



**JUSTICE ADMINISTRATIVE  
COMMISSION**



---

# **Overview of the Justice Administrative Commission Fiscal Year 2021-22**

---

**Alton L. “Rip” Colvin, Jr.  
Executive Director**

# JAC Overview – Objectives

- Provide an overview of JAC and its mission
- Describe the history of JAC
- Define JAC's role in Justice Administration
- Outline JAC sections' responsibilities



# JAC is . . . .

- authorized by s. 43.16, F.S., to maintain:  
a central state office for administrative services and assistance when possible to and on behalf of the state attorneys and public defenders of Florida, the capital collateral regional counsel of Florida, the criminal conflict and civil regional counsel, and the Guardian Ad Litem Program
- a liaison between the offices it serves and the Governor's Office, Legislature, Department of Financial Services, Department of Management Services, and others



# The Commission

- The “Justice Administrative Commission” is led by two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by the Florida Public Defender Association.

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

*Honorable Kathleen Smith  
Public Defender, 20<sup>th</sup> Circuit*

*Honorable Brian Haas  
State Attorney, 10<sup>th</sup> Circuit*

*Honorable Jack Campbell  
State Attorney, 2<sup>nd</sup> Circuit*

- The Commission meets regularly with the Executive Director along with other JAC staff to provide guidance and direction on a myriad of issues.



## Justice Administrative Commission (JAC)

- **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 Core Values:** We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct.
- **JAC's Core Competencies:** Administrative Service, Communication and Collaboration, Prompt-Payment, Fiscal Accountability, and Continuous Improvement and Innovation.



