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Best wishes for an enjoyable holiday season and happy new year from JAC!



State of Florida

Volume V, Issue 6

A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

The last Justice Administrative Commission (JAC) Commission Meeting was held on December 17, 2016. The agenda included a court-appointed expenditure report and legislative update on House Bill 949 (see page two). It was stressed that based on current court-appointed fund balance projections, JAC anticipates a budget deficit for FY 2015-16 and will need to pursue appropriate steps for budgetary relief. Proposed amendments to JAC's Pay Plan and the Travel Expenditure Public Records Request from Representative Larry Metz, Chair of the Justice Appropriations Subcommittee, were also on the agenda. Finally, in keeping with action taken by the Governor, Commissioners authorized leave to JAC employees for Christmas Eve.

The previous JAC Executive Director's Report provided an update on the JAC Training Conference; Legislative Budget Request and Long Range Program Plan; Open Enrollment; Review of BOMS/STAC Agreements; Online Legal Research; Financial Statements; Notice of Proposed Rule-making on Overtime by the U.S. Department of Labor; and the State Term Contract for Enterprise Car Rental. I was pleased to provide an overview of these issues during the Florida Public Defender Association Board Meeting on December 2, 2015.

All told, Fiscal Year 2014-15 was very busy for JAC. During this period we:

- Processed 359,898 accounting transactions and 55,847 court-appointed attorney and due process vendor invoices; Almost 97% of invoices met statutory prompt payment requirements—our best ever;
- Processed more than 74,800 payroll and human resources transactions;
- Performed approximately 600 budgetary transactions; and
- Fulfilled more than 330 public records requests.

JAC Staff Developments

Following the retirement and loss of Greta Campbell as JAC's Director of Accounting, Dina Kamen — formerly JAC's Deputy Director of Accounting since February 2014 — continues to serve JAC in the capacity of Acting Director of Accounting. Meanwhile, the application and selection process to fill this highly specialized position is ongoing. Interviews will likely be held during mid January and hopefully a hiring decision will be made by late-January. We are committed to continuing to provide the highest level of service possible.

JAC Conference Plans

The Justice Administrative Commission (JAC) is planning a training conference May 2-5, 2016 at the Altamonte Springs Embassy Suites for administrative and support staff in the offices administratively served by JAC. The anticipated attendees include chief administrative officers, finance and accounting directors, human resources directors, budget directors, human resources professionals, payroll professionals, finance and accounting professionals, budget professionals, purchasing card administrators

and approvers, and public records professionals. Interested agency heads are also welcome to attend.

JAC has secured a block of rooms for this training at \$99.00 per night under the group code: Justice Admin. Room reservations can be made by phone at (800) 445-8667 or (407) 571-3432 (ask for Jasmine Cunningham), or online at: <http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-JDC-20160501/index.jhtml>

Look to hear more about this great training opportunity.

Legislative Budget Requests

Agencies are reminded that amended budget requests may be submitted during the Legislative Session. However, agencies are encouraged to get their requests in prior to the end of December 2015.

BOMS/STAC Agreements

JAC staff, working with staff from the Office of the Public Defender, 13th Judicial Circuit, and Offices of the State Attorney, 10th and 20th Judicial Circuits, as well as staff from the Attorney General's Office, concluded an extensive review of the Business Office Management System (BOMS) and STAC Licensing Agreements and annual Maintenance Contracts between Justice Administration entities and Computer Information and Planning, Inc. (CIP). The parties agreed to modify the renewal documents to include provisions related to public records; payment of invoices and audits; data, and contract negotiations. As previously reported, all remaining issues must be addressed by December 31, 2015.

