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State of Florida

Volume VII, Issue 4

A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

The most recent Justice Administrative Commission (JAC) Executive Director's Report focused on the 2017 JAC Training Conference; the Fair Labor Standards Act (FLSA) Rules Regarding Overtime (see page 5); Review of BOMS/STAC Agreements; Certified Forwards; Online Legal Research; Travel Restrictions Imposed by Chapter 2016-62, Laws of Florida (see page 2); and 2016 Legislative Budget Request (LBR) and Long Range Program Plan (LRPP) Meetings.

2017 JAC Training Conference

Based on the results of a recent survey, JAC is planning to host another comprehensive "Connect and Collaborate Training Conference" May 15-18, 2017, at the Embassy Suites in Altamonte Springs, Florida. Please save these dates on your calendar. In addition to presentations from JAC staff on budget, accounting, financial services, operations, and human resources, JAC plans to invite featured speakers to present to conference attendees, possibly on public records and other topics of interest to agency administrators and staff. Feedback and suggestions provided through the recent survey will serve as a useful reference for JAC's conference planners.

Presentation materials from JAC's 2016 "Connect and Collaborate Training Conference" are still posted to JAC's website, and may be retrieved at: <https://www.justiceadmin.org/jac/jacconference.aspx>.

BOMS/STAC Agreements

As previously reported, drafts of a Supplemental Licensing Agreement, Maintenance Contract, and a Confidentiality Addendum resulted from the 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). Due to the timing of the negotiations, the parties agreed to modify the maintenance contracts (renewal documents), to include provisions related to public records; payment of invoices and audits; data (each office owns its data); and contract negotiations. We continue to anticipate having finalized documents this year. Meanwhile, circuits have signed their maintenance agreement renewals sent by CIP.

Certified Forwards

JAC received authorization from the Department of Financial Services and the Governor's Office of Policy and Budget to use "lump sum" certified forward line items. This year, the authorization was expanded to include all appropriation categories, rather than just the due process category.

JAC Accounting staff presented a GoToMeeting related to the "lump sum" certified forward process for the fiscal year ending June 30, 2016. Offices were given an overview of the process and were provided the option of using the lump sum method of certification or providing detailed lists of certified items, as has been done in the past.

The certification forward processing time was greatly reduced

this year because of the lump sum option. JAC staff have been able to simultaneously process both certified and current year batches, speeding up the payment processing of both. JAC staff appreciated the cooperation of all offices during the implementation of this new process.

Online Legal Research

JAC, working with the Department of Management Services' Division of Purchasing, developed a draft procurement document designed to invite proposals and negotiations for a collective Online Legal Research Contract that may be shared with interested State Attorneys, Public Defenders (and other Judicial Administration offices). There will be no requirement that any office use the contract.

Representatives from the Florida Public Defender Association, Florida Prosecuting Attorneys Association, and JAC met to discuss this issue on April 11. The meeting focused on the scope of services. The draft "Invitation to Negotiate" document is currently being finalized and requests quotes for three different legal and investigative research options:

1. Florida State Legal Research;
2. National Legal Research; and
3. Law Enforcement and Investigative Research.

Quotes for additional services (add-on-databases) were also included.

2016 LBR and LRPP Meetings

The Legislative Budget Request (LBR) and Long Range Program Plan (LRPP) Meetings held during the month of August focused on the preparation and completion of data entry forms, related policy changes, and OPB submission requirements.

Travel Restrictions Imposed by Chapter 2016-66, Laws of Florida



During the month of August, JAC Accounting staff conducted four "GoToMeeting" sessions to discuss new travel requirements.

The Florida Legislature provided in the Conference Report to HB 5003 (ch. 2016-62, L.O.F.) new restrictions related to travel and lodging fees. The language reads in part, "...notwithstanding s. 112.061, Florida Statutes, costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or part by a state agency or the judicial branch may not exceed \$150 per day...." The report goes on to say, "An employee may expend his or her own funds for lodging in excess of the \$150 limit." Currently, most lodging rates fall under this threshold; however, for those instances when it is impossible to secure a room for \$150 or less, employees may be hardest hit.

