

July – September 2021

**COMMISSIONERS**

**Diamond Litty,**  
Chair  
Public Defender  
19<sup>th</sup> Judicial Circuit

~  
**Kathleen Smith**  
Public Defender  
20<sup>th</sup> Judicial Circuit

~  
**Brian Haas**  
State Attorney  
10<sup>th</sup> Judicial Circuit

~  
**Jack Campbell**  
State Attorney  
2<sup>nd</sup> Judicial Circuit

# The JAC Express

State of Florida – Justice Administrative Commission

Volume XII Issue 3

## A Word from JAC's Executive Director



**Rip Colvin**  
JAC Executive  
Director

The most recent Justice Administrative Commission (JAC) Meeting was held via Zoom September 2, 2021. A date for the next meeting has not yet been determined. Meanwhile, this issue of the JAC Informer provides updates on JAC training for Judicial-Related Offices (JROs); Online Legal Research; Voucher Delivery to the Offices; Messages from the Accounting Office; BOMS to JAC Web Service; Staff Contributions; Florida PALM – Planning, Accounting, and Ledger Management; PCard Minute; Updates from the Budget Office; and many other items of interest.

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## JAC Training for JROs

JAC's [Connect and Collaborate III](#) (CNC III) Training Conference has been rescheduled for May 3 to May 6, 2022, at the Sheraton Bay Point Golf and Spa Resort located in Panama City Beach. Information regarding the conference was emailed weeks ago, and the response so far has been positive. The hotel rooms are filling up fast, and JROs are encouraged to make reservations as soon as possible. JAC staff are also developing the conference agenda, and more information will be forthcoming.

In the meantime, JAC's sections are posting new on-demand training materials on our public website. To date, JAC Human Resources has recorded and posted seven PowerPoint videos (<https://www.justiceadmin.org/HR/training.aspx>), including:

- Human Resources Overview
- Request to Fill Vacancy
- Payroll Process from New Hire to Separation
- FLAIR – RDS Overview
- Benefits
- Retirement, Parts I and II

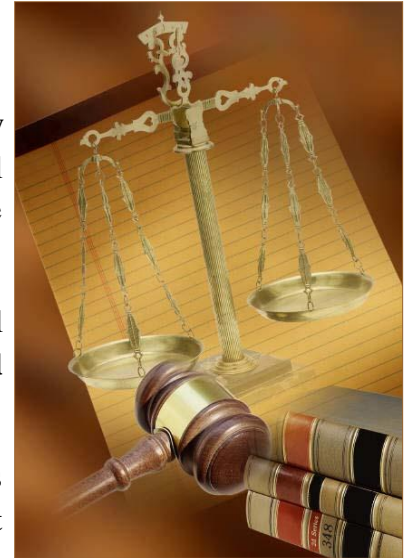
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### Online Legal Research

JAC can document **annual recurring savings of approximately \$410,000** by the JROs based on collective efforts associated with both the original JAC/LexisNexis online legal research contract and the contract extension we are now operating under.

JAC is also assisting JROs with LexisNexis training and Continuing Legal Education (CLE) opportunities. **These training opportunities are free and open to all JRO staff.**

If you have any questions regarding the training opportunities or any other issues regarding these online legal research efforts, please contact Greg Cowan at [greg.cowan@justiceadmin.org](mailto:greg.cowan@justiceadmin.org).



### Electronic Voucher Delivery to the Offices

When COVID-19 forced agencies to transition to a mobile workforce, JAC began exploring options for electronic voucher delivery. The pilot project was launched earlier this year, and JROs serving on the pilot project have been receiving their voucher packets electronically, via Pydio. So far, it has been a success. We are continuing to explore options to improve workload issues for JAC staff related to the project, and hope to bring more offices into the pilot project soon. The goal will be to eventually have all of the JROs on board. This process will improve security, reduce paper usage, and save money.

### Messages from the Accounting Office



Did you know that DMS no longer has a post office box? When paying DMS for your FLEET Services, you need only send your JT information to them by email, at [FleetHelpDesk@dms.fl.gov](mailto:FleetHelpDesk@dms.fl.gov). Save your postage!

The JAC Accounting Section is planning training sessions for PCard Works and STMS; if you have other training needs, let us know. Questions? Contact Dina Kamen, Director of Accounting at: [dina.kamen@justiceadmin.org](mailto:dina.kamen@justiceadmin.org).

