



JAC's Role in Justice Administration & More

Rip Colvin

Executive Director

May 3, 2022

Objectives

- Provide an overview of JAC and its mission
- Describe the history of JAC
- Define JAC's role in Justice Administration
- MyJAC – JAC's Secure Website for JROs
- Provide an overview of best practices related to internal controls
- Review Auditor General findings from previous audits
- Describe the value of staff training





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, Department of Financial Services, Department of Management Services, and others

3



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 *Honorable Brian Haas*
Public Defender, 19th Judicial Circuit *State Attorney, 10th Judicial Circuit*

Honorable Kathleen Smith *Honorable Jack Campbell*
Public Defender, 19th Judicial Circuit *State Attorney, 2nd Judicial Circuit*

- The Commission meets at least semi-annually in Tallahassee with the Executive Director and JAC staff to provide direction and guidance on a variety of issues

4



Justice Administrative Commission (JAC)

- **Our Vision:** To be the model of exemplary state government
- **Our Mission:** To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service
- **Our Values:** We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct

5

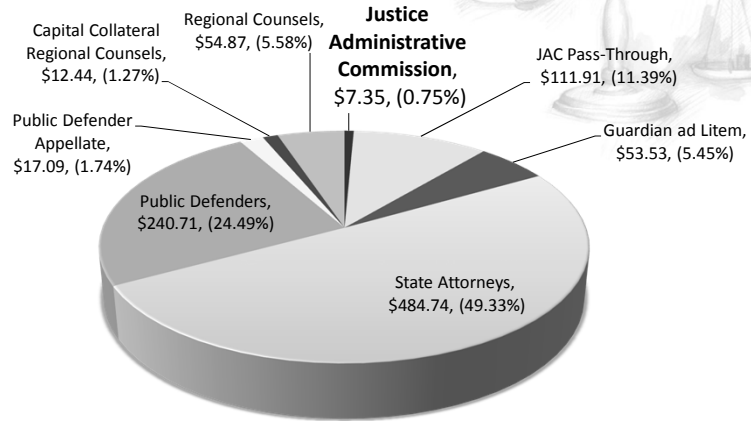


History

- 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, the Statewide Guardian ad Litem Office was transferred from OSCA to JAC.
- In 2004, JAC began contracting and paying 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.

6

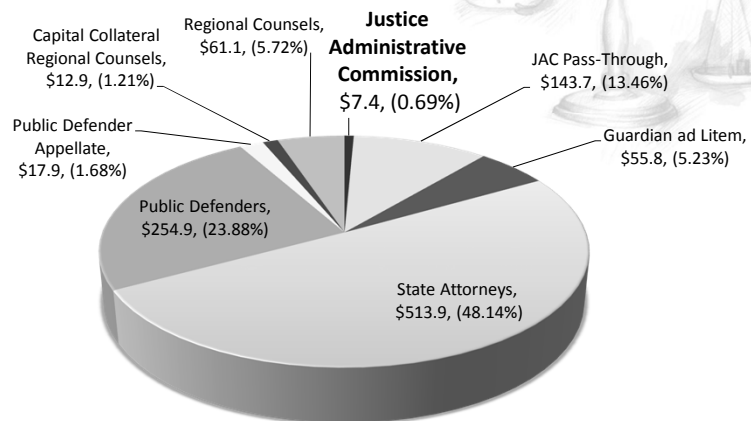
Justice Administration Base Budget 2020-21 \$982.65 Million



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 and indigent for costs attorneys representing indigent persons and associated due process vendors

9



JROs Served by the Justice Administrative Commission

- 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

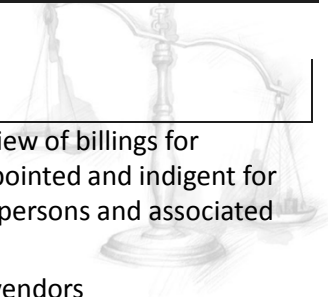
Financial Services

Human Resources

10



Court Appointed




- Provides compliance and financial review of billings for services provided by private court-appointed and indigent for costs attorneys representing indigent persons and associated due process vendors
- Contracts with private attorneys and vendors
- Audits for compliance with contractual and statutory requirements, Hourly and Flat Fee attorney billings as well as bills for associated due process costs, including those for Indigent for Costs and Pro Se cases
- Participates in hearings when objecting to attorney fees and/or associated due process costs
- Monitors budgetary needs of court-appointed counsel
- Reports on various aspects of this program




JAC at a Glance






**JUSTICE ADMINISTRATIVE
COMMISSION**



NOTICE: Please Allow Ten Business Days for JAC to Respond to a Motion . ***added 02/15/2022***




The **Justice Administrative Commission (JAC)**, created in 1965, provides administrative services on behalf of 49 judicial related offices (JROs).
 Currently, the JAC administratively serves 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 the JROs it serves.