JAC staff reached out to Christina Smith, Director, Division of Accounting and Auditing, Department of Financial Services (DFS) and auditing staff at DFS for clarification of this limitation. The bottom line is, if an agency has control over booking a room, the employee occupying the room will be expected to absorb the additional cost of a room rate exceeding \$150 per night (room rate only, excluding taxes, etc.). Travel for external activities, such as law enforcement or investigations and litigation, are exempt from the \$150 rate limit. However, as stipulated by DFS standards, agencies are always instructed to secure the most economical means when traveling, including hotel rooms.

The Department of Financial Services (DFS) released [Memorandum #43](#), dated June 17, 2016, and [Memorandum #06](#), dated July 26, 2016, detailing DFS' expectations related to the new travel restrictions. The room rate limitation is one portion of the new law. DFS Memorandum #43 indicates, "...any travel voucher that seeks payment for travel to foreign countries, other states, conferences, staff-training activities, or other administrative functions, the voucher must contain evidence of the agency head's determination that such travel activities are critical to the agency's mission..." A detailed "Mission Critical" statement will cover most of these instances. Memorandum #06 describes the agencies' responsibilities related to Purchasing Cards and the \$150 room rate, that is, ensuring that room rates charged to the Purchasing Card adhere to the new rate unless exempt.

JAC Accounting staff conducted four GoToMeeting sessions during the week of August 22nd to discuss the new requirements and recommendations for updated "*mission critical*" memoranda.

Questions regarding travel may be directed to Vicki Nichols, JAC Director of Accounting.

Article is courtesy of Vicki Nichols, Director of Accounting, JAC

JAC's Emergency Management Collaboration Efforts

Justice Administrative Commission (JAC) staff have been collaborating with staff at the Office of the State Courts Administrator (OSCA) on emergency management efforts. As part of this collaboration, the JAC is now receiving regular updates from the State Emergency Response Team (SERT) regarding tropical weather systems projected to impact Florida.

This collaboration is part of efforts associated with the previously distributed Justice Administrative Commission (JAC) Temporary Statewide Emergency Management Policies and Procedures. These policies and procedures are designed to assist the JAC and the entities served by the JAC in the event of an emergency event, such as the tropical system currently located in the Gulf of Mexico.

JAC staff is actively monitoring the current weather condition, and you can also continue to monitor these weather systems at the National Hurricane Center website <http://www.nhc.noaa.gov/>. We will continue to provide updates on the system, and we will advise of any changes in our current activation status.

Finally, if, as a result of these storms, your office does suffer property damage that is covered by the state's property insurance policy, Wade Short, Operations Review Specialist from DFS, offers these reminders.

1. **Storm-related Interior Damage:** In order for this to be covered by the Fund the rain (or snow, sand, or dust) must first have penetrated the structure through an exterior opening caused by wind or hail damage. For example, if rainwater were to damage the ceiling under a poorly sealed roof, then any claim for this would *not* be covered by the Fund. In contrast, the same ceiling damage *would* be covered had the water first entered through an area of wind damaged (i.e., torn or missing) roofing shingles.
2. **Prompt Reporting of Losses:** For any major loss (i.e., over \$50,000), plus any loss involving a reasonable opportunity for subrogation/recovery, that means within 24 hours of the occurrence. For everything else please have them turned in within seven days. Conversely, soliciting estimates before you report the loss – thereby reducing DRM's chances of controlling the claim – is not the correct procedure. Any loss where late reporting leads to increased costs is subject to potential penalties.

Following is a link to the Property page of Risk Management that includes a link to the policy, as well as claim forms and contact information:

<http://www.myfloridacfo.com/Division/Risk/Property/Default.htm>

If you have any questions or concerns regarding these emergency management issues, please contact Greg Cowan or Wayne Meyer with the JAC at (850) 488-2415.

Article courtesy of Greg Cowan, Sr. Management Analyst and Wayne Meyer, Director of Operations, JAC



“JAC is now receiving regular updates from the State Emergency Response Team (SERT) regarding tropical weather systems projected to impact Florida.”

Greg Cowan, JAC

Wells Fargo - Bank Conversion

By Phyllis Reed, JAC Professional Accountant Supervisor



**WELLS
FARGO**

As JAC moves forward with the Wells Fargo conversion, all Justice Administration offices should now be aware that the Department of Financial Services, Division of Treasury, has signed a new contract for banking services with Wells Fargo. This new contract has replaced the Bank of America Treasury contract.

