

July-September 2019



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

COMMISSIONERS

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State Attorney
5th Judicial Circuit

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State of Florida – Justice Administrative Commission

Volume X Issue 4

A Word from JAC's Executive Director



Rip Colvin
JAC Executive
Director

The most recent Justice Administrative Commission (JAC) Meeting was held September 10, 2019. A date for the next meeting has not been determined. Meanwhile, this issue provides updates on the JAC Training Conference; FLAIR Replacement Project; Statewide Travel Management System; messages from the JAC Accounting office; E-Verify System and other topics.

JAC Connect and Collaborate Conference III (CNC3)

Following-up on the success of the two previous training conferences, a third training conference has been scheduled for the Judicial-Related Offices (JROs) served by the JAC, entitled Connect and Collaborate III, or CNC III. The conference is scheduled for May 4–7, 2020, at the Embassy Suites by Hilton St. Augustine Beach Oceanfront Resort.

CNC III topics are still being developed and will include both updates on long-standing administrative functions and guidance regarding new processes and functions, such as the Statewide Travel Management System (STMS), Purchasing Card Works application, public records, and other topics. JROs are welcome to make topic suggestions for CNC III by completing the survey at <https://www.surveymonkey.com/r/R37NCYH>.

Registration for CNC III is available at <https://www.surveymonkey.com/r/SKF83GN>. Hotel reservations can be made directly with the hotel, with the group code **JAC**, at <https://embassysuites.hilton.com/en/es/groups/personalized/U/USTBOES-JAC-20200503/index.jhtml>, or by calling 1-800-774-1500. The cutoff date for reservations is April 13, 2020, and the nightly rate at the hotel for our group is \$149. Please keep in mind, in addition to the nightly rate of \$149, a daily resort fee of \$22 and applicable tax will be due. Parking is valet only, at a rate of \$10 per day. Self-parking is not available.

Questions regarding CNC III, should be directed to Greg Cowan at greg.cowan@justiceadmin.org or at (850) 488-2415, ext. 224.



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Statewide Travel Management System

The Statewide Travel Management System (STMS) was originally authorized and funded by the Legislature and approved by the Governor during the 2016 Legislative Session. The Department of Management Services (DMS) was tasked to procure and implement the STMS. Starting in December 2018, JAC began meeting and coordinating with the DMS STMS team to transition all JAC offices to the STMS. During the months of April and May 2019, six online training sessions were provided by JAC staff to prepare all offices for the eventual transition to the STMS. In addition to online training, JAC hosted an all-day in-person training at the JAC offices on May 7, 2019. Because of the complexity of JAC (50 offices within one) the STMS team has not finished configuring the STMS for us. Recent communication with DMS has indicated they are making progress. At this time, the best estimate for transitioning JAC offices to the STMS is November 2019. JAC will provide refresher training to offices prior to the transition to the STMS, and will keep all offices informed regarding transition activities. Information regarding the STMS has been posted to the JAC website on the [Accounting Services](#) page.

JAC has been in communication with DMS regarding their public records policy as it relates to the STMS. JAC has requested clarification regarding the potential disclosure of confidential and/or public-record-exempt travel records contained within the STMS. Questions regarding the DMS public records policy and JAC's communication with DMS may be directed to Cris Martinez, General Counsel. Other questions about the STMS and the implementation activities may be directed to Vicki Nichols at Vicki.Nichols@justiceadmin.org or Dina Kamen at Dina.Kamen@justiceadmin.org.

Courtesy of Vicki Nichols, Director of Accounting

Reporting on Certain Travel for Specified Employees

Due to the STMS activities in April and May, distribution of the 3rd quarter senior management travel report to all offices was delayed. The report has subsequently been completed and sent to the Governor's Office and to the Chairs of the Appropriations Committees in the House and Senate. The 4th quarter report has been distributed to all offices for review and completion. Because of the reporting capabilities within the STMS, the Legislature has eliminated the required quarterly report for FY 2019-20. Any questions may be directed to Vicki Nichols at Vicki.Nichols@justiceadmin.org.



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Online Legal Research

Savings opportunities remain for a few JROs through the JAC/LexisNexis contract. Additionally, given the collective efforts between the JAC and the JROs, there are also savings opportunities if a JRO decides to renegotiate with Westlaw. Either way, whether moving to the JAC/LexisNexis contract or renegotiating with Westlaw, almost all JROs have or have the potential to enjoy cost savings. JAC can already document annual savings of more than \$390,000 by the JROs.



