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 Executive Director

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**State of Florida**

**Volume VII, Issue 5**

**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 Effective Date (see page 3); Public Defender Caseload Management Network; Review of BOMS/STAC Agreements; Online Legal Research; Travel Restrictions Imposed by Chapter 2016-62, Laws of Florida (see page 2); 2016 Legislative Budget Request (LBR) and Long Range Program Plan (LRPP) submissions; Proposed Amendments to JAC's Public Records Policy/FPDA Provision; Public Official Liability Coverage for Public Records and Ethics; and JAC Transitions.

**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. See page 5 to view the flyer for this event. 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. Presentation materials from JAC's 2016 "Connect and Collaborate Training Conference"

are posted to JAC's website, and may be accessed by clicking [here](#).  
**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.

**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 (Invitation to Negotiate or ITN) for a collective Online Legal Research Contract that will be shared with interested State Attorneys, Public Defenders, and other Judicial Administration offices. There will be no requirement that any office use the contract resulting from this process. JAC staff met with representatives from the Florida Prosecuting Attorneys Association (FPAA) and the Florida Public Defender Association (FPDA) on April 11<sup>th</sup> regarding this effort. The meeting focused on the scope of services. The current draft ITN requests

quotes for three different legal and investigative research packages [Florida State Legal Research (Option 1); National Legal Research (Option 2); and Law Enforcement and Investigative Research (Option 3)]. It also requests quotes for additional services (add-on databases) in which individual offices might be interested. We anticipate moving forward with the procurement document within the next few months.

**2016 LBR and LRPP**

JAC submitted the Legislative Budget Request (LBR) for the entities of Justice Administration on October 14<sup>th</sup>. The Long Range Program Plan was submitted on September 30<sup>th</sup>. Agencies wishing to amend their Legislative Budget Request should be able to do so during December 2016.

**Transitions**

As this is an election year, there will be several transitions within the Offices of State Attorney and Public Defender. JAC staff is ready to assist as these transitions occur starting in January 2017.

In addition, Mr. Jeff Lewis, Regional Counsel for the First District Court of Appeal, submitted his resignation effective November 30, 2016, which coincides with his appointment as a circuit court judge in the First Judicial Circuit. Mr. Lewis has served as Regional Counsel since the inception of the office on August 22, 2007. His successor will be determined in accordance with s. 27.511, F.S., which governs the appointment of regional counsels.

Finally, JAC has updated its Strategic Plan for 2017-2021. The analyses of systems related data and feedback contributed to this highly collaborative process.

## Implementation of Statewide Travel Management System Chapter 2016-66, Laws of Florida



During the last legislative session, certain restrictions to travel were imposed by the Legislature regarding a \$150 room rate limitation in certain circumstances and the documenting of “mission critical” travel. JAC appreciates the efforts of the offices we administratively serve in working with JAC staff to provide updated “mission critical” memos.

In addition to these travel restrictions, the Legislature also provided in Section 1965A of the General Appropriations Act (HB 5001), the sum of \$1.8 million in non-recurring funds and \$2.8 million in recurring funds “for the executive branch of state government and the judicial branch for the implementation of a Statewide Travel Management System.”

The first information provided to agencies regarding the travel system was presented at the Florida Association of State Agency Administrative Services Directors’ (FASAASD) monthly meeting, September 30, 2016, which was attended by JAC staff. According to the proviso language in HB 5001, the system will interface with the FLAIR accounting system, as well as People First and provide detailed reporting related to travel activities for all agencies.

The Department of Management Services (DMS) is spearheading the effort for procuring and implementing the travel system. JAC staff met with DMS staff on October 13, 2016, for an initial briefing regarding the new travel system. A second meeting with DMS staff was held on October 25 at the JAC office. JAC accounting and legal staff provided general information to DMS regarding the uniqueness of JAC and the systems and structures employed by JAC when processing travel.

JAC staff will be putting together some workgroups comprised of JAC staff and circuit office staff to understand how this system will affect our operations going forward. Vicki Nichols, JAC’s Director of Accounting, will be reaching out to all offices to determine the next steps and to gather information.

It is anticipated that a travel system software solution and implementation contractor will be selected by DMS on January 30, 2017. Justice Administration offices will not be expected to implement the travel system until sometime after April 2017, but most likely not until the next fiscal year.

Questions regarding travel may be directed to Vicki Nichols at: [Vicki.Nichols@justiceadmin.org](mailto:Vicki.Nichols@justiceadmin.org).

*Article is courtesy of Vicki Nichols, CPM*



*“Justice Administration offices will not be expected to implement the travel system until sometime after April 2017.”*

*Vicki Nichols*

## *FLSA Rules Regarding Overtime*

*By Carolyn Horwich, Esq.*

### **FLSA Rules Regarding Overtime**

The U.S. Department of Labor (DOL) finalized its amendments to the *Fair Labor Standards Act* overtime rules on May 18, 2016. The amendments become effective December 1, 2016.

