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State of Florida

Volume VII, Issue 3

**A Word From JAC's Executive Director**



**Rip Colvin**  
**JAC Executive Director**

A recent Justice Administrative Commission (JAC) Executive Director's Report focused on the 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 2016-66, Laws of Florida (see page 2); Law Enforcement Mileage Reimbursement (see page 2); the Year End Meeting held on May 24, 2016 and Financial Statement Workshop conducted on June 10, 2016; and the 2016 Legislative Budget Request (LBR) and Long Range Program Plan (LRPP) Meetings. Annual internal and external surveys were also highlighted.

**JAC Conference**

JAC held a comprehensive 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 attendees included agency heads, agency head elects, 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.

In addition to presentations from JAC staff on budget, accounting, and human resources, JAC secured two feature speakers to present to

conference attendees. The first was Pat Gleason, Special Counsel for Open Government, Office of the Attorney General, who presented, "State of Florida Public Records Overview," on Wednesday May 4<sup>th</sup>. Secondly, Mark Merry, Chief, Bureau of Auditing, Department of Financial Services (DFS), presented, "DFS Auditing Standards and Practices" including contract payments and the Florida Accountability Contract Tracking System on Thursday May 5<sup>th</sup>.

The response surpassed expectations and substantial interest has been expressed in JAC conducting similar conferences in the future.

Conference presentation materials are 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. Offices with an expiring maintenance contract should sign their renewal.

**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 has been expanded to include all appropriation categories, rather than just the due process category.

An office may choose to list specific vendors in their certified forward request or they may choose to lump sum the entire amount and utilize the available balance until it is fully expended.

The benefits to the lump sum option include:

- No waiting for the Certified Forwards list to be finalized, resulting in quicker vendor payments; and
- The payable is reduced in FLAIR with each invoice.

If an office chooses the lump sum option, JAC staff will work with those offices via email to confirm the lump sum set-up.

**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 draft document is currently being finalized.

# Travel Policies for State Employees



*Many questions have been raised regarding travel policies and restrictions by state agencies.*

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

The Florida Department of Financial Services (DFS) Division of Accounting and Auditing (Division) received many inquiries following the end of the 2016 Legislative Session pertaining to allowable rates for employee meals and per diem, based on language signed into law (ch. 2016-66, L.O.F.) within Section 120 of the Implementing Bill to the General Appropriations Act (GAA). Although s. 112.061, F.S., already addresses the allowable rates for employee meals and per diem, it does not include specific dollar limits related to lodging expenses.

As indicated by the Division in their [June Edition of the Ledger](#), “The Implementing Bill’s language addresses employee travel expenses related to lodging expenses, with specific emphasis on conferences, meetings, or conventions.” Addressing the issue of dollar limits, the GAA stipulates that the “costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed \$150 per day.” The law 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 will likely have to absorb the difference.

JAC staff have posed several questions to DFS regarding this lodging restriction. DFS has indicated that they will be issuing a formal memorandum to all agencies providing specific guidelines and clarification regarding the \$150 limit; that memo is expected to be released soon. The \$150 limit was recently discussed at the monthly Administrative Service Directors meeting on May 27, 2016, where DFS announced that the limit pertains to the room rate only and does not include other fees that may be associated with hotel lodging. At the same meeting, DFS employed a broad interpretation of the word, “meeting” which may include as few as two or three people. The definition for “meeting” is yet to be fully determined. However, based on discussions with legislative staff, the Division was able to clear up some of the uncertainty regarding the language from the Implementing Bill. Essentially, an agency has “sponsored” a meeting or conference if the agency contributed money, not including registration fees, for the meeting, conference, or convention. Further, according to DFS, “Agencies who participate in selecting the location, or in planning the activities related to the conference will be considered to have organized the conference or convention. In both of these clarifications, the \$150 per night lodging limit would apply.”

JAC spoke with Christina Smith, DFS’s Division Director of Accounting and Auditing, to request an exemption for Justice Administration entities related to this \$150 limit, especially for due process travel. Ms. Smith is consulting with Legislative staff to determine Legislative intent and is exploring exempting certain travel from this requirement. JAC will keep the Justice Administration agencies informed as soon as more information is known.

*Source: The Ledger, Florida Department of Financial Services, Division of Accounting and Auditing and JAC Staff*

## Law Enforcement Mileage Reimbursement

JAC staff recently received a question regarding reimbursement of law enforcement personnel for reimbursement of travel expenses. They were asked whether there were any limitations regarding mileage reimbursements, specifically when law enforcement officers traveling in their own vehicles testify at a hearing or deposition as part of their employment. The applicable statutes, ss. 92.141 and 92.142, F.S., allow for reimbursement of mileage and witness fees. The reimbursement rates for law enforcement are guided by s. 112.061, F.S. JAC does reimburse law enforcement officers the witness fee of \$5 plus mileage for actual distance traveled under these circumstances. These reimbursements should be submitted to JAC via batch sheet similar to all other travel reimbursements processed by JAC for Justice Administration offices.

