



COMMISSIONERS

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 5th Judicial Circuit

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Public Defender
 19th Judicial Circuit

Jerry Hill
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 10th Judicial Circuit

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Public Defender
 20th Judicial Circuit

Alton L. "Rip" Colvin, Jr.
 Executive Director

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State of Florida

Volume VI, Issue 2

A Word From JAC's Executive Director



Rip Colvin
JAC Executive Director

The latest Justice Administrative Commission (JAC) Meeting was held on April 19, 2016, with Commissioner Diamond Litty presiding in the absence of Chair Brad King. The agenda included the Executive Director's Report, legislative and court-appointed updates, the Clerk of Court Juror Cost Initiative, and a review and approval of JAC's court-appointed contracts. Included in the Executive Director's Report were updates on the JAC Training Conference; the Proposed Fair Labor Standards Act Rules Regarding Overtime (see page 11); BOMS/STAC Agreements; Online Legal Research; the re-appointment of all five Regional Counsels by Governor Scott; Annual Surveys; and Annual Employee Performance Evaluations.

JAC Conference Plans

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 secured a block of 150 rooms for this training at \$99.00 per night under the group code:

Justice Admin. Although the initial deadline has passed, room reservations may still 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/MCOSPEJDC-20160501/index.jhtml>. The reduced rate will be honored for late registrants. However, anyone who would like to attend, and has not registered, is encouraged to do so quickly. The response has surpassed expectations.

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.

Online Legal Research

JAC, working with the Department of Management Services' Division of Purchasing, developed a procurement document designed to invite 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.

Re-Appointment of Regional Counsels

JAC extends congratulations to Regional Counsels Jeff Lewis, Ita Neymotin, Gene Zenobi, Tony Ryan, and Jeff Deen on their successful re-appointments and continued service to the State of Florida.

Annual JAC Surveys

Recently, JAC completed its fifth internal survey and launched external surveys to the agencies that we administratively serve, court-appointed attorneys, and vendors. If you have not taken JAC's survey for the agencies we serve, you may do so by clicking [here](#). The feedback provided will serve as a useful gauge, as we seek to fulfill JAC's mission.

JAC Staff Developments

Following the promotion of Vicki Nichols, JAC's new Director of Accounting, Nona McCall was recruited as JAC's Deputy Director of Financial Services. Additional highlights about Nona are featured on page 25.

It also gives me great pleasure to commend JAC's staff on the attainment of JAC's second *Prudential Productivity Award* recognition. JAC received a 2016 Certificate of Commendation for its *Court-Appointed Attorney/Vendor Online Bill Submission System*. Finally, I look forward to serving the State of Florida and your agency as a newly elected member of the Board of Directors for the Florida Government Finance Officers Association.

2016 Florida Legislative Summary

Legislation Impacting JAC



*“The 2016
Legislative
Session directly
impacted the
Justice
Administrative
Commission and
the agencies it
serves.”*

The 2016 Regular Legislative Session concluded Friday, March 11, 2016. The \$82.3 billion 2016-2017 fiscal year budget finalized by the Florida Legislature and signed into law by Governor Scott includes \$46 million for the Statewide Guardian ad Litem Program, an increase of \$2.8 million over last year. Additional legislative highlights of interest to JAC are indicated below:

General Appropriations Act for FY 2016-17 (HB 5001)

1. **JAC’s Budget (Executive Direction and Support)** – JAC received a base budget of \$6,197,478, subject to minor modifications related to Administered Funds.
2. **Due Process Categories** – JAC received an increase in Criminal Conflict Case Costs from \$24,623,127 to \$27,984,827, with \$2,861,700 associated with increased flat fees and \$500,000 in additional funding. JAC also received \$900,000 in additional funding for Attorney Payments Over the Flat Fee.
3. **Public Defenders Case Management System** – JAC received a re-appropriation of the remaining \$375,000 appropriated in FY 2014-15 for the Public Defender Coordination Office to establish and host a shared case management system for Public Defenders.
4. **Juror Costs** – JAC received \$11,700,000 to fund the provisions within HB 5003 mentioned in Item 1. below.
5. **Back of the Bill** – JAC received \$4.5 million in non-recurring General Revenue to address funding shortfalls in a few of JAC’s court-appointed due process categories, as well as approval of moving \$2.4 million within JAC’s court-appointed due process categories to also address funding shortfalls.
6. **Bar Dues** – The bill provides, “Each agency, at the discretion of the agency head, may expend funds provided in this act for bar dues and for legal education courses for employees who are required to be a member of the Florida Bar as a condition of employment.”