Currently, employees are entitled to be paid overtime if they work in excess of 40 hours in a week unless they fall under an exemption. To be “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. It is the salary threshold that is at the heart of the rule amendments. Since 2004, the threshold had been \$23,660. Effective December 1, it is increased to \$47,476.00.

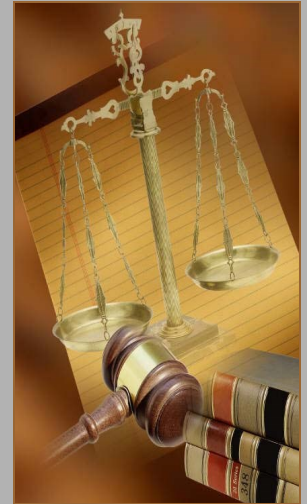
The rule amendments require employers to: 1) either pay non-exempt employees time-and-a-half for overtime work or provide them with compensatory time (employee’s choice); 2) raise the annual salary of certain employees (i.e., those who meet the duties and salary basis tests) to \$47,476.00; 3) ensure that employees do not work overtime; or 4) a combination of these options. Please note that specified “white collar” employees (e.g., attorneys) do not have to be paid for working overtime regardless of salary.

To help the agencies administratively served by the JAC navigate through these new regulations, the Human Resources Section has taken the following steps. It organized a GoToMeeting June 30, 2016 at which Roy Richardson, Community Outreach and Planning Specialist from DOL, presented a lengthy tutorial. Dialogue with BOMS users and CIP was initiated and is ongoing with regard to any changes necessary to the BOMS system, specifically the Position Description form. JAC staff have either presented in person or have scheduled a one-hour GoToMeeting for each group of offices we administratively serve. JAC has a [tab](#) on the Human Resources section of its public website that is devoted to FLSA materials. The tab has links to federal resources including DOL’s official FLSA Webinar, the PowerPoint used by Mr. Richardson during his presentation, DOL’s Field Guide, and a set of Q&A.

JAC Human Resources staff continue to communicate with staff from the Department of Management Services to ensure that entering all Justice Administration employees’ correct FLSA status into the People First system is handled as efficiently as possible. Each office has received two templates and instructions for entering employees’ FLSA status into the People First system. The deadline for submitting those templates to JAC is November 14, 2016.

Agencies should continue to work on accurately identifying the actual duties performed by their employees. This is generally done by ensuring that all employees’ Position Descriptions are thorough and remain current at all times. Adjustments to agency Salary Schedules and Pay Plans are likely in order, as well.

Offices should also be seeking to quantify any potential budget impact paying staff for overtime may pose during this and future fiscal years. JAC’s Executive Director and Budget Director are available to assist you in assessing the potential impact and steps necessary to address your budget issues.



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

**Human**  
RESOURCES



## Human Resources Reminders

*By Carolyn Horwich, Esq.*



**“Open Enrollment concludes on November 4, 2016.”**

**Human RESOURCES**

- ◆ The Florida Department of Economic Opportunity announced October 15, 2017, that Florida’s minimum wage is increasing five (5) cents to \$8.10, effective January 1, 2017. The new poster is available and may be viewed [here](#).
- ◆ Open Enrollment began on October 17, 2016 and concludes November 4, 2016 at 6:00 p.m. EST. Changes for 2017 are:
  - ⇒ *CIGNA dental premiums are changing slightly;*
  - ⇒ *Cigna Health and Life Insurance Company hospitalization premiums are changing slightly;*
  - ⇒ *Health Savings Accounts total contributions are increasing to \$3,400 for single coverage and \$6,750 for family coverage; and*
  - ⇒ *Minnesota Life and Securian Life have adopted the brand of their parent company, Securian Financial Group, Inc. (Securian). Minnesota Life customers will not see any changes to their life insurance coverage amount or premium rates, but they will see “Securian” reflected in correspondence and materials they receive from the company.*
- ◆ The Florida State Employee’s Charitable Campaign is ongoing through November 10, 2016.

*Courtesy of Carolyn Horwich, Esq.*

*Director of Human Resources, JAC*

# “Connect and Collaborate II”

By Greg Cowan



## The Justice Administrative Commission Announces

### “Connect and Collaborate II” JAC Training Conference

Collaborate, connect, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!

The conference dates are:  
**Monday, May 15, 2017 - Thursday, May 18, 2017\***

#### Anticipated Topics:

- BOMS Training
- Retirement Overview and Information
- Hiring of New Employees/Insurance Benefits/PARS, etc.
- Family Medical Leave Act/Employee Benefits/Military Leave/Other Leave Issues
- Public Records and Records Management
- Budget Overview – Budget Amendments, LBR, & More
- JAC Accounting – Hot Topics, DFS Documentation Requirements, Journal Transfers, Best Practices for Submitting Batches, Open Forum, Rates for Experts, and More
- Travel – Policies, Guidelines, Procedures, Challenges
- Financial Services –FACTS and DFS Contract Requirements
- FLAIR Accounting Reports 101 – Reading, Understanding, RDS, and More
- FLAIR “Cracking the Codes” – Payment and Balance Inquires, Account Codes, and More
- Purchasing
- And Much More...

