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State of Florida

Volume V, Issue 3

A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

After the Florida House ended its Regular Session three days ahead of schedule on Tuesday, April 28, 2015, lawmakers returned to Tallahassee for a Special Legislative Session on June 1, 2015 to pass a budget before July 1. Senate President Andy Gardiner and House Speaker Steve Crisafulli announced the passage of the \$78.7 billion 2015-16 *General Appropriations Act* (Senate Bill 2500-A) on June 19, 2016. While the House rejected the Senate's *Florida Health Insurance Exchange Plan*, the Senate did not take up HB 21A, an act related to the State Group Insurance Program. Among other items, it would have required state employees to potentially pay more for health insurance, depending on the health coverage chosen. Although the Governor cut \$461.4 million in line-item vetoes, none of the agencies of Justice Administration were impacted. The next Regular Session will convene on January 12, 2016. The Justice Administrative Commission (JAC) met via conference call on June 2, 2015. The agenda included approval of the six-month Status Report to the Auditor General's Report, and proposed amendments to Court-Appointed Contract Agreements. Brad King, President of the Florida Prosecuting Attorneys Association, has reappointed Jerry Hill, State Attorney of the 10th Judicial Circuit, to serve another two-year term as a State Attorney Representative on the Justice Administrative Commission. Julie Holt, President of the Florida

Public Defender Association, has appointed Kathleen Smith, Public Defender of the 20th Judicial Circuit, to serve a two-year term as a Public Defender Representative on the Justice Administrative Commission. Ms. Smith succeeds Nancy Daniels, who has served on the Commission from January 1, 2013 - June 30, 2015. Ms. Daniels will be greatly missed.

BOMS/STAC Agreements

JAC staff, working with staff from the Offices of the State Attorney, 10th and 20th Judicial Circuits, staff from the Office of the Public Defender, 13th Judicial Circuit, as well as staff from the Attorney General's Office have been meeting over the past several months to review the Business Office Management System (BOMS) and the Criminal Case Management System (STAC) Licensing Agreements and annual Maintenance Contracts between Justice Administration entities and the vendor, Computer Information and Planning, Inc. (CIP).

The goal of the work-group, in part, has been to facilitate the inclusion of more clearly defined deliverables, business continuity, provisions for disaster recovery, and compliance with state law, as well as other best business practices.

Draft Agreements were shared with and reviewed by all of the agencies of Justice Administration that use BOMS or STAC and their recommended improvements were finalized. Subsequently, negotiations were initiated with CIP on May 29, 2015 on the Licensing Agreements and Annual Maintenance Contracts. Follow-up meetings and

discussions will continue through December 31, 2015.

Human Resources

JAC hosted a GoToMeeting Training Session on May 12, 2015 on Financial Disclosures (Form 1) for the agencies we administratively serve. The training was presented by staff at the Florida Commission on Ethics. Recent changes in the law and common mistakes were highlighted.

Object Codes

The Object Codes Standardization Project initiated by the Department of Financial Services requires all state agencies to "roll-up" object codes in the state accounting system (FLAIR). For months, an Object Codes Work-Group comprised of staff from JAC and 14 offices within Justice Administration worked to cross-walk the object code structure from old to new. A series of GoToMeeting sessions were hosted over several months by JAC to discuss these code changes, to determine the best codes to use for future payments, and to train office staff in using the new object codes and crosswalk.

The "go-live" date for Justice Administration will be July 1, 2015.

FGFOA Award

JAC was recently awarded Honorable Mention in the Process Improvement category of the Florida Government Finance Officers Association's (FGFOA) inaugural Advanced Commitment to Excellence (ACE) Award for JAC's Online Bill Submission System for court-appointed attorneys. According to the FGFOA's website, "The awards underscore the importance of innovation in government finance."

Have a safe 4th of July weekend.