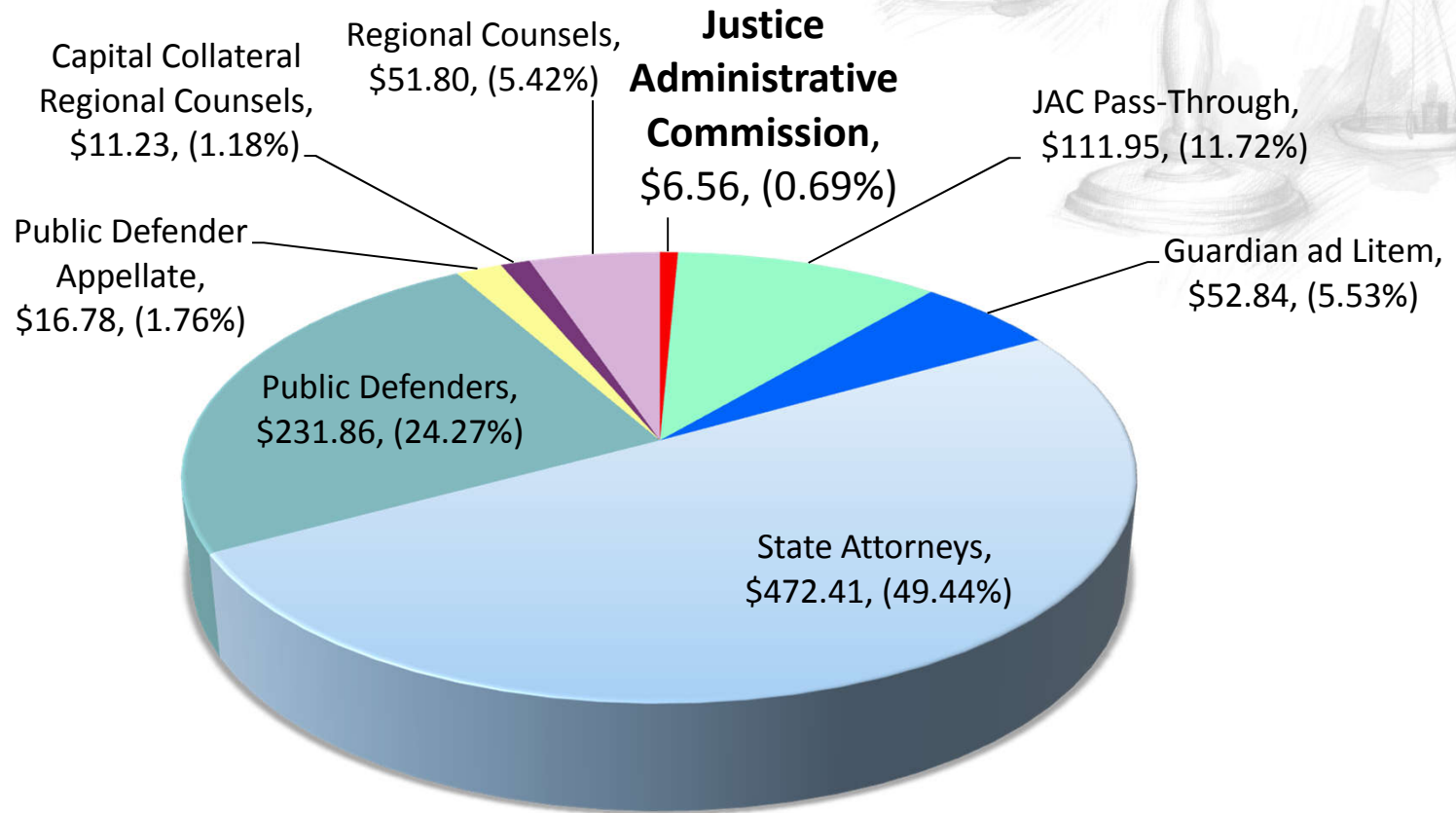
# History

- The Justice Administrative Commission (JAC) was created in 1965, shortly after the U.S. Supreme Court's decision in *Gideon vs. Wainwright* (1963).
- Early on, JAC provided administrative services to the state courts, state attorneys, public defenders, and court reporters.
- In 1984, services provided to the state courts were transferred to the Office of the State Courts Administrator (OSCA). That same year, JAC began providing services to the Capital Collateral Representative, which later became the Offices of Capital Collateral Regional Counsel.