The bill contains multiple effective dates. With the exception of back of the bill items (e.g., Item 5 above), which became effective upon the bill becoming a law, the bill is effective July 1, 2016. The bill was passed by both chambers and was approved by the Governor on March 17, 2016. See Ch. [2016-66](#), L.O.F.

Implementing the 2016-2017 General Appropriations Act (HB 5003)

1. **Juror Costs** – This provision changes the revenue model associated with the costs of juror payments, juror meals and lodging, juror personnel costs, and direct juror operational costs from one based solely on locally collected fines, fees, services charges, etc., to one based largely on general revenue. Each clerk and the Clerks of Court Operations Corporation will forward quarterly estimates of certain juror-related costs to JAC. JAC will endorse these estimates and distribute state funding to each clerk of courts for juror-related costs.
2. **State Employee Travel** – This provision limits lodging costs of \$150 per night for meetings, conferences, or conventions sponsored or organized in whole or part by a state agency. JAC staff contacted Christina Smith, Director of DFS’ Division of Accounting and Auditing, for clarification of this language. Ms. Smith indicated in a recent meeting that she has received questions from several agencies regarding this language. She is currently researching the issue and plans to release a formal memo explaining DFS’ interpretation and expectations regarding implementation of this requirement.

The effective date of this bill is July 1, 2016. The bill was passed by both chambers and was approved by the Governor on March 17, 2016. See Ch. [2016-62](#), L.O.F.

Source: JAC Executive and Accounting Staff

(Legislative highlights are continued on page 3.)

2016 Florida Legislative Summary

Legislation Impacting JAC

Court-Appointed Counsel (HBs 5001 & 5003) – JAC received \$2,861,700 in additional funding within House Bill 5001 to support the increases for court-appointed counsel in most criminal flat fee case types. House Bill 5003, among other items, amended s. 27.5304, F.S., to increase the statutory caps of certain court-appointed cases to accommodate the increased flat fees within House Bill 5001. Applicable flat fees for the FY 2016-2017 are posted on JAC's website.

These bills were passed by both chambers and were approved by the Governor on March 17, 2016. See Chs. [2016-66](#) & [62](#), L.O.F.

Information Technology Security – HB 1033 revises the membership of the Technology Advisory Council to include a cybersecurity expert. The bill also revises the duties of the Agency for State Technology. The bill provides for the establishment of computer security incident response teams within state agencies. Among other things, the bill further requires the agency to establish an information technology policy for certain state contracts. (NOTE: Although this bill does not apply to the Offices of Public Defender, State Attorney, Criminal Conflict and Civil Regional Counsel, or the Capital Collateral Regional Counsels, those offices may wish to adopt some of the provisions within the bill as a best business practice. The bill applies to the Statewide Guardian ad Litem Office and JAC.)

The effective date of the bill is July 1, 2016. The bill was passed unanimously by both chambers and was approved by the Governor on March 25, 2016. See Ch. [2016-138](#), L.O.F.

Public Corruption – HB 7071 imposes protections against improper conduct on the part of public officials and expands the misconduct provisions under § 838.022, F.S., to include public contractors. The measure defines governmental entity as an agency or entity of the state, a county, municipality, or any other public entity created or authorized by law. It defines public contractor as any person who has entered into a contract with a governmental entity. The bill also changes the *mens rea* (mental state) element for certain public corruption crimes; expands the application of official misconduct law to public contractors; and expands the application of the bid tampering laws to public contractors who contract to assist government entities in competitive procurements.

The effective date of the bill is October 1, 2016. The bill was passed unanimously by both chambers and was approved by the Governor on March 25, 2016. See Ch. [2016-151](#), L.O.F.

Public Records

1. **State Agency Information Technology Security Programs** – HB 273 requires public agency contracts for services to include a statement providing contact information of a public agency's custodian of public records. It also revises the required provisions in public agency contracts for services regarding a contractor's compliance with public records laws. The bill requires a public records request relating to records for a public agency's contract for services to be made directly to the public agency. The bill also requires a contractor to provide requested records to a public agency or allow inspection or copying of requested records. It specifies the circumstances under which a court must assess and award reasonable costs of enforcement against a contractor, and provides that a contractor who takes certain actions is not liable for reasonable costs of enforcement.