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## **BOMS to JAC Web Service**

JAC's IT Section, in conjunction with Computer Information and Planning (CIP), developed a secure method for submitting Batch Sheets with supporting documentation to JAC for payment of invoices (i.e., Web Service). Benefits include:

- Secure submission – offering the most secure method for submitting Batch Sheets to JAC – much lower risk of documents (and confidential information) being accessed or confiscated by the wrong party,
- Ease of submission from BOMS – no printing to paper and scanning for email,
- Quality of images remain – JAC receives the highest quality images – program generated, easy to read; less chance for errors vs. scanned documents,
- Electronic signature functionality when BOMS is utilized – no printing, signing, and scanning,
- CIP has provided instructions within BOMS for each office to set up BOMS for the Web Service, and
- JAC IT and Mailroom staff can more quickly route the Batch Sheets to appropriate JAC staff for processing.

Currently, 19 offices (SAs 2, 7, 9, 10, 16, and 20; PDs 1, 2, 4, 6, 13, 15, 17, 19, and 20; and RCs 1, 3, 4, and 5) are using the Web Service for Batch Sheets. JAC encourages more offices to take advantage of the Web Service, primarily because of the high levels of security and efficiency it provides.

*Please note: the Web Service is not the MyJAC portal on JAC's website, and is not available at this time for submissions to Human Resources.*

## **Congratulations to Susan Stubbs**



Susan Stubbs, from JAC's IT section, recently received first place honors in the Tallahassee Senior Showcase 2021. She was also the recipient of some of the People's Choice Awards. This photo of her painting DOES NOT do justice to her beautiful work!

Check out her work at the link below or better yet, head over to the Tallahassee Senior Center to see her artwork in the gallery auditorium!

<https://www.tallahassee-senior-foundation.org/2021-tallahassee-senior-artist-showcase/>



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*Photo courtesy of Susie Kalous*

Susie Kalous attended a ceremony at Wallwood Scout Reservation on September 11, 2021 – remembering the event that happened 20 years ago.

A piece of steel beam from the World Trade Center's South Tower was delivered to the Scout Reservation on a trailer that was made as an Eagle Scout project. This beam will be incorporated into a Tallahassee 9/11 memorial. The concept of the design is an interactive sundial, which will cover all aspects of 9/11, with the steel beam and concrete pad representing the World Trade Center towers constructed of those materials. The concrete pad that holds the beam will be shaped like a pentagon, and include aluminum, representing the airplanes. The plan is to place the memorial next to the Leon County Emergency Medical Services Building, which is visible from Easterwood Drive.



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**Jump in and let PALM work for you . . .**



- ▶ Track . . . .
- ▶ Query expenditures
- ▶ Project needs

▶ Photo Credits: Lorelei Welch



### **Florida PALM – Planning, Accounting and Ledger Management**

Florida PALM is the software platform that will replace FLAIR. The Department of Financial Services (DFS) is spearheading this transition. JAC staff continue to participate in meetings and provide requested information. We continue to study and learn about the many system functions and workflows within each phase of this transition. DFS and the PALM team are aware of the 50 Offices of Justice Administration, and the uniqueness of our structure. The Treasury functions transitioned to PALM on **July 6, 2021**. JAC staff will perform the Treasury functions in PALM. This phase includes a migration from the old system for retrieving the Revolving Fund bank statements. The only JRO staff impacted with this phase will be the 10 offices with Revolving Funds held at Wells Fargo within the Consolidated Revolving Account (CRA). JAC Financial Services will distribute bank statements when available in the system, and by email. There have been some issues with information provided on the PALM bank statements which has delayed sending them to the offices. Financial Services has been working with the PALM team and Treasury, and hope to have these issues resolved soon. Until then, offices can request a list of cashed CRA checks by emailing [financialservices@justiceadmin.org](mailto:financialservices@justiceadmin.org).

The implementation plan has delayed deployment of the Central Wave, initially scheduled for July 2022. DFS has merged the Central and Departmental Waves, which include state accounts, vendors, disbursements, and receipt processing. The Financials Wave will occur in July 2024. Though it is not part of the Financials Wave, Payroll is scheduled to be implemented in July 2024, which is six months earlier than previously scheduled.

#### **Data and Public Records in PALM**

JAC has engaged DFS and the PALM team over the past year regarding the necessary separation of data and access within PALM as we look ahead to the full accounting and budget information that will be contained within the system. We have communicated the necessity of ensuring that individual office information can be viewed



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only by that office. JAC Legal provided a memorandum to DFS explaining the legal basis for the need to restrict access to data between the individual offices. Additionally, we will be engaging DFS regarding their public records policy related to PALM. *Eventually* payment information including documents and related “back-up” for transactions will be housed in PALM, including any due process or case-related payments. JAC will continue to work with DFS in developing sound public records request policies and processes.

JAC will continue to keep all offices informed and engaged regarding Florida PALM activities over the next months and years.

### PCard Minute

#### Divides

When an Accountholder makes a purchase that needs to be split between two GL Values in Works, the divide function should be used. Divides can be used to separate items that need to be paid with different object codes, for example, between consumable and non-consumable office supplies. Divides can also be used for different funding sources, such as half the charge is a General Revenue Operations expense and the other half is a Trust Fund Operations expense.