- In 2003, services for Statewide Guardian ad Litem Office were transferred from OSCA to JAC.
- In 2004, JAC began contracting and processing payments for private court-appointed counsel and related vendors, consolidating this function from 67 counties to one state agency.
- In 2007, JAC began providing administrative services to the newly created Offices of Criminal Conflict and Civil Regional Counsel.





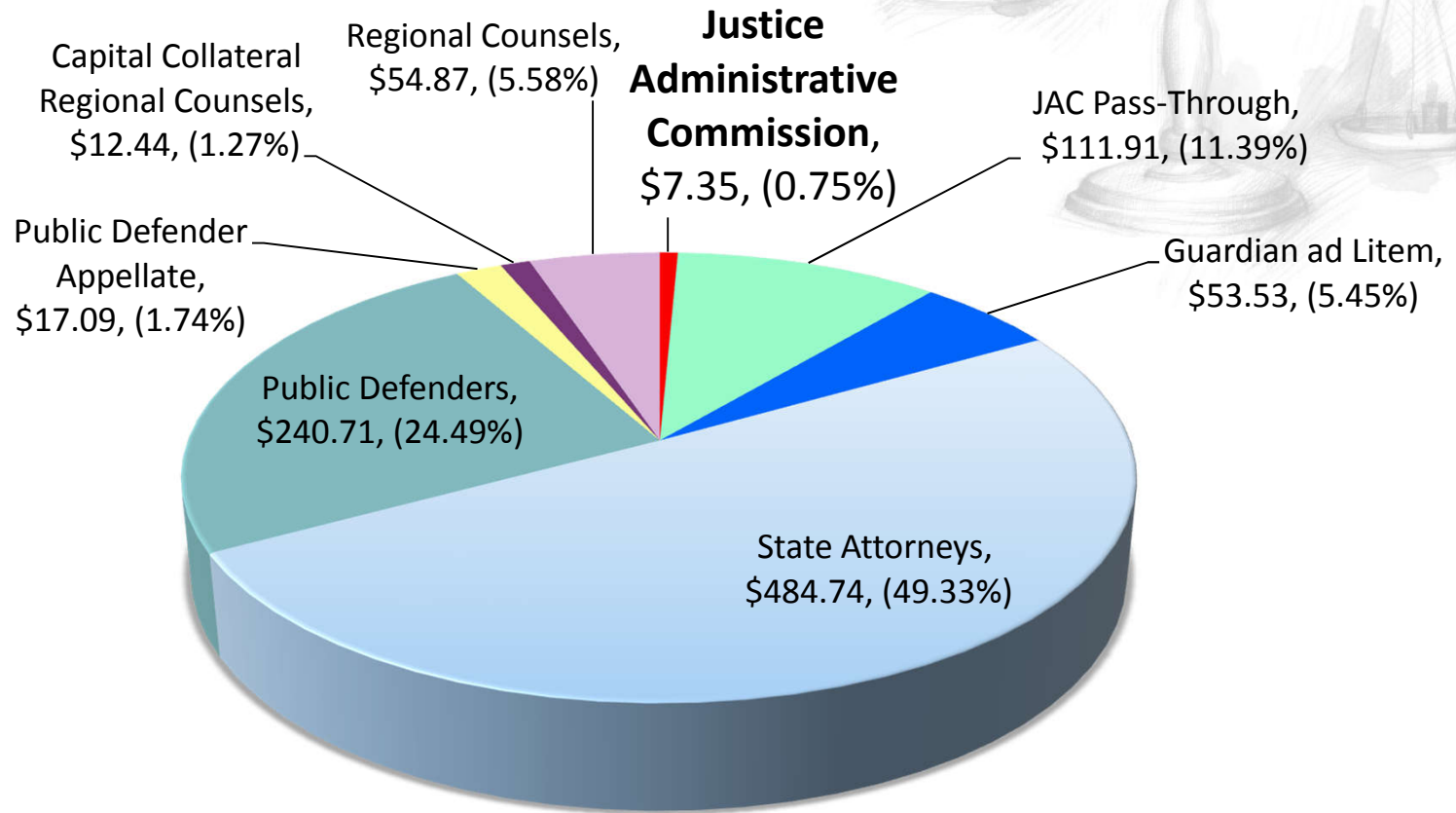
# Justice Administration Base Budget 2019-20 \$955.46 Million