The effective date of the bill is March 8, 2016. The bill was passed by both chambers and was approved by the Governor on March 8, 2016. See Ch. [2016-20](#), L.O.F.

2. **Contracts** – SB 624 creates exemptions from public records requirements for certain records held by a state agency which identify detection, investigation, or response practices for suspected or confirmed information technology security incidents and for certain portions of risk assessments, evaluations, external audits, and other reports concerning a state agency's information technology program.

The effective date of the bill is March 25, 2016. The bill was passed unanimously by both chambers and was approved by the Governor on March 25, 2016. See Ch. [2016-114](#), L.O.F.



Additional bills we tracked during the 2016 Session 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

House Bill 7101 — Now Law



“House Bill 7101, relating to Sentencing for Capital Felonies, amends Florida’s capital sentencing guidelines to comply with the United States Supreme Court’s ruling.”

On January 12, 2016, the United States Supreme Court held Florida’s capital sentencing system to be unconstitutional. House Bill [7101](#), relating to Sentencing for Capital Felonies, amends Florida’s capital sentencing parameters to comply with the United States Supreme Court’s ruling, pursuant to the Sixth Amendment of the United States Constitution. The jury will continue to determine whether an aggravating factor exists, but the decision will have to be unanimous.

The bill, as amended, was passed by the Florida House of Representatives on February 18, 2016 by a vote of 93 to 20, passed by the Florida Senate on March 3, 2016 by a vote of 35 to 5, and signed into law by Governor Scott on March 7, 2016. See Ch. [2016-13](#), L.O.F. Highlights within the law include the following:

- Notification of intent to seek the death penalty must be made by the prosecutor to the defendant within 45 days after arraignment. The notice must contain a list of the aggravating factors the state intends to prove and has reason to believe it can prove beyond a reasonable doubt. The court may allow the prosecutor to amend the notice upon a showing of good cause;
- The jury shall return findings identifying each aggravating factor found to exist;
- The jury must find each aggravating factor unanimously;
- Defendant is ineligible for a sentence of death if the jury does not unanimously find at least one aggravating factor;
- If at least 10 jurors determine that the defendant should be sentenced to death, the jury's recommendation to the court shall be a sentence of death; and
- If fewer than 10 jurors determine that the defendant should be sentenced to death, the jury's recommendation to the court shall be a sentence of life imprisonment without the possibility of parole.

Source: Florida Senate

2016 Human Resources Legislation of Interest

House Bill 5005 —Now Law

House Bill [5005](#), an act relating to state-administered retirement systems, was filed by the Appropriations Committee and became law on March 18, 2016. See Ch. [2016-63](#), L.O.F. Among other things, the law amends s. 121.71, F.S., revising employer retirement contribution rates for each membership class and subclass of the Florida Retirement System beginning July 1, 2016. According to a report by the Florida Senate’s Committee on Governmental Oversight and Accountability, “With these modifications to employer contribution rates, the FRS Trust Fund will receive roughly \$62.6 million more in revenue on an annual basis.” State agencies are included among the employers that will incur these costs. (Although not mentioned in the bill analysis, these additional costs are normally handled by administrative funds, which is anticipated to be the case again this year.)

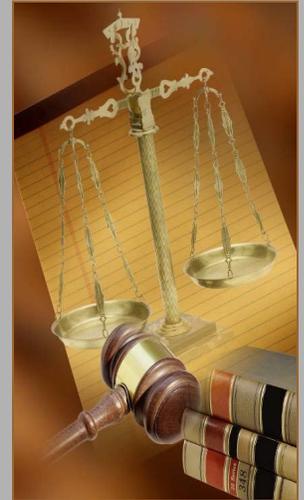
A link to this, and legislative summaries for other bills that may be of interest to members of the FRS, may be viewed on the Division of Retirement’s website at: www.frs.MyFlorida.com.