2016 Florida Legislative Bills of Interest

House Bills 755 and 949



*House bills
755 and 949
directly impact
the Justice
Administrative
Commission*

House Bill [755](#) was filed by Representative Randolph Bracy on November 19, 2015 and assigned to the Criminal Justice and Justice Appropriations Subcommittees, and the Judiciary Committee. Included among several major planks, the bill creates the Florida Corrections Commission with an emphasis on the safe and effective operations of major correctional institutions. The bill amends subsections (5) and (6) of s. 43.16, F.S., to add the Florida Corrections Commission to the list of agencies administratively served by the Justice Administrative Commission (JAC).

The measure also clarifies the duties of the JAC in the operations of the Corrections Commission, making clear that, “The Florida Corrections Commission shall not be subject to the control, supervision, or direction by the Justice Administrative Commission, but the employees of the Florida Corrections Commission shall be governed by the classification plan and salary and benefits plan approved by the Justice Administrative Commission.” As of December 17, 2015, no companion bill has been filed.

The bill is effective July 1, 2016.

Filed on December 14, 2015 by Representative W. Travis Cummings, House Bill [949](#) makes provisions for Dependent Children with Special Needs to be appointed an attorney by the court by amending s. 39.01305, F.S. The bill also stipulates that, “If an attorney withdraws or is discharged, substitute counsel shall be appointed by the court.” Of significance, the bill requires the Justice Administrative Commission to contract with a nonprofit entity to establish the Quality Counsel Program. Requirements for counsel in the program are also provided.

Section 39.01305(5), F.S., is amended to clarify that, “Even though counsel compensated under this subsection are paid a flat fee per child, all compensated counsel must keep contemporaneous time records and submit an itemized hourly statement that complies with Justice Administrative Commission policies and procedures with each billing submission.” As of December 17, 2015, no companion bill has been filed.

This act will take effect upon becoming law.

Source: Florida House

2016 Florida Legislative Bill of Interest

“For the Greater Good Attorney Student Loan Repayment Program”

A Strike all amendment to Senate Bill 142 was filed on December 3, 2015. This action by the Judiciary Committee creates s. 1009.675, F.S., entitled *“For the Greater Good Attorney Student Loan Repayment Program.”* Removing all references to the Justice Administrative Commission (JAC) and the Office of the Attorney General, the bill establishes the Florida Department of Education as the administrator of this program. Initially filed by Senator Jeremy Ring on August 19, 2015, the original bill would have created s. 43.45, F.S., requiring the JAC and the Office of the Attorney General to develop and launch a student loan assistance program on behalf of career Assistant State Attorneys, Assistant Public Defenders, Assistant Attorney Generals, or Assistant Statewide Prosecutors in their repayment of specified student loans.

The amended measure revised the administrative requirements of the program, stipulating that the Florida Department of Education, as the administering party, will be responsible for making payments to eligible attorneys based on their length of service and the availability of funds. An effective date of July 1, 2016 is provided. The bill has now been referred to the Governmental Oversight and Accountability, Appropriations Subcommittee on Education, and Appropriations Committees.

Section 1. In addition to creating s. 1009.675, F.S., this section clarifies the manner in which the program will be administered by the Florida Department of Education and the criteria by which an attorney may be found eligible to participate. As stipulated in the bill, an attorney must:

- Be a member of the Florida Bar;
- Be employed full time by a local, state, or federal agency;
- Be employed in this state;
- Be earning less than \$65,000 in salary as reported to the Internal Revenue Service;
- Have completed not more than 10 years of government service, regardless of whether the attorney had a break in employment of less than 2 weeks while transferring to another governmental entity;
- Not have received any disciplinary action from the The Florida Bar;
- Have an unsatisfied student loan that was issued or guaranteed by a state or the Federal Government; and
- Be ineligible for any other state, local, or federal grant or private fund that assists in student loan repayment.

The Florida Department of Education will make payments in the following manner:

- Three thousand dollars if the eligible attorney has at least four years, but not more than seven years, of continuous government service; or
- Five thousand dollars if the eligible attorney has more than seven years, but not more than 10 years, of continuous government service.