Amounts above reflect millions of dollars.



# Justice Administration Base Budget 2020-21 \$982.65 Million

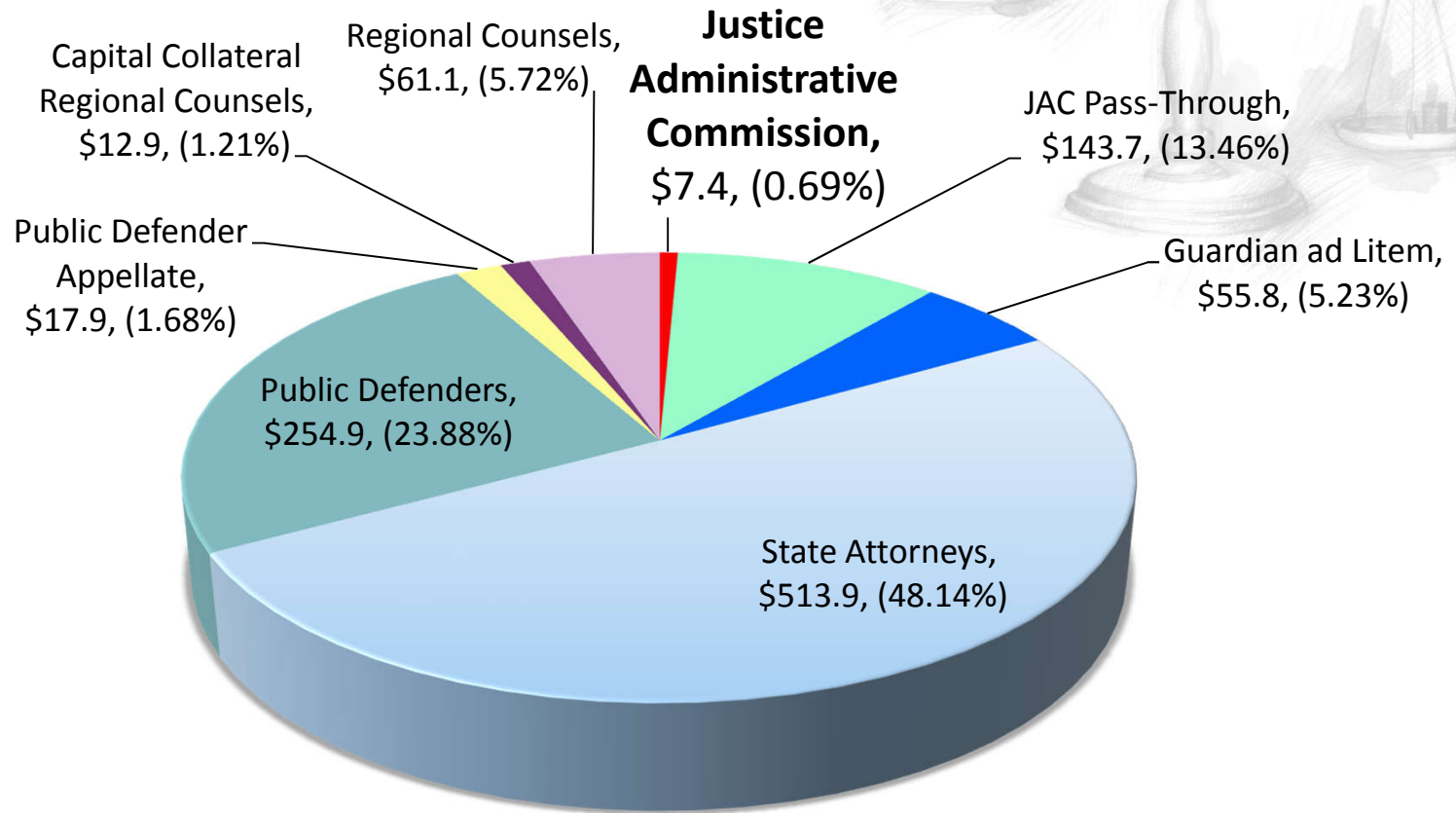


Amounts above reflect millions of dollars.





# Justice Administration Base Budget 2021-22 \$1.07 Billion



Amounts above reflect millions of dollars.



## “Two Sides of the House” at JAC

- 1) Administratively serves 49 Judicial-Related Offices (JROs)
- 2) Provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent persons and associated due process vendors



## Judicial-Related Offices (JROs) Administratively Served by JAC

- 20 Offices of State Attorney
- 20 Offices of Public Defender
- 5 Offices of Criminal Conflict & Civil Regional Counsel
- 3 Offices of Capital Collateral Regional Counsel
- Statewide Guardian ad Litem Program