**\*The conference will end at 12:00 PM on Thursday, May 18.** Topics are subject to change.

**New materials, updates, and sessions are planned. Staff that attended the 2016 conference will not be disappointed!**

#### Conference Location:

**Embassy Suites by Hilton – Orlando North  
225 Shorecrest Drive, Altamonte Springs, FL 32701**

Questions regarding the conference may be sent to:  
[greg.cowan@justiceadmin.org](mailto:greg.cowan@justiceadmin.org).

**\*\*To assist in preparing for the conference, JAC requests that names of attendees be registered by clicking here:**  
<https://www.surveymonkey.com/r/XC3FCRH>

Rate: \$102.00 per night, use Group Code: **JAC** or Group Name: **JAC Event**. Cutoff date for hotel reservations is April 21, 2017. Reserve your room by phone: 1-800-445-8667 or 1-407-571-3432 (ask for Dorie Bonaventura). You may also reserve rooms online: [http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-JAC-20170511/index.jhtml?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-JAC-20170511/index.jhtml?WT.mc_id=POG)

## Florida Supreme Court Appointments



Ms. Ita Neymotin was recently appointed to the Florida Supreme Court's Task Force on Substance Abuse and Mental Health Issues in the Courts. The term will expire on June 30, 2018. Earlier this summer Ms. Neymotin was appointed to the Florida Supreme Court Commission on Professionalism, Rule Sub-Committee regarding the issue of confidentiality in the operation of the local professionalism panels.

Ms. Neymotin is providing a great service as the Criminal Conflict and Civil Regional Counsel, for the Second District (6th, 10th, 12th, 13th, and 20th Circuits), the citizens of Southwest Florida, and the legal profession as a whole.

*Courtesy of Lori Wagner Kane*

*Law Offices of Ita M. Neymotin*



“Because of her passion to assist clients living with and recovering from mental illness and substance abuse issues”, the Honorable Kathleen A. Smith was also appointed, on behalf of the Florida Public Defender Association, to serve on the Florida Supreme Court's Substance Abuse and Mental Health Task Force until June 30, 2018. Ms. Smith, Public Defender, Twentieth Judicial Circuit (serving Charlotte, Collier, Hendry, Glades, and Lee Counties), is a commissioner of the Justice Administrative Commission.

*Courtesy of the Public Defender's Office*

*Twentieth Judicial Circuit, [Website](#)*

# JAC Staff Developments & Kudos

## September-October Staff Changes

JAC Departures	Elizabeth Lawless	Court Appointed
JAC New Arrivals	Jing Perlowski (Returned)	Accounting
JAC Transitions	Kelsey Leckinger	Court Appointed

## Well Deserved Recognition

**October 25, 2016** — *Many thanks to all of the Strategic Planning Teams for your efforts and contributions to the updating of JAC's Strategic Plan. Indeed, "It does take a village."*



**October 5, 2016** — *Kudos to Wayne Meyer for doing such a great job in setting up a convenient Flu Shot Clinic at JAC. You made it easy for all interested JAC staff, and others in the City Centre Building, to be prepared for flu season. Thank you for caring!*

**October 4, 2016** — *Thank you Ms. Shellie for another amazing refreshment spread for JAC's Commission Meeting. Truly a winner! Also, Christian Merricks was informed by a caller to JAC that "...you are very friendly and have a voice that put her in a good mood."*



**September 21, 2016** — *Congratulations to Kathy McCabe on the occasion of your niece's (Michelle) up and coming wedding on February 11, 2017.*





## BOARDING THE EDMS TRAIN

The Justice Administrative Commission (JAC) continues the phased implementation of an Electronic Document Management System (EDMS). This is an update.



### State of Florida Justice Administrative Commission

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**WE'RE ON THE WEB**

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

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(No names appear with photos.)

The EDMS development for the Human Resources (HR) Section is coming along. They are still scanning the active employee files into Laserfiche and working on terminated files and position descriptions.

The Circuit Accounting, HR, and the Voucher Room Sections recently came up with a new process for HR Insurance Vouchers. The documents are now printed directly into a designated Laserfiche folder. Circuit Accounting processes the documents from there and the Voucher Room matches them with the corresponding Voucher Schedule. Although this is not a significant paper reduction effort, it is an innovative way to use automation within JAC.

*Michelle Dolce*

### The EDMS Mission

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

*“As we look ahead into the next century, leaders will be  
those who empower others.”*

*~Bill Gates~*

## 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.*