Also, working together we can achieve even greater savings moving forward. For example, as JROs renegotiate contracts with Westlaw, JAC strongly encourages establishing a contract end date or the inclusion of an addendum with a one-time option to terminate any Westlaw contract on June 30, 2020. By aligning contract end dates on June 30, 2020, combined purchasing power is increased to achieve even greater savings. Also, JAC has data, information, and support to improve negotiations and identify potential savings for JROs. For any assistance or questions on these issues, please contact the team lead, Greg Cowan at Greg.Cowan@justiceadmin.org or (850) 488-2415, ext. 224.

Finally, JAC is exploring options as to how best to structure these online legal research efforts after June 30, 2020. We are exploring a number of options with a team made up of staff representatives from the JROs. Options under consideration include the following:

- Allow for the current contract to expire;
- Renew the existing contract;
- Negotiate alternative contract source with Westlaw;
- Issue an invitation to bid;
- Issue a request for proposals; or
- Issue an invitation to negotiate.

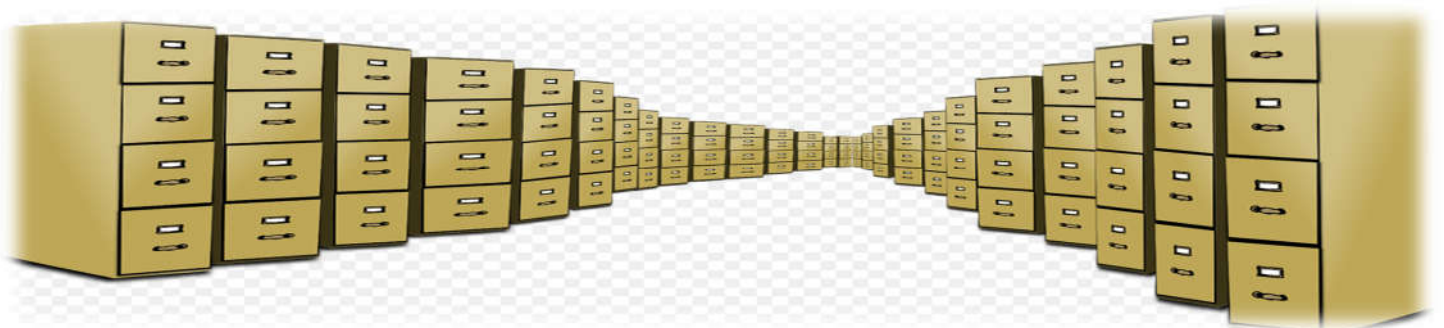
We will continue to keep you posted as this process proceeds.

Courtesy of Greg Cowan, Senior Management Analyst

Laserfiche – JAC’s Electronic Document System

Human Resource Office is almost finished scanning active files into Laserfiche. The scanning of employee files continues. Financial Services’ request for the ability to archive PCard Approver and Card Holder request forms will be completed soon.

Courtesy of Michelle Dolce, IT, Applications Administrator



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FLAIR Replacement Project Update

The Department of Financial Services (DFS) has been working for several years toward a new accounting system for all agencies. The new system is called Florida PALM (**P**lanning, **A**ccounting, and **L**edger **M**anagement), and will replace the current 1980's FLAIR system with 21st century technology. JAC has participated in numerous meetings over the last few years in an effort to provide information to DFS regarding JAC, our current FLAIR accounting structure, and our future accounting needs.

There are many steps in the development and implementation process for the new Florida PALM system for DFS. The next step in the process is to begin introducing the state agencies to the Florida PALM system and its functionality. DFS has introduced topics such as the new accounting structure and how modules within the system will work. Additionally, DFS is preparing for the first "pilot" agencies' implementation.

There are five pilot agencies that will fully transition to Florida PALM in July 2021. JAC **will not** be a pilot agency. The full transition to Florida PALM for remaining agencies will happen in two waves. Wave I is planned to transition in July 2023 and Wave II in July 2024.

Between July 2021 and JAC's transition to the new system, we will begin using a few PALM functions in order to receive the information currently stored in FLAIR, such as:

- Budget and cash balance inquiries which will replace using the FLAIR State Accounts (SA) Balance Inquiry function
- Vendor payment inquiries which will replace the FLAIR Vendor History (VH) file
- Voucher processing and issuing warrants (checks)
- Deposit and cash verification processing which will replace the Cash Management System (CMS) function

JAC staff will be sharing information and provide training over these next couple of years to prepare all offices for transition to Florida PALM.

Courtesy of Nona McCall, Director of Financial Services



Susie Kalous, Dina Kamen and Lorelei Welch attended the Town Hall Meeting for PALM on September 24th.