Accounting

Budget

Financial  
Services

Human  
Resources



# JAC Responsibilities for Court-Appointed Counsel

Contract with 2,050+ Registry & IFC Attorneys, and 680 Vendors

Audit 53,500+ Billings for Attorney Fees and Costs

Participate in 940+ Hearings when Objecting to Fees or Costs

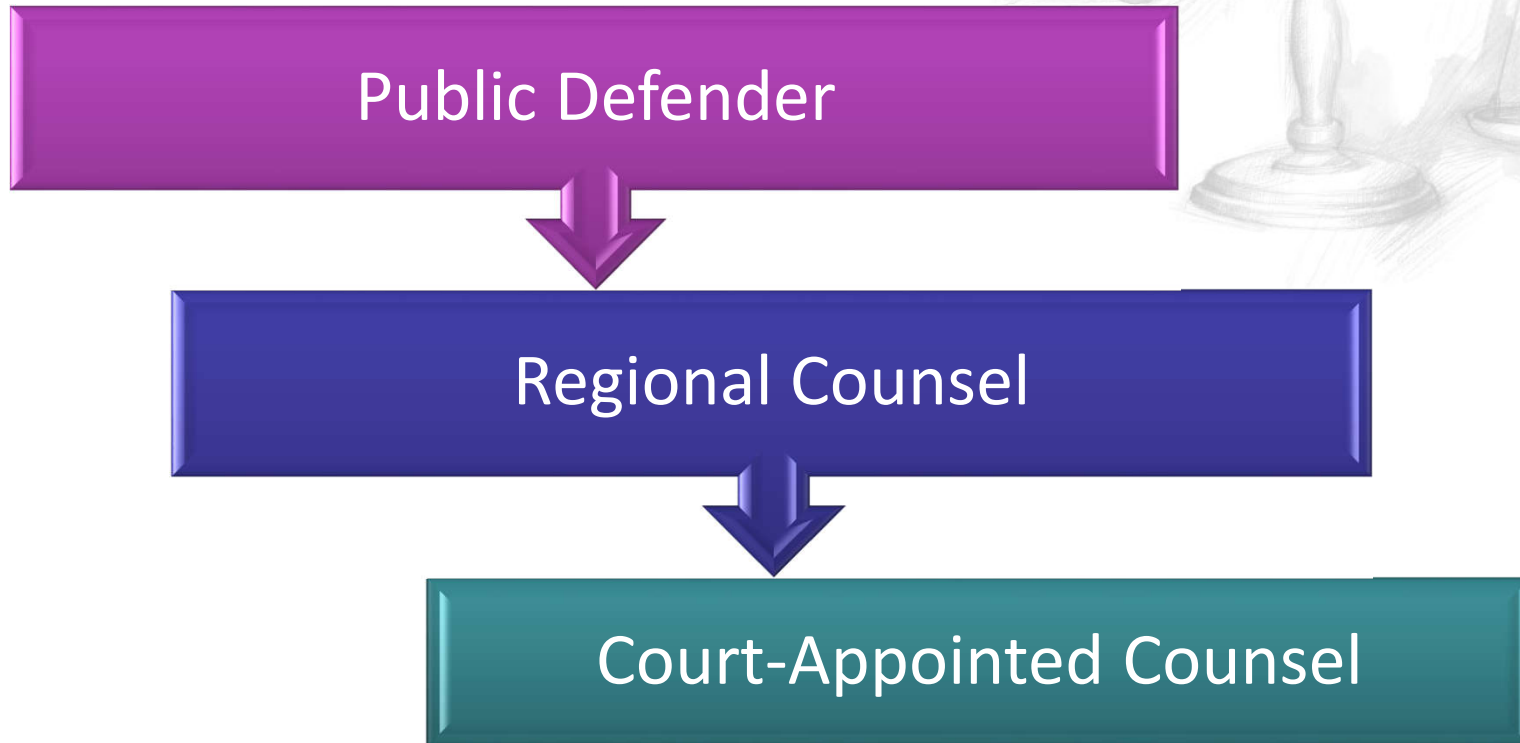
Respond to 13,400+ Legal Motions

Monitor Budgetary Needs for Court-Appointed-Counsel Appropriations

Report on Various Aspects of this Program



# Three-Tiered Indigent Criminal Defense Model

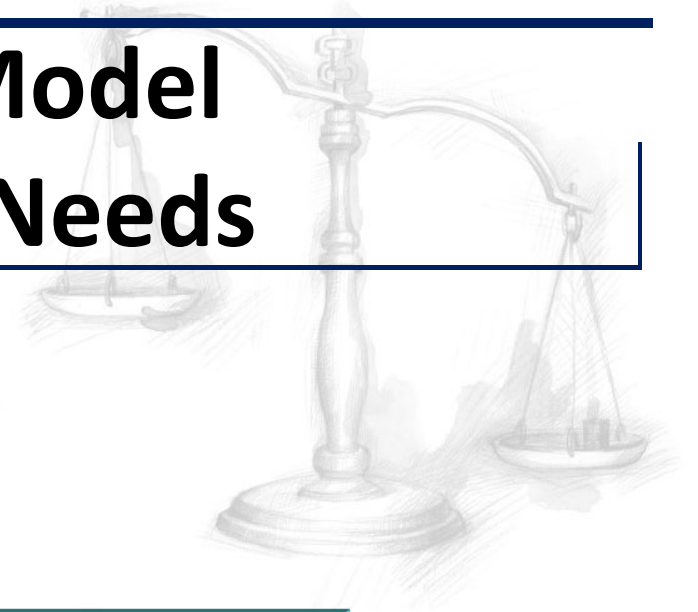


# Two-Tiered Indigent Civil Representation Model





# Civil Representation Model Children with Special Needs



Court-Appointed Counsel

## JAC Accomplishments – Fiscal Year 2020-21

- Processed 287,000+ accounting transactions and 53,500+ court-appointed attorney and due process vendor invoices
- Percent of invoices processed within prompt payment requirements = 97.98%, our best performance ever (Legislative performance standard is 95%)
- Processed more than 47,800+ payroll and human resources transactions



## JAC Accomplishments – Fiscal Year 2020-21 – Continued

- Performed 12,300+ budgetary transactions
- Fulfilled more than 400+ public records requests
- Responded to 10,020+ JAC Online Support inquiries



