

March/April 2019



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

COMMISSIONERS

Brad King, Chair
State Attorney
5th Judicial Circuit

~

Diamond R. Litty
Public Defender
19th Judicial Circuit

~

Kathleen Smith
Public Defender
20th Judicial Circuit

~

Brian Haas
State Attorney
10th Judicial Circuit

Inside this issue:

Statewide Travel Mgt. System	2
Online Legal Research	3
JAC Budget Office	4
SB 7014 - Government Accountability	5
HB 5301 - Information Technology	6
SB 1114 - Payments for Public Records	7
Public Safety	8
JAC Welcomes New Staff	9
JAC Special Recognitions	11
JAC Arrivals, Transitions & Departures	11
Office Anniversaries	11
Boarding the EDMS Train	12
JAC in Brief	12



State of Florida – Justice Administrative Commission

Volume X Issue 2

A Word from JAC's Executive Director



Rip Colvin
JAC Executive Director

The most recent Justice Administrative Commission (JAC) Meeting was held telephonically on April 10, 2019. As of April 30, 2019, a date for the next meeting has not been determined. Meanwhile, the latest JAC Executive Director's Report provides an update on the JAC Training Conference; JAC Court-Appointed Funds and Back-of-the-Bill Relief; State-wide Travel Management System; Online Legal Research; Purchasing Cards; and Year-End Training. Updates on these and other topics of interest are also shared in this publication.

Private Court-Appointed Funds and Back-of-the-Bill Relief

JAC exhausted the FY 2018-19 court-appointed annual budget on April 15th. Although payment of these bills will be delayed due to a lack of funds, JAC will continue to review and process court-appointed bills to ensure compliance for payment once funding is available.

The Florida Legislature has proposed \$15.6 million in supplemental funding within the Conference Report for SB 2500 to address the JAC's Court-Appointed shortfall. Final passage of Senate Bill (SB) 2500 is set for May 4th, the last day of session. All bills approved by the Legislature are submitted to the Governor for review and consideration. If SB 2500 is signed into law with the supplemental funding intact, the funding will be available in late May or early June 2019.

JAC is also working with the Department of Financial Services to expedite their audit of court-appointed bills, so that all compliant bills will be paid immediately once the funding is available.

JAC Connect and Collaborate III

JAC is happy to announce the Connect and Collaborate III conference in May 2020. After reaching out to 52 hotels across the state, the proposals were compared in regard to costs and logistics. Draft contracts were then requested from seven hotels. We are currently reviewing the draft contracts to ensure compliance with state guidelines, determine cost effectiveness, and ensure a productive and fun conference for all. We hope to have a final decision soon!

FY 2018-19 Year-End Training

Thank you to those who have already registered to attend the Fiscal Year 2018-19 Year-End Workshop 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, hosted by the JAC on Monday, May 20, 2019 from 9:00 a.m. to 12:00 p.m. EDT. If you have not already done so, please register to attend the year-End Workshop via the Go-To-Training link provided. Keep in mind that you are also more than welcome to attend the Fiscal Year-End Workshop here in Tallahassee. Again, we recognize that many people will not be available closer to Memorial Day.

You may register for the Year-End Training at:

<https://attendee.gototraining.com/r/9095144089841835010>.

After registering, you will receive a confirmation email containing information about joining the training.

Because Go-To-Training sessions are limited to 200 participants, JAC is asking offices having multiple "remote" participants to sign on as a "single" participant (or no more than three or four participants per office location), in order to both join us online via teleconference and to connect to the audio and visual components of the meeting. In this way, we will not exceed the 200 participant limit.

The official Fiscal Year 2018-19 Year-End Workshop agenda and RSVP form were emailed to JROs on April 12, 2019. If you have not already done so, please return the RSVP form to Lydia Mount via email at Lydia.Mount@justiceadmin.org by Friday, May 10, 2019.

