



COMMISSIONERS

State of Florida

Volume IV, Issue 5

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A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

The most recent Justice Administrative Commission (JAC) meeting was held on September 30, 2014. As a part of the Executive Director's Report, the agenda included an update on the Submission of the *Long Range Program Plans and Legislative Budget Request, Operational Audit, the OPPAGA Review of Due Process Expenditures for the Civil Commitment of Sexually Violent Predators, the Caseload Management Network, It's Time to be a Parent Pilot Program, Open Enrollment*, the review of the existing BOMS Maintenance Agreements, the *Object Code Standardization Project* (page 4), and Financial Statements.

Long Range Program Plans and Legislative Budget Requests

JAC submitted the Long Range Program Plan for the entities of Justice Administration September 30th. We were also pleased to work with the Offices of Public Defender on their Legislative Budget Requests to meet the October 15th submission deadline. Included within JAC's Legislative Budget Request were three FPDA statewide issues, one to increase the Public Defenders' Due Process appropriation by \$1.7 million, another to address salary increases for support staff within the Offices of Public Defender, and lastly to request funding for Brady Training as recommended by the Florida Innocence Commission.

Operational Audit

As the audit is winding down, the Auditor General has been schedul-

ing exit conferences with each of the audited offices (including SAs, PDs, RCs, and JAC). JAC's was held on October 30, 2014.

OPPAGA Review

The Florida Legislature's Office of Program Policy Analysis and Government Accountability (OPPAGA) is conducting a review of due process costs for the Civil Commitment of Sexually Violent Predators (CCSVP). As a part of that review, OPPAGA requested data for all CCSVP due process expenditures since 2004 on August 8, 2014. The request was treated in the same manner as a public records request, with a copy of the response being provided to each of the offices. OPPAGA will treat this data in a confidential manner, and will implement special procedures to secure the information consistent with legal requirements. OPPAGA sent JAC a follow-up series of questions related to the information which was addressed by JAC staff.

Public Defender Caseload Management Network

The Legislature placed \$375,000 within JAC's Contracted Services Appropriations Category for a "Uniform Statewide Public Defender Caseload Management Network." JAC will work with the FPDA Board and the Coordination Office to fashion an approach to allow the expenditure of the funding.

Open Enrollment

Open Enrollment for pre-tax benefits began October 20th, at 8 a.m., and ends promptly November 7th, at 6 p.m. (all times Eastern). Open Enrollment packets were mailed mid-October to all

employees eligible to participate in the State Group Insurance Program. Remember, there is no limit to the number of changes an employee may make during Open Enrollment. However, changes may only be made during the plan year if there is an appropriate qualifying event. Payroll deductions will begin in December for coverage effective January 1, 2015.

An employee should check with their Human Resources Office about visiting a benefit fair to talk with representatives from State Group Insurance, People First, and the insurance companies in the program. Fairs are open from 9 a.m. to 4 p.m. local time unless otherwise indicated. Some sites require paid parking and photo identification.

In addition, Open Enrollment for the Florida Prepaid College plans began October 15, 2014 and ends February 28, 2015.

BOMS Maintenance Agreements

JAC staff, working with staff from the Offices of the State Attorney, 10th and 20th Judicial Circuits, as well as staff from the Office of the Public Defender, 13th Judicial Circuit, met on October 21, 2014, as a team to review the annual BOMS (Business Office Management System) Maintenance Agreements between Justice Administration entities and Computer Information and Planning (CIP). The review focused on the expected deliverables, as well as other elements normally contained within software contracts, in order to bring these Agreements into line with best business practices.

Photo at Sunrise courtesy of Rip Colvin (October 2014)



2014 Florida Legislative Bills of Interest

Reminder — Relating to State Technology

House Bill 7073 relating to Information Technology Governance was filed in the House by the Appropriations Committee on February 28, 2014 and passed in the House on March 12, 2014 and by the Senate on May 2, 2014. The Offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, and Capital Collateral Regional Counsel are exempt from this measure, which was enrolled by the House on May 7, 2014. The bill was signed by the Governor on June 20, 2014 (ch. 2014-221, L.O.F.).