**JAC accomplishes**

all this and more with

**88 staff!**

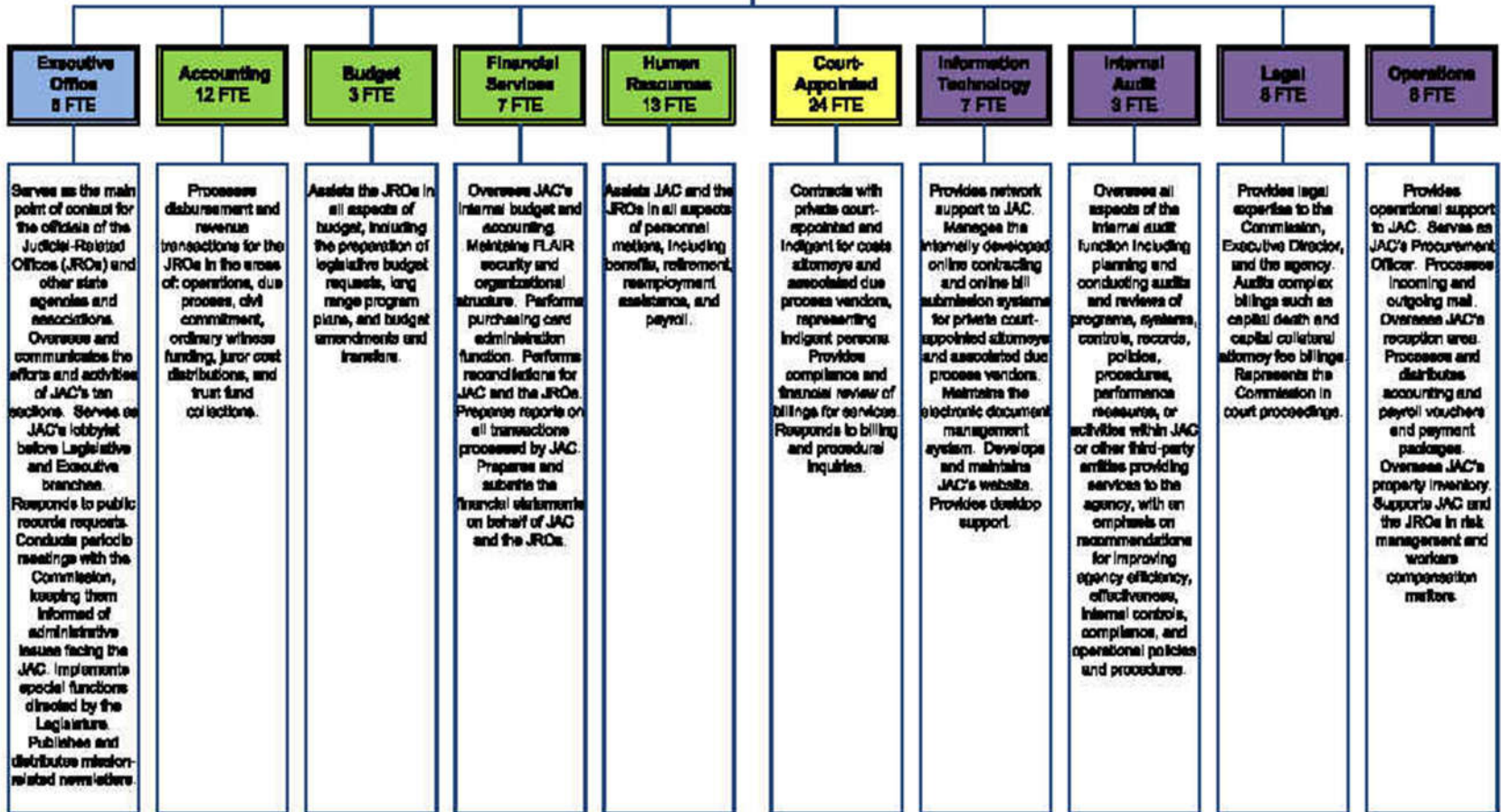


**JUSTICE ADMINISTRATIVE COMMISSION**  
Effective July 1, 2021



**Commissioners**  
 Diamond R. Litty, Chair, Public Defender, Nineteenth Judicial Circuit  
 Kathleen A. Smith, Public Defender, Twentieth Judicial Circuit  
 Brian Haas, State Attorney, Tenth Judicial Circuit  
 Jack Campbell, State Attorney, Second Judicial Circuit