In early May, you will receive JAC's Year-End Power Point presentation. Several Fiscal Year 2018-19 Year-End and Financial Statement documents have already been electronically provided via JAC's website, for your convenience. However, a few additional Year-End and Financial Statement documents will be posted to JAC's website, as applicable deadlines and forms are re-leased by the Florida Department of Financial Services. We greatly appreciate the opportunity to be of service to you and hope you will be able to join us on May 20, 2019 for the workshop.

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 mid-December 2018, JAC staff have been meeting and coordinating with the DMS STMS team to transition all JAC offices to the STMS. The anticipated date for transitioning to the STMS (for employee travel) is sometime in mid to late May. Informational meetings and training activities are ongoing. Information regarding the STMS and the training calendar have been posted to the JAC website on the [Accounting Services](#) page. Questions regarding the STMS and the implementation activities may be directed to Vicki Nichols or Dina Kamen.

Reporting on Certain Travel for Specified Employees

Because of the STMS implementation activities, the 3rd quarter “senior management travel” reports will be delayed in their distribution. These reports should be distributed sometime near the end of April for completion by each office. It is anticipated that once the Statewide Travel Management System is implemented, the STMS will provide the data needed for the quarterly reports, likely eliminating the need for the labor-intensive process. Any questions may be directed to Vicki Nichols, Director of Accounting, at: Vicki.Nichols@justiceadmin.org.

Courtesy of Vicki Nichols, CPM, Director of Accounting



THE JAC EXPRESS

Online Legal Research



There are currently savings opportunities for most Judicial-Related Offices (JROs) administratively served by JAC through the JAC/LexisNexis contract, and there are over 20 JROs with contract renewals during the current calendar year. 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 can save money. **JAC can already document annual savings of more than \$365,000 by the JROs.**

Also, working together we can achieve even greater savings moving forward. Specifically, 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. For a sample of the addendum, please contact the team lead, Greg Cowan at Greg.Cowan@justiceadmin.org, or (850) 488-2415, ext. 224. By aligning contract end dates on June 30, 2020 or inclusion of termination language on June 30, 2020, purchasing power is increased to achieve even greater savings.

Finally, JAC has data, information, and support to improve negotiations and identify potential savings for JROs. JAC staff is available to assist as needed. For assistance, please contact the JAC team working on these efforts at LexisNexis@justicadmin.org, or Greg Cowan.

Courtesy of Greg Cowan, Senior Management Analyst

JAC Executive Office



Updates from JAC's Budget Office

5%/\$250,000 – Budget Amendments

A generic version of an approved 5%/\$250,000 Budget Amendment moving funding between General Revenue categories was shared with your offices to consider for future use, which included the required trust fund analysis. Subsequently, a few amendments have been submitted using this analysis without delay.

The Governor's Office of Policy and Budget (OPB) deadline for processing a 5% budget amendment is Thursday, June 20, 2019. Some 5% budget amendments will require the trust fund analysis before Legislative staff will consider it. The JAC Budget Office is requesting that these type of amendments are sent no later than Tuesday, June 18th to ensure we have enough time to enter them into the Budget Amendment Processing System (BAPS) and meet the deadline. The JAC Budget Office will be providing more guidance on this issue at the May 20th Year-End Workshop.

Also, the JAC Budget Office is in the process of updating the 5% budget amendment forms to add a new section regarding the availability of trust fund budget authority and cash. The updated 5% form will have a link to a Trust Fund Budget Authority and Cash Analysis template. JAC staff are available to assist with any Trust Fund Analysis needed for inclusion with 5% budget amendment requests.

Amended Legislative Budget Requests

JAC continues to receive Amended Legislative Budget Requests from the JROs, which have been input into LAS/PBS in column A14, and published on the Florida Fiscal Portal. If you have any questions regarding amending your LBRs or the amendatory process, please contact JAC's Budget Office at: Budget@justiceadmin.org.