*House Bill
7013, the
Adoptions
bill, is now
law.*

*Source:
Florida
House*

2015 Florida Legislative Bills of Interest

Adoption Benefits for Qualifying Adoptive Employees of State Agencies

House Bill 7013, effective July 1, 2015, was signed by the Governor on June 11, 2015 (ch. No. 2015-130, L.O.F.) and supported by \$3 million in the *2015-16 General Appropriations Act*. Section 409.1664, F.S., was created to govern adoption benefits for qualifying adoptive employees of state agencies. As defined by this section, “The term *child within the child welfare system* has the same meaning as provided in s. 409.166, F.S., and *qualifying adoptive employee* means a full-time or part-time employee of a state agency who is paid from regular salary appropriations, or otherwise meets the state agency employer’s definition of a regular, rather than temporary, employee, and who adopts a child within the child welfare system pursuant to chapter 63 on or after July 1, 2015.” Included within the definition of “state agency” is a branch, department, or agency of state government for which the Chief Financial Officer processes payroll requisitions.

Pursuant to this law, “A qualifying adoptive employee who adopts a child within the child welfare system who has special needs described in s. 409.166(2)(a)2., F.S., is eligible to receive a lump-sum monetary benefit in the amount of \$10,000 per such child, subject to applicable taxes. A qualifying adoptive employee who adopts a child within the child welfare system who does not have special needs describe in s. 409.166(2)(a)2., F.S., is eligible to receive a lump-sum monetary benefit in the amount of \$5,000 per such child, subject to applicable taxes.”

Based on additional provisions promulgated by this law, benefits would be limited by appropriation and made available on a first-come, first-served basis. Eligible state employees should apply for this benefit through their agency head. Approved forms will be provided by the Florida Department of Children and Families. Source: Florida House

2015 Florida Legislative Bills of Interest

Senate Bill 1540 — Costs Regarding the Dismissal of Criminal Charges — Died

Senate Bill [1540](#), sponsored by Senator Greg Evers, was filed on February 26, 2015 and referred to the Criminal Justice Committee. It never moved. Senate Bill 1540 would have created s. 939.061, F.S., to address costs that are associated with the dismissal of criminal charges, by allowing criminal defendants, who prevail under immunity provisions as stipulated in s. 776.032, F.S., to be awarded indicated costs and attorney fees

Upon becoming law, **Senate Bill 1540 would have required the Justice Administrative Commission to both audit and approve reimbursement requests that are associated with the dismissal of criminal charges through successful immunity claims**, pursuant to s. 776.032, F.S.

The bill detailed a procedure for submitting reimbursement requests and required reimbursements to be paid from the operating trust fund of the State Attorney who prosecuted the case, while limiting the amount of the award.

Ultimately, the bill gained no traction during the 2015 Legislative Session and died in the Criminal Justice Committee on May 1, 2015..

Source: *Florida Senate*

House Bill 4003 — Regarding the Death Penalty — Died

House Bill [4003](#), sponsored by Representative Michelle Rehwinkel Vasilinda, was filed on November 21, 2014 and was referred to the Criminal Justice and Justice Appropriations Subcommittees, and the Judiciary Committee on December 19, 2014. The bill never moved out of the Criminal Justice Subcommittee.

Amending ss. 775.082, 27.51, and 27.511, F.S., upon becoming law, the bill would have deleted various provisions regarding the death penalty for capital felonies, as well as provisions concerning “the effect” of a declaration by a court of last resort that the death penalty in a capital felony is unconstitutional. Additionally, the bill would have deleted provisions regarding **capital collateral representation** and, among other things, prohibited a death sentence on behalf of a mentally retarded defendant. Specifically, ss. 27.7001, 27.7002, 27.701, 27.702, 27.703, 27.704, 27.7045, 27.705, 27.706, 27.707, 27.708, 27.7081, 27.7091, 27.710, 27.711, and 27.715, F.S., would have been repealed by this bill. The measure also addressed proceedings when an individual under a death sentence appears to be insane or pregnant and amended s. 119.071, F.S., by deleting a public records exemption for capital collateral proceedings.

The bill died in the Criminal Justice Subcommittee on April 28, 2015.

