY:                    STATUS: A
MC: A                   INACT CODE:
EFT: Y

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
  
```

JAC held a retirement celebration for Suzanne Tull on February 26th.



Suzanne’s cake was provided courtesy of Cris Martinez, JAC General Counsel.

On February 26th, a grateful JAC customer wrote the following to Suzanne:

“Thank you for your assistance as always. What a delight it has been working with you over the years. You are a true professional and a beacon of light in the labyrinth of vouchers and deficiency letters! The best to you as you proceed in new endeavors!” ~Law Offices of Lucas, Green & Magazine~



JAC's "Help Desk" is committed to service.

Suzanne Tull has been with the "Help Desk" for nine years!

In the photo below, Suzanne Tull is shown (3rd from the right) with a special retirement gift presented by JAC's Executive Director, Rip Colvin (center). She is also flanked by: Sharon Ray and Christie Stanton (left) and Susan Waltz and Frank Coleman III (right).



Icicles to Remember at JAC January 29, 2014



Life is like a box of chocolates (or Florida weather)...you never know what you are going to get!

☞Photos are courtesy of Susan Stubbs☞

*Snow and Palms near Tallahassee in Navarre, Florida
January 29, 2014*



☞Photos are courtesy of Stephen Preisser and Rip Colvin☞



**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

BOARDING THE EDMS TRAIN

The Justice Administrative Commission (JAC) continues the phased implementation of an Electronic Document Management System (EDMS). This is an update.

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. Capital Collateral Regional Counsel, Justice Administrative Commission, Guardian ad Litem, and Regional Counsel Offices are caught up and we are now working on the Public Defender voucher packets. However, some voucher schedule folders are missing items. As a quality control measure, before archiving folders, the Voucher Room will resolve the missing item issue and include them in the voucher packets.

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.”*

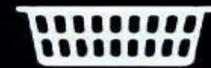
WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

JAC's Wi-Fi Network Policy

Courtesy of Susie Kalous

**Dirty Laundry
goes HERE**



Not HERE



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

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 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.*