Courtesy of Michael Mauterer, JAC Budget Director (outgoing), Mailea Adams, JAC Budget Director (incoming), Kelly Jeffries, and Frank Coleman III

THE JAC EXPRESS

Legislative Update: Government Accountability

Senate Bill [7014](#), an act relating to government accountability, was introduced on January 28, 2019 by the Government Oversight and Accountability Committee. Subsequently, the bill was taken up by the Community Affairs and Rules Committees and CS/SB 7014 was passed unanimously by the Senate on March 27, 2019 and the House of Representatives on April 11, 2019. The bill was ultimately enrolled on April 18, 2019 and signed into law by the Governor on April 26, 2019. Among other measures, the bill amends § 11.45, F.S., defining the terms “abuse, fraud, and waste.” The bill also amends § 43.16, F.S., by “**revising the responsibilities of the Justice Administrative Commission, each State Attorney, each Public Defender, the Criminal Conflict and Civil Regional Counsel, the Capital Collateral Regional Counsel, and the Guardian ad Litem Program**, to include the establishment and maintenance of certain internal controls.” The effective date is July 1, 2019.



Provisions related to internal controls are designed to:

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

A similar bill, House Bill 7035, filed by the Oversight, Transparency and Public Management Subcommittee, was reported favorably by the Public Integrity and Ethics Committee on March 21, 2019 and the State Affairs Committee on March 28, 2019 as a committee substitute. Ultimately, CS/HB 7035 was substituted for SB 7014 and laid on the table. You may recognize the language in House Bill 7035 from the 2018 Legislative Session when it was filed by Representative Larry Metz as House Bill 11. A Committee Substitute to House Bill 11 was passed by the Florida House of Representatives on January 12, 2018 and received by the Florida Senate on January 30, 2018, where it died on March 10, 2018.

Source: The Florida Senate and House of Representatives

Legislative Update: House Bill 5301



House Bill [5301](#), the *Information Technology Reorganization Act*, was introduced on March 19, 2019 by Representative Jayer Williamson and the Government Operations and Technology Subcommittee. As of May 2, 2019, House Bill 5301 was placed on third reading for May 3, 2019.-

The bill transfers “all powers, duties, functions, records, offices, personnel, associated administrative support positions, property, pending issues and existing contracts, administrative authority, certain administrative rules, trust funds, and unexpended balances of appropriations, allocations, and other funds of the Agency for State Technology to the Department of Management Services (DMS). In brief, House Bill 5301 amends § 20.22, F.S., to establish the Division of State Technology within DMS. Terms are defined in Section 8 of the bill, including clarification on state agencies that must be compliant with this bill’s computing requirements. As defined, state agency includes the **Justice Administrative Commission**. Exclusions are also defined. House Bill 5301 also amends § 112.061, F.S., to authorize DMS to adopt specific rules pertaining to the “Statewide Travel Management System.” The “Statewide Travel Management System” and requirements are defined for executive and judicial branch agencies. Under the language in House Bill 5301, each executive and judicial branch agency must report:

- All public officer and employee travel information, including, but not limited to, name and position title;
- Purpose of travel;
- Dates and location of travel;
- Mode of travel;
- Confirmation from the head of the agency or designee authorization, if required; and
- The total travel cost.

Also, each executive and judicial branch agency must use the “Statewide Travel Management System” for purposes of travel authorization and reimbursement. Travel reports may not reveal information made confidential or exempt under the law.

Following unanimous passage by the Florida House of Representatives on April 4, 2019, the bill was received by the Florida Senate on April 5, 2019. An identical bill, Senate Bill [1570](#), was passed by the Appropriations Committee on April 18, 2019 and laid on the table on May 2, 2019. House Bill 5301 was substituted for Senate Bill 1570.

The act takes effect July 1, 2019.

Source: The Florida House and Florida Senate

Legislative Update: Senate Bill 1114

Senate Bill [1114](#) was filed February 15th by Senator Annette Taddeo and, as of May 2, 2019, is still with the Judiciary Committee. Additional committees of reference are the Appropriations Subcommittee on Criminal and Civil Justice and the Appropriations Committees. **The bill requires an agency subject to ch. 119, F.S., to provide an electronic option for payment of fees associated with a public records request.**

Upon review, it appears that Senate Bill 1114 may have a significant impact on the judicial-related offices (JROs) served by the Justice Administrative Commission (JAC) if each office is required to accept payments for public records electronically. Currently, the JROs receive checks, cash, and money orders for payment of public records that are ultimately processed by JAC's Accounting Office in FLAIR. This is impactful because the JROs charge for public records quite frequently.