**Executive Director**



# JAC at a Glance

Executive

Accounting

Budget

Financial Services

Human Resources

Court-Appointed

Information Technology

Internal Audit

Legal

Operations





# Executive

(Page 1 of 2)

- Oversees agency Operations, Strategic Planning, and robust Internal Controls
- Serves as Agency Lobbyist before Executive and Legislative branches
- Monitors key legislative developments
- Responds to Legislative Bill Analyses Requests
- Processes Capitol ID Badge Applications for Justice Administration Agencies
- Provides Legal Services to Director and Commission



# Executive

(Page 2 of 2)

- Serves as Public Records Custodian and Records Management Coordinator
- Coordinates Year-End Workshop and JAC Conference activities
- Promotes and facilitates emergency management best practices
- Publishes and distributes mission-related newsletters and surveys
- Coordinates juror costs distributions to the Clerks of Court and Comptrollers in Florida's 67 counties
- Coordinates the Online Legal Research contract with the JROs
- Explores and promotes cost savings measures



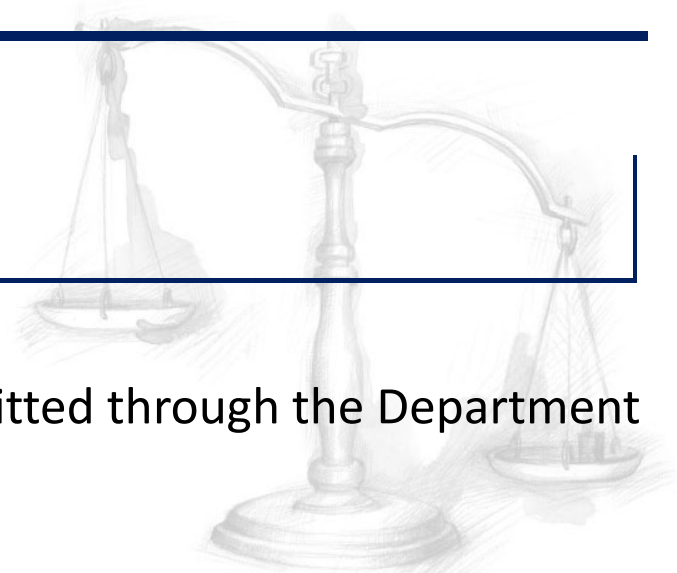
# Accounting

- JAC is the 3<sup>rd</sup> largest processor of invoices, in terms of volume, among all state agencies
- Processes operations and due process/case-related vendor invoices
  - Review for compliance with the Department of Financial Services standards and Florida Statutes
  - Enter transactions into the state's accounting system for payment
- Reallocates expenditures between funds (journal transfers)
- Provides fund balances
- Provides final review of Purchasing Card charges and process charges for payment
- General accounting services and cancelling and reissuing of warrants (checks) as needed



# Accounting

- Receives and processes receipts
  - Verify collections in trust funds submitted through the Department of Revenue
  - Process refunds
  - Process revenues received in grants and donations trust funds for particular programs
  - Work with the Treasury to validate deposits
  - Record receipts in the state's accounting system
- Voucher Processing (overseen by Operations)
  - Receive and process warrants (checks) and EFT/direct deposit remittance advices
  - Match with supporting documentation in the document management system



# Budget

- Processes budgetary documents on behalf of 55 budget entities within Justice Administration (50 agencies, plus 5 Public Defender Appellate Offices)
- Facilitates and Processes:
  - Legislative Budget Requests
  - Long Range Program Plans
  - Budget Amendments
- Liaison between the Governor's Office of Policy & Budget (OPB) and the 50 agencies for the distribution of LASPBS reports, OPB Memorandums, Budget Instructions, etc.
- Generates and distributes ad hoc budget analysis and reports



# Financial Services

- Coordinates and prepares financial reports on a multitude of issues, both those required by law and those requested by the JROs, as well as through public records requests
- Monitors budgetary needs of the JAC, State Attorney and Public Defender Due Process Costs, and Court-Appointed Counsel appropriation categories
- Prepares Financial Statements after receiving information from the JROs
- Administers P-Card Works Program for Justice Administration





# Financial Services

- Manages JAC's internal accounting and payment function using BOMS
- Performs monthly and annual reconciliations
- Distributes FLAIR financial and payroll reports
- Coordinates and facilitates FLAIR services with the JROs
- Serves as Department of Financial Services' Liaison for Justice Administration on FACTS, Substitute W-9, EFT, and other items