JAC staff will continue to process revenue transactions in FLAIR and provide reports to Justice Administration offices as we have in the past, but with Wells Fargo as the banking partner. The offices that will realize the most change are those that make their deposits at a local bank or make remote deposits. JAC staff has been in contact with individual offices over the past month to ensure everything is in place to provide for a smooth transition.

JAC staff have participated in training sessions and conference calls with DFS, as well as Wells Fargo, in order to prepare for the transition. One activity that has occurred is the verification of vendors submitting revenue via the Automated Clearinghouse (ACH). JAC Revenue staff received and provided a letter from Wells Fargo to each office for distributing to ACH vendors with the new account and routing numbers. Also, JAC has ordered all the new banking supplies for each office.

JAC is scheduled for conversion to Wells Fargo, September 7, 2016. We will continue to keep your offices informed and assist with this conversion as Bank of America phases out and Wells Fargo phases in.

Please note that Purchasing Cards with Bank of America **will not** be changed or affected by this new Treasury contract with Wells Fargo.

“The Department of Financial Services has signed a new contract for banking services with Wells Fargo.”



FLSA Rules Regarding Overtime

by Carolyn Horwich, Esq.

FLSA Rules Regarding Overtime

The U.S. Department of Labor (DOL) issued a Notice of Proposed Rulemaking regarding Overtime on July 6, 2015. The comment period closed September 4, 2015. The rule was finalized on May 18, 2016, and will become effective December 1, 2016.

In order for a worker to be considered “exempt” from the overtime rules, the employee must meet three tests: 1) the duties test (which has not changed); 2) the salary basis test (meaning the employee receives a predetermined amount of compensation at regular intervals); and, 3) the salary threshold test (which has increased to \$47,474.00).

Human
RESOURCES

The rule requires employers to: 1) either pay non-exempt employees time-and-a-half for overtime work or provide them with compensatory time (employee’s choice); 2) raise the annual salaries of certain employees (i.e., those who meet the duties and salary basis tests) to \$47,474.00; 3) ensure that employees do not work overtime; or 4) a combination of these three options. Certain “white collar” employees (e.g., attorneys) do not have to be paid for working overtime regardless of salary.

The JAC Human Resources Section conducted a GoToMeeting on the new regulations with Roy Richardson, DOL Community Outreach and Planning Specialist, on June 30, 2016.

JAC’s public website features several helpful links to assist managers and public agencies within the Justice Administration sector navigate through FLSA policies and applications. The links may be accessed [here](#).

For additional information, you may also refer to these links:

<https://www.dol.gov/sites/default/files/overtime-government.pdf>.

<http://blog.dol.gov/2016/05/18/plenty-of-options-with-new-overtime-rule/>.



“The U.S. Department of Labor released its final FLSA rule on May 18, 2016. The effective date is December 1, 2016.”

Human Resources Reminders

By Carolyn Horwich, Esq.

People First

When an employee tries to log on to People First, there is now a pop-up window that asks state employees and retirees to [verify their addresses](#). This new process, which was launched on August 1, 2016, ensures successful delivery of health and insurance related communications, Forms W2 and 1095, as well as special announcements and other important information. For additional information on this process, review the [Address Verification Frequently Asked Questions](#) document.

Employee Assistance Program (EAP)

Effective August 21, 2016, the provider for the Florida State Employee Assistance Program (EAP) is e4Health. Services by telephone are available 24-hours a day, 7-days a week. A dedicated phone line and hashtag especially for teens is now available. There will also be a dedicated phone line for supervisors.



e4Health began distributing introductory materials on August 8, 2016, including post cards, webinars, and PowerPoint presentations, to employees and retirees for whom People First had their correct mailing addresses.

Any employees who were formerly receiving services through Aetna, were transitioned to e4Health. However, employees will be able to get the allotted number of sessions from e4Health as if they were new clients.

Florida State Employee Charitable Campaign (FSECC)

This year's FSECC cycle kicks off September 1, 2016 and runs through October 10, 2016. The Department of Management Services (DMS) negotiated down the fiscal agent's (SOLIX) fee from approximately \$389,000 to \$180,000 for the next cycle. The trade-off for the lower fee is that DMS and state agencies will have additional duties. Specifically, each agency will need a payroll coordinator. Also, no cash or checks will be permitted for donations – only payroll deduction. Lastly, there will be no standalone FSECC website. All FSECC matters will be posted on DMS' website.

“Effective August 21, 2016, the provider for the Florida State Employee Assistance Program is e4Health.”



