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 Brad King, Chair**  
State Attorney, 5th Circuit Public

**Honorable Diamond Litty**  
Defender, 19th Circuit

**Honorable Kathleen Smith**  
Public Defender, 20th Circuit

**Honorable Brian Haas**  
State Attorney, 10th Circuit

**Alton L. “Rip” Colvin, Jr.**  
Executive Director
"A Shared Vision and Shared Commitment"

**JAC’s Vision:** To be a model of exemplary state government and provide unparalleled services.

**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.

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**Brainstorm, General Discussion, and Collaboration**
Brainstorm, General Discussion, and Collaboration

- JAC asked for your feedback following the initial 2016-2017 Conference.
- We noted your interest in our providing time for you to have inter-agency engagement.
- We asked for your additional feedback on suggested topics.
- This is an opportunity for you to discuss select issues that you have identified.

### Surplus Inventory Disposal
- Submitted Issues: Suggested Vendors; How to Determine if a Vendor is Approved; Destruction vs. Donation to a Non-Profit; Best Practices
- JAC Resource: Wayne Meyer

### Law Book Purchases
- Submitted Issue: Paper vs. Online; Are Some Online?
- JAC Resources: Rip Colvin, Cris Martinez, Wayne Meyer

### Petty Cash
- Submitted Issues: Guidelines, Restrictions, and Best Practices
- JAC Resources: Michael Mauterer and Nona McCall
Brainstorm, General Discussion, and Collaboration

- **State Vehicle Maintenance Standards**
  - *Submitted Issue*: Best Practices
  - *JAC Resource*: Wayne Meyer

- **Office Supplies**
  - *JAC Resource*: Wayne Meyer

- **Social Media**
  - *Submitted issue*: Legality around creating accounts for users attached to an agency as opposed to “home” accounts; Policies tend to state that a person can only have a single account.
  - *JAC Resources*: Veronica Vasquez and Greg Cowan

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Brainstorm, General Discussion, and Collaboration

Additional Topic From JAC’s Survey

- **Submitted issue**: Tips from Circuits that have Transitioned to Paperless Processes for Batching/Approving/Sending Invoices to JAC
  - *JAC Resource*: Susie Kalous
Brainstorm, General Discussion, and Collaboration

Thank you for contributing to this discussion and enjoy the remainder of the conference.