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 Commission is comprised 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. The Commission appoints an Executive Director, who is charged with oversight of necessary staff to efficiently and effectively carry out the JAC's duties.

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.


Visit us on Facebook! 

WHAT'S NEW


-  May 3-6, 2022 JAC Conference Agenda
-  Statutory Reports Calendar 2/23/22
-  JAC Notice - Please Allow Ten Business Days for JAC to Respond to a Motion

- JAC's website contains many resources
- Website address: <https://www.justiceadmin.org>

13



**JUSTICE ADMINISTRATIVE
COMMISSION**



MyJAC

JAC's Secure Website for JROs

14

MyJAC

JAC's Secure Website for JROs

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MyJAC

JAC's Secure Website for JROs

IMPORTANT NOTICES:

- JAC Notice - Please Allow Ten Business Days for JAC to Respond to a Motion ***added 02/15/2022***
- Due to the impact of COVID-19, the Justice Administrative Commission (JAC) shifted to a telework environment effective March 18, 2020. Given the current situation with COVID-19, JAC continues to remain in a telework environment. In order to better serve you under these circumstances, please continue to direct any inquiries, issues, or documentation to the appropriate email address included in the updated memorandum posted at: [COVID-19 Update 12-08-2020](#).
- For full functionality of the online billing submission forms on this site, the latest updated Chrome, or Microsoft Edge browsers are recommended.
- **NOTICE (UPDATED on November 1, 2021):** The MyJAC login password for the 49 judicial related offices (20 State Attorney, 20 Public Defender, 5 Regional Counsel, 3 Capital Collateral Regional Counsel, and Guardian ad Litem) was updated on November 1, 2021. Please contact JAC at (850) 488-2415 for your password. The next update is scheduled for **Monday, May 2, 2022**. This message is NOT for private court-appointed attorneys or due process vendors.

MyJAC LOGIN

User ID

Password

New Attorney and Not Registered?
Are you a New Vendor to JAC or an Existing Vendor without previous online access who wants to create an account and register with MyJAC?

[Are you an Existing Vendor updating from a Social](#)





MyJAC

JAC's Secure Website for JROs

State Attorney Resources

COVID-19

- [JAC Workplace During COVID-19](#)
- [JAC Workplace Mask Policy](#)
- [Memo to all PD employees from Diamond Litty](#)
- [PD19 Return to Work](#)
- [SA04 Floor Captain Guidance](#)
- [SA04 Reopen Protocol](#)
- [SA11 Policy Form](#)
- [SA11 Return to Work Protocols and Policies](#)
- [SA17 COVID-19 Policy](#)
- [SA18 Return to Work](#)
- [SA20 Return from Telework Plan](#)

Executive Office

- [JAC Contact List](#)
- [Records Schedule - State & Local Government Agencies](#)
- [Records Schedule - State Attorneys - Case Related](#)
- [Statutory Reports Calendar](#)
- [Records Disposition Document](#)
- [Surplus Property Certification Form](#)
- [Property Disposition Form](#)
- [Authorized Signatures Form \(updated November 2019\)](#)
- [Voucher Signatures Form](#)



MyJAC

JAC's Secure Website for JROs

Accounting

- [Batch Search - Search for payments by batch number](#)
- [JAC Ordinary Witness Quarterly Funding Request Form](#)
- [Online Batch Submission Instructions](#)

Submit Batch Sheets (PDF or TIFF only) - click [?](#) for Guidelines

Select File

No file chosen

Please logon to the secure JAC website at <https://www.justiceadmin.org/login/login.aspx> after 5 days to verify that the batch has been entered into FLAIR. If the batch has not been entered into FLAIR or if you have any questions regarding the receipt of the batch, please contact Michelle Dolce at michelle.dolce@justiceadmin.org or call 850-488-2415 ext. 282.

Financial Disclosure Training New

- [Financial Disclosure Training Video \(1:12:37 duration\): YOUTUBE VIDEO LINK](#)
- [Financial Disclosure Training PowerPoint format \(2MB\)](#)
- [Financial Disclosure Training PDF format \(3MB\)](#)

DSGI

[DSGI Conference call from 4/15/15](#)

Budget

- [Budget Amendment Request Form \(use for 5% or \\$250,000 Budget Movement\)](#) - (interactive PDF form; requires a PDF reader) NEW: FY 2020-2021
- [Standard Budget Amendment Summary Form](#) - (interactive PDF form; requires a PDF reader) NEW: FY 2020-2021
- [New Grant Budget Request and Project Information Instructions](#)