Payments will not be treated as taxable income and will be made directly to the servicer of the loan. Should an eligible attorney have more than one eligible loan, payments will be applied to the loan having the highest interest rate. *“Only loans that are not in default and that were issued pursuant to the Higher Education Act of 1965, 20 U.S.C. ss. 1001 et seq., as amended, to fund an eligible attorney’s law school education shall be covered.”*

A similar measure, House Bill 291, was filed by Representative Hazelle Rogers on October 2, 2015.



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.

2016 Florida Legislative Bill of Interest

“An Act Relating to Justifiable Use or Threatened Use of Defensive Force”



“All references to JAC have been removed from Senate Bill 344.”

Senate Bill [344](#), regarding the justifiable use or threatened use of defensive force, was filed on September 23, 2015 by Senator Rob Bradley and referred to the Criminal Justice, Appropriations Subcommittee on Criminal and Civil Justice, and Rules Committees. In its initial language, Senate Bill 344 sought to create 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. This measure would have created a direct policy impact to the Justice Administrative Commission (JAC), by requiring JAC 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, which takes effect upon becoming law, was subsequently amended twice and all references to JAC were removed.

In addition to amending s. 776.032, F.S., which “revises the requirements for the court to award certain fees and costs; requiring the burden of proof by clear and convincing evidence in a criminal prosecution to be on the party seeking to overcome the immunity claim under certain circumstances,” the CS for CS for Senate Bill 344 amends s. 776.013, F.S. As amended, s. 776.013, F.S., provides that, “A person who is in his or her dwelling, residence, or vehicle has no duty to retreat and has the right to use or threaten to use force if he or she reasonably believes that using or threatening to use such force is necessary to prevent imminent death or great bodily harm or the commission of a forcible felony.”

On December 7, 2015, Senate Bill 344 was placed on the calendar on second reading. A related bill, House Bill [169](#), was laid on the table on November 17, 2015 by the Criminal Justice Subcommittee.

Source: Florida Senate

2016 Florida Legislative Bill of Interest

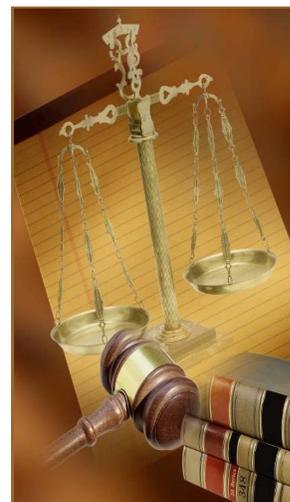
The Florida Anti-Corruption Act of 2016

Senate Bill [686](#), the “*Florida Anti-Corruption Act of 2016*” relating to government accountability, was introduced on October 30, 2015 by Senator Don Gaetz. The bill amends s. 43.16, F.S., by requiring that the Justice Administrative Commission and all of the agencies it administratively serves (Offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program) establish and maintain robust internal controls as stipulated. An identical measure, House Bill [593](#), was filed on November 6, 2016 by Representative Larry Metz and is currently with the Government Operations Subcommittee. Both bills require control measures that will:

- Prevent and detect fraud, waste, and abuse;
- Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices;
- Support economic and efficient operations;
- Ensure reliability of records and reports; and
- Safeguard assets.

Section 3 amends s. 11.45, F.S., to define and clarify that, “Abuse means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.” This section further adds s. 11.45(1)(e), F.S., to define and clarify that, “Fraud means obtaining something of value through willful misrepresentation, including, but not limited to, the intentional misstatements or omissions of amounts or disclosures in financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.”

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.

“Adoption Benefits for State Employees”
An Update by Carolyn Horwich, Esq.



House Bill 7013, the 2015 Adoptions bill, is now law. The program is administered by the Florida Department of Children and Families, Office of Child Welfare.