However, the new law does include the Justice Administrative Commission under its oversight umbrella for state agencies, and 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 law also abolished the Agency for Enterprise Information Technology, transferred its functions to the AST, clarifies the IT security duties of the AST and individual agencies, and, as cited by the Florida House Session Summary, “Requires the AST to conduct a feasibility study and provide recommendations for managing state government data (May 2014).”

Pursuant to s. 282.0041(23), F.S., as amended by this law, “State agency means any official, officer, commission, board, authority, council, committee, or department of the executive branch of state government; 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” (March 14, 2014). Therefore, among the agencies exempt from data center consolidation under the terms of this law are:

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

Source: Florida House



*House Bill
7073 addresses
state
technology
consolidation
in Florida.*

*Source:
Florida
Legislature*

Reminder— Relating to State Technology

Effect of Changes (Analysis published by Florida House, July 9, 2014):

The law requires the AST to advise and collaborate with the DMS in conducting competitive solicitations for state term contracts for IT commodities, consultant services, or staff augmentation contractual services.

A new section within the law requires all state term contracts for:

- ◆ **IT commodities executed after July 1, 2014, to have a term that does not exceed 48 months; and**
- ◆ **IT consultant services or staff augmentation contractual services executed after September 1, 2015, to have a term that does not exceed 48 months.**

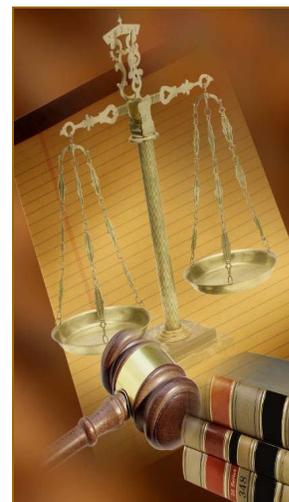
The DMS may execute a state term contract for IT commodities, consultant services, or staff augmentation contractual services that exceeds the 48-month requirement if the secretary for the DMS and the executive director of the AST certify to the Executive Office of the Governor that a longer contract term is in the best interest of the state.

Through this law, procedures and protocol established by the Cyber intelligence Group (CIG) regarding the handling of suspected or confirmed IT security threats have been codified in statute. The law also clarifies the duties and responsibilities of the FDLE Cybercrime Office to include:

- ◆ Monitoring IT resources and collecting and analyzing potential threats regarding potential cyber-security incidents;
- ◆ Investigating violations of state law pertaining to suspected or confirmed cyber-security incidents and assisting in their response and recovery; and
- ◆ Providing security awareness training and information to state agency employees.

The AST has now assumed IT security duties. In this role, AST must publish, for use by state agencies, an IT security framework that includes a risk assessment methodology, protection procedures—including unauthorized access to IT resources—threat detection, data recovery, and establishing asset management procedures by June 30, 2015. Performance measurements and clear metrics that indicate the status of IT projects based on scope, cost, and schedules will be required.

Source: Florida House



*House Bill
7073 was
signed by the
Governor on
June 20, 2014
(ch. 2014-221,
L.O.F.).*

*Source:
Florida
Legislature*

FLAIR Facts & Fiction — By Vicki Nichols, CPM

FLAIR Standardization of Object Codes Project



JAC was informed of the Department of Financial Services (DFS) “Object Codes Standardization Project” during the DFS Administrative Service Directors’ meeting held March 28th. DFS has determined that “rolling-up” object codes in FLAIR (state accounting system) into more general classifications and standardizing object codes across all agencies is necessary for state accounting. The object code is a key data element in FLAIR data entry and FLAIR reporting.

JAC formed an Object Codes Workgroup with staff in offices administratively served to review and analyze the impact of the new standard codes versus the “old” codes. The following offices have one or more representatives participating in the workgroup: PD1, PD2, PD11, PD13, SA5, SA6, SA10, SA11, SA14, SA20, RC1, CCRC-M, and JAC. There are approximately 400 object codes for the Workgroup to review and analyze.

“In recent months, the Department of Financial Services has begun an Object Code Standardization Project.”

Several online (GoToMeeting) sessions have been held with the Workgroup where participants are diligently analyzing the impacts of the standardized object codes on business operations and systems. The Object Codes Workgroup project will continue for many months. The Workgroup’s goal is to recommend to all Justice Administration offices: 1) the correct object code to use going forward; 2) the proper cross-walk with the old code; 3) guidance for changes to BOMS and other systems to incorporate the new codes; 4) the “go-live” date for using the new codes. The next GoToMeeting session for the workgroup is scheduled for November 18, 2014.