Road Apple Social Engineering Attack

By Wayne Meyer, CPM

Andy O'Donnell, security expert with About.com, defines Social Engineering as “a non-technical method of intrusion that hackers use that relies heavily on human interaction and often involves tricking people into breaking normal security procedures. It is one of the greatest threats that organizations today encounter” (O'Donnell, 2015).

In the past, social engineering attacks would take different approaches, such as posing as an inspector or pretending to be someone from IT or the Helpdesk, etc., all to gain direct access to the computer equipment or to get some gullible person to divulge their username and/or password. These methods were very effective. Hackers are nothing, if not adaptable, so they continue to explore different ways to exploit human nature as companies become more aware of their tricks. The Road Apple attack exploits our innate curiosity.

This goes along with the old adage that “curiosity killed the cat” and some people just cannot help themselves if they find a flash drive or CD/DVD on the ground. They are driven to find out what secrets might be contained within. Hackers will go as far as writing “tantalizing” notes on these devices to ensure that they are picked up and examined (O'Donnell, 2015).

Removable and portable storage media are not a new attack vector though. Twenty plus years ago, a vendor at the State IT expo in the Civic Center handed out CD's with Microsoft software that contained a virus. What is new is the virility of viruses and backdoor Trojans. This, along with the fact that many people do not apply security patches or run antivirus software, creates a big target and lots of opportunities for hackers.

The primary danger from this type of social engineering attack is introducing malware directly onto our computers without being scanned by the server based antivirus (AV) software or the other security devices JAC has in place. All of our computers have (AV) software running on them as well, but, AV software is always playing catch up with hackers; so, it is not uncommon for a piece of malicious code to get past even the best AV software. JAC also follows other best practices, including but not limited to, having our users run with limited permissions on their computers, which makes it more difficult, but not impossible, for a virus or backdoor Trojan to propagate through our network.

“One of the best ways to prevent this type of attack is to educate users.” It is important to ensure that users are aware that this is one of the social engineering tricks that can be used. In this way they can be on the lookout — not just here at work — but also at home. Make sure that they understand that bringing any external drive into the office is not allowed until it has been checked out by IT (unless they purchased it brand new). This would especially include media found on the floor around the office (O'Donnell, 2015).

If you have any questions about this or other types of computer security issues, please check with our IT section.

Works Cited

O'Donnell, A. (2015, September 30). *about tech*. Retrieved from about.com: <http://netsecurity.about.com/od/antivirusandmalware/fl/What-is-a-Road-Apples-Social-Engineering-Attack.htm>

A Reminder for Financial Staff

Please Remember Invoice Numbers

In preparation for Year End activities, JAC notified the offices of outstanding communication invoices billed by the Florida Department of Management Services (DMS) which may include phone lines, long-distance, audio conferencing, air cards, wireless hotspots, Virtual Private Network (VPN), Private Branch Exchange (PBX), and Integrated Services for Digital Network (ISDN) services. On June 8th, the outstanding list contained 243 invoices that were over 30 days past due and totaled \$82,179. As of July 18th, the list dropped to 162 invoices over 30 days past due totaling only \$18,394. There were a lot of invoices paid or resolved which lightened the Year End workload. Some of these invoices were a result of billing issues and JAC is assisting offices with resolution of problematic invoices. JAC will continue to provide outstanding invoice information to the offices served and work with DMS to improve the invoice notification process. During a recent conversation, DMS identified a problematic area and asked JAC to assist them with notifying customers about the importance of invoice numbers.

DMS has received payments without enough information to post the payment to an identified invoice. For example, checks received referenced a telephone number or the Agency ID, instead of invoice numbers. Telephone numbers can tie to multiple outstanding invoices. Customers receive monthly invoices for line cost, as well as separate invoices for long-distance. It's critical for the invoice numbers to be provided with each payment. When multiple invoices are being paid, the amount paid per invoice is also important.

Please share this request with all financial staff that are responsible for approving invoices, paying bills or mailing checks to DMS from either state or **county funds**. The invoice number is crucial to DMS and ensures appropriate posting of payments.

