



Connect and Collaborate II

Training Conference

May 15-18, 2017

Embassy Suites by Hilton - Orlando North

225 Shorecrest Drive, Altamonte Springs, FL 32701

Conference Agenda

Track 1	Human Resources and Operations
Track 2	Budget, Accounting, and Financial Services
Combined	All Attendees

SUNDAY, May 14, 2017

5:00 pm - 6:30 pm	Conference Check-In and Registration - Lobby/Atrium
6:00 pm - 7:00 pm	Meet and Greet with JAC and your Colleagues - Lobby/Atrium

MONDAY, May 15, 2017

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:15 am - 9:15 am	(A) Conference Kickoff: Welcome, Introductions, Overview of JAC and JAC's Role in Justice Administration, Conference Overview and More <i>Rip Colvin, JAC Executive Director (Tracks/Rooms Combined)</i>	
9:15 am - 12:00 pm (A break will be provided at approximately 10:30.)	(B) Travel Overview - Introducing the JAC Payment Processing Handbook - Travel Guidelines Section, Overview of DFS Policies and Procedures, Documentation Requirements, Statewide Travel System Update, Per Diem, \$150 Room Rate, Enterprise Car Rental, Completing a Travel Voucher - Live Demonstration, Tips and Best Practices, Open Discussion Forum <i>Vicki Nichols, JAC Director of Accounting & Staff (Tracks/Rooms Combined)</i>	
12:00 pm - 1:15 pm	Lunch Break	
1:15 pm - 2:45 pm	(C) Track 1 - Human Resources Overview - Structure, Website, Resources, Pay Plans, GAA, People First <i>Carolyn Horwich, JAC Director of Human Resources (Room A)</i>	(D) Track 2 - Overview of Budgeting: Budget Amendments, Non-Operating Exercise, Posting Budget in LAS/PBS and FLAIR and More <i>Yvonne Enoch, JAC Director of Budget & Staff (Room B)</i>
2:45 pm - 3:00 pm	Afternoon Break	
3:00 pm - 4:30 pm	(E) Track 1 - Interview Workshop <i>Renata Annati, Human Resources/Fiscal Director for the State Attorney's Office, 17th Judicial Circuit (Room A)</i>	(F) Track 2 - FLAIR "Cracking the Codes" - Viewing Payment Information and Balance Inquiries, 29-Digit Account Codes, Object Codes and More <i>Vicki Nichols, JAC Director of Accounting & Staff (Room B)</i>
5:30 pm - 6:30 pm	Meet and Greet with JAC and your Colleagues - Lobby/Atrium	

TUESDAY, May 16, 2017

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:15 am - 8:45 am	(G) Day-Two Kickoff: Welcome Back, Conference Updates, JAC's History with the Certified Public Manager Program <i>Rip Colvin, JAC Executive Director (Tracks/Rooms Combined)</i>	
8:45 am - 10:00 am	(H) Overview of the Certified Public Manager Program <i>Ben Green, Director, The Florida Center for Public Management (Tracks/Rooms Combined)</i>	
10:00 am - 10:30 am	Morning Break	
10:30 am - 12:00 pm	(I) Track 1 - Benefits <i>Amber Moore, JAC Human Resources (Room A)</i>	(J) Track 2 - Overview of Budgeting: Cash vs. Budget Authority, Trust Funds <i>Yvonne Enoch, JAC Director of Budget & Staff (Room B)</i>
12:00 pm - 1:15 pm	Lunch Break	
1:10 pm - 2:25 pm	(K) Track 1 - Payroll Process from New Hires to Separation <i>Andy Snuggs, JAC Deputy Director of Human Resources (Room A)</i>	(L) Track 2 - Financial Services -FACTS and DFS Contract Requirements <i>Michael Mauterer, JAC Director of Financial Services & Staff (Room B)</i>
2:25 pm - 2:35 pm	Afternoon Break	
2:35 pm - 4:00 pm	(M) Track 1 - Payroll Reports, PARs and Leave <i>Loraine Cole and Kevin Garland JAC Human Resources (Room A)</i>	(N) Track 2 - JAC Accounting - Hot Topics, Overview of the JAC Payment and Revenue Processing Handbook, Journal Transfers, Batch Submissions Best Practices, Open Forum, Rates for Experts, and More <i>Vicki Nichols, JAC Director of Accounting & Staff (Room B)</i>
4:00 pm - 4:30 pm	(O1) Operations Procurement Overview <i>Wayne Meyer, JAC Director of Operations (Tracks/Room Combined)</i>	
4:30 pm - 5:15 pm	(O2) Round Table Discussion - Prosecution Due Process Procurement Practices and Procedures - SA Offices <i>Debbie Stanbro, Executive Director, Office of the State Attorney, 20th Judicial Circuit (Room A)</i>	(O3) Round Table Discussion - Indigent Representation Due Process Procurement Practices and Procedures - Offices of PDs, RCs, CCRCs, Others <i>Pat Arnold, Administrative Director, Office of the Public Defender, 19th Judicial Circuit, & Staff (Room B)</i>
5:30 pm - 6:30 pm	Meet and Greet with JAC and your Colleagues - Lobby/Atrium	