Source: *The Florida House*



Additional bills we were 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 & Fiction — By Vicki Nichols, CPM

Florida PALM Project



Florida PALM

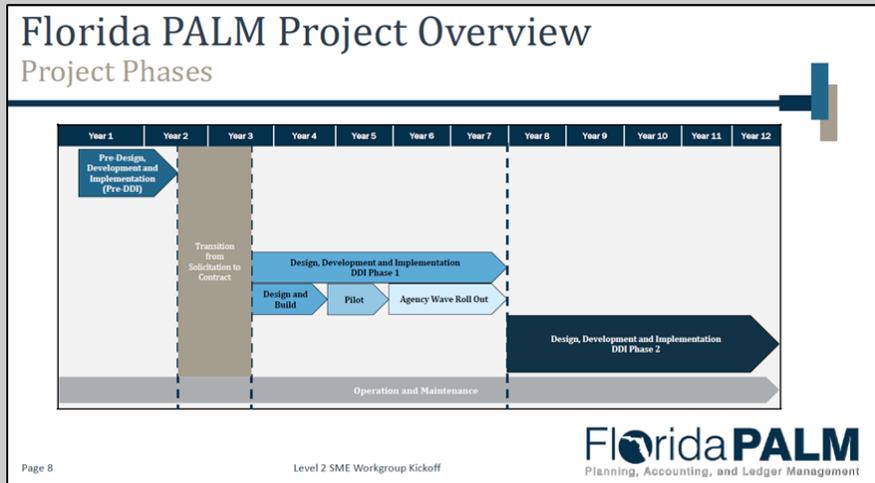
Planning, Accounting, and Ledger Management

The Department of Financial Services (DFS) has contracted with two private consulting firms to assist in the replacement of FLAIR with a more modern accounting and cash management (Treasury) system. The project has been named Florida PALM. PALM is an acronym for Planning, Accounting, and Ledger Management.

- ✦ DFS has begun workshops with many state agencies to gather information to record the requirements for a new system.
- ✦ JAC staff have been asked to participate in meetings with the Florida PALM team and have provided information regarding the system requirements of Justice Administration.
- ✦ The requirements are being cataloged by DFS and will be included in the Invitation to Negotiate (ITN) which is expected to be released sometime in the Fall or Winter of 2015. The ITN is being released to purchase the appropriate software package and to obtain implementation expertise.
- ✦ This project will span approximately 12 years before final completion. State agencies may begin using the Florida PALM system within 5 to 6 years for basic operations.

“This project will span approximately 12 years before final completion.”

JAC will keep all offices within Justice Administration “up-to-speed” with information regarding this project periodically and as circumstances dictate. A high-level timeline provided by Florida PALM is shown below along with a link to the Florida PALM website for more information. The project is currently in the Pre-Design phase.



Public Records 101 — By Veronica Vasquez

The Florida Division of Elections recently discovered that it inadvertently released non-confidential, yet exempt, voter information in response to a public records request in March 2015. The release involved voter registration information belonging to, but not limited to, law enforcement officials, judges, and high-level state officials, whose information may have been within the scope of a public records exemption. It is important to note that confidential information, such as social security numbers and driver license numbers, were not released. The incident may have occurred due to a malfunction in the automated software used to process record redactions. A formal letter was distributed in April 2015 to each of the individuals whose exempt information was released.



Under Florida's Public Records Law, most voter registration information, such as a voter's name, date of birth, home address, phone number, and e-mail address, is not confidential or exempt. However, under s. 119.071(4), F.S., certain information pertaining to a select group of individuals is exempt from disclosure. Florida law protects certain personal information for some positions and employees who fall under certain statutory exemptions. The purpose of the exemption for certain employees is to protect their, and their families', safety by allowing redaction of potentially sensitive information. In order to protect this exemption, these individuals *must submit a written request to the records custodian of each agency that may maintain such information*. By providing a written request to an entity's records custodian notifying them of the applicable information's exempt status under the law, the employee is making reasonable efforts to protect the information. Below is a list of statutorily exempt information that, depending on your employment status, may be exempt from disclosure:

Information exempted: Home addresses, telephone numbers, dates of birth, and photographs; and

Family information exempted: Names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel.

Because the scope of exemption varies depending under which statutory exemption the employee falls under, please check the specific language of the exemption which applies to you.

If you are entitled to have certain information exempted under s. 119.071(4), F.S., and have not submitted a written request to protect your exempt personal information from disclosure, please contact your Human Resources Office for a sample letter to submit to any agency that may have your exempt information.