MyJAC

JAC's Secure Website for JROs

Financial Services - Purchasing Card Program

Current Information

- Form - Purchasing Card Exam [Updated 05/08/20](#)
- JAC TxExemptFull Effective 4/30/16 [Updated](#)
- JAC TxExemptSmall Effective 4/30/16 [Updated](#)
- PCard FLAIR Approver's Handbook [Updated](#)
- JAC PCard Guidelines [Coming Soon](#)
- JAC Agency PCard Plan [Coming Soon](#)
- FL Cardholder Chip PIN Tips rev.3-15-16 [Updated](#)

PCard Works Training Information

- Click to view the JAC PCard Works Video (00:06:05 duration) [11/13/19](#)
- Training - PCard Works for Accountholders - PDF [7/24/22](#)
- Training - PCard Works for Approvers and Accountants - PowerPoint Presentation [8/27/19](#)
- DFS Training Resources - videos, manuals, and training aids [Updated](#)

Forms, Manuals, and Job Aids for PCard Works

- Form - PCard Works User Profile Form [Updated](#)
- Form - PCard Request for Credit Limit Increase [Updated](#)
- Form - Confidential Receipt [Updated](#)
- Form - New Accountholder Purchasing Card Receipt Acknowledgement [Updated](#)
- Form - New Accountholder Agreement [Updated](#)
- Form - PCard Certificate of Destruction [Updated](#)
- Form - Accountholder Card Renewal Acknowledgement and Agreement [Updated](#)
- Form - JAC Contractual Billings Form [Updated](#)
- Job Aid - Accountholder Transaction Disputes [2/07/22](#)
- Job Aid - Dividing a Transaction [2/07/22](#)
- End User Manual - PCard Works [Updated](#)
- GL Values - Quick Reference [8/27/19](#)
- GL Values - What are They? - Detailed Definition/Description [8/27/19](#)
- How to Print Transactions in PCard Works [Updated](#)
- Instructions for Works User Agreement Forms [Updated](#)
- New Terminology - PCard Works [Updated](#)
- Replacement Receipt Form [Updated](#)
- Receipt Guidelines for PCard Works [03/10/22](#)



MyJAC

JAC's Secure Website for JROs

- Receipt Guidelines for PCard Works [03/10/22](#)
- Reference Guide for State Expenditures [11/18/19](#)
- Technical Specifications - PCard Works [Updated](#)
- Uploading Receipts in PCard Works [Updated](#)
- Tasks assigned to each User Roll - PCard Works [Updated](#)
- Works User Agreement Form [Updated](#)
- Frequently Used Object Codes for Travel [8/27/19](#)
- Frequently Used Object Codes for Commodities and Services [8/27/19](#)

Miscellaneous

- WEX Fuel Card Policy [Updated](#)

Human Resources

- Memo 138-07 RE New I-9 Form [Updated](#)
- I-9 Form [Updated](#)
- I-9 Instructions - Employer Handbook [Updated](#)
- I-9 Fact Sheet [Updated](#)

State Attorney Forms

- Certification by ASA for Deposition of State Expert Witness [Updated](#)

[Click Here to log out](#)

** [PDF](#) files may be viewed with the latest free Adobe Acrobat Reader® plug-in. [Updated](#)

** [External](#) denotes link that opens in a new browser window.



Lessons Learned from Auditor General Audits



Auditor General Operational Audit Objectives

- Evaluate management's performance in establishing and maintaining internal controls to prevent and detect:
 - Fraud, waste, and abuse
- Determine if management is administering its responsibilities in accordance with applicable:
 - Laws, rules, regulations, contracts, grant agreements, and other guidelines





Auditor General Operational Audit Objectives – Cont'

- Examine management's internal controls designed and implemented to promote and encourage:
 - Compliance
 - Economic and efficient operations
 - Reliability of financial records and reports
 - Safeguarding of assets
 - Identifying weaknesses in any controls

23



Auditor General – Audit Findings Report No. 2020-008

- Issued July 2019
- The audit included several findings specific to the operations of several Justice Administration agencies, including:
 - BOMS
 - Internal audit functions
 - Comprehensive policies and procedures
 - Anti-fraud policies and procedures
 - Incompatible duties performed by personnel
 - Tangible personal property & Motor vehicles
 - Position descriptions
 - Pcards & Contracting

24



Auditor General Audit Findings Report No. 2015-061

- Issued December 2014
- The audit included several findings specific to the operations of several Justice Administration agencies, including:
 - BOMS
 - Internal audit functions
 - Separation of duties
 - Annual physical inventories, inventory forms, and property records
 - Verification of education and employment history
 - Contractual services
 - Travel expenditures and motor vehicles