Contribution Rates

The Division of Retirement’s Information Release 2016-192, dated April 13, 2016, provided employers with the total contribution rates by membership class and reporting plan code to be paid starting with the first payroll dated on or after July 1, 2016, for the 2016-2017 plan year. These contribution rates will be applicable for FRS members, as well as rates for other state-administered retirement programs:

- *The total contribution rate for FRS members includes required employee and employer contributions, the Retiree Health Insurance Subsidy Program (HIS) contribution rate, and the administrative fee for the FRS Investment Plan and the Financial Guidance Program.*
- *The total contribution rates for reemployed retirees without renewed membership include employer contributions for the unfunded actuarial liability contribution for the membership class covering the position and HIS.*

Information Release 2016-192 is also available on the Information Releases sub-page under the Employer page of the division’s website at: www.frs.MyFlorida.com.



*“House Bill
5005 revises
employer
retirement
contribution rates
for each
membership class
of the Florida
Retirement
System.”*

*Source:
Florida Legislature and
the Division of
Retirement*

2016 Florida Legislative Bill of Interest

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



“All references to JAC were removed from Senate Bill 344 before it died.”

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. Ultimately, Senate Bill 344 was passed by the Senate and referred to the House Judiciary Committee, where it died on March 11, 2016.

In its initial language, Senate Bill 344 sought to create § 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 § 776.032, F.S., to be awarded indicated costs and attorney fees. This measure would have created a direct policy impact to 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 § 776.032, F.S. However, the bill, which would have taken effect upon becoming law, was subsequently amended twice and all references to JAC were removed.

In addition to amending § 776.032, F.S., the CS/CS for Senate Bill [344](#) would have amended § 776.013, F.S. As amended, § 776.013, F.S., provided 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.”

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 — Died

Senate Bill [686](#), the “*Florida Anti-Corruption Act of 2016*” relating to government accountability, was introduced on October 30, 2015 by Senator Don Gaetz and the CS/CS for SB [686](#) died in the Appropriations Committee of the Florida Senate on March 11, 2016. The bill would have amended § 43.16, F.S., by requiring that JAC 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. A similar measure, House Bill [593](#), was filed on November 6, 2016 by Representative Larry Metz. A CS/CS for HB [593](#) was passed by the Florida House of Representatives on March 7, 2016 and died in the Ethics and Elections Committee of the Florida Senate on March 11, 2016. Both bills were designed to:

- 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.

The effective date of both bills would have been October 1, 2016. Although these bills did not survive the 2016 Legislative Session, JAC continues to aggressively embrace the planks within these bills as best practices.

Source: *Florida Senate*



Additional bills we tracked during the 2016 Session 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

House Bill 755 — Died



“House Bill 755 resurfaced from last year, but failed to move during the 2016 Legislative Session.”

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. Ultimately, the bill died.

Included among several major planks, the bill would have created the Florida Corrections Commission with an emphasis on the safe and effective operations of major correctional institutions. Under the bill, subsections (5) and (6) of § 43.16, F.S., would have been amended to add the Florida Corrections Commission to the list of agencies administratively served by JAC.

The measure also clarified the duties of 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.” Although filed and referred to the Criminal Justice Subcommittee, the bill was never scheduled for a hearing and died on March 11, 2016.

Had it passed both chambers and been signed into law, the bill would have been effective July 1, 2016.

Source: Florida House

2016 Florida Legislative Bill of Interest

House Bill 7107 Relating to Public Employees — Died

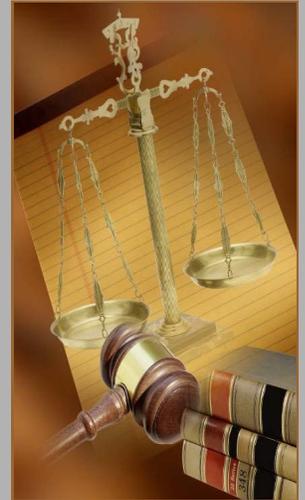
Filed by Representative Matt Caldwell on February 10, 2016, had it passed both chambers and been signed into law, House Bill [7107](#), regarding public employees, would have authorized renewed membership in the Florida Retirement System (FRS) for designated retirees.

The Appropriations Committee passed CS for House Bill [7107](#) on February 16, adjusting the 2016-17 fiscal year recurring trust fund appropriation in the bill to \$900,000, as well as a recurring sum of \$4.2 million from the General Revenue Fund, in order to fund the increased employer contribution rates to be paid by state agencies, state universities, state colleges, and school districts. The measure was passed by the Florida House of Representatives on February 24, 2016 by a vote of 72 to 38, but ultimately died in the Governmental Oversight Accountability of the Florida Senate on March 3, 2016.