To obtain reimbursement in a case involving private court-appointed counsel or indigent for costs cases when subpoenaed or requested to appear by defense counsel (or pro se defendant), please advise officers to submit the [JAC Certification and Request for Payment of Ordinary and Official Witnesses Invoice/Voucher Cover](#) available on JAC’s website. If seeking mileage, the officer will also need to submit a travel voucher on the form approved by DFS. The form and the travel voucher will need to be signed by both the officer and defense counsel (or pro se defendant).

*Source: JAC Staff*

## “Uniform Guidance Changes for Federal Awards”

### Very Important Notice

The Office of Management and Budget (OMB) launched new Federal grant reforms on December 26, 2014 for state and local governments, colleges, universities, and nonprofits. The new rule, commonly referred to as the “Super or Omni” Circular, streamlines eight Federal regulations (including OMB Circulars A-110, A-122, and A-133) into a single, comprehensive policy guide.

Among the many changes in this new rule, the Single Audit threshold was raised from \$500,000 in Federal awards per year to \$750,000. OMB advises that this change reduces the audit burden for approximately 5,000 non-Federal entities, while sustaining Single Audit coverage for over 99 percent of the Federal dollars currently covered. As an “*internal control*” measure, non-Federal entities will be required to take reasonable measures to safeguard protected personally identifiable information, as well as any information that the Federal awarding agency, or pass-through entity, designates as sensitive. Any entity that awards or receives Federal funds will be affected by the sweeping reforms within the Omni Circular.

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants for Federal awards before a Federal award may be granted. According to the Office of Justice Programs, to facilitate part of this risk evaluation, all applicants (other than an individual) are to download, complete, and submit this [form](#) with their Federal grant applications.

Agencies will need to review the cost principles related to all their awards to ensure that they are in compliance. Also, due to the timing of the implementation of the guidance, agencies will need to determine if their grants are regulated by the *Uniform Guidance* or the OMB Circular. If grant awards were received prior to December 26, 2014, then those awards are governed by the OMB Circular. If grant awards were received on or after December 26, 2014, those awards will be regulated by the *Uniform Guidance*. Please be sure to refer to the correct cost principle to determine allowable and disallowable cost.

Did the Federal Government provide a grace period after the effective date for non-Federal entities to comply with the procurement standards in the *Uniform Guidance*? Yes, non-Federal entities were provided one full fiscal year after the effective date of the *Uniform Guidance* to comply with the new procurement standards. According to OMB, **“The first full fiscal year for a non-Federal entity with a June 30th year end would be the year ending June 30, 2016. For future fiscal years, all non-Federal entities will be required to comply fully with the *Uniform Guidance*.”**

The DFS Division of Accounting and Auditing will provide more details about the changes due to implementation of the *Uniform Guidance* during their workshop this summer. Meanwhile, answers to several frequently asked questions pertaining to these changes are addressed [here](#).



*“The Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards was officially implemented in December 2014 by the Council on Financial Assistance Reform.”*

- [www.grants.gov](http://www.grants.gov)





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

## Wells Fargo - Bank Conversion

By Phyllis Reed, JAC Professional Accountant Supervisor

**WELLS FARGO**

As mentioned at the JAC “*Connect and Collaborate*” training conference last month, the Department of Financial Services, Division of Treasury, has signed a new contract for banking services with Wells Fargo. This new contract replaces 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 will be working with individual offices over the next few months to be sure everything is in place to provide for a smooth transition.

JAC staff have participated in training sessions and conference calls with DFS in order to prepare for the transition. One activity that will be occurring in the near future is the verification of vendors submitting revenue via Automated Clearinghouse (ACH). A letter from Wells Fargo will be provided for ACH vendors with the new account and routing numbers. Revenue Accounting staff will provide a copy of the letter to each office for distributing to your ACH vendors. Also, JAC will be ordering all the new banking supplies for each office.

JAC is scheduled for conversion to Wells Fargo, September 7<sup>th</sup> – 12<sup>th</sup>. 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.



## *An Update on 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.

The rule requires employers to either: 1) pay employees time-and-a-half for overtime work; 2) raise certain employees' annual salaries 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.

**Human**  
RESOURCES

The JAC Human Resources Section has scheduled a training session on the new regulations with Roy Richardson, DOL Community Outreach and Planning Specialist, who has provided training to the agencies of Justice Administration in the past.