Susie is pictured here with JAC's Primary Readiness Coordinator, Julian Gotreaux.

(Photo courtesy of Susie Kalous)

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Updates from the JAC Budget Office

The JAC Budget Office posted the Department of Justice Administration's Legislative Budget Request (LBR) and Capital Improvement Plans for FY 2020-21 to the [Florida Fiscal Portal](#) on September 16, 2019.

With the 2020 Legislative Session beginning January 14, 2020, the LBR posting deadline was four weeks earlier than the traditional October 15th post-date. The Budget staff shifted into high gear immediately following the final due date of August 16th for the judicial-related offices (JRO's) to submit their LBR documents. From August 17th through September 15th they worked 286 hours of over-time and another 228 hours of Other Personal Services (OPS) time, for a total of 514 hours. The agency posted 356 Exhibit D3-A's, 805 pages, which are new funding request issues or budget modifications; 83 Schedule VIII B-2's, 130 pages, which are budget reduction exercise issues completed in case the state has a budget shortfall next year; 289 pages regarding the funding of 106 trust funds; 418 pages of department level summary documentation; and 728 pages of individual offices documentation, for a total submission of 2,370 pages.

Thank you to all the JRO's for working with the Budget office to timely compile the agency LBR and Thank You to Kelly Jeffries, Frank Coleman III, Valerie Gardner, and Mailea Adams for pulling it all together!

Courtesy of Mailea Adams, Budget Director and Frank Coleman III, Budget Analyst, for LBR statistics

E-Verify System

On January 4th, 2011, then Governor Rick Scott issued Executive Order 11-02, requiring all executive agencies under his authority to verify the employment eligibility of current and prospective employees through the federal E-Verify system. Governor Scott encouraged those agencies not under his authority to do the same.

On that same date, Bobbi Chappell, the previous JAC Human Resources Director, issued Memorandum #001-11HR alerting all JROs to the Executive Order and its content. The following day, Ms. Chappell issued Memorandum #004-11HR indicating that JAC was ready to "begin adding [JRO] Program Administrators to the JAC Corporate account." Shortly thereafter, JAC entered into a Memorandum of Understanding (MOU) with the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA) in order to participate in the E-Verify system. Article I of the MOU identifies JAC as "employer," and contains provisions throughout the agreement outlining the responsibilities for each entity under the agreement. JAC thereafter began the practice of completing E-Verify submissions for JROs.

Currently, JAC processes E-Verify requests for the vast majority of JROs. Concerned that JAC is not in fact the "employer" of workers employed by the JROs, JAC's current Human Resources Director requested that the JAC General Counsel's Office review the legality of JAC conducting E-Verify submissions on behalf of the JROs.

The General Counsel's Office recently confirmed that JAC is not the "employer", as defined in the MOU, of any persons employed by the 49 JROs it administratively serves. Moreover, by virtue of not being the "employer", JAC has found it increasingly difficult to ensure that federal time requirements and other auditable components of the E-Verify system are strictly followed.

Consequently, effective November 1, 2019, JAC will cease processing E-Verify submissions for JROs. Between now and November 1, 2019, JAC HR will distribute links, tutorials, and other resources to enable each JRO that chooses to use the E-Verify system an easy transition from JAC providing that service to having the JRO assume that role for itself. If requested, JAC HR will schedule a webinar to ensure all JROs are ready to move forward. Please note there is not cost associated with using E-Verify.

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Thanks to Susan Stubbs and Nona McCall!



Lorelei Welch, JAC's Deputy Director of Financial Services, shared her gratitude for the hard work and problem solving skills of Susan Stubbs, JAC's Database Analyst in creating a Receivables form that improves efficiency and ease of use! Thanks to Nona McCall, too, for the idea and advising what information would be needed to get the ball rolling. Excellent work, ladies!

Messages from the JAC Accounting Office

“The Check is in the Mail”



The phrase, “the check is in the mail,” has been used for generations, but perhaps less so in recent years as electronic payments are so common. For the JAC Revenue Unit, that phrase is still very common. The JAC Revenue Unit receives hundreds of checks and money orders each year from the many offices of Justice Administration. For example, many offices have agreements with one or more counties for reimbursement of Information Technology Services. Some offices receive reimbursements from the federal government that come in the form of a check. Many offices collect fees for public records requests. These are just a few examples. JAC works with individual offices to accommodate the various instruments and methods of submission to JAC, and to record these revenues into the appropriate funds in FLAIR.