WEDNESDAY, May 17, 2017

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:30 am - 8:50 am	(P) JAC Public Records Request Policy Overview <i>Cris Martinez, JAC General Counsel (Tracks/Rooms Combined)</i>	
8:50 am - 10:15 am	(Q) State of Florida Public Records Overview and Best Practices <i>Pat Gleason, Special Counsel for Open Government, Office of the Attorney General (Tracks/Rooms Combined)</i>	
10:15 am - 10:45 am	Morning Break	
10:45 am - 12:00 pm	(R) State of Florida Records Management Overview <i>Tim Few, Records Management Training Section, Florida Department of State (Tracks/Rooms Combined)</i>	
12:00 pm - 1:00 pm	Lunch Break	
1:00 pm - 2:15 pm	(S) Round Table Discussion - Brainstorm and share best practices on matters such as surplus inventory disposal, law book purchases, petty cash, state vehicle maintenance standards, office supplies, and social media <i>Facilitated by Lydia Mount, JAC Intergovernmental Affairs & Communication Administrator (Tracks/Rooms Combined)</i>	
2:15 pm - 2:25 pm	Stretch Break	
2:25 pm - 3:35 pm	(T) Track 1 - Family and Medical Leave Act (FMLA) and other Employee Relations Issues <i>Audrey Moore, Assistant Attorney General, Employment Litigation Bureau, Office of the Attorney General (Room A)</i>	(U) Track 2 - Year-End Financial Statement Best Practices <i>Michael Mauterer, JAC Director of Financial Services & Staff (Room B)</i>
3:35 pm - 3:50 pm	Afternoon Break	
3:50 pm - 5:00 pm	(V) Track 1 - Retirement <i>Jennifer Henderson, JAC Human Resources (Room A)</i>	(W) Track 2 - FLAIR Accounting Reports 101 - Reading and Understanding RDS Reports Plus Related Topics <i>Nona McCall, JAC Deputy Director of Financial Services (Room B)</i>
5:30 pm - 6:30 pm	Meet and Greet with JAC and your Colleagues - Lobby/Atrium	

THURSDAY, May 18, 2017

8:30 am - 9:45 am	(X) Track 1 - Worker's Compensation <i>Tod Stupski, Bureau Chief, Division of Risk Management, Florida Department of Financial Services (Room A)</i>	(Y) Track 2 - Refunds vs. Revenue, Hot Topics in Revenue Processing, Review the JAC Payment and Revenue Processing Handbook- Revenue Section, Trust Funds vs. General Revenue Funds, Interactive Discussion <i>Vicki Nichols, JAC Director of Accounting & Staff (Room B)</i>
9:45 am - 10:00 am	Break	
10:00 am - 11:15 am	(Z) Emergency Management: Applying Lessons from the Past to the Upcoming 2017 Hurricane Season and Beyond <i>Greg Cowan, JAC Senior Management Analyst & Wayne Meyer, JAC Director of Operations (Tracks/Rooms Combined)</i>	
11:15 am - 12:00 pm	Conference Wrap - Up: Concluding Remarks, Ask JAC Staff (Q and A), Door Prizes <i>Rip Colvin, JAC Executive Director & Staff (Tracks/Rooms Combined)</i>	

Conference Location:

Embassy Suites by Hilton - Orlando North
225 Shorecrest Drive, Altamonte Springs, FL
32701

Questions regarding the conference may be sent to:
greg.cowan@justiceadmin.org.

