



## COMMISSIONERS

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20th Judicial Circuit

**Brian Haas**  
State Attorney  
10th Judicial Circuit

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

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## State of Florida

## Volume VIII, Issue 2

# A Word From JAC's Executive Director



**Rip Colvin**  
JAC Executive  
Director

The most recent Justice Administrative Commission (JAC) Meeting was held via teleconference on March 15, 2017. This was an emergency meeting to discuss the policy and fiscal implications of House Bill 7051 on JAC. You may click [here](#) to read more about House Bill 7051. Updates on additional key issues are highlighted below.

### Florida Legislative Budget

Senate President Joe Negron and House Speaker Richard Corcoran began budget negotiations on April 27, 2017 with an initial deal of \$83 billion. Budget conference negotiations are now officially underway.

### 2017 JAC Training Conference

We are less than a month away from the start of "Connect and Collaborate II," the 2017 JAC training conference at the Embassy Suites in Altamonte Springs. In addition to presentations from JAC staff on budget, accounting, financial services, operations, human resources, and emergency management, featured speakers will present to conference attendees on public records, records management, workers compensation, interview techniques, public management, FMLA and other employee related matters, and due process procurement practices. JAC staff are especially thankful to the many staff with both the Offices of State Attorney and Public Defender who have agreed to assist as conference presenters and facilitators.

Space at the conference is still available, and you can still register to attend the conference by click-

ing [here](#).

A few hotel rooms are also still available, but unfortunately not at the initial block rate. Information for securing a hotel room at the Embassy Suites is available on the conference agenda. A copy of the conference agenda is available on the JAC website and may be viewed by clicking [here](#). If you have any questions regarding the conference, JAC staff contact information is also available on the conference agenda. (See [page 8](#).)

### Online Legal Research

Currently, there is no state contract for reduced rates for online legal research services available to the offices administratively served by JAC. As a result, the online legal research services and rates among the offices vary greatly. During 2015-16, select representatives of the Florida Prosecuting Attorneys Association (FPAA) and the Florida Public Defender Association (FPDA) met with JAC to discuss the possibility of pursuing a consolidated online legal research service contract for the offices served by JAC. After much discussion, consultation, and research, a draft Invitation to Negotiate (ITN) document was developed.

In November 2016, the Boards of the FPAA and FPDA voted to pursue the ITN process for a consolidated online legal research service contract. In December 2016, the JAC authorized staff to pursue this effort. JAC has contracted with the Office of the Attorney General to advise and guide us through this process.

The ITN was issued on February 24, 2017. The negotiation phase should conclude on April 28, 2017, with Final and Best Offers

from the vendors. At that point, the Negotiation Team will determine whether to enter into a contract with one or more of the vendors. Please stay tuned.

Offices that are coming up for renewal of any contract for online legal research services may wish to defer on a decision until after the ITN process concludes. Hopefully, offices will have the option to obtain services under any contract arising out of the ITN.

### Year End

The Justice Administrative Commission will be hosting the *Fiscal Year 2016-17 Year-End Training* for the Offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program on Wednesday, May 24, 2017 from 9:00 a.m. to 12:00 p.m. EDT. While agency staff are more than welcome to attend the *Fiscal Year-End Training* here in Tallahassee, we will also be meeting via GoToTraining. As in the past, the Year-End PowerPoint Presentation (with links to forms), and all requisite Financial Statement Forms and materials, will be electronically provided via JAC's website as they are released by the Florida Department of Financial Services.

### Statewide Travel Management

The Department of Management Services has allotted nine weeks instead of three weeks for the implementation of the Statewide Travel Management System for entities served by JAC. More on this roll-out will be announced soon.

## Clerks of the Court & JAC



*“JAC supports the language in Senate Bill 2506, but has concerns with the language in House Bill 7051.”*

House Bill 7051, filed by Representative Cord Byrd and the Civil Justice and Claims Subcommittee on March 8, 2017, contains provisions related to jury management which would significantly impact operations at the Justice Administrative Commission (JAC). The bill also transfers the power of reviewing, modifying, and approving budgets for the clerks of court from the Legislative Budget Commission to the Florida Clerks of Court Operations Corporation (Corporation).

Of particular interest to the JAC, through provisions in this bill, the Corporation must provide quarterly estimates to the JAC for the costs of juror payments, juror meals and lodging, and related personnel expenses, and the JAC would be responsible for those costs. The bill however does not provide the JAC with any authority to control or manage those costs. The bill amends ss. 28.35 and 40.29, F.S., to enact these changes.