# Human Resources

- Processes monthly payroll for the 50 state entities of Justice Administration, with more than 11,000 employees (Payroll by Exception)
  - Monthly payroll
  - Supplemental payrolls
  - Payroll warrants on-demand
- Processes retirement and benefit transactions on behalf of the entities of Justice Administration
- Serves as the liaison between Justice Administration entities and other state agencies, such as DMS (i.e., Div. of State Group Insurance, People First) and DFS (Bureau of State Payrolls)



# Human Resources

- Monitors salary rate for the entities of Justice Administration
- Processes Personnel Action Requests for new hires, terminations, salary adjustments, position reclassifications, and other transactions
- Provides oversight for reemployment assistance
- Advertises vacancies for positions of the entities of Justice Administration



# Information Technology

- Supports and provides email for JAC staff members
- Provides Citrix access to JAC staff members for telework purposes
- Hosts the Business Office Management System (BOMS) infrastructure for three Offices of Criminal Conflict and Civil Regional Counsel through Citrix
- Maintains and supports 40+ servers and the Storage Area Network (SAN) and manages environmental and security controls to JAC telecommunications and server equipment
- Supports the Court-Appointed Attorney Tracking System (CAATS), a custom written application used by JAC to process payments to court-appointed counsel and due process vendors



# Information Technology

- Provides support for all computer equipment and applications including BOMS; CAATS; Laserfiche; Citrix; SQL Support; and JAC's website, including online court-appointed contracts system, and JACOBS, JAC's Online Bill Submission system
- Researches software updates and hardware replacement needs, as well as test updates for functionality and applicability for 90+ desktop computers
- Supports, monitors, and manages agency firewall intrusion detection, protected web browsing, and anti-virus software
- Supports network file share and print services
- Backs up all network data on a frequent basis for offsite storage
- Coordinates repairs to JAC equipment



# Legal

- Provides legal expertise to the Commission, Executive Director, and the agency
- Audits complex billings, such as capital death and capital collateral attorney fee billings
- Represents the Commission in court proceedings



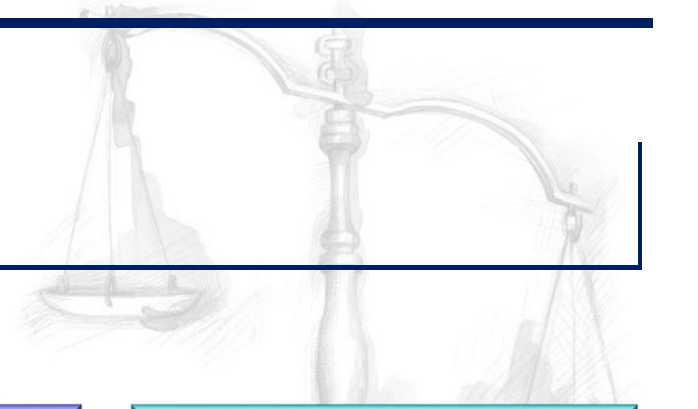


# Operations

- Provides administrative support to JAC employees related to office equipment (other than computers) and facilities
- Supervises JAC Reception, Voucher Room, and Mail Room
- Oversees risk management, agency insurance, and workers compensation
- Coordinates WEX Fuel Cards and FLEET Management System
- Serves as Department of Management Services' Liaison for JAC Communications (e.g., GoToMeeting/Training, Audio Conferencing, and Virtual Private Network)
- Serves as JAC Purchasing Agent
- Coordinates JAC inventory



# Court-Appointed



Contract with  
2,050+ Registry &  
IFC Attorneys, and  
680 Vendors

Audit 53,500+  
Billings for Attorney  
Fees and Costs

Participate in 940+  
Hearings when  
Objecting to Fees  
or Costs

Respond to  
13,400+ Legal  
Motions

Monitor Budgetary  
Needs for Court-  
Appointed-Counsel  
Appropriations

Report on Various  
Aspects of this  
Program

# Questions?

Contact Info:

Alton L. “Rip” Colvin, Jr.

Executive Director

[rip.colvin@justiceadmin.org](mailto:rip.colvin@justiceadmin.org)

(850) 488-2415

JAC Website: [www.justiceadmin.org](http://www.justiceadmin.org)

