



COMMISSIONERS

Diamond Litty,
Chair
Public Defender
19th Judicial Circuit

~
Kathleen Smith
Public Defender
20th Judicial Circuit

~
Brian Haas
State Attorney
10th Judicial Circuit

~
Jack Campbell
State Attorney
2nd Judicial Circuit

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The JAC Express

State of Florida – Justice Administrative Commission

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A Word from JAC's Executive Director



Rip Colvin
JAC Executive
Director

The most recent Justice Administrative Commission (JAC) Meeting was held September 2, 2021. A date for the next meeting has not yet been determined. Meanwhile, this issue of the JAC Express 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; JAC Teamwork; Florida PALM – Planning, Accounting, and Ledger Management; PCard Minute; Updates from the Budget Office; and many other items of interest.

These next few months should be very interesting with Session starting January 11th and running through March 11th.

JAC Training for JROs

JAC's [Connect and Collaborate III](#) (CNC III) Training Conference is scheduled 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 months ago, and the response has been positive. The block of hotel rooms is full, and JROs are encouraged to utilize the waitlist or overflow hotel if rooms are needed. JAC staff are also developing the conference agenda, and more information will be forthcoming. If you have any questions regarding the conference, please contact Greg Cowan at: greg.cowan@justiceadmin.org.

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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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. 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, signing, and scanning for email;
- Quality of images remain true – 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 for email;
- CIP has provided instructions within BOMS for each office to set up BOMS for the Web Service; and
- JAC IT and Mailroom staff can route the Batch Sheets to appropriate JAC staff more quickly for processing.

Currently, 22 offices (11 SAs, 8 PDs, and 3 RCs – approximately half of the JROs using BOMS) 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.

Electronic Voucher Delivery to the Offices

When COVID-19 forced agencies to transition to a mobile workforce, JAC began looking at how to make voucher information available more quickly and easily to the JROs. As a result, JAC initiated a pilot project with four JROs to provide delivery of non-payroll disbursement vouchers via an online portal called Pydio. We greatly appreciate the pilot offices and the feedback they have provided. As a result of that feedback, we made several adjustments to the process and have been onboarding offices. Currently, 26 JROs (14 SAs, 8 PDs, and 4 RCs – over half of the JROs) have started to take advantage of the benefits of the new process, with more on the way.

Please note, this new process will not affect the mailing of live warrants and is not dependent on your office using BOMS. We look forward to hearing from you in the near future as we continue to roll it out to all offices.

If you would more information, please contact Wayne Meyer at (850) 488-2415, or wayne.meyer@justiceadmin.org.

Online Legal Research

JAC has estimated **annual recurring savings of approximately \$410,000** by the JROs. These estimated savings are based on a number of factors which include collective efforts associated with both the original JAC/LexisNexis online legal research contract and the contract extension we are now operating under as well as renegotiated Westlaw and investigative services contracts.

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.

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Updates from the Accounting Office

Statewide Travel Management System (STMS) Reminders:

Now that travel is starting to pick up, the Accounting Office has some reminders for you regarding the STMS, including.

- Only state employees' travel needs to be entered into the STMS. All of your expert travel still gets paid with a batch sheet sent to JAC.
- Any conference or training travel should have an authorization in the system before the travel begins.
 - An agenda should be uploaded to the authorization and then again in the reimbursement.
- Every office should have an agency head/delegate role assigned to at least one person. The agency head/delegate is the only role that can approve the authorizations.
- Any changes in your network settings can affect your ability to log into STMS. If there are any planned changes to your network, please alert JAC Accounting so we can work with you to ensure there are no interruptions for your office processing travel.

JAC Accounting can pull an active user report for you from the STMS so you can see who is in the system. We ask that you keep your active users current. When someone leaves your office, please send an email to: STMS@justiceadmin.org to remove them from the system. All we need is their name and email address to delete them. If you have any questions, please contact Dina Kamen, Director of Accounting at: dina.kamen@justiceadmin.org.

Updates from the JAC Budget Office

Governor Ron DeSantis released his Fiscal Year 2022-2023 budget recommendation entitled "Freedom First Budget." An overview of the \$99.7 billion budget can be found at the following link: www.bolderbrighterbetterfuture.com.

Section 216.023(7), F.S. allows agencies to amend their legislative budget requests (LBRs) after the Governor has submitted his recommended budget to the Legislature. On December 15, 2021, the Executive Office of the Governor's Office of Policy and Budget (OPB) provided that columns A14, A15 and A16 had been created for the LBR amendment process. The JAC Budget Office plans to post the First Submission of the 1st Amended LBR on January 6, 2022 to the Florida Fiscal Portal (FFP). JROs have been asked to make amended LBR submissions to the Budget Office by December 29, 2021 for the First Submission Posting to the FFP. This posting will precede the start of the 2022 Legislative Session scheduled to begin January 11, 2022. Postings of amended LBRs to the FFP will be allowed all through session.

Additionally, the Third Quarter General Revenue appropriation release was posted on December 7th at the prescribed 25% release.



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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.

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 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.

Jump in and let PALM work for you . . .



- ▶ Track
- ▶ Query expenditures
- ▶ Project needs

▶ Photo Credits: Lorelei Welch



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PCard Minute

PCard Mailbox

Please direct all PCard emails to: pcard@justiceadmin.org. Several staff monitor this mailbox to ensure a quick response and avoid delays when emails are sent to individual mailboxes.