The transition to the new standardized codes will not take place until late Spring or early Summer of 2015. DFS has not released the exact date the transition will be mandated. However, there is a lot of work to do to prepare for the transition. JAC staff would like to thank those participating in the Object Codes Workgroup for their assistance in this endeavor. We look forward to continuing to work with offices administratively served until we have all successfully transitioned to the new codes.



New Federal Grant Reforms — By Lydia Mount, MPA, CPM

OMB Deploys New Federal Grant Reforms on December 26, 2014

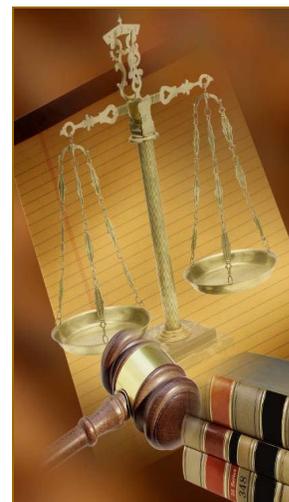
The Office of Management and Budget (OMB) will launch new Federal grant reforms on December 26, 2014 for state and local governments, colleges, universities, and nonprofits. The new rule, commonly referred to as the “*Super or Omni*” Circular, streamlines eight Federal regulations (including OMB Circulars A-110, A-122, and A-133) into a single, comprehensive policy guide. OMB reports that, “These changes will afford the Federal government the ability to better administer the \$600 billion awarded annually for grants, cooperative agreements, and other types of financial assistance.” To view the Omni Circular, click [here](#).

Any entity that awards or receives Federal funds will be affected by the sweeping reforms within the *Omni Circular*. The reforms are designed to:

1. Eliminate duplication and conflicting guidance
2. Focus on performance over compliance for accountability
3. Encourage efficient use of information technology and shared services
4. Provide for consistent and transparent treatment of costs
5. Limit allowable costs to make the best use of Federal resources
6. Set standard business processes using data definitions
7. Encourage non-federal entities to have family-friendly policies
8. Strengthen oversight, and
9. Target audit requirements on risk of waste, fraud, and abuse

According to OMB, “These policy [reforms] could improve oversight of Federal awards by increasing transparency through the publication of audit reports, requiring recipients to have strong internal controls, and requiring Federal agencies to review risks prior to making an award.” The Single Audit threshold will be raised from \$500,000 in Federal awards per year to \$750,000. OMB advises that this change will reduce the audit burden for approximately 5,000 non-Federal entities, while sustaining Single Audit coverage for over 99 percent of the Federal dollars currently covered. As an internal control measure, non-Federal entities will be required to take reasonable measures to safeguard protected personally identifiable information, as well as any information that the Federal awarding agency or pass-through entity designates as sensitive.

All public and local agencies that are interested in, or have historically received, Federal awards should take the time to become familiar with these new guidelines.



*The “Super or
Omni”
Circular,
streamlines
eight Federal
regulations.*

Making the connection

-  Research available funding
-  Apply on-line
-  Communicate quickly with Federal Agency

Health and Human Services

<http://www.hhs.gov>

Department of Education

<http://www.ed.gov>

Department of Justice

<http://www.usdoj.gov/>

Department of Housing and Urban Development

<http://www.hud.gov/>

Department of Labor

<http://www.dol.gov/>



Consumer Advisory

Vehicle Owners with Defective Airbags Urged to Take Immediate Action



WASHINGTON, D.C. - The National Highway Traffic Safety Administration urges owners of certain Toyota, Honda, Mazda, BMW, Nissan, Mitsubishi, Subaru, Chrysler, Ford and General Motors vehicles to act immediately on recall notices to replace defective Takata airbags. Over seven million vehicles are involved in these recalls, which have occurred as far back as 18 months ago and as recently as October 20, 2014. The message comes with urgency, especially for owners of vehicles affected by regional recalls in the following areas: Florida, Puerto Rico, limited areas near the Gulf of Mexico in Texas, Alabama, Mississippi, Georgia, and Louisiana, as well as Guam, Saipan, American Samoa, Virgin Islands and Hawaii.