House Bill 7013, was signed by the Governor on June 11, 2015 (ch. 2015-130, L.O.F.) and supported by \$3 million in the *2015-16 General Appropriations Act*. Section 409.1664, F.S., “authorizes monetary benefits to certain employees who adopt a child from the Florida child welfare system.”

According to the Department of Children and Families website, “Effective July 1, 2015, the Adoption Benefit Program for Qualifying State Employees was reestablished and will be administered by the Department of Children and Families. State employees and other eligible applicants who adopt a child from Florida’s child welfare system will receive a one-time lump sum of \$10,000 for a special needs child and \$5,000 for a non-special needs child. The funding for this program varies each year and the amount of the annual appropriation affects how many applicants will



receive the benefit. Please contact your Human Resources Office, the Adoption Information Center at 1-800-96-ADOPT, or StateEmployee.Adoption@myflfamilies.com for additional information regarding the State Employee Adoption Benefit Program.” More information is

available at: <http://www.adoptflorida.org/state-emp-benefits.shtml>.

ADOPTION

2015 W-2 Form Online Registration

GET YOUR 2015 W-2 FORM ONLINE!

Sign up **NOW** to receive your 2015 W-2 Form Electronically!

To register, access the State of Florida
Employees' Information Center at:
<https://apps.fldfs.com/EIC/EmployeeInfoCenter>



- Last year, over 60% of state employees received their W-2 electronically.
- Electronic forms are available before paper copies are distributed.
- Plus - electronic forms save paper!

REGISTER NOW!
ENROLLMENT ENDS
JANUARY 6, 2016



“Although participation is optional for state employees, it would be great if all employees took advantage of this convenient option.”

*Andy Snuggs,
JAC Deputy Director
of Human Resources*

This is a reminder: If you have previously signed up to have your W-2 available electronically, you do not need to sign up again.

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

By Vicki Nichols, CPM



The following are two FLAIR vendor file records for Office Depot. When paying Office Depot in FLAIR, choosing one of these records will produce a paper warrant (check) and choosing the other will produce an EFT/direct deposit to Office Depot's bank account. Why is that and how can we determine which to choose to produce the EFT/Direct Deposit?

The FLAIR Vendor File Inquiry Screen is full of codes and information for each vendor. 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. This field will display one of two values either N (EFT not set up) or 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 below and B on the following page.

Screen A

```

VSI1                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
  
```

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

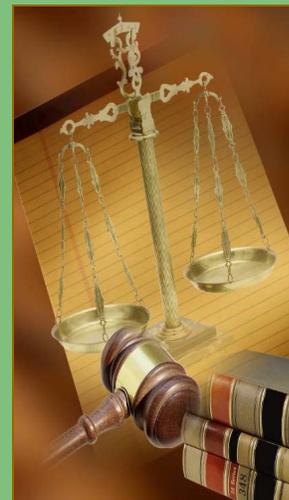
Screen B

```

VSI1                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
    
```



Any questions about EFT/ Direct Deposit may be directed to Vicki Nichols at: Vicki.Nichols@justice admin.org

One of the screens shows Y and one shows N in the EFT field. Only one will produce an EFT/direct deposit payment. The P.O. Boxes are different; however, the address does not determine whether a vendor record produces an EFT or a paper warrant. ***It's the combination of Vendor Name field plus the Vendor ID field that determines whether the payment is EFT or paper warrant.*** Notice in the examples the names are slightly different, sequence 039 has Office Depot, while sequence 040 has Office Depot Inc.

An EFT/direct deposit list with names and vendor IDs is maintained by the Department of Financial Services (DFS). If the vendor name on the FLAIR Vendor File is in any way different (even one character) from the name on the FLAIR EFT/direct deposit list, the non-matching record will produce a paper warrant (check) rather than an EFT.

The only way to ensure that an EFT/direct deposit occurs on a particular sequence is by checking the name on the Vendor File periodically with the EFT file and make any necessary changes to the vendor record. This is a completely manual process. JAC Financial Services Section periodically checks the vendors with the EFT file and makes any adjustments needed to produce the EFT, when possible. Any questions about EFT/direct deposit may be directed to Vicki Nichols.