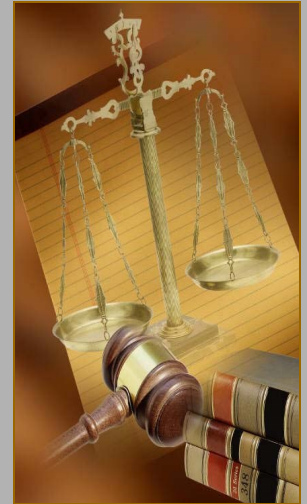
**The GoToMeeting is scheduled for Thursday, June 30, 2016, from 10:00 a.m. to 12:00 p.m.**



For additional information, please go 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/>.



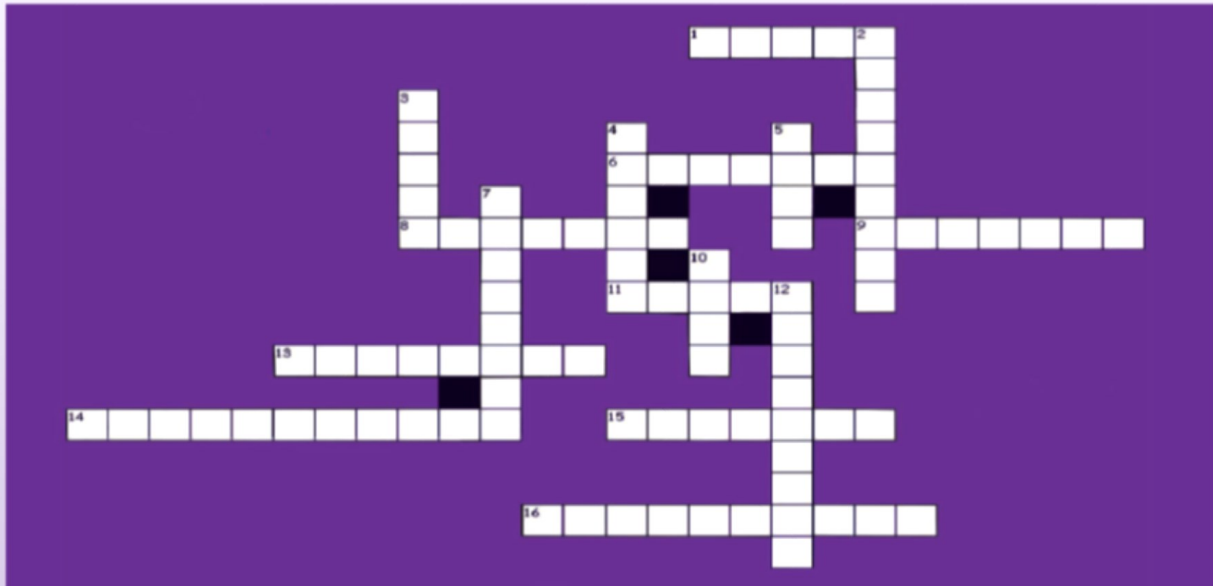
*“The U.S.  
Department  
of Labor  
released its  
final FLSA  
rule on  
May 18,  
2016.”*

# June is National Safety Month



NATIONAL SAFETY MONTH 2016

## SafeForLife Crossword



**Across**

1. Keeping an eye out for hazards can help you identify and \_\_\_\_\_ them before an injury occurs.
6. Check your emails and send your texts before you start \_\_\_\_\_.
8. Never use a cell phone while \_\_\_\_\_, even hands-free.
9. Discuss the dangers of mixing prescription drugs with \_\_\_\_\_.
11. Check to make sure your \_\_\_\_\_ detector is working properly.
13. Provide adequate \_\_\_\_\_ in every room and stairway.
14. Prescription \_\_\_\_\_ account for more drug overdoses than heroin and cocaine combined.
15. When driving on long trips, take regular breaks to avoid \_\_\_\_\_.
16. When calling 9-1-1, stay on the line until the \_\_\_\_\_ says you can hang up.

**Down**

2. \_\_\_\_\_ an alcohol and drug-free driver or arrange alternate transportation.
3. More than a third of \_\_\_\_\_ injuries and deaths happen at home.
4. Signs of painkiller addiction include excessive mood \_\_\_\_\_ or anxiety.
5. Always allow adequate \_\_\_\_\_ to get to your destination.
7. All medicines and \_\_\_\_\_ should always be kept up and away and out of a child's reach.
10. Keep a fully stocked emergency preparedness kit in your \_\_\_\_\_ and vehicle.
12. Practice \_\_\_\_\_ drills with your family.