As most are aware, JAC discontinued the use of a post office box last year. Some counties and vendors are still issuing checks utilizing the old PO Box address and it has caused some problems. The post office may not automatically forward the envelope to JAC's street address. It has taken an extended period of time for some checks to arrive at JAC, because of this issue. For those offices that have checks issued by counties or other vendors that are sent to JAC for processing, please ensure that the address for the JAC office is: 227 N. Bronough Street, Suite 2100, Tallahassee, FL 32301. Please also notify any staff within your office who mail anything to JAC to please utilize the street address.

Vendor checks, employee refund checks, or county checks to be deposited into state funds should be made payable to: 1) Justice Administrative Commission 2) JAC, or 3) Your office name (e.g. Public Defender XX Circuit). It is preferred that checks *not* be made payable to the State of Florida, as these could be “cashed” by any state agency.

Finally, for those offices that send checks in the mail to JAC for depositing in the Treasury and recording in FLAIR, please be sure to endorse (stamp) the back of checks prior to mailing them to JAC.* If the checks are stamped (endorsed), there is less chance for fraud should the check accidentally get into the wrong hands, and it is a good business practice. Please contact Phyllis Reed at Phyllis.Reed@justiceadmin.org or Vicki Nichols Vicki.Nichols@justiceadmin.org with any questions.

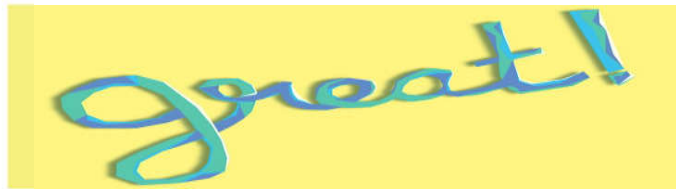
**Checks sent to the JAC Human Resources Office related to benefit premiums should not be endorsed (stamped).*

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Around the Office



Thanks to Wayne Meyer, Kevin Garland, Phyllis Reed, Christie Stanton, Gabriel Brady, Jeanette Ottley, Anthony Roden, Michelle Dolce and Frank Coleman for doing the site visits and chair testing. The new chairs are a hit!



A big thank you to Shellie Shelton, JAC's front desk receptionist for creating this beautiful refreshment table for the JAC Commission Meeting on September 10th. The hot and cold drinks, and sweet and savory snacks were appreciated by all!



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Lydia Mount's Retirement Party!

Lydia Mount began her employment with JAC in September of 2010, as a Research and Statistics Consultant. The following April her position was reclassified to a more appropriate title that encompassed her responsibilities, Intergovernmental Affairs and Communication Administrator. She held this title until she retired on August 31st. Lydia coordinated or was responsible for, the JAC Newsletters, JAC Strategic Plan, Year-End Presentation for the JRO's, JAC Financial Statements and much, much more. She will be missed!



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JAC Accountant Kathy McCabe became a great-aunt on June 28, 2019, for the 9th time! Between her seven brothers and sisters, Kathy now has 17 nieces and nephews, 9 great-nieces and nephews, and two more on the way this November! Congratulations, Kathy!

A Special JAC Welcome

Jhan Snyder

Jhan joins JAC's Executive Office as an Executive Administrative Assistant. She comes to JAC from the Department of State, Division of Library and Information Services where she served as administrative assistant to the Bureau Chief of Library Development. Jhan followed her older sister to Florida from Missouri seven years ago and has made beach time a regular part of her life. She enjoys all types of music, is an animal lover, and is a St. Louis Cardinals baseball fan.

LaTiffany Green

Before joining JAC's Accounting Section as a Professional Accountant, Tiffany worked for the Department of Corrections in the Revenue section. Tiffany was born and raised in Tallahassee. She earned her Associate Degree from Tallahassee Community College, her Bachelor's Degree in Finance from Florida State University, and her Master's Degree in Business Administration from Capella University. She also obtained a certificate in Adult Education! Tiffany is interested in fashion and enjoys wardrobe styling and matching outfits. Her ultimate goal is to become a Chief Financial Officer.

Alexander Huff

Alex recently joined JAC's Court-Appointed Audit Unit. Alex hails from Jacksonville and is a senior at Florida State University where he studies history and general business and is looking forward to law school. Alex ran cross-country and track and field throughout his high school career. This summer, Alex went on a two-week trip to Europe with his father and brother, which he said was an amazing experience. He's excited and grateful to be part of JAC!