The bill made provisions for renewed membership for select “former” participants in the Investment Plan, the Senior Management Service Optional Annuity Program, the State University System Optional Retirement Program (SUSORP), or the State Community College System Optional Retirement Program (SCCSORP). Under this bill, a retiree, who met stated criteria, would have been able to become a renewed member of the appropriate membership class in the Investment Plan.

Contributors:

Florida House, Lydia Mount, Carolyn Horwich, and Jennifer Henderson



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

“*For the Greater Good Attorney Student Loan Repayment Program*” — Died



“Before it died, all references to the Justice Administrative Commission were removed from Senate Bill 142.”

A strike all amendment to Senate Bill 142 was filed on December 3, 2015. This action by the Judiciary Committee created § 1009.675, F.S., entitled “*For the Greater Good Attorney Student Loan Repayment Program*.” Removing all references to JAC and the Office of the Attorney General, the bill attempted to establish the Florida Department of Education as the administrator of this program and removed the cap on the dollar amount of payments that could be made for each attorney.

Initially filed by Senator Jeremy Ring on August 19, 2015, the original bill would have created § 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, would be responsible for making payments to eligible attorneys based on their length of service and the availability of funds. After having been with the Appropriations Committee since January 21, 2016, the bill died on March 11, 2016. Had it passed both chambers and been signed into law, the measure would have been effective on July 1, 2016.

Source: Florida Senate

An Update on Proposed FLSA Rules *by Carolyn Horwich, Esq.*

Proposed FLSA Rules Regarding Overtime

The U.S. Department of Labor issued a Notice of Proposed Rulemaking regarding Overtime on July 6, 2015. The comment period closed September 4, 2015. (For additional information, please go to this link: <http://www.dol.gov/whd/overtime/NPRM2015/>.)

Currently, certain “white collar” employees do not have to be paid for working overtime if they meet certain criteria, including a threshold salary of \$23,660 annually. The proposed rules increase the threshold salary to \$50,440 annually. The proposed rules require employers to either raise certain employees’ salaries to meet the threshold level, or alternatively, to pay them for overtime worked.

Human
RESOURCES

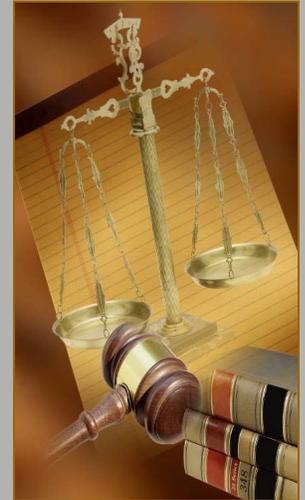
At the time the comment period closed, it was anticipated that the proposed rules would be finalized and implementation would occur late winter 2015 or early 2016. However, according to news reports and other sources, uncertainty surrounds the U.S. Department of Labor’s release date of final, revised, regulations and no implementation schedule has been issued.

In mid-March, DOL sent the Final Rule to the Office of Management and Budget (OMB) for review. This review generally takes between 30 and 60 days. If the Final Rule is approved and published, it could become effective 60 days thereafter, perhaps in July.

However, concurrently with the Final Rule being sent to OMB, the *Protecting Workplace Advancement and Opportunity Act* was introduced in the House and Senate. This legislation is designed to preclude DOL from implementing the proposed rules in their current form.

The JAC Human Resources Section has secured a commitment for training on the new regulations from a DOL Community Outreach and Planning Specialist who has provided training to Justice Administration in the past. At present, we have no timeline for the Final Rules being issued and implemented and, therefore, have no tentative dates for training.

JAC staff will continue to monitor the situation closely.