"Responding to these recalls, whether old or new, is essential to personal safety and it will help aid our ongoing investigation into Takata airbags and what appears to be a problem related to extended exposure to consistently high humidity and temperatures. However, we're leaving no stone unturned in our aggressive pursuit to track down the full geographic scope of this issue," said NHTSA Deputy Administrator David Friedman.

Consumers that are uncertain whether their vehicle is impacted by the Takata recalls, or any other recall, can contact their manufacturer's website to search, by their vehicle identification number (VIN) to confirm whether their individual vehicle has an open recall that needs to be addressed. Owners that have been contacted by their manufacturer should contact their dealer's service department and make arrangements for the repair. In addition, consumers can sign up for NHTSA recall alerts, which go out before recall letters are mailed by the manufacturers to the affected owners.

7.8 Million Affected U.S. Vehicles, by Manufacturer, Impacted by CY 2013 and 2014 Recalls Involving Takata Airbags

Note: 20 The list below corrects the list that accompanied our October advisory, which incorrectly included certain vehicles. The numbers cited for potentially affected vehicles below are subject to change and adjustment because there may be cases of vehicles being counted more than once. Owners should check their VIN periodically as manufacturers continue to add VINs to the database. Once owner recall notices are available, owners can retrieve a copy from SaferCar.gov, or will receive one by U.S. mail and are advised to carefully follow the enclosed instructions.

BMW: 627,615 total number of potentially affected vehicles

- 2000 – 2005 3 Series Sedan
- 2000 – 2006 3 Series Coupe
- 2000 – 2005 3 Series Sports Wagon
- 2000 – 2006 3 Series Convertible
- 2001 – 2006 M3 Coupe
- 2001 – 2006 M3 Convertible

Chrysler: 371,309 total number of potentially affected vehicles

- 2003 – 2008 Dodge Ram 1500
- 2005 – 2008 Dodge Ram 2500
- 2006 – 2008 Dodge Ram 3500
- 2006 – 2008 Dodge Ram 4500
- 2008 – Dodge Ram 5500
- 2005 – 2008 Dodge Durango
- 2005 – 2008 Dodge Dakota
- 2005 – 2008 Chrysler 300
- 2007 – 2008 Chrysler Aspen

*Do you
have one
of these
vehicles?*

Consumer Advisory

Vehicle Owners with Defective Airbags Continued

Ford: 58,669 total number of potentially affected vehicles

- 2004 – Ranger
- 2005 – 2006 GT
- 2005 – 2007 Mustang

General Motors: undetermined total number of potentially affected vehicles

- 2003 – 2005 Pontiac Vibe
- 2005 – Saab 9-2X

Honda: 5,051,364 total number of potentially affected vehicles

- 2001 – 2007 Honda Accord
- 2001 – 2002 Honda Accord
- 2001 – 2005 Honda Civic
- 2002 – 2006 Honda CR-V
- 2003 – 2011 Honda Element
- 2002 – 2004 Honda Odyssey
- 2003 – 2007 Honda Pilot
- 2006 – Honda Ridgeline
- 2003 – 2006 Acura MDX
- 2002 – 2003 Acura TL/CL
- 2005 – Acura RL

Mazda: 64,872 total number of potentially affected vehicles

- 2003 – 2007 Mazda6
- 2006 – 2007 MazdaSpeed6
- 2004 – 2008 Mazda RX-8
- 2004 – 2005 MPV
- 2004 – B-Series Truck

Mitsubishi: 11,985 total number of potentially affected vehicles

- 2004 – 2005 Lancer
- 2006 – 2007 Raider

Nissan: 694,626 total number of potentially affected vehicles

- 2001 – 2003 Nissan Maxima
- 2001 – 2004 Nissan Pathfinder
- 2002 – 2004 Nissan Sentra
- 2001 – 2004 Infiniti I30/I35
- 2002 – 2003 Infiniti QX4
- 2003 – 2005 Infiniti FX35/FX45

Subaru: 17,516 total number of potentially affected vehicles

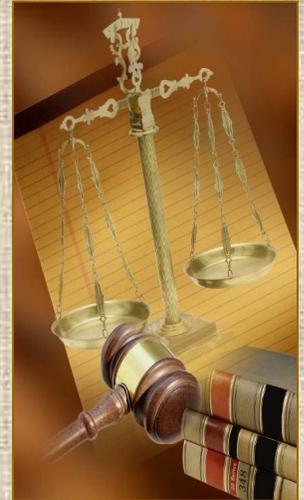
- 2003 – 2005 Baja
- 2003 – 2005 Legacy
- 2003 – 2005 Outback
- 2004 – 2005 Impreza