25



Other Auditor General Reports

- Several findings related to timely terminating IT access privileges immediately upon a user's separation from employment
- Another finding questioned \$23,844 in employee activities for awards and recognitions for which agency records did not evidence the public purpose served
- Another finding focused on employee training, specifically related to contract managers
 - Contract managers did not always complete required DFS training for accountability in contracts and grants management
 - Employees' completion of required training was not properly documented

26



Internal Controls & Separation of Duties

27

Framework of Internal Controls

According to the Government Finance Officers Association's Blue Book, the framework of internal control must:

- Provide a favorable *control environment*;
- Provide for the *continuing assessment of risk*
- Provide for the design, implementation, and maintenance of effective *control-related policies and procedures*
- Provide for the effective *communication of information*
- Provide for ongoing *monitoring* of the effectiveness of control-related policies and procedures



28



Control Environment

- Management is knowledgeable about internal controls
- Management is committed to making internal controls work
- Management communicates to staff at all levels its commitment to internal controls



29



Risk Assessment

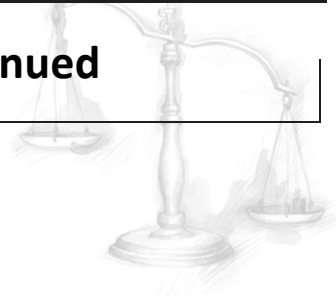
- Scope of periodic risk assessments
- Change as an indicator of risk
 - Changes in the operating environment
 - Changes in personnel
 - Changes in information systems
 - Rapid growth
 - New programs and services



30



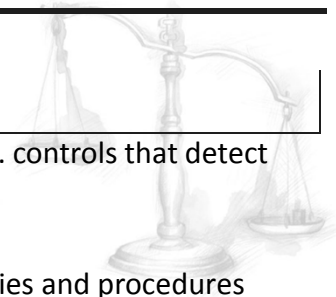
Risk Assessment – Continued



- Inherent risk
 - Complexity
 - Cash receipts
 - Direct payments to third party beneficiaries
 - History of prior problems
 - History of prior unresponsiveness to identified control deficiencies



Control Activities

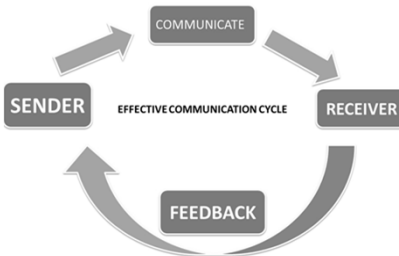


- Controls that detect and *prevent* v. controls that detect and alert
- Tolerable risk
- Categories of control-related policies and procedures
 - Procedures to ensure that transactions are properly authorized
 - Properly designed records
 - Controls to secure assets and accounting records
 - Segregation of incompatible duties
 - Periodic reconciliations
 - Periodic verifications
 - Analytical review of accounting data for reasonableness



Favorable Control Environment – Information and Communication

It is impossible to imagine a favorable control environment without the effective flow of information and good communication.



Controls – Monitoring

Monitoring has two separate goals:

- To ensure that control-related policies and procedures have been properly designed, fully implemented, and remain operational
- To ensure that management has responded appropriately when control-related policies and procedures have indicated a potential problem

Legislative Initiatives to Address Internal Controls

Section 43.16, F.S., requires each agency of Justice Administration to:

Establish and maintain internal controls designed to:

- (a) Prevent and detect fraud, waste, and abuse;*
- (b) Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices;*
- (c) Support economical and efficient operations;*
- (d) Ensure reliability of financial records and reports; and*
- (e) Safeguard assets.*



Focused Staff Training

Invest in staff, they are your most precious resource!





Benefits of Focused Staff Training

- Invests in staff
- Builds commitment among staff
- Adds to in-house expertise
- Brings new ideas to address office issues
- You don't know what you don't know!



Focused Staff Training

At JAC, staff have taken part in the following training opportunities:

- JAC's Connect and Collaborate Training Conferences
- Certified Public Management with FSU's Askew School of Public Administration and Policy
- Six Sigma with ets
- Florida Sterling Council's Annual Conferences
- Leadership with David Rabiner



Focused Staff Training

- Association of Government Accountant's Annual Conference
- Microsoft software with CreativePeople Consulting
- *True Colors* with Tippy Amick Training, LLC
- FLAIR Training with the Department of Financial Services (DFS)
- Contract Management & Advancing Accountability with DFS



Focused Staff Training – Outcomes

- Committed employees
- Positive changes in JAC's culture
- Internal and external surveys
 - Year to year analysis and changes made based on survey results
- JAC's Strategic Plan
- JAC internal processes changed, improved or removed
- Efficiencies implemented

JAC Thanks You for Attending the Conference....

.....because our success depends on you!



Questions?

Contact Info:

Rip Colvin, Executive Director

850-488-2415

Rip.Colvin@justiceadmin.org

JAC Website: www.justiceadmin.org