Be advised without a written request for exemption, your exempt personal information may be disclosed to the public. The written request allows each entity that maintains your personal records to identify you as entitled to have certain information exempted from public records requests and preserve your exempted information.

To determine if you, your spouse or child are entitled to an exemption, please see s. 119.071(4), F.S.



“As technology continues to develop, what constitutes a ‘public record’ will continue to take on increasingly different forms.”

Veronica Vasquez

*Temporary Relocations of Staff Keep Everything Moving at JAC!
June 2015*



Photos are courtesy of Lydia Mount

Office Relocations Have Not Stopped Customer Service at JAC! June 2015



Photo is courtesy of Lydia Mount

*We Get the Job Done Rain, Shine, or
Building Reconstruction!
June 2015*



*We Get the Job Done Rain, Shine, or
Building Reconstruction!
June 2015*



Photo is courtesy of Lydia Mount

*We Get the Job Done Rain, Shine, or
Building Reconstruction!
June 2015*

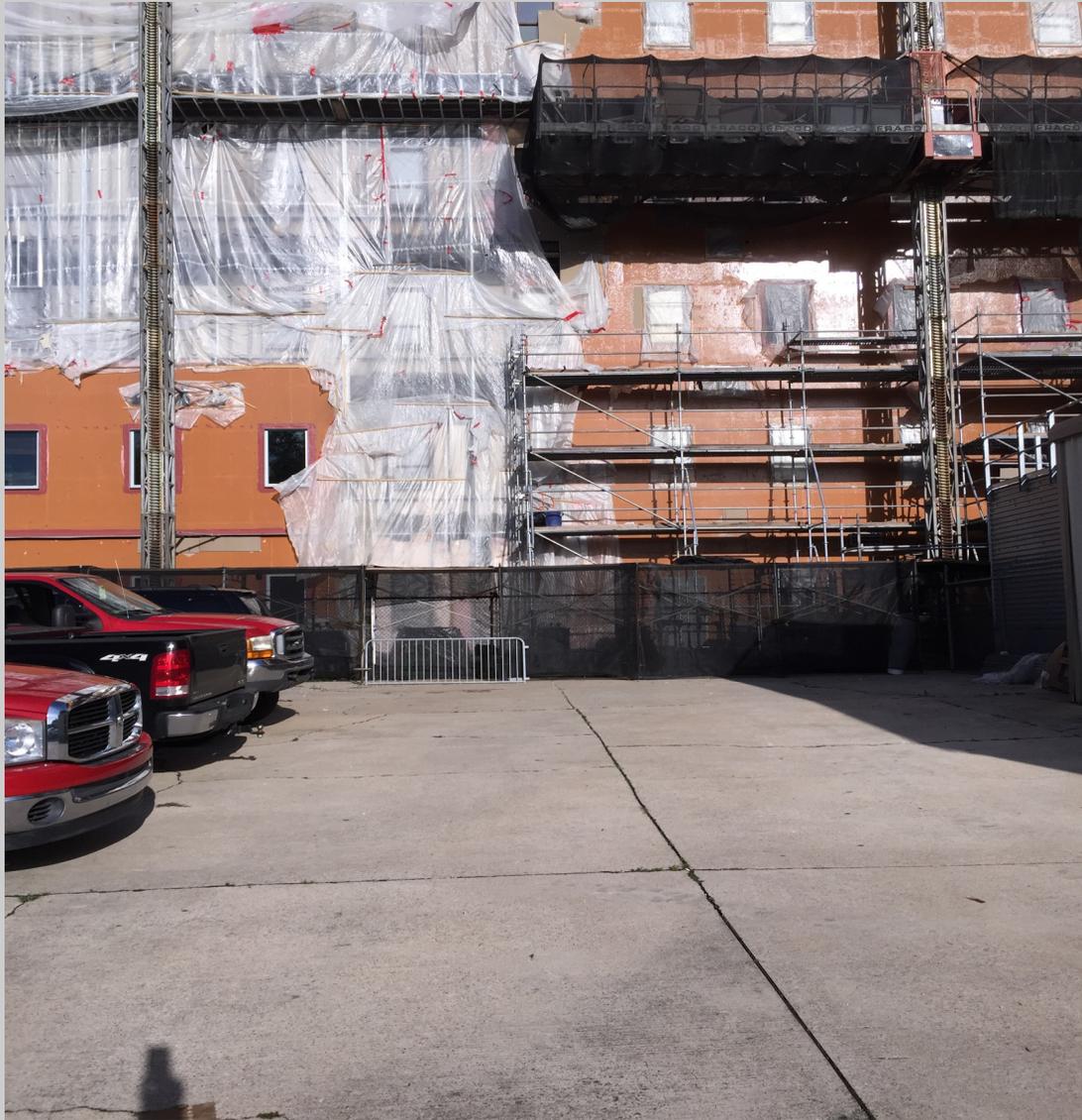


Photo is courtesy of Lydia Mount

*We Get the Job Done Rain, Shine, or
Building Reconstruction!
June 2015*



Photo is courtesy of Lydia Mount

“Roman Aqueduct of Segovia — Just North of Madrid”