ANSWER KEY Across: 1. Avoid 6. Working 8. Driving 9. Alcohol 11. Smoke 13. Lighting 14. Painkillers 15. Fatigue 16. Dispatcher  
Down: 2. Designate 3. Child 4. Swings 5. Time 7. Victims 10. Home 12. Emergency

~Courtesy of the National Safety Council and submitted by Wayne Meyer~



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



*Photos are courtesy of Wayne Meyer*



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

*Looking back to June 2015*



*Photos are courtesy of Lydia Mount*



## *JAC's Year-End Meeting on May 24, 2016*

Using a tea-time theme, these refreshments for JAC's guests who attended the 2015-2016 Year-End Meeting were prepared by Ms. Shellie Shelton. As usual, she had no problem gaining volunteers to help with this impressive spread. Many thanks to Ms. Shellie, Nona McCall, and Therese Usherwood for your assistance.



# JAC Staff Developments & Kudos

## May June Staff Changes

### JAC Departures

Abram Dale, Budget

Josh Cole, Court-Appointed

### JAC Arrivals

Matthew Martin, Accounting

## Well Deserved Recognition

**June 14, 2016** — Congratulations to *Michelle Dolce* and everyone who contributed to JAC's winning application for *MCCI's Excellence Award*. Kudos to JAC for being selected as a winner in the "Best Accounting/Finance Initiative" category for the *Online Bill Submission System*.

**June 10, 2016** — "Rip, I wanted to let you know that when I shared this idea [a pulse survey imbedded into the signature of emails sent to attorneys and vendors who have been assisted by the Help Desk] with Frank, Gabbie, and Susan, we all got very excited. Frank took the lead, jumped right up and created the technical part on Survey Monkey within minutes. We used the Benchmarkable questions provided by Survey Monkey plus two additional questions to help us identify information specific to what we do. All of us have embedded an invitation to the survey and link in our signature lines."

*Christie Stanton, JAC Program Administrator*

**May 25, 2016** — Congratulations to Cynthia Jean-Baptiste on the occasion of your becoming an American Citizen.

*Your JAC Friends*

**May 17, 2016** — "Rip, I would like to extend my thanks to you, the employees at JAC, and the many presenters that took their time to make the *Connect and Collaborate* Conference such a success. It was great to finally meet some of those people that we speak with via telephone on an almost daily basis. I believe that I speak for all of us that attended from this office – we found the conference very informative and full of invaluable details and contact information. Even though we have performed our duties for years and years, it is always good to hear updates and keep abreast of new happenings and procedures. Additionally, it was wonderful to speak one-on-one with our counterparts from the other circuits. Thank you again and I look forward to future conferences."

*Gayle W. McMahon*

Fiscal Director III, Office of the State Attorney

Nineteenth Judicial Circuit

**May 9, 2016** — "Rip, a big thank you to you and your staff on hosting and presenting an excellent conference. I found it to be very beneficial and I learned something from just about every session I attended. The presenters showed excellent knowledge of their specialty and presented the material extremely well. They all did an excellent job and I know a huge amount of time was spent organizing the meeting, preparing the manuals, etc. I look forward to hearing of the next conference and will probably send some other people within the office for some of the sessions. Again thank to the entire JAC team."

*Scott McWebb*

Administrative Director, Office of the Public Defender

Fifteenth Judicial Circuit

**May 9, 2016** — "We all really enjoyed the JAC [*Connect and Collaborate*] Conference. We all learned things we didn't know too, which was kind of a surprise. Very good presentations and well organized."

*Patricia Arnold*

Administrative Director, Office of the Public Defender

Nineteenth Judicial Circuit

**May 6, 2016** — "I just returned from the JAC *Connect and Collaborate Conference* and I wanted to tell you that the JAC staff did an outstanding job! The staff was impressive from top to bottom. There was a depth of knowledge at all levels. The JAC presenters knew their stuff and presented it very well. I was also impressed with the service attitude of the JAC staff. Rip is always making reference to the agencies JAC administratively serves. That attitude pervades the organization. There was a love-fest at the end of one session where several attenders expressed that this is the best JAC ever! I agree. Excellent Conference!"

*Joe Whitley*

Executive Director, Office of the State Attorney

Second Judicial Circuit



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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 Laserfiche beginning with the letter Z and working their way to letter A. They are currently on letter S. For the terminated files, we are working on the letter L. 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.

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](http://WWW.JUSTICEADMIN.ORG)**

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

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[Lydia.Mount@justiceadmin.org](mailto:Lydia.Mount@justiceadmin.org)  
(No names appear with photos.)

*“If your actions inspire others to dream more, learn  
more, do more, and become more, you are a leader.”*

*~John Quincy Adams~*

## 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.*