Adopt A Soldier Program — By Sharon Ray, Esq.



During the month of November, JAC staff members collected items as a community project for shipment to soldiers in various combat zones. The *Adopt-A-Soldier Program* is a grass roots effort to allow citizens to connect directly with our soldiers while they are in combat.

The program began in 2007 to support 3rd Infantry Division troops who were deploying from Fort Stewart (Savannah, Georgia) to Iraq. Over the years other units have discovered the generous Soldier-sponsors through word of mouth among the troops. The program plans to keep supporting our troops as long as they are deployed in areas where they cannot easily get toiletries and healthy snacks.

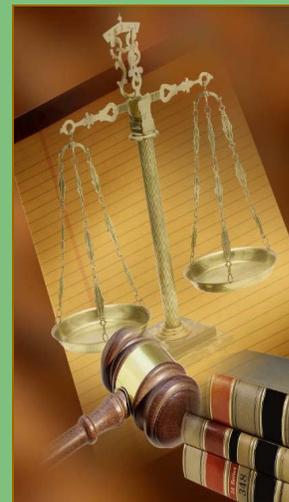
Presently, American military troops are located in such places as Afghanistan, Jordan, Iraq, Kuwait, Horn of Africa, and Korea. Most units have both female and male team members and in some of these locations it is now winter. JAC staff members and friends gathered toiletries, soap, shampoo, healthy snacks, games, books, and extra-long twin-size fleece blankets. K-9 soldier items were included in the packages.

On November 24, fourteen large-size priority mailing boxes, which have no weight restriction when shipped to a military address, were sent from Tallahassee, courtesy of JAC.

The troops who receive these packages are grateful for them. Kudos to all who helped with this very meaningful project.

Adopt A Soldier Program — JAC’s Boxes

JAC’s Sharon Ray has been involved with the “*Adopt A Soldier Program*” for several years and spear-headed the effort at JAC during this holiday season.



*JAC cares
and makes
a
difference!*

Six members of JAC's staff attended CPM's North Florida Chapter's Symposium on November 4, 2015 in Tallahassee.



JAC staff have found great value in participating in ongoing Certified Public Manager training and workshops.

JAC Staff Developments & Kudos

JAC Staff Changes

JAC Departures

Greta Campbell
Jason Crosby

Former Position

Director of Accounting
Desk Top Support Specialist

New Status

Retired
Automated Systems Director/RC1

JAC Transitions

Dina Kamen
Yvonne Enoch

Former Position

Deputy Director of Accounting
Budget Director/Retired

New Status

Acting-Director of Accounting
Back on Board/Budget Director



Well Deserved Recognition

December 16, 2015 — *Our deepest sympathies are extended to our Executive Director, Rip Colvin, during this time of personal loss and bereavement. We were all deeply saddened by the passing of your mother, the late Mrs. Linda Culverhouse Colvin. The strength that you have exemplified under these difficult circumstances has been inspiring. You model the way for your staff and others.*

December 16, 2015 — *Wayne Meyer, JAC's Operations Manager, takes great pride in recognizing the stellar performance of Joe Leonard, Chris McLaughlin, Breckan Gregory, and Dina Kamen for their collective responsiveness in monitoring and ensuring the delivery of much needed packages to three agencies served by JAC. Due to their preemptive monitoring, they were able to detect delivery problems, notify the agencies, track-down the problems with UPS, and work with UPS until the packages were delivered — all on the same day! This is value added service indeed!*