Toyota: 877,000 total number of potentially affected vehicles

- 2002 – 2005 Lexus SC
- 2002 – 2005 Toyota Corolla
- 2003 – 2005 Toyota Corolla Matrix
- 2002 – 2005 Toyota Sequoia
- 2003 – 2005 Toyota Tundra

Information on [Consumer Recalls and VIN Fact Sheet](#)

Source: National Highway Traffic Safety Administration, October 22, 2014



*Do you
have one
of these
vehicles?*

Imagine that...



RIP CURRENTS

Break the Grip of the Rip!

The diagram illustrates a rip current. A swimmer is shown in the center, being pulled away from the shore by a powerful current labeled 'RIP CURRENT'. Two large black arrows labeled 'CURRENT' point towards the rip current from the left and right. Four green arrows labeled 'ESCAPE' point away from the rip current towards the left and right sides, indicating the correct escape route. The background shows a cross-section of the ocean with a sandy bottom and waves breaking near the shore.

Rip currents are powerful currents of water moving away from shore. They can sweep even the strongest swimmer out to sea.

Open Enrollment Opportunities — Courtesy of Carolyn Horwich, J.D., CPM

Open Enrollment for pre-tax benefits began at 8 a.m. October 20 and ends promptly at 6 p.m. on November 7, 2014 (all times Eastern). Open Enrollment packets were mailed mid-October to all employees eligible to participate in the State Group Insurance Program. Remember, you can make changes to your elections during Open Enrollment as many times as you want. Once Open Enrollment ends, however, an appropriate qualifying event is required to make a change during the plan year. Payroll deductions will begin in December for coverage effective January 1, 2015.

Check with your HR Office about visiting a benefit fair to talk with representatives from State Group Insurance, People First, and the insurance companies in our program. Fairs are open from 9 a.m. to 4 p.m. local time unless otherwise indicated. Some sites require paid parking and photo identification.

Please visit www.myflorida.com/mybenefits for plan year 2015 information.

Contact Information

Plans	Plan Types	Phone	Website
Florida Blue	State Employees' PPO Plan (Medical)	800-825-2583	www.bcbsfl.com or www.floridablue.com
CVS/caremark	State Employees' Prescription Drug Plan	888-766-5490	www.caremark.com (members register and log in) www.caremark.com/sofrxplan (general information)
Aetna	HMO Plan (Medical)	877-858-6507	www.aetna.com
AvMed	HMO Plan (Medical)	888-762-8633	www.avmed.org/go/state
Capital Health Plan	HMO Plan (Medical)	850-383-3311	www.capitalhealth.com/state
Coventry Health Care of Florida	HMO Plan (Medical)	866-575-1875	http://state.chcflorida.com
Florida Health Care Plans	HMO Plan (Medical)	877-615-4022	www.fhcp.com
UnitedHealthcare	HMO Plan (Medical)	877-614-0581	www.welcometouhc.com/florida
Minnesota Life	Basic and Optional Life	888-826-2756	www.lifebenefits.com/florida
Ameritas Dental Preventive Plus	Indemnity with PPO	877-721-2224	www.ameritasgroup.com/florida
Assurant Employee Benefits Freedom Advance	Indemnity with PPO	800-442-7742	www.assurantemployeebenefits.com/STofFL
Assurant Employee Benefits Prepaid 225	Prepaid Dental	800-443-2995	www.assurantemployeebenefits.com/STofFL
CIGNA Dental	Prepaid Dental	800-244-6224	www.cigna.com
Humana Network Plus, Preferred Plus	Prepaid Dental/PPO	800-943-6880	www.humanadental.com/custom/fl/
Humana Select 15, Schedule B	Prepaid Dental/Indemnity	866-879-3630	www.humanadental.com/custom/fl/
UnitedHealthcare Dental Solstice 700	Prepaid Dental	800-980-0292	www.myuhdental.com/statefl/
Humana Vision	Materials Only/Exam Plus	800-939-5369	www.humanavisioncare.com/custom/fl
Aflac	Cancer/Intensive Care	800-780-3100	www.capitalins.com
Cigna Health and Life Insurance Company	Hospitalization	800-780-3100	www.capitalins.com
Colonial Life	Accident/Cancer/Disability	888-756-6701	www.coloniallife.com/
New Era	Hospitalization	800-277-2300	www.ssc-life.com
People First	Call for help or enroll online Fax documents to Mail documents to Mail payments to	866-663-4735 800-422-3128 P.O. Box 6830 Tallahassee, FL 32314 P.O. Box 863477 Orlando, FL 32886-3477	https://peoplefirst.myflorida.com
Social Security Administration	To enroll or ask about Medicare	800-633-4227	www.medicare.gov
Tallahassee State Bank	To learn more about an HSA bank account	877-367-4472 850-576-1182	www.talstatebank.com
MyBenefits Website			http://www.myflorida.com/mybenefits/