System Flags

System flags can be added by Approvers and Accountants within Works or by FLAIR for various purposes. Flags can signal:

- information is needed for clarification;
- additional documentation is required for processing;
- an error in one or more of the GL field values; or
- a transaction is being held before processing in FLAIR.

All users can remove flags once the issue is cleared and ready for approval by the next user level in the system.

Flags to hold transactions from processing in FLAIR are usually related to credits. FLAIR cannot process a voucher with a credit (negative) or zero balance, so transactions may be held until a voucher can process successfully. These flags will have comments such as “Hold for Processing” and do not indicate an error.

The Works system will send an automated email to all users in the approval chain when a flag is raised on a transaction record. There are several types of flagged items such as:

- A description showing “*Files, Automated DO NOT DELETE” are from FLAIR and signal a system issue. JAC staff will update and clear these items.
- Internally flagged items will contain a comment from either the Approver or the Accountant requesting additional information.

PCard Adjustments

There are times when credit transactions can get “stuck” in Works. JAC staff may ask permission to temporarily update a JRO charge or credit transaction to a JAC fund to process the “stuck” transactions. Once the transactions post to FLAIR, a JT will move the transactions to the original JRO coding.

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



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JAC's KnowBe4 Cybersecurity Training

With the ever-increasing threat of email phishing and social engineering tactics, JAC engaged the services of KnowBe4, a company based out of Tampa, in early 2018. JAC first deployed the phish testing service surreptitiously to obtain a baseline of how prone to attack staff were initially. In time, staff were notified of the ongoing testing and also required to enroll in a 15 minute training course on ransomware and social engineering dangers. In the first six months after initiating testing, we saw our staff's "phish-prone" percentage drop from roughly 17% to the low single digits. JAC staff have continued to benefit from the periodic training modules KnowBe4 offers by keeping cybersecurity and social engineering awareness on their mind during the work day. A single errant click can wreak havoc on an office's infrastructure and also contaminate the offices we serve, so reducing our threat exposure to this degree is a worthy goal and a great way to diminish risk.

Early in the 2021-2022 fiscal year, the Florida Digital Service procured enough KnowBe4 licensing for nearly all agencies to use. If your agency would like to partake in this excellent resource, please contact Brian Black at JAC at brian.black@justiceadmin.org or Angela Herron at the Florida Digital Service at angela.herron@dms.fl.gov.

As part of s. 282.318(4)(a), F.S., (most) agencies are required to implement an information security program. One of the objectives of the agency information security program is to provide cybersecurity awareness training to all staff within their first 30 days of employment and also on a recurring basis throughout the year. Using KnowBe4's services can help your offices meet these requirements, in addition to improving the most powerful aspect of its IT security posture: your staff.

Courtesy of Brian Black, JAC Information Technology



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JAC Staff Transitions

JAC welcomes our new Assistant General Counsel, Brent McNeal. A graduate of the Florida State University College of Law, Brent has over twelve years of experience as a state government attorney in Florida. For the past seven years, he served as Deputy General Counsel at the Florida Department of Education (FDOE), where he supervised the Vocational Rehabilitation and Public Records units within the Office of the General Counsel. He also served as the Chief Ethics Officer at FDOE. He is a member of the Mediator Qualifications and Discipline Review Board and has been an active participant in the Administrative Law Section of the Florida Bar. He is a proud supporter of the Legal Aid Foundation, Second Harvest of the Big Bend, and Seminole Athletics. He enjoys playing golf, attending concerts, and traveling with his wife, Ashley.

We are excited to introduce Bryce Burnett, who is the new Human Resources Coordinator at JAC. He is a Tallahassee local and a graduate of Florida Agricultural and Mechanical University. From 2014 until his move to JAC in October 2021, he worked at the Department of Business and Professional Regulation. He enjoys traveling with his wife, cooking, playing music, and hanging with his Doberman, Duke.

JAC welcomes Beth Lowe, who is the Executive Director's new Executive Administrative Assistant. She is a Jackson County native and has lived in Tallahassee since 2006. She is a graduate of Florida State University with a Masters of Arts degree in Communications. Before joining JAC, she served as the Executive Assistant and Trustees Coordinator for the Florida Board of Governors. She enjoys spending time with her kids, reading, going to the lake, and listening to music.

We also offer a warm welcome to Kenyetta "Kiki" Epps, who is the new Senior Human Resources Coordinator. She grew up in Fort Myers and moved to Tallahassee to attend Florida Agricultural and Mechanical University where she earned her Psychology degree. She previously worked at Capital City Bank for 13 years and at the Department of Financial Services for eight years. She has been working since the age of 15 and prides herself in a strong work ethic. She will be specializing in retirement matters for JAC's Human Resource Office.

We also extend our best wishes to departing staff who will be entering a new chapter of life:

- Jhan Snyder, who will have 8 years of state service upon her retirement on January 3, 2022;
- Brad Bischoff, who will have nearly 34 years of state service upon his retirement on January 3, 2022;
- Sandy Brooks, who will have nearly 48 years of state service upon her retirement on January 3, 2022; and
- Bob Hair, who will have nearly 26 years of state service upon his retirement on January 31, 2022.

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**State of Florida
Justice Administrative
Commission**

227 North Bronough Street,
City Centre, Suite 2100
Tallahassee, Florida 32301

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

FAX (850) 488-8944

For comments, suggestions,
and/or submissions for the next
quarterly newsletter, please
contact:

Beth Lowe
Phone: (850) 488-2415, ext. 225
Bethany.Lowe@justiceadmin.org

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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