~Photo Taken by Andrew Colvin During His Travels in June 2015~



Photo is courtesy of Andrew Colvin

*“Cathedral in Granada”
~Photo Taken by Andrew Colvin June 2015~*



Photo is courtesy of Andrew Colvin

*“Scene in Granada and Spanish Countryside”
~Photos Taken by Andrew Colvin in June 2015~*

Andrew Colvin, son of Rip Colvin, is quite the seasoned traveler. We have him to thank for these impressive photos taken during his recent visit to Madrid, Seville, and Granada. His entourage consists of other post-Spanish III students from Chiles High School in Tallahassee.



Photos are courtesy of Andrew Colvin

Kudos to JAC Staff

JAC Congratulations

JAC extends congratulations to the following team members who have been newly hired, joined our staff as a summer intern, retired, or transferred into a new position during May-June 2015:

Name	New Status	Effective Date	Section
Yvonne Enoch	Retired	June 1, 2015	Budget
Elaine Watson	Retired	June 1, 2015	Operations
Breckan Gregory	Professional Accountant I/ Voucher Room Lead	June 1, 2015	Operations
Juanita Williams	Auditor	May 11, 2015	Court Appointed
Sam Hyde	Summer Intern	June 2015	Court Appointed
Kelsey Leckinger	Summer Intern	June 2015	Human Resources
Adam Preisser	Summer Intern	June 2015	Budget & Financial Services