Open Enrollment for Florida Prepaid College plans started October 15, 2014. Please go to this website for additional information: <http://www.myfloridaprepaid.com/>.

Open Enrollment Opportunities — Courtesy of Carolyn Horwich, J.D., CPM

Open Enrollment Summary for the **2015** Plan Year

Your Health | Your Decision



Open Enrollment **begins 8 a.m., Monday Oct. 20, 2014**, and **ends promptly at 6 p.m., Friday, Nov. 7, 2014**, (all times Eastern Standard).

What's Changing?

● Pharmacy Benefits Manager

- ▶ The pharmacy benefits manager for the State Employees' Prescription Drug Plan is changing from Express Scripts to **CVS/caremark**. Be on the lookout for your welcome letter from **CVS/caremark** in the mail (see information about your pharmacy benefits manager below).
- ▶ CVS/caremark's preferred drug list and maintenance drug list may vary from the one Express Scripts provides. Visit www.caremark.com/sofrxplan to review **CVS/caremark's** lists.
- ▶ For existing mail order customers, **CVS/caremark** will coordinate with Express Scripts to transfer any open and eligible mail-order prescriptions. Some medications, such as controlled substances or compound medications, may require a new prescription from your health care provider.
- ▶ For information about **CVS/caremark's** mail-order process, call 888-766-5490 or visit www.caremark.com/sofrxplan.
- ▶ Starting Jan. 1, create your **CVS/caremark** account at www.caremark.com to monitor your prescriptions and access other important account and health care information.
- ▶ PPO Plan members: continue to fill maintenance medications as a 90-day supply after three 30-day retail fills. Changing to **CVS/caremark** does not restart the three-refill count; however, starting Jan. 1, the State Employees Prescription Drug Plan now offers you the option of having your maintenance prescriptions filled at a participating retail pharmacy (see next column).

● 90-Day Maintenance Drug Supply at Participating Retail Pharmacies

- ▶ If you have a maintenance medication prescription for up to a 90-day supply, you may have it filled one of three ways:
 - Through the **CVS/caremark** mail order pharmacy
 - At a CVS retail pharmacy
 - At any retail pharmacy that participates in the new 90-day maintenance supply retail network established specifically for the State of Florida. The pharmacies in this network may or may not be in the regular retail network. Visit caremark.com or call 888-766-5490 to find out if your retail pharmacy is choosing to participate in the 90-day maintenance supply retail network.
- ▶ Copays for a 90-day maintenance supply at a participating retail pharmacy are the same as for mail order: \$14 for generic drugs, \$60 for preferred brand drugs, and \$100 for non-preferred brand drugs.

Buy two months, get one month free! Visit a participating 90-day maintenance supply retail pharmacy or use mail order to take advantage of these cost savings. Purchase a 90-day maintenance supply of the medications you take to treat chronic or long-term conditions, such as high blood pressure, high cholesterol, heart disease, asthma and diabetes.

See what else is changing inside ➔

Open Enrollment Opportunities — Courtesy of Carolyn Horwich, J.D., CPM

Other Changes to Benefit Options!