Internally, divides can be helpful if multiple items were ordered and charged together, such as medical records. The Accountholder has the ability to separate the charge into individual charges, and then update the Description and Notes fields. This is also a helpful way to separate individual state vehicle registrations by plate number or Vehicle ID, as required by DFS.

The most common use of divides is for conference registrations and hotel reservations. Charges for multiple participants/travelers can be divided by Sub-Vendor ID to show the cost for each individual. This is also helpful when adding the STMS Master Trip Invoice Number for each traveler to the transaction record.

Divides can be performed by Accountholders (Level 01 users) and Accountants (Level 03 users). There are multiple instructional resources available for divides:

1. There are directions within Works under the Help directory that can be accessed by any user;
2. DFS has a short video on their website entitled “Works- Dividing a Transaction”: [https://players.brightcove.net/913730540001/default\\_index.html?videoId=5997428886001](https://players.brightcove.net/913730540001/default_index.html?videoId=5997428886001);
3. JAC has a Job-Aid on the subject that will be posted soon on the public Financial Services page and behind the MyJAC login; or
4. Give us a call and we can walk a user through the process

Please feel free to contact Merry Sutton or Aleah Roddenberry at [pcard@justiceadmin.org](mailto:pcard@justiceadmin.org) with any questions.

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## Updates from the JAC Budget Office

On September 15, 2021 the Department of Justice Administration published the Department Legislative Budget Request (LBR) for FY 2022-2023 to the Florida Fiscal Portal as mandated by ss. 216.03 and 216.023, F.S.; and in accordance with instructions outlined by the Governor's Office of Policy and Budget (OPB). The Department Long Range Program Plan (LRPP) is mandated to be published to the Florida Fiscal Portal by September 30, 2021.

Thank you to the JROs for providing the necessary forms, exhibits, and schedules and meeting a couple of extremely short turn around requests due to circumstances beyond the Budget Office's control. Additional thanks to JAC Financial Services team members Nona McCall, Lorelei Welch, and Lamar Bynum for assisting the Budget Office by providing numerous financial data reports. A final note of appreciation to the Budget Office staff members Kelly Jefferies, Adam Preisser, Michael Mauterer (yes, Michael is back!) and Mailea Adams for the long hours and meticulous attention to hundreds of documents to produce the Department LBR.



## JAC Staff Transitions

JAC welcomes our inaugural Director of Internal Audit, Michael Alao. Michael was born in what used to be West Germany and spent part of his early childhood living in Nigeria. He moved to the United States when he was 10 and lived in Arlington Virginia. Michael earned his accounting degree at Virginia Commonwealth University in Richmond, Virginia, his MBA at Xavier in Cincinnati, and his law degree at Northern Kentucky University. During his 13-year audit career – prior to law school and being a practicing attorney – Michael had the opportunity to live or work throughout the United States, Canada, Europe, and Asia. He has lived in Tallahassee since 2014, and his almost three-year-old daughter was born here. He enjoys volunteering as a local family law attorney and guardian ad litem, FSU athletics, fishing, and the beautiful natural landscapes that are within easy driving distance.

A warm welcome also goes out to Mike Mauterer, who returned to JAC, post-retirement, to assist in the Budget Office; new Court-Appointed Auditor, Audrey Swiergosz, who joined JAC in June; and James Earl, who joined JAC's Legal Section in July.

We also extend our best wishes to departing staff Vicky Shetty; LaTiffany Green, who moved to our sister agency, CCRC-N; and Kelsey Betts, as she transitions to the Department of Management Services.

Finally, congratulations to Chris McLaughlin, as he makes his transition from the Mailroom to his new position as a Paralegal in JAC's Legal Section.



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### Staff Anniversaries – July - September

Employee	Years of Service
Elaine Watson	33
Kelly Jeffries	31
Wayne Meyer	24
Kevin Garland	23
Susie Kalous	17
Phyllis Reed	17
Kathy McCabe	17
Gabriel Brady	17
Aleah Roddenberry	16
Joe Leonard	12
Rip Colvin	11
Cris Martinez	10
Susan Stubbs	9
Carolyn Horwich	9
Ebony Porter	5
Shamara Cooper	5
Alicia Davis	4
Ca'Shayla Smith	4
Jhan Snyder	2



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The cover beach photo is  
courtesy of Rip Colvin.

*If everyone is moving forward together,  
then success takes care of itself.*

*~ Henry Ford ~*

### 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. Services provided are primarily in the areas of accounting, budget, financial services, and human resources. While the JAC administratively serves these JROs, the JAC does not supervise, direct, or control them.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent persons and associated due process vendors.

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.***

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