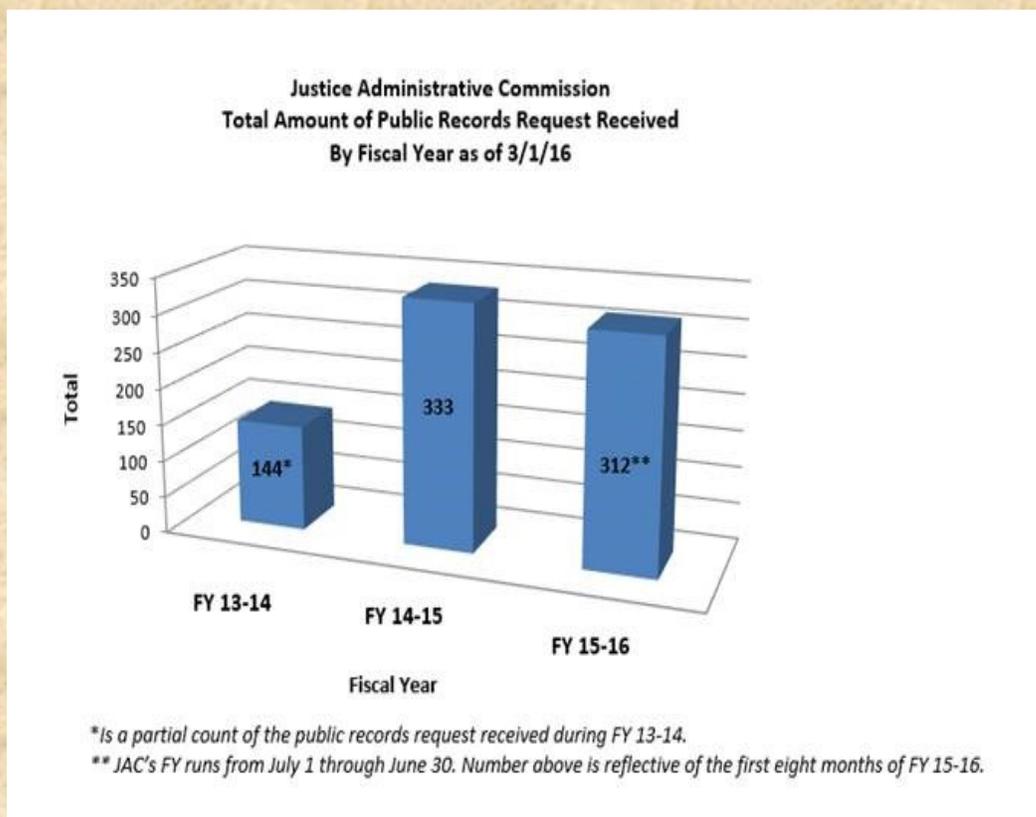
“Uncertainty surrounds the U.S. Department of Labor’s release date of final, revised, FLSA regulations and no implementation schedule has been issued.”

Public Records Management at JAC — By Veronica Vasquez



Public Records Requests are on the rise at JAC.

Veronica Vasquez generated the report below that reflects the number of Public Records Requests received by JAC as of the end of February 2016. As of April 15, 2016, JAC received 354 Public Records Requests. So, as you can see, JAC has already surpassed the number of Public Records Requests received during FY 14-15.



Did You know:

- The Florida Supreme Court issued a **ruling that made clear public agencies are held liable for paying attorney's fees** if they violate the state's open-records law.
- With Florida's strict laws on open records, **most legislative documents are public records.**
- **Effective March 31, 2016**, pursuant to Ch. [2016-164](#), L.O.F., exemptions for public records are available to current or former personnel employed in an agency's office of inspector general, or internal audit department, whose duties include auditing or investigating waste, fraud, abuse, theft, exploitation or other activities that could lead to criminal prosecution or administrative discipline. This new law is a result of Senate Bill 752.

Public Records — By Veronica Vasquez



Help us spread the Word about JAC's Conference!

Those interested in Public Records Management will not want to miss the sessions on:

Wednesday, May 4, 2016

10:30 AM—11:30 AM

State of Florida Public Records Overview and Best Practices

Pat Gleason, Special Counsel for Open Government, Office of the Attorney General

11:30 — 12:00 PM

JAC's Public Records Request Policy Overview

Cris Martinez,
JAC General Counsel

Committed to providing excellent service, the Justice Administrative Commission (JAC) constantly strives to enhance the quality of the assistance it provides to the 49 diverse entities it administratively serves.

Questions regarding JAC's Public Records Request Policy may be directed to Veronica Vasquez, JAC Public Records Coordinator, at:

veronica.vasquez@justiceadmin.org or at (850) 488-2415, Extension 224.



*“JAC’s
Conference
will offer a
wealth of
information
about
Public
Records.”*

*View from the front of the City Centre Building on April 27, 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

The back of the City Centre Building
February 24, 2016



Photo is courtesy of Wayne Meyer

Finishing touches were added to the south side of the City Centre Building by February 24, 2016.



Photo is courtesy of Wayne Meyer

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

The south side
of the City
Centre Building
had been
virtually
completed in
December..