Article is courtesy of Nona McCall, Financial Services Administrator, JAC

*A completed view from the front of the City Centre Building
on August 25, 2016*



*A completed view from the front of the City Centre Building
on August 25, 2016*



*View from the front of the City Centre Building on June 14, 2016
(Just a little bit more!)*



Photos are courtesy of Wayne Meyer

*View from the front of the City Centre Building on April 26, 2016
(Almost there!)*



Photos are courtesy of Lydia Mount

*The new front entrance to the City Centre Building began to have a totally different look.
February 24, 2016*



Photos are courtesy of Wayne Meyer

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

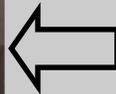


Much work remained to be done on the front side of the building in August 2015.

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

The City Centre Reconstruction!

Looking back to June 2015



Photos are courtesy of Lydia Mount

JAC's August 19th Blood Drive

Courtesy of Susie Kalous, JAC's oneblood Coordinator

A note of Appreciation to Susie Kalous and JAC Staff

Wow! This is the second time IN A ROW we have collected 17 units [from JAC]! Woo Hoo! Here are those AMAZING results:

- ◆ 20 people registered! WOW!
- ◆ 1 person was a first time donor at your drive! OUTSTANDING!
- ◆ 2 persons gave double red cells! Kudos – ALWAYS Needed!

A total of 17 units were collected! So, those 17 units will account for approximately 51 blood products available for transfusion to sick and injured local hospital patients!! We, and the patients we serve, are very grateful. I have attached the honor roll of all those who registered.

(Mrs.) Diane Avrett **A+**
Account Representative




Blood Donor HONOR ROLL

Thank you for participating in the blood drive at
Justice Administrative Commission / City Centre Building on

KATHLEEN BAILEY	NORMAN CAVE
ALTON COLVIN JR	CHRISTOPHER COURSON
GREGORY COWAN	AMANDA FRANKLIN
MERRY HOOPER	MELANIE HOUSHOLDER
LARRY KALOUS	SUSIE KALOUS
JUDY KIGHT	JESSICA KRANERT
ZACHARY LAWTON	RONALD MEYER JR
DONALD MILLER	LYDIA MOUNT
ADAM PREISSER	BARBARA SIPLIN
ROBERT SMITH	CHERYL WILLIAMS

oneblood 
Share your power.

facebook.com/myoneblood youtube.com/onebloodvideos twitter.com/my1blood oneblood.org

JAC's next blood drive is scheduled for October 14th. We are looking forward to this!

*JAC is proud of our 2016
CPM graduates*



They did it!

Elnora Brown

Jessi Eastman

Kevin Garland

Kimberly Jackson

Sharon Ray

Barbara Siplin

Kale Stafford

Tim Tice

JAC Introduces & Welcomes New Staff



Brittany Badia, Human Resources

Brittany Badia was raised in Tallahassee, where she graduated with honors from Florida State University. While her husband served active duty in the military, Brittany had the pleasure of traveling and living in a variety of locales – from Las Cruces, New Mexico to Schweinfurt, Germany. Upon transitioning to the civilian life, Brittany and her husband chose to settle down and raise their three beautiful children in their hometown of Tallahassee. In Brittany's spare time, she moonlights as a ballet mistress and dance team coach at Hannah Bergstrom's School of Dance. Brittany brings her fantastic attitude and impeccable attention to detail as she joins the Justice Administrative Commission (JAC) Human Resources team.

Shamara Cooper, Court-Appointed

Originally from Fort Pierce, Florida, *Shamara Cooper* has resided in Tallahassee for the majority of her life. She has two loving and adorable kids, Jayda, age 6, and Noah who is 1. Before becoming a part of the JAC family she was employed with Hancock Bank, where she was a senior teller for just a little under three years. Shamara is very excited to be working at JAC and is looking forward to her opportunity to continue to learn and develop her career as an Auditor!





JAC Introduces & Welcomes New Staff

Kelsey Leckinger, Human Resources

Kelsey Leckinger, was born and raised in Tallahassee, Florida. She recently graduated from Florida State University with a Bachelor of Science in Human Resource Management and a minor in Hospitality. Kelsey also recently became licensed as a Florida Real Estate Sales Associate. She wants JAC to know that she is “ambitious, a hard worker, and currently looking for a fulfilling career.”

Elizabeth Lawless, Court-Appointed

Elizabeth Lawless was born and raised in Perry, Florida, but has lived in Tallahassee for the past 10 years. Her family consist of her husband John, two daughters, Ava and Aubrey, their Great Dane Ryleigh, and Shih Tzu Diamond. Her oldest daughter, Ava, is in 3rd grade this year and Aubrey just started kindergarten. Elizabeth’s hobbies include water sports, camping, going to concerts, coaching softball, leading Girl Scouts, and traveling with her family.