There are a series of steps each JRO will have to pursue to get the machines set up, as well as either linking to existing Treasury accounts or establishing new Treasury accounts. Additionally, JAC Revenue Staff will likely experience an increase in daily ACH transmissions that will need to be identified and recorded in FLAIR to the appropriate funds & org codes. And, it is possible that fees will need to be paid by the JROs for using these electronic payment services. However, the issue regarding fees is still an unknown.

JAC has been tracking this bill since it was filed and made all JROs aware of its filing. The effective date of this bill is January 1, 2020.

Source: Florida Senate

THE JAC EXPRESS

Legislative Update: Public Safety

Senate Bill 642, *an Act Relating to Public Safety*, was passed by the Appropriations Committee on April 18, 2019. The CS/CS/SB 642 was filed and placed on the calendar on second reading on April 22, 2019 and laid on the table on May 1, 2019. The bill, which contains several criminal justice reforms, was then substituted for House Bill 7125.

Like Section 49 of CS/CS/SB 642, CS/HB 7125 amends § 900.05, F.S., in several ways that would impact both JAC proper, as well as the judicial-related offices (JROs) served by JAC. Specifically, among its many planks, CS/HB 7125 will impose caseload reporting requirements on the Offices of Criminal Conflict and Civil Regional Counsel and the Justice Administrative Commission (JAC). The bill also alters criminal justice data collection reporting requirements for the Offices of the State Attorney and Public Defender and expands the penalty for noncompliance to the JROs and JAC, while addressing the frequency of reporting requirements (either monthly or annually). Lastly, the bill makes other changes to definitions or reporting requirements that will not substantively impact JAC or the JROs.

The CS/HB 7125 was passed by the Florida House of Representatives on April 29, 2019 and placed on third reading by the Florida Senate on May 2, 2019.

The amendments to § 900.05, F.S., would be effective upon this act becoming law.

Source: The Florida Senate and the Florida House

THE JAC EXPRESS

A Special JAC Welcome

Mailea Adams

Before joining JAC, Mailea served as the Budget Director/Operations Manager for the Florida Commission on Human Relations. Originally from the Bronx, New York, she grew up in Fort Walton Beach, FL. She graduated from the University of Florida with a degree focus in Economics and has continued her professional growth by completing requirements to obtain a Certified Public Manager (C.P.M.), Certified Six Sigma Green Belt (CSSGB) and Florida Certified Contract Manager (FCCM). In her spare time she enjoys repurposing second go-round furniture. As a fun fact, when she was in the Air Force ROTC at UF, she ‘co-piloted’ a T-33 Shooting Star (or T-Bird), an American jet trainer aircraft, while completing service commitment requirements at Tyndall AFB.



Merry Sutton

Although born in Orlando, Florida, Merry was raised in Tallahassee. She worked as a Research and Training Specialist at the Florida Department of Law Enforcement before joining JAC. Merry has a dual Bachelor’s degree from Florida State in Russian and International Affairs. She also holds a Bachelor’s degree in Information Systems Management, and, a Master’s degree in Accounting and Finance from the University of Maryland. She enjoys traveling, reading, and hiking. She says, “I have lived in several foreign countries, and I am always ready to explore and learn new cultures.”

Lance Gurley

Lance, born and raised in Washington, D.C., worked as a technician at the Agency for State Technology before joining JAC. He attended school at Florida A&M University and earned certifications in A+ and CJIS. He loves professional wrestling, comic books, video games, movies, and anything to do with computers.

A Special JAC Welcome, cont'd.

W

E

L

C

O

M

E

Eric Phillips

Eric was born in Talladega, Alabama and moved to Florida at a young age. Growing up on the east coast, he attended Vero Beach High School and graduated from Coconut Creek High School. He attended Tallahassee Community College earning his AA degree, then continued at Florida State University where he obtained a Bachelor of Science degree from the College of Business, with a major in Management.