****To assist in preparing for the conference, JAC requests that names of attendees be registered by clicking here:**

<https://www.surveymonkey.com/r/XC3FCRH>

Rate: \$102.00 per night, use Group Code: **JAC** or Group Name: **JAC Event**. Cutoff date for hotel reservations is April 21, 2017. Reserve your room by phone: 1-800-445-8667 or 1-407-571-3432 (ask for Dorie Bonaventura). You may also reserve rooms online:

http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-JAC-20170511/index.jhtml?WT.mc_id=POG

Presenters and Contributors:

Rip Colvin, Executive Director, Justice Administrative Commission
Renata Annati, Human Resources/Fiscal Director, Office of the State Attorney, 17th Judicial Circuit
Debbie Stanbro, Executive Director, Office of the State Attorney, 20th Judicial Circuit
Pat Arnold, Administrative Director, Office of the Public Defender, 19th Judicial Circuit
Ben Green, Director, Florida Center for Public Management, Florida State University
Tim Few, Records Management Training Section, Florida Department of State
Audrey Moore, Assistant Attorney General, Employment Litigation Bureau, Florida Office of the Attorney General
Tod Stupski, Bureau Chief, Division of Risk Management, Florida Department of Financial Services
Pat Gleason, Special Counsel for Open Government, Florida Office of the Attorney General
Cris Martinez, General Counsel, Justice Administrative Commission
Carolyn Horwich, Director of Human Resources, Justice Administrative Commission
Wayne Meyer, Director of Operations, Justice Administrative Commission
Vicki Nichols, Director of Accounting, Justice Administrative Commission
Lydia Mount, Intergovernmental Affairs & Communication Administrator, Justice Administrative Commission
Dina Kamen, Deputy Director of Accounting, Justice Administrative Commission
Yvonne Enoch, Director of Budget, Justice Administrative Commission
Michael Mauterer, Director of Financial Services, Justice Administrative Commission
Nona McCall, Deputy Director of Financial Services, Justice Administrative Commission
Andy Snuggs, Deputy Director of Human Resources, Justice Administrative Commission
Susie Kalous, Professional Accountant I, Justice Administrative Commission
Lamar Bynum, Senior Management Analyst, Justice Administrative Commission
David Kosinski, Professional Accountant I, Justice Administrative Commission
Veronica Vasquez, Operations and Management Consultant, Justice Administrative Commission
Greg Cowan, Senior Management Analyst, Justice Administrative Commission
Jennifer Henderson, Senior Human Resources Coordinator, Justice Administrative Commission
Amber Moore, Senior Human Resources Specialist, Justice Administrative Commission
Loraine Cole, Senior Human Resources Specialist, Justice Administrative Commission
Kevin Garland, Senior Human Resources Specialist, Justice Administrative Commission
Lorelei Seber, Senior Management Analyst, Justice Administrative Commission
Terrence Joyce, Operations and Management Consultant, Justice Administrative Commission
Kelly Jeffries, Budget Analyst II, Justice Administrative Commission
Frank Coleman III, Budget Analyst I, Justice Administrative Commission
Tim Tice, Professional Accountant I, Justice Administrative Commission
Patricia Burt, Professional Accountant I, Justice Administrative Commission
Hanz Cadet, Professional Accountant I, Justice Administrative Commission
Kathy McCabe, Professional Accountant I, Justice Administrative Commission
Phyllis Reed, Professional Accountant Supervisor, Justice Administrative Commission
Rinesha Jackson, Professional Accountant I, Justice Administrative Commission
Kim Jackson, Professional Accountant I, Justice Administrative Commission
Adam Preisser, Professional Accountant I, Justice Administrative Commission
Jing Perlowski, Professional Accountant I, Justice Administrative Commission