● Vision Materials Only Plan

The Humana Vision Materials Only plan ends Dec. 31, 2014. *****If you are currently enrolled in this plan, please elect the Humana Exam Plus plan during Open Enrollment if you wish to continue vision insurance coverage.**

● Insurance Plan Rate Changes

- ▶ Dental plans: Assurant Prepaid (4025), Assurant Freedom Advance (4074), CIGNA Prepaid (4034), Humana Network Plus (4004) and Humana Preferred (4054)
- ▶ Humana Vision Exam Plus plan
- ▶ CIGNA Health and Life Insurance Company Hospitalization plan

● Health Savings Account Contributions Limits

- ▶ Health investor health plan members: you can contribute up to \$3,350 if you are an employee enrolled in single coverage, or up to \$6,650 if you are enrolled in family coverage. This limit includes the state's contribution.

How to Make Changes in People First

1. Turn off the browser's pop-up blocker and log in to peoplefirst.myflorida.com.
2. Select Start or the Open Enrollment link and then follow the simple steps to confirm dependent eligibility and register new dependents (Social Security numbers required). Enter your People First password and select Certify to complete the dependent verification process.
3. Select Enroll Now to start. Your current benefits and what you will have next year are side by side so you can easily verify or change your elections.
4. Click Change, Add, or Cancel to make updates.
5. Once you've confirmed your choices, enter your People First password and click Complete Enrollment.

Remember, you can make changes to your elections during Open Enrollment as many times as you want. *****Once Open Enrollment ends, a qualifying event is required to make a change during the plan year.**

Are You Well?

How do you know? If you haven't seen your primary care doctor for your free, annual exam and routine preventive services recently, you may not be as well as you think. Just knowing your numbers for cholesterol, glucose, blood pressure and body mass index can be a huge step to a healthier you – and could even save your life.

Are you well? We challenge you to find out. Call your primary care doctor today to schedule your free wellness exam.

If you don't have a primary care doctor, visit your health plan's website or talk to family or friends to help you select one. Having a primary doctor who knows you is the best first step you can take. Going to the emergency room is not a good fallback – it costs you more and you'll see doctors who don't know you or your health history.

If you've had your free, annual exam and routine preventive services this year, excellent! You're on the path to wellness.

Thinking about Retirement?

Did you know your employer pays at least 87 percent of your monthly health insurance premium? When you retire, you pay the entire premium to continue health insurance. Start planning. Today's standard health insurance plan premiums for retirees not eligible for Medicare are \$641.52 for single coverage and \$1,444.06 for family. Health investor health plan premiums are \$564.86 for single and \$1,245.03 for family.

2015 Retiree Premiums

- At this time, 2015 plan year premiums remain the same as those shown in your enclosed benefits statement for retirees enrolled in the Aetna, AvMed, Coventry, Florida Blue and UnitedHealthcare. We will notify you if premiums change. Please be sure your address information is correct in People First.
- Medicare Advantage Plan premiums for 2015 are listed in your enclosed benefits statement for Medicare-eligible retirees enrolled in either Capital Health Plan or Florida Health Care Plans.

Medicare Part D

The State Employees' Prescription Drug Plan is considered Creditable Coverage for the Medicare Part D Drug program. This means our plan is as good as or better than Medicare Part D and you should not enroll in a Medicare Part D plan. Find the complete notice at www.myFlorida.com/myBenefits.

Privacy Notice

The State Group Insurance Privacy Notice, available at www.myFlorida.com/myBenefits, describes how medical information about you may be used and disclosed and how you can access this information.

Cafeteria Plan

Cafeteria plans have specific enrollment requirements under the Internal Revenue Code you must follow in exchange for your pretax savings. Choose your plans carefully. Once you enroll, you must remain in the plans you select unless you have a qualifying event, such as a birth, marriage, or change in employment status that results in a gain or loss of eligibility for insurance. A decrease in wages or in the number of hours worked is not a qualifying event that will allow you to cancel coverage.



Annual CPM Seminar in Orlando September 15, 2014



*JAC was “CPM Strong” at the Annual Seminar in Orlando.
This photo is courtesy of Robert Smith.*

Kudos to JAC Staff

A JAC Welcome and Congratulations



The Circuit Accounting Section has a new employee, *Clyde Woodbury*. Clyde is coming to the Justice Administrative Commission (JAC) from the Florida Department of Health and is the new Professional Accountant assigned to process all disbursement transactions for Guardian ad Litem and State Attorney Due Process. Originally from Orlando, Clyde is currently pursuing his Business Administration/Accounting degree. In his spare time, Clyde enjoys sports and music. He leads the church band playing piano and organ on Sundays. The Circuit Accounting Section welcomes Clyde Woodbury to our JAC family. Says Clyde, "I am a fun-loving guy that loves to see everyone happy. I really have enjoyed my time here thus far and look forward to the future."