Well Deserved Recognition

June 29, 2015 — *Guys, it's got to be said, JAC is awesome! I'll say it again, JAC is AWESOME! This time of year is SUPER BUSY and we rose to the occasion!!* **Our Accounting Section** (Disbursements and Revenue) is putting the finishing touches on another successful year. A lot of Comp-Time was earned processing Batch Sheets and Revenue transactions for the agencies we serve, even with staff displaced due to construction! Congratulations to our Accounting Section! **Our Budget Section** worked hard to get all of the Budget Transfers input into the system so that our agencies had their funding in the right places, while training up an Intern (Thanks Adam!) to assist in the effort. Tremendous!! **Our Contracts Unit** has been pouring it on so that our court-appointed attorneys and related vendors can get signed up for next year. I don't know if we're in record territory yet, in terms of the numbers signed up so far, but I think I've approved over a million just this afternoon! They've been busy! Great Job! **Our Court-Appointed Section** (with Legal & Approvers) have poured on the midnight oil (and earned A LOT of Comp-Time) to get our attorneys and vendors paid, quickly!! And this with several new staff joining our crew, as well as a returning Intern (Welcome back, Sam!). A lot of credit goes toward the great training and support that each team member gives to each other. Super! **Our Financial Services Section** has been busier than normal due to several projects. First, they're getting us primed to make the BIG JUMP to new Object Codes. We didn't volunteer for it, but here they come! They've been making sure that we have our funds in the right places to be able to address year-end purchases, as well as certifying funds in the right places to make sure they take as much burden off of next year's budget. It's about to get really busy with Financial Statements, and new staff are hustling to learn all they can. Excellent! **Our HELP! Desk** has kept their calls/emails/carrier pigeon messages to the same day. What is amazing about that is the HUGE transition to Online Bill Submission by the court-appointed attorneys and vendors. Contact may have picked up a bit, but our HELP! Desk hasn't missed a beat! When the court-appointed attorneys and vendors needed someone, all they had to do was say HELP! Way to Go! **Our HR Section** has been working hard (with Financial Services) to make sure that the final payroll of the year is posted, working Rate Reports with our agencies to keep them at or under Rate, training up an intern (Thanks Kelsey!) to help out, and being "naturally" Awesome (while having to move staff up to the third floor while waiting for windows to be replaced, drywall to be repaired, and painted). **Our IT Section** has been making it happen with Court Appointed Online Bill Submission, the major Citrix Upgrade, Contracts assistance, the work that will take place starting, I believe, Thursday evening switching the network cabling, and on and on and on...Amazing Section!!! **Our Operations Section** should have something in there for juggling. They've juggled workspace between the 2nd and 3rd Floors, juggled vendors all around the office, kept staff wired up no matter where they are, kept the Voucher Room looking like it wasn't year end, and taking phone calls with charm. Splendid! And **the Executive Section**...one word says it above all others in terms of what's been going on down here: BOMS! We've been working really hard to improve the contract we have with our vendor so that the deliverables are clearly laid out in the document, as well as address any other issues that were raised during the most recent Operational Audit by the Auditor General. Although we didn't get an across the board raise or bonus during Special Session, we did hit our targets in terms of priorities. We disposed of some very troubling proviso and had our budget categories re-aligned to match how we are spending our funding. SUCCESS! One other thing...you know how we talk about Compliance, well this year might have been the best since we began tracking it! Our best year prior to this year was 96.46% set in 2004-05. That is humbling! GREAT JOB, JAC! Rip Colvin, JAC Executive Director

June 20, 2015 — Outstanding contract renewal process for us old computer dinosaurs. Looking forward to electronic voucher payments. James L. Butts, LLC

June 11, 2015 — Rip, it is truly awesome to hear about the wonderful happenings still occurring at JAC! Congratulations to all of the CPM graduates! You really sparked a change of tides at JAC that was long overdue. You are a wonderful leader Rip, and I am forever grateful for your tutelage. I am glad that everyone is taking full advantage of the opportunities that you consistently provide. I knew that Dina would step up to the task and become a fantastic Deputy! Please inform Dina that I am proud of her achievements as Deputy! I am so happy for Mrs. Susie K! Grandmotherhood looks amazing on Mrs. Susie! Absolutely beautiful picture! Thank you for sharing! I truly appreciate the JAC newsletters. Please tell everyone that I said hello and a special thank you to Cris! Cris is an amazing role model and I miss her laugh! Say hi to Deputy #2 as well! I miss my JAC family. I will definitely try to stop by JAC the next time I am in Florida. Thank you again Rip! Akita

May 22, 2015 — (To Sharon Ray) JAC is the best Public Defender entity we deal with (we said so in our response to the JAC Survey) and we work all over North America, US, and Canada. Paul & Laura Daubitz, ATI Telemangement, Newbury, MA

May 12, 2015 — Rip, I was on [the computer] for the entire time and wanted you to know that today's [Financial Disclosure] training was one of the most helpful ones I have participated in. Great job in setting this up for everyone. Thank you for doing this. Jeanne Howard, SA15



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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.

As previously reported, the Revenue Accounting Section has “gone-live” with the new transmittal form submission via e-mail and imported into Laserfiche. Several documents have been received from the circuits and it’s going really well.

In an effort to minimize printing, while working smarter and not harder, the Legal and Circuit Accounting Sections have been asked to identify ways to reduce printing. The Legal Section is pending a meeting to talk about a workflow change that will reduce printed pages, while the Circuit Accounting Section is testing the feasibility of printing daily reports into Laserfiche and processing from there, rather than printing paper copies. There will be more to report on this topic as things progress.

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

“Don’t wait for something big to occur. Start where you are, with what you have, and that will always lead you into something greater.”

~Mary Manin Morrissey~

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

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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.*