House Bill 7051 also amends s. 40.31, F.S., by authorizing JAC to apportion funds to the clerks if an appropriation is insufficient to fund jury costs during the fiscal year. The bill was placed on the Special Order Calendar by the House on April 25, 2017 and passed by a vote of 80 to 33 on April 26, 2017.

A similar measure, Senate Bill 2506, filed by the Senate Appropriations Committee on March 30, 2017, was passed unanimously by the Florida Senate on April 12, 2017. The bill was then referred to the Florida House where it was amended and also passed unanimously. Differences in the Senate and House bills must now be resolved in conference.

JAC supports the language in Senate Bill 2506 but has concerns with the language in House Bill 7051.

This act would take effect July 1, 2017.

*Submitted by Greg Cowan, MPA and Lydia Mount, MPA*

*Sources: The Florida Senate and House of Representatives*



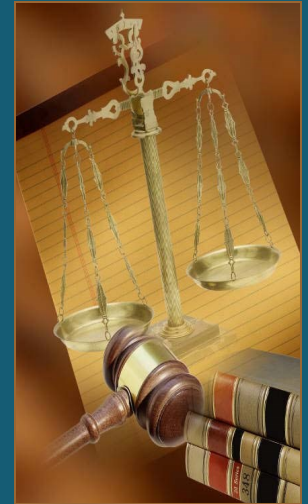
# Government Accountability

**H**ouse Bill 479, an Act Relating to Government Accountability, was introduced on January 24, 2017 by Representative Larry Metz. The bill amends § 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. An identical measure, Senate Bill 880, was filed on February 10, 2017 by Senator Kelli Stargel and CS\SB 880, as amended, was passed unanimously by the Appropriations Committee on April 25, 2017.

Both House and Senate bills were designed to:

- Prevent and detect fraud, waste, and abuse as defined by § 11.45(1), F.S.;
- Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices;
- Support economical and efficient operations;
- Ensure reliability of financial records and reports; and
- Safeguard assets.

Moving forward, CS\CS\CS\HB 479, as amended, was passed by the Florida House on March 30, 2017 and received by the Florida Senate on April 5, 2017. All elements addressing internal controls for JAC and the offices it administratively serves were retained. The engrossed text for House Bill 479 also retains amended language for § 112.061 (6), F.S., as it pertains to per diem and travel expenses of public officers, employees, and authorized persons. The measure states, “Actual expenses for lodging associated with the attendance of an employee of a state agency or the judicial branch at 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. However, an employee may expend his or her own funds for any lodging expenses that exceed \$150 per day.” The bill also imposes a requirement that, “All agencies and the judicial branch must report public officer and employee travel information in the statewide travel management system...on a monthly basis.” Executive and judicial branch agencies will be required to use the statewide travel management system for travel authorization and reimbursement. Like CS\CS\CS\HB 479, internal control and travel provisions were also retained by CS\SB 880. The amended language, in both bills, clarifies that, “A meeting does not include travel activities for conducting an audit, examination, inspection, or investigation or travel activities related to a litigation or an emergency response.” *Sources: The Florida Senate and House of Representatives*



*“The engrossed language in House Bill 479 also amends s. 112.061 (6), F.S., as it pertains to per diem and travel expenses of public officers, employees, and authorized persons.”*





*The Florida Senate and House of Representatives have taken up “Stand Your Ground” bills again this year.*

# Justifiable Use of Force

Senate Bill 1052, filed by Senator David Simmons on February 20, 2017, amends s. 776.013, F.S., regarding the justifiable use of force. Under the provisions of this bill, “A person who is attacked or threatened with the use of force in a dwelling, residence, or vehicle in which the person has a right to be has no duty to retreat and has the right to stand his or her ground by using or threatening to use force, including deadly force.” Additional specified restrictions and conditions apply. As of April 13, 2017, CS\CS\SB 1052, as amended, was passed by the Florida Senate, engrossed, and is now on the Special Order Calendar in the Florida House. An identical measure, House Bill 677 was filed on February 7, 2017 by Representative Cord Byrd. CS\HB 677 was passed by the House Criminal Justice Subcommittee on March 28, 2017, and was taken up and amended by the Judiciary Committee on April 24, 2017. This bill (CS\CS\HB 677) is also on the Special Order Calendar in the Florida House. If signed into law, the effective date will be July 1, 2017.

By way of background, during the 2016 Legislative Session, 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.

As amended under Senate Bill 344 in 2016, § 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.” Ultimately, Senate Bill 344 was passed by the Senate and referred to the House Judiciary Committee, where it died on March 11, 2016.

Senate Bill 1052 and House Bill 677 are bills that will likely be of continuing interest to many Floridians. Stay tuned.