JAC also welcomes *Shawna Senko* to the Court-Appointed Section. Shawna was born in Tokyo, grew up in Kissimmee, and has lived in Tallahassee for just over 11 years. For a short time, she left Tallahassee for Panama City Beach where she literally lived across the street from the beach and fished everyday for dinner. Shawna loves nature and the outdoors. Hiking, camping, kayaking and fishing are her favorite things to do when she has time. She has been with her fiancé for 9 years, and they have been engaged for four years. An animal lover, Shawna has two dogs, two cats, and three fish and hopes to eventually add a flock of chickens to the mix. She has an adventurous spirit and absolutely loves to travel and expose herself to new and unusual activities and food. In fact, she will try eating anything that won't kill her at least once. Her favorite two things on earth, as far as food is concerned, are chocolate and coffee.

Shawna recently spent three years as a volunteer firefighter, earning both a medical first responder certification and the first level firefighter certification. Much of her time was spent with truck/equipment maintenance, keeping records for the department, attending public events, and fundraising. It was something she decided to do on a whim and ended up enjoying it more than she ever expected.

Having earned a B.S. in Criminal Justice, with a concentration in Criminal Investigation, Shawna came to JAC from the Public Service Commission (PSC) where she worked for about three years. While at the PSC, she established new dockets, assembled records on appeal, filled public records requests, conducted trainings, and converted and made documents publicly available on the agency website. Before working with the PSC, she worked with the Legal Aid Foundation of the Tallahassee Bar Association. While there, she operated the Tallahassee Lawyer Referral Service by phone, and simultaneously did the intake and screening of walk-in applicants for Legal Aid services, as well as grant reporting, case management, training, attorney scheduling, and fund raising. Shawna is excited to have joined JAC and is looking forward to working with everyone.



Congratulations to *Veronica Vasquez*, who moved into the Operations and Management Consultant position in the Executive Office on September 22, 2014. We wish you well in this new role.



Well Deserved Recognition

September 23, 2014: *Thank you to Sharon Ray and Kale Stafford for your prompt responses and resolution of my issue [Problems with Marchman Act Orders]. My confidence in JAC and its representatives has been restored.*

Lynne K. Hennessey P.A.

September 25, 2014: *Thank you to JAC via Lynn Santner—Just submitted IFC contract and I must say I enjoyed the experienced! I am loving this new website! Can't wait to view the tutorials!! P.S. You can use me in the client testimonials!*

W. Craig Lawson, P.A.

Criminal Defense Attorney

Civil Rights Violations

October 7, 2014: *Shares Aleah Roddenberry, "I want to thank those who decorated the bulletin board. It's always nice to see the creativity and talents of our JAC co-workers outside of their normal job duties."*

Melanie Aleah Roddenberry, CPM

Financial Services, JAC

October 20, 2014: *"I have been handling court-appointed cases for a number of years now and have been communicating with many people employed by the Justice Administrative Commission. There have been times hat I have been very frustrated with the generic responses that I have received. However, I would like to tell you that I recently had correspondence with Joseph B. Walker of your agency. Mr. Walker sets an example of how to communicate with the public and professionals."*

Jimmie Brantley

Private Investigator/Owner

Brantley Investigations

Winter Haven, Florida



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BOARDING THE EDMS TRAIN

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

There are direct benefits for your agency to submit your batches online or by e-mail. One benefit is that you will not have to wait for JAC to receive the document in the mail. JAC will receive the e-mail or online submission and the documents will be inserted into JAC's electronic document management system (EDMS) within a few minutes.

Another wonderful benefit is that the Laserfiche Administrator checks the e-mail submissions and online submissions every day to ensure that they make it into the EDMS correctly. If, for some reason, they are not inserted properly, the Administrator will have the electronic version for manual processing.

Hopefully, you will be able to see the advantage of submitting your batches online or by e-mail. We encourage you to submit your batches electronically.

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."

"The start is what stops most people."
~Don Shula~

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.*