Eric previously worked with the Florida Department of State as an accountant and fuel card manager. His favorite past-times are spending time with his wife Holly, his two children (Hannah and Eli), and being outdoors. Eric loves all things **Seminole**, and participating in all the outdoor activities the Big Bend and Forgotten Coast have to offer. He was a long time member of the Big Bend Sports Officials Association; officiating football, baseball, and softball, from youth leagues up to high school state championships.

Brianna Bush

Brianna joined the JAC family on April 15, 2019. Prior to starting her adventure here, she worked in accounting and finance for two and a half years with the Department of Children and Families. She and her husband have been married for five years, and have one daughter. In her spare time, she enjoys reading mystery and drama novels.

THE JAC EXPRESS

JAC Special Recognitions



I want to extend a special thanks to all the staff who assisted Financial Services during our time of vacancy. The entire JAC team has helped with covering duties, along with Shawna Metz, Valerie Gardner, and Yuliya Boiko. Everyone has made it work seamlessly.

Welcome Merry Sutton and Eric Phillips. We are excited to have you onboard!

Nona McCall, Director of Financial Services



JAC Employee Recognitions:

Rip Colvin recognized two JAC staff members for their one-year anniversary, as well as one member for five years of dedicated service. Also recognized were two staff members for completion of the Florida Certified Contract manager (FCCM) training. [Some staff are not pictured.]

JAC Arrivals, Transitions, & Departures

Mailea Adams, incoming Budget Director	Effective March 25, 2019
Alicia Davis, Program Administrator, Court-Appointed	Effective April 1, 2019
Brian Black, Program Administrator (Deputy Director of Information Technology)	Effective April 1, 2019
Robert Smith, Program Administrator, Approval Unit	Effective April 1, 2019
Merry Moon Sutton, Senior Management Analyst, Financial Services	Effective April 10, 2019
Eric Phillips, Professional Accountant I, Financial Services	Effective April 15, 2019
Brianna Bush, Professional Accountant I, Accounting	Effective April 15, 2019
Lance Gurley, Information Technology	Effective April 16, 2019
Stephanie Hanks, Auditor, Approval Unit	Effective April 15, 2019

Special Office Recognitions - Carolyn Horwich, Esq.

**Staff with Five-Nine Years of Service
March 1 – April 30, 2019**

**Staff with 10 Plus Years of Service
March 1 – April 30, 2019**

<u>Employee</u>	<u>Yrs of Service</u>	<u>Hire date</u>	<u>Employee</u>	<u>Yrs of service</u>	<u>Hire date</u>
TaCorria Richardson	5	04/16/2014	Brian Black	13	04/03/2006
			Jerry Eychaner	14	04/12/2005

THE JAC EXPRESS



State of Florida
Justice Administrative
Commission

227 North Bronough Street,
Suite 2100
Tallahassee, Florida 32301

Phone: (850) 488-2415
Toll Free: (866) 355-7902

FAX (850) 488-8944
Toll Free FAX: (866) 355-7906

WE'RE ON THE WEB
WWW.JUSTICEADMIN.ORG

Boarding the EDMS Train

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

The Human Resource Office is still scanning active files into Laserfiche. They are currently working on letter 'C.' Remember, they are working backwards in the alphabet, so they have two more letters to go! The scanning of employee files is ongoing.

The Budget Office continues to make progress with the prepping, scanning, quality checks, and the archival of appropriate documents. The process is working well.

Circuit Accounting and the Voucher Room will be experiencing new voucher schedules due to the new travel system. We are still gathering information regarding this new system, but will soon be using it to process JAC's travel.



The EDMS Mission

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

More to come on this issue.

Courtesy of Michelle Dolce

*It is amazing what you can accomplish if you do not care who gets the credit.
~ Harry S. Truman ~*

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

Paula Weeks
Phone: (850) 488-2415, ext. 225
paula.weeks@justiceadmin.org

The cover beach photo is courtesy of Rip Colvin.

(No names appear with staff photos.)

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.*