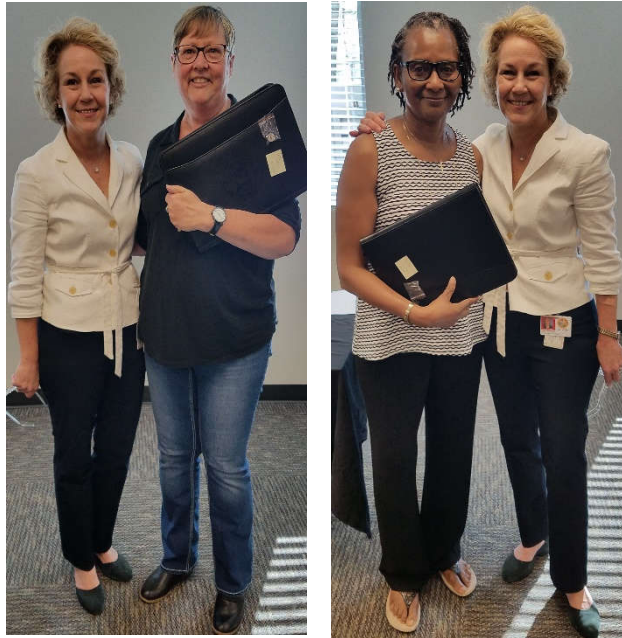
Tywan Harris

Tywan recently joined JAC's Accounting Section. Tywan hails from Miami and is a senior at Florida State University where he is pursuing a degree in finance. Tywan enjoys swimming, playing chess, and collecting cool socks.

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JAC Special Recognitions

Cris recognized Susie Kalous, Kathy Prehoda, Phyllis Reed, Shellie Shelton and Kathy McCabe for 15 years of dedicated service to JAC.



JAC staff enjoyed a time of fellowship on September 25th to celebrate July and August birthdays and to recognize significant career milestones.

July Birthdays

Jessica Laing	8 th
Latiffany Green	12 th
Kelly Jeffries	12 th
Valerie Gardner	12 th
Lamar Bynum	18 th
Mausumi Das	18 th
Jennifer Henderson	24 th
Robert Smith	24 th
Yuliya Boiko	30 th

August Birthdays

Tim Price	11 th
Lucretia Crawford	15 th
Jessica Eastman	15 th
Melanie Roddenberry	19 th
Colin McDuffie	20 th
Susan Waltz	20 th
Therese Usherwood	24 th
Olivia Jones	29 th
Anthony Roden	31 st



Thanks to Yuliya Boiko, Wayne Meyer, Vicki Nichols, Jeanette Ottley, Shellie Shelton and Therese Usherwood for the celebration table filled with goodies!

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JAC Arrivals & Departures

Arrivals:

LaTiffany Green, Professional Accountant I	Effective July 24, 2019
Tywan Harris, OPS / Intern	Effective August 14, 2019
Alexander Huff, OPS / Intern	Effective August 23, 2019
Jhan Snyder, Executive Administrative Assistant	Effective September 3, 2019

Departures:

Lydia Mount, Intergovernmental Affairs and Communications Administrator	Effective August 31, 2019
Amanda Grant, OPS / Intern	Effective July 19, 2019

Special Office Recognitions - Carolyn Horwich, Esq.

Staff Anniversaries

Employee	Years of service	Hire date
Kelly Jeffries	29	07/01/1990
Wayne Meyer	22	08/11/1997
Kevin Garland	21	09/08/1998
Susie Kalous	15	07/26/2004
Phyllis Reed	15	08/09/2004
Kathleen Prehoda	15	08/30/2004
Kathy McCabe	15	09/09/2004
Shellie Shelton	15	09/22/2004
Melanie Roddenberry	14	09/09/2005
Rip Colvin	9	07/19/2010
Cris Martinez	8	07/18/2011
Carolyn Horwich	7	09/20/2012

JAC Blood Drive

Since March 2010, 793 units of blood have been donated at City Centre. Two more drives are scheduled for this year so mark your calendar:

- **Friday, October 18th**
- **Friday, December 13th**

Thanks to our Executive Director, Rip Colvin, our property managers at TALCOR, and to each donor for this life saving service!

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**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
quarterly newsletter, please
contact:

Jhan Snyder
Phone: (850) 488-2415, ext. 225
Jhan.Snyder@justiceadmin.org

The cover beach photo is
courtesy of Rip Colvin.

*Believe you can and you're halfway there.
~Theodore Roosevelt~*

JAC In Brief

The Justice Administrative Commission administratively serves 49 judicial-related offices (JROs): 20 Offices of State Attorney, 20 Offices of Public Defender, 5 Offices of Criminal Conflict and Civil Regional Counsel, 3 Offices of Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program. JAC also 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 the model of exemplary state government.

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.