*Sources: The Florida Senate and House of Representatives*



## State Constitutional Officer Ethics Training Requirement

State constitutional officers must complete a minimum of four hours of ethics training each year pursuant to s. 112.3142, F.S. For your convenience, the Florida Commission on Ethics maintains updated links to video and audio presentations on different ethics topics, such as the Code of Ethics, Post-Public Service Restrictions, Ethics Laws, Financial Disclosures Laws, Gift Laws and others at:

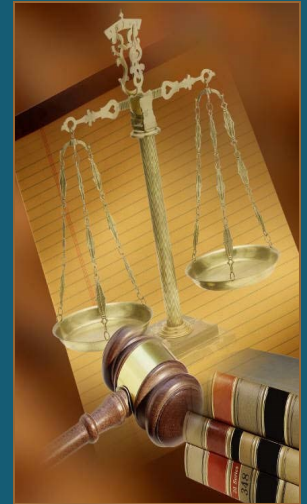
<http://www.ethics.state.fl.us/Training/Training.aspx>.

The training is required to include:

- Article II, Section 8 of the Florida Constitution
- Part III, Chapter 112, Florida Statutes (Code of Ethics)
- Public Records
- Public Meetings (Sunshine Law)

The Ethics Commission encourages newly elected officers to complete their initial training soon after they assume office. Officers should certify their compliance annually on the Ethics Commission's Full and Public Disclosure of Financial Interests form (Form 6, Part F - Training). If you have any questions concerning this requirement, please contact the Florida Commission on Ethics at (850) 488-7864 or [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

By Ana Cristina "Cris" Martinez, J.D.  
General Counsel  
Justice Administrative Commission



*Ethics  
training  
is  
serious  
business  
in  
Florida.*



*JAC  
employees  
are regular  
blood  
donors.*

## *“JAC Cares”*

JAC employees are making a “difference” as regular blood donors. They have donated

# 656 Units of Blood



since March 16, 2010.

## *Surveys, Surveys, Surveys*

*By Lydia Mount, MPA*

**I**nquiring minds want to know! To gauge how we are doing and how our services measure up to your expectations and ours, each year the Justice Administrative Commission (JAC) launches internal and external surveys during the month of April.

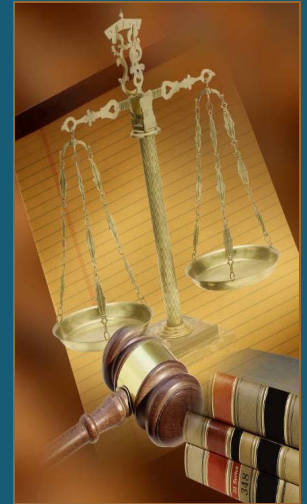
In addition to internal JAC staff (yes, we are customers too) April surveys were dispatched to the 49 offices administratively served by JAC, Private Court-Appointed Attorneys, and Vendors. Kudos to JAC's Executive Director for braving these waters and allowing JAC customers to have an anonymous voice.

For sure, surveys should not become the only tool in an arsenal that promotes sound decision making and best practices. However, according to Survey Monkey, JAC's instrument of choice, customer satisfaction surveys provide some of the insights that are needed to help an organization make better decisions. Survey Monkey found that, "businesses [organizations] that measure customer satisfaction are 33% more likely to describe themselves as successful than those who don't."

JAC's six strategic priorities and 20 goals that comprise JAC's Strategic Plan are integrated into JAC's internal and external surveys in support of JAC's Mission:

**"To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service."**

So, if you received a JAC survey and took the time to respond, we thank you for your thoughtful feedback and engagement.



*As of April  
26, 2017, 80  
of JAC's 85  
staff  
members  
responded to  
JAC's  
internal  
survey.  
67.53% of  
JAC  
respondents  
are very  
satisfied.*



*“There are a few more hotel rooms, but no longer at the block rate. If you are planning to attend, don’t delay your reservation!”*

## *JAC ‘s 2017 Connect and Collaborate Conference*

*By Greg Cowan, MPA*



### Conference Agenda

### Connect and Collaborate II

Training Conference

May 15-18, 2017

Embassy Suites by Hilton - Orlando North

225 Shorecrest Drive, Altamonte Springs, FL 32701

Track 1	Human Resources and Operations
Track 2	Budget, Accounting, and Financial Services
Combined	All Attendees

*As of April 24 2017, JAC has received 145 registrations from the offices served (via SurveyMonkey) for this exciting conference. Click [here](#) to view the full agenda, list of presenters and contributors, and to access the links below:*

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>



# 2017 Sterling Conference

## FLORIDA STERLING

Serving Florida as the epicenter for business quality through assessment, training, and recognition for performance excellence and proven results.