Ebony Porter, Court-Appointed

Ebony Porter started working in the Court-Appointed Section on August 1 2016, as an Auditor. She previously worked at the Reemployment Assistance Appeals Commission, as a Deputy Clerk II.

The mother of two children, Maliyah, age 14, and Trenton, age 7, Ebony is a graduate of Florida State University with a Bachelor of Science in Criminology. However, she is a die-hard University of Florida (Gators) football fan. Ebony enjoys spending time with her children, going shopping, and attending church. Reports Ebony, “I am excited to have joined such an awesome group of people and passionate about the knowledge and skills I will gain at JAC.”

JAC Staff Developments & Kudos

July-August Staff Changes

JAC Departures

Matthew Martin, Accounting/Intern
Lynn Santner, Court-Appointed
Clyde Woodbury, Accounting

JAC New Arrivals

Brittany Badia, Human Resources
Nate Cohen, Court-Appointed (Returned Part-Time)
Shamara Cooper, Court-Appointed
Elizabeth Lawless, Court-Appointed
Kelsey Leckinger, Human Resources
Ebony Porter, Court-Appointed
Elaine Watson, Operations (Returned)

JAC Transitions

Frank Coleman III, Budget
Jeanette Ottley, Legal
Cheryl Williams, Court-Appointed
Juanita Williams, Help Desk

Well Deserved Recognition

August 19, 2016 — “Hats off” to Operations and IT for doing a terrific job of doing some remodeling in HR – they worked really hard to get everything ready for our new employees coming in next week. It looks great!
Carolyn Horwich, Esq.

August 5, 2016 — Congratulations to **TaCorria Richardson** on the occasion of your “*Magna Cum Laude*” graduation from Florida A&M University with a Bachelor of Science in Social Work.

August 5, 2016 — “Rip, I just wanted to thank you and your staff, especially **Wayne and Vicki**, for their assistance in helping us correctly purchase furniture for our newly constructed county facility. Your office’s support and advice are invaluable to a small circuit like ours.”

Dan Priscott, Administrative Director, Office of Stacy A. Scott, Public Defender, Eighth Judicial Circuit

August 2, 2016 — Congratulations to **Kathy McCabe**, whose nephew, Patrick, got married on June 18th in Minnesota (where her family is from) to a very nice girl named Kellie. The colors of the wedding were navy blue and pink for the memory of his Mom and Kathy’s sister-in-law — who died of breast cancer a few years ago. The groom and groomsmen had pink ties with gray tuxes and the bridesmaids were in very pretty navy dresses. Says Kathy, “We had a great time; it was sad to have to come back to Florida and the heat.” Kathy’s niece Michelle (who lives here) may be the next one in the McCabe family to get married...stay tuned.

July 26, 2016 — Congratulations to **Hanz Cadet** on the occasion of your becoming a naturalized U.S. citizen.

July 21, 2016 — **Wayne, Rick, and Tim**, thank you so much for your time in going over the technical elements in advance of JAC’s internal and external survey overviews. The speakers’ monitor was a great addition!

Lydia Mount

July 1, 2016 — Congratulations to JAC for being recognized as a **2016 MCCi Excellence Award Winner** in the Best Accounting/Finance Initiative Category. This award is for JAC’s innovative use of Laserfiche and dedication to ensuring that the agency is running smarter.

June 20, 2016 — You guys and ladies are doing great. You renewed my contract! I love you people.

Bob Drean

June 15, 2016 — Love the new contract process. Simple and easy.

Operations Manager, District 21 Medical Examiner’s Office, Fort Myers, Florida



**State of Florida
Justice Administrative
Commission**

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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 is coming along. They are still scanning the active employee files into Laserfiche and also working on terminated files. Electronic positions descriptions are also being moved into Laserfiche.

Soon, we will be able to select a circuit or more to test this process in Laserfiche. The need to make changes to the current workflow may be detected during the testing process, as well as providing users with a better understanding of how the workflow works.

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:

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Commission

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(No names appear with photos.)

Courtesy of Michelle Dolce, JAC

“Happiness is external (based on situations, events, people, things). Joy is internal (a spiritual peace).”

~Cory Godwin~

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.*