December 15, 2015 — *Words always seem inadequate when it comes to expressing appreciation to the Workplace Enhancement Team for the numerous ways that you promote "good will" at JAC. **Kudos to: Christian Merricks, Frank Coleman III, Terrence Joyce, Velicia Johnson, Wayne Meyer, Amber Moore, Juanita Williams, Veronica Vazquez, Michelle Dolce, and Jeanette Ottley.** The holiday party was a huge success again this year. Who would have known that watching a game of "musical chairs" would have been so much fun! A lot of work went into this planning. Special thanks to Teresa Colvin for securing the banquet facility for us (near Harry's Seafood Bar and Grille) and to Christian Merricks for securing the caterer (Four Rivers Smokehouse) and seeking a slight modification to the time arrangements, in consideration of staff returning from Mrs. Linda Culverhouse Colvin's Memorial Service in Panama City.*

December 9, 2015 — *Many thanks to Kale Stafford and Michelle Dolce for helping to create and draw the idea for the holiday bulletin board! Kale reports that, "Michelle took the time to print out all the birthdays and anniversaries that are posted on the board!" He just wanted to give her a special shout out.*

December 9, 2015 — *To all JAC staff who so unselfishly made donations to the Christmas Connection on behalf of JAC's adopted family...thank you. A special thank you is also extended to JAC staff who made contributions to the many boxes that were sent to our troops serving abroad during this holiday season. What a generous team we have at JAC. You are truly making a difference in a way that will be felt and remembered.*

December 8, 2015 — *Ms. Shellie wants Brian Black to know how much she appreciates his willingness to always lend a helping hand with Christmas tree decorations — especially for the placement of ornaments on the upper tree branches that are difficult to reach. Brian has thoughtfully assisted Ms. Shellie with this process for the last several years and never hesitates whenever she calls.*

December 3, 2015 — *Congratulations to Mr. and Mrs. Joseph Walker who are expecting their second child in May 2016. Proudly, Joe reports, "A little boy to accompany our already wonderful 21 month old little girl."*

JAC's 2015 Christmas Tree was masterfully decorated by Ms. Shellie Shelton.

The tree below is featured with lights glowing.



Photos are courtesy of Sandy Brooks and Christian Merricks

The City Centre Building remains a “work-in-progress” as of December 17, 2015.

The southside of the City Centre Building has been virtually completed.



Work remains for the front and north sides of the building. But, progress has been made.



Photos are courtesy of Wayne Meyer

The transformation of the City Centre Building was still a work in progress from the front entrance on October 29, 2015.



Photo is courtesy of Lydia Mount

The transformation of the City Centre Building was still a work in progress from the “gated” parking lot on October 28, 2015.



Photo is courtesy of Lydia Mount

Epic changes were still underway at the City Centre Building in August 2015



Much work remained to be done on the front side of the building in August 2015.

Photo is courtesy of Wayne Meyer



As construction continued on the City Centre Building, this north side photo taken by Wayne Meyer on August 24, 2015, contrasts old and new features.



Photos are courtesy of Wayne Meyer and Lydia Mount

We Got the Job Done Rain, Shine, or Building Reconstruction!

Looking back to June 2015



Photos are courtesy of Lydia Mount

The snowman on Therese Usherwood's front door is extending warm holiday wishes to everyone!



Photo is courtesy of Therese Usherwood



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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.

The EDMS development for the Human Resources (HR) Section has reached the half-way completion mark. This will change the way they process their work. Rather than printing the documents received from the circuits, HR staff will work on these documents electronically.

JAC is also working on reducing the numbers of pages that are printed to save on toner and paper costs. Some sections have made great strides in this effort. We are already seeing a significant reduction in the volume of paper used.

Courtesy of Michelle Dolce



The EDMS Mission

“Excellent service delivery enhanced by an efficient Electronic Document Management System, which meets the requirements of Florida law.”

WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

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

Lydia R. Mount, Editor
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Justice Administrative
Commission

Phone: (850) 488-2415
Ext. 223

Or

Lydia.Mount@justiceadmin.org

(No names appear with photos.)

“A successful person is one who can lay a firm foundation with the bricks others have thrown at him.”

~David Brinkley~

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.*