FLORIDA STERLING CONFERENCE | MAY 30 - JUNE 2, 2017 JW MARRIOTT ORLANDO GRANDE LAKES



Wednesday, May 31, 2017

**Karen Moore**, Founder & Chief Executive Officer  
Moore Communications Group

### **Building an Organization of Engaged Champions**

- Learn how to build a winning team of engaged champions
- Transform your organization with key models for communication success
- Understand how to leverage opportunities to take your organization to the next level

## WORKSHOPS • SPEED LEARNING • CERTIFICATION TRACKS

The Conference features 57 ninety minute, hands-on workshop sessions, 60 speed learning events, and 5 Certification tracks. This year we have expanded the number of workshop tracks with eight unique time slots to learn and take away direct application in many areas of performance excellence. Feedback from our workshop sessions has sustained high levels of satisfaction and exceeded 4.6 out of 5 for overall satisfaction for four consecutive years.

The **five certification tracks** are some of our most popular opportunities as part of the conference experience. These certification tracks are: **Leadership, Advanced Leadership, Management for Excellence, Yellow Belt Six Sigma, and Lean Project Leader**. Over the past two years, we have certified over 300 people as part of our conference.

### **Workshop Examples:**

- Communication: Contact, Not Conflict
- Mapping the Customer Experience
- Emotional Intelligence
- Employee Engagement
- Measuring & Tracking Performance to Achieve Results
- Data Analytics: How to Use Big Data



### **Special Events: Tuesday, May 30, 2017**

Baldrige/Sterling Criteria:  
2017 Florida Education Summit:  
2017 Florida Healthcare Symposium

### **Team Showcase • Story Boards • Exposition**

Learn from high performing teams and storyboard presentations that showcase systematic improvement approaches. Visit our Exposition to learn from more than 40 vendors who will share their best practices and tools to help improve your business.

Friday, June 2, 2017

**John Timmerman**, Chief Scientist, Customer Experience & Innovation  
Gallup

### **Customer Centricity: Behavior Economic Design of the Customer Experience**

- Learn the latest scientific research in behavioral economics that influences customer decisions
- Identify key success factors for creating a customer-centric culture
- Understand hidden barriers in transforming the organizational culture



To register for any of these events, go to <http://floridasterling.com/conferences/eventregistration>

*Ongoing training is vital to organizational excellence. JAC staff plan to attend the 2017 Florida Sterling Conference.*



# Well Deserved Recognition

**April 26, 2017** — *“In an attorney fee hearing in Miami-Dade County this morning, a court-appointed attorney praised JAC’s integrity for pointing out in our letter of objection to her that the attorney had not added the time spent correctly and had not billed for more than 30 hours of time which was reflected on the itemized hourly statement. (This error was for more than \$2,200.)”*

**Sharon L. Ray, J.D.**

**Assistant General Counsel, JAC**

**April 13, 2017** — *“Thank you again to Coco, Tanya, Elnora, Tiffani, Kelsey, Cheryl, Yvonne, Susan, Velicia, Andrea, Patricia and Kale for your special contributions to the Coleman Baby Shower Celebration!”*

**Christian Merricks**

**Compliance Review, JAC**

**March 31, 2017** — Comment shared with Sharon Ray regarding JAC’s Online Contract System: *“It was actually easier to submit online now than when I was here 4.5 years ago!”*

**Julia King**

**Administrator for**

**Richard N. Watts PA**

**March 6, 2017** — *“I am always impressed on the accuracy and professionalism that JAC delivers.”*

**James R. Amarosa II, Esq.**

**Amarosa Law Firm P.A.**



**State of Florida  
Justice Administrative  
Commission**

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TOLL FREE FAX (866) 355-7906

## BOARDING THE EDMS TRAIN

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

We are still working on a way for batch sheets to be submitted directly from BOMS to JAC without the circuits having to email them. We just finished internal testing of this process and notified CIP of the changes on April 26, 2017. Now, their part begins.

The EDMS development for the Human Resources Section is progressing. They are still working on getting the active personnel files into Laserfiche. As of April 2017, they are on the letter "M". Remember, they started from the letter "Z"; so, they have finished scanning 13 letters.

*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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Executive Office  
Justice Administrative  
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Phone: (850) 488-2415  
Ext. 223

[Lydia.Mount@justiceadmin.org](mailto:Lydia.Mount@justiceadmin.org)

(No names appear with photos.)

*"We are continually faced by great opportunities  
brilliantly disguised as insoluble problems."*

*~Anonymous~*

## 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.).

**JAC's Vision:** *To be a model of exemplary state government and provide unparalleled services.*

**JAC's Mission:** *To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service.*

**JAC's Values:** *We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct.*