Work
remained for
the front and
north sides of
the building.
But, progress
had 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.

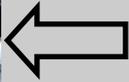


Photo is courtesy of Lydia Mount

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

JAC Commission Meeting Spread on April 19, 2016

These amazing treats for JAC's Commissioners and guests were prepared by Ms. Shellie Shelton, with special contributions from Jenny Sutton, Kathleen Stinson, Barbara Siplin, and Christian Merricks. These ladies are amazing! What a spread!



Rip Colvin
Executive Director, JAC



JAC extends a warm congratulations to our Executive Director, Rip Colvin, on his election to the Florida Government Finance Officers Association's Board of Directors.



Welcome to Nona McCall

Deputy Director of Financial Services

Originally from Stillwater, Oklahoma, *Nona McCall* relocated to Florida to be closer to family after graduating from Oklahoma State University with a Bachelors of Science Degree in Accounting and Business Administration. She has garnered twenty years with the State of Florida stemming from accounting positions in five agencies (Corrections, Department of State, Florida Department of Law Enforcement, and the Agency for Health Care Administration). Her experience includes grant accounting and reporting, disbursements, financial statements, implementing accounting related IT projects, process improvement, and training. Adds Nona, “I love to learn and figure out ways to use technology to simplify or enhance accounting functions.”

Nona wants JAC to know that she was fortunate twenty years ago to find a career she loves in state government and marry her husband in the same year. Says Nona, “Johnny is my rock, my love, my best friend, and my buddy. We’re a team and he always has my back. It’s been a great adventure. Johnny and I have a son, Chris, who started at Tallahassee Community College this year. It’s exciting to see the adult he’s becoming. We have a 2007 GT Mustang that Johnny loves to take to the race track. Chris and Johnny both share a love of Mustangs.”

Nona also loves to read, work on home improvement projects, and play cards. Her favorite magazine is *Family Handyman*. She and Johnny have two wonderfully rotten dogs, Riley and Tootsie Roll. “Having the dogs is like having small children again,” says Nona. “Toots, our 65 pound Monster Baby, is very active and a great walking buddy.”

Courtesy of Nona McCall

Welcome to Monica Thomas & Other Human Resources Developments



As you know, *Mary Graves* has retired. Her absence is keenly felt by her friends and co-workers. Although it was really sad seeing Mary leave us, we are all so happy that she is embarking on what is truly a well-deserved retirement. Rest assured though – you remain in good hands. We are very lucky to have *Jamie Johnson* take on Mary's mantle. Jamie will be your contact person for those things previously handled by Mary such CJIP, Garnishments, On-Demands, payments, etc. Our dear Cynthia Capps had her last day at JAC on April 21, 2016. Before retiring, she did a yeoman's job of training Loraine Cole on the nuances of payroll matters. We are thrilled that we have Loraine, a seasoned member of HR, stepping into Cynthia's shoes.

With Jamie now handling Mary's former duties, Jamie has been working with *Amber Moore* to take over many of Jamie's former responsibilities – primarily Position Management and all that entails. Amber is still responsible for pre-tax parking, Laserfiche, and Reemployment Assistance, but is cross-training our newest HR member, *Monica Thomas*.

Monica, who comes to us with noteworthy Human Resources experience with state agencies and the private sector, will be taking over Amber Moore's duties regarding Benefits (State Attorneys). Monica, who holds a Bachelor's Degree from Florida A&M University in Sociology, will also be handling Reemployment Assistance, Requests to Fill, and vendor checks – primarily in a back-up role.

We look forward to continuing to provide you with the highest level of customer service possible, and as always, welcome your feedback.

*Courtesy of Carolyn Horwich, Esq.
Director of Human Resources, JAC*



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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 currently scanning their active employee files into our EDMS system called Laserfiche beginning with the letter Z and working their way to letter A. For the terminated files, we are almost finished with the letter J and starting with the letter K.

Human Resources, Circuit Accounting, and the Voucher Room are in discussions about using Laserfiche to process the Insurance Voucher Detail. Look for more to come on this topic when the process is solidified. However, you may expect the process to involve a new workflow, template, and folder structure in Laserfiche client that will be accessible by all three sections.

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:

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(No names appear with photos.)

“Don’t tell people how to do things, tell them what to do and let them surprise you with the results.”

~General George S. Patton~

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.*