

January – March 2022



COMMISSIONERS

State of Florida – Justice Administrative Commission

Volume XIII Issue 1

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

A Word from JAC's Executive Director



Rip Colvin
JAC Executive
Director

The next Justice Administrative Commission (JAC) Meeting will be held Tuesday, May 17, 2022. Topics anticipated to be discussed include the JAC's Executive Director's Report; Legal Update; Legislative Update; Proposed Changes to JAC's Court-Appointed Contracts for FY 2022-23; and other topics of interest. 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.

INSIDE THIS ISSUE

Training for JROs – 1
Online Legal Research – 2
Messages from the Accounting Office – 2
Message from Financial Services – 3
Florida PALM – 3
PCard Minute – 4
BOMS to JAC Web Service – 5
Voucher Delivery to the Offices – 6
Updates from Budget – 6
Staff Transitions – 7
JAC In Brief – 8

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

THE JAC EXPRESS

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.



Messages 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.

- 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 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, so we can remove them from the system. All we need is their name and email address. If you have any questions, please contact Dina Kamen, Director of Accounting at: dina.kamen@justiceadmin.org.

THE JAC EXPRESS

Message from Financial Services



The Financial Services Section has recently updated the JAC Contract and Grant Information webpage. Recent updates include:

- Updated information on funding opportunities, training links, policies, and resources;
- The addition of a contract development section to provide assistance when drafting a procurement contract; and
- The addition of the DOJ Grant Financial Management Training site.

Please take a moment to review the upgraded Contract and Grant Information page by visiting: <https://www.justiceadmin.org/jac/grants.aspx>. If you have any questions, please contact Nona McCall, Director of Financial Services at: nona.mccall@justiceadmin.org.

Florida PALM – Planning, Accounting and Ledger Management

Florida PALM is the software platform that will replace FLAIR. JAC staff continue to participate in meetings and provide requested information. DFS and the PALM team are aware of the uniqueness of our structure.

The Cash Management System (CMS) functions transitioned to PALM on **July 6, 2021**. The CMS functions are still experiencing issues that doesn't impact JAC staff. The Legislature is requiring PALM to remediate the issues before moving forward with the other waves of the project.

Jump in and let PALM work for you . . .



- ▶ Track
- ▶ Query expenditures
- ▶ Project needs

▶ Photo Credits: Lorelei Welch



THE JAC EXPRESS

The implementation plan will change, the new dates have not been established for the Central and Departmental Waves, which include state accounts, vendors, disbursements, and receipt processing. The Payroll Wave implementation will also be delayed. All implementation will be delayed until after July 2024.

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.

PCard Minute

Completing the fields in Works requires certain information based on the type of transaction. The spotlight today is the *Description* and *Notes* fields.

The Description Field

The *Description field* is directly related to the Description field in FLAIR. The Works field can hold up to 100 characters, but only the **first 16 characters** appear on the FLAIR description field. The Description field comes pre-populated from the bank with a generic phrase, such as “AMZN Mktp US 1W8ZD10P0-credit” or “DELTA AIR 00000123456789- purchase.” The pre-populated description information needs to be **removed or updated** for credits, travel, and for conference or training registrations. For example:



- **Credits** should reference the original charge transaction, such as “Credit for TXN01234567- returned items”
- For **employee travel**, enter the STMS trip number, such as “STMS01234567”. An additional description is optional, such as “STMS01234567 – APD Jones deposition”
- For **witness travel**, add a brief explanation, such as “Ord Wit travel, J. Doe”

THE JAC EXPRESS

- For **registrations**, including continuing legal education training, please update the field containing the conference or training event name, such as “Dependency training.” Additional description is optional, such as “Dependency training – APD Smith”

The Description field should be updated for **postage meter replenishment** with the postage meter number, such as “#BR549 - postage refill.”

The Notes Field

The *Notes field* is directly related to the Other Document Number (ODN) field in FLAIR and is the only optional field in Works. It is the last data field on the bank transaction record. The field can hold up to 100 characters, but only the **first 11 characters** will appear on the FLAIR ODN field. The Notes field has required information for postage meter and state vehicle related costs. For example:

- **State vehicle repair, maintenance, and tag renewal costs**, enter the state vehicle ID, such as “SV#123-tire patch repair”
- **Rental Vehicles**, entering the rental agreement number is **no longer required** in this field.

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

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, 23 offices (12 SAs, 9 PDs, and 3 RCs) 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.

THE JAC EXPRESS

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 (RC1, PD4, PD10, & SA20) 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 interested offices. Currently, 31 JROs (15 SAs, 11 PDs, and 5 RCs) have started to take advantage of the benefits of the new process. Only live warrants are being mailed to these JROs.

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 are one of the JROs waiting on your opportunity to take part in this program, please contact Wayne Meyer at wayne.meyer@justiceadmin.org.

Updates from the JAC Budget Office

The Fourth Quarter Appropriation release was posted to the General Ledger on March 8th at the prescribed release percent. All appropriations are now released at 100%.

The 2022 Legislative Session ended March 14, 2022. HB 5001, the FY 2022-23 General Appropriations Act, and HB 5003, the FY 2022-23 Implementing Bill, have been posted to the JAC website on the Budget Office webpage under Budget Legislation.



THE JAC EXPRESS

JAC Staff Transitions

JAC welcomes Nick Piazza to the Accounting Section as their new Professional Accountant I processing the Public Defender due process batches. As a Tallahassee native, Nick played collegiate baseball at Tallahassee Community College and Bowling Green State University. He graduated from FSU with a Bachelor's Degree in International Affairs this past summer. He likes to do a lot of outdoor activities such as disc golf, fishing, and hiking. He enjoys watching shows on Netflix and all the Marvel superhero movies as well as spending time with friends and family.

We extend a warm welcome to Keiandra Rivers, who is one of our newest Court-Appointed Auditors. Keiandra graduated from FAMU with a B.S. degree in Criminal Justice in 2018 and a Master's of Applied Social Sciences degree with a concentration in Criminal Justice in 2020.

Stephanie Faust has also recently joined JAC as a Court-Appointed Auditor with 17 years of experience in accounting. Stephanie lives in Enterprise, Alabama with her husband, David. She enjoys cooking and taking care of her family and friends. We are excited to have her on our team!

We welcome our new Senior Management Analyst, Brad Fannon, to the Financial Services Section. Brad has a Bachelor of Science in Accounting and a Bachelor of Arts in History from Florida State University. Brad previously worked at the Department of Economic Opportunity as an Accountant III and Government Operations Consultant III. Prior to that, he owned and operated St. Michael's Pub. Brad enjoys spending time with his wife and son, along with reading and playing with his dog.

Our newest Paralegal, Hillary Eason, joins JAC from the Office of the Attorney General, Capital Collateral Division. She previously worked for the Reporter of Decisions Office at the Supreme Court of Georgia. A lover of world travel, Hillary is a graduate of Florida State University with a B.A. in International Relations. She has had the opportunity to live in Adelaide, Australia, and Dubai, UAE. Future explorations include Ireland, Sweden, and Alaska. Hillary enjoys hiking, the beach, yoga, and baking. Hillary lives with her partner Dan, an attorney, and children Alexa, Alexis, and Annabelle.

Our newest OPS employee, Erin-Marie Smith, is a welcomed addition to our IT Section as their OPS Systems Administrator. Erin-Marie is a student at FSU.

Congratulations are in order for Chris McLaughlin, who is recently moved from Legal to Operations as their new Operations and Management Consultant.

THE JAC EXPRESS



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.

VISIT US AT
WWW.JUSTICEADMIN.ORG