



Conference Agenda

Connect and Collaborate III

Training Conference

May 4-7, 2020

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

SUNDAY, May 3, 2020

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| 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 4, 2020

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| 8:00 am - 5:00 pm | Conference Check-In and Registration - Lobby/Atrium | |
| 8:30 am - 9:00 am | (A) Conference Kickoff: Welcome, Introductions, Overview of JAC and JAC's Role in Justice Administration, Conference Overview & More <i>Rip Colvin, JAC Executive Director</i> | |
| 9:00 am - 9:50 am | (B) Changes in Key Administrative Staff - Succession Planning: Best Practices for Preparing for Transitions in Key Administrative Staff and JAC's Role <i>Rip Colvin, JAC Executive Director and JAC Senior Directors</i> | |
| 9:50 am - 10:00 am | Morning Break | |
| 10:00 am - 10:30 am | (C) Human Resources 101 - Structure, Website, Resources, Pay Plans, GAA, People First <i>Carolyn Horwich, JAC Director of Human Resources</i> | |
| 10:30 am - 11:30 am | (D) Budget 101 - The State of Florida Budget Process, Spending Authority and Amendments <i>Mailea Adams, JAC Budget Director</i> | |
| 11:30am - 1:00 pm | Lunch Break | |
| 1:00 pm - 2:15 pm | (E) Benefits, Requests to Fill <i>Amy Maros and Kelsey Leckinger, JAC Human Resources</i> | (F) Travel Overview and the Statewide Travel Management System (STMS): Travel Rules, STMS Overview, Challenges, & More <i>Vicki Nichols, JAC Director of Accounting and Staff</i> |
| 2:15 pm - 2:25 pm | Afternoon Break | |
| 2:25 pm - 3:25 pm | (G) Retirement <i>Jennifer Henderson, JAC Human Resources</i> | (H) Special Payment Processing Rules: Advance Payments (Memberships, Conferences, Subscriptions); Purchasing Vehicles; Open Forum: Ask JAC Accounting Questions on Any Topic <i>Dina Kamen, Deputy Director of Accounting; Tim Tice, Professional Accountant I</i> |
| 3:25 pm - 3:40 pm | Stretch Break | |
| 3:40 pm - 5:00 pm | (I) BOMS <i>Debbie Stanbro, Executive Director, SA20</i> | |
| 5:30 pm - 6:30 pm | Meet and Greet with JAC and your Colleagues - Lobby/Atrium | |



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TUESDAY, May 5, 2020

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| 8:00 am - 5:00 pm | Conference Check-In and Registration - Lobby/Atrium | |
| 8:30 am - 9:00 am | (J) Day-Two Kickoff: Welcome Back and Conference Updates - Overview of Certified Public Manager Program <i>Rip Colvin, JAC Executive Director</i> | |
| 9:00 am - 9:45 am | (K) JAC Public Records Request Policy Overview <i>Cris Martinez, JAC General Counsel</i> | |
| 9:45 am - 10:00 am | Morning Break | |
| 10:00 am - 11:45 am | (L) State of Florida Public Records Overview and Best Practices <i>Pat Gleason, Special Counsel for Open Government, Office of the Attorney General</i> | |
| 11:45am - 1:15 pm | Lunch Break | |
| 1:15 pm - 2:35 pm | (M) Payroll Process from New Hires to Separation <i>Andy Snuggs, JAC Deputy Director of Human Resources</i> | (N) "World of FLAIR Accounting, Part I"- JAC Disbursements Unit, FLAIR Codes, Vouchers, Warrant Status, Duplicate Warrants, Viewing Balances, Direct Deposit/EFT, FLAIR Vendor File, & More <i>Vicki Nichols, Director and Dina Kamen Deputy Director, JAC Accounting</i> |
| 2:35 pm - 2:45 pm | Afternoon Break | |
| 2:45 pm - 3:55 pm | (O) Payroll Reports, Position Descriptions, PARs and Leave, People First <i>Kale Stafford and Kevin Garland, JAC Human Resources</i> | (P) Budget Overview - Administering Trust Funds <i>Mailea Adams, JAC Budget Director</i> |
| 3:55 pm - 5:00 pm | (Q) Round Table Discussion - Offices of State Attorney - General Administrative Topics of Concern to Your Offices <i>Group Discussion</i> | (R) Round Table Discussion - Offices of Public Defender, Regional Counsel, Capital Collateral Regional Counsel and Guardian ad Litem - General Administrative Topics of Concern to Your Offices <i>Group Discussion</i> |
| 5:30 pm - 6:30 pm | Meet and Greet with JAC and your Colleagues - Lobby/Atrium | |



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WEDNESDAY, May 6, 2020

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| 8:00 am - 5:00 pm | Conference Check-In and Registration - Lobby/Atrium | |
| 8:15 am - 8:30 am | (S) Day-Three Kickoff: Welcome Back and Conference Updates <i>Rip Colvin, JAC Executive Director</i> | |
| 8:30 am - 9:30 am | (T) Workers Compensation - Overview and Challenges: JAC Operations Staff and <i>Kelly Fitton Workers Compensation Chief, Department of Financial Services</i> | |
| 9:30 am - 9:40 am | Stretch Break | |
| 9:40 am - 10:40 am | (U) Purchasing Card Works System - Challenges, JAC Charge Approval Process, and More <i>Dina Kamen, Deputy Director of Accounting and Merry Sutton, Pcard Administrator, Financial Services</i> | |
| 10:40 am - 11:45 am | (V) Leave Liability (Compensated Absence) Reporting Requirements <i>Nona McCall, Director of Financial Services, Lamar Bynum, Senior Management Analyst, Financial Services and Andy Snuggs, Deputy Director of Human Resources</i> | |
| 11:45 am - 1:00 pm | Lunch Break | |
| 1:00 pm - 2:00 pm | (W) Family and Medical Leave Act (FMLA) <i>William (Roy) Richardson, Jr., Outreach & Planning Specialist, U.S. Department of Labor/Wage and Hour Division</i> | (X) Journal Transfers (JTs) When and When Not to Use Them, Accounting and Budget Effects of JTs, BOMS Demo- Creating Separate Batches for JTs <i>Vicki Nichols, Director of Accounting, Tiffany Green, Professional Accountant I, and Susie Kalous, Professional Accountant II, Financial Services</i> |
| 2:00 pm - 3:00 pm | (Y) Fair Labor Standards Act (FLSA) <i>William (Roy) Richardson, Jr., Outreach & Planning Specialist, U.S. Department of Labor/Wage and Hour Division</i> | (Z) "World of FLAIR Accounting, Part II" - JAC Revenue Unit- Collections in Trust Funds, Current Year Refunds, Electronic Collections (via ACH/Credit Cards), Remote Deposits, Determining Cash Balances (FLAIR Reports), & More <i>Vicki Nichols, Director of Accounting and Rinesha Jackson, Professional Accountant I</i> |
| 3:00 pm - 3:10 pm | Afternoon Break | |
| 3:10 pm - 4:00 pm | (AA) Social Security Administration - Retirement and Medicare Benefits <i>Tina Williams, Public Affairs Specialist, Social Security Administration</i> | (BB) Contracts - "Must Haves" and the FACTS Contract System <i>Wayne Meyer, JAC Director of Operations and Eric Phillips, Professional Accountant I, Financial Services</i> |
| 4:00 pm - 4:10 pm | Stretch Break | |
| 4:10 pm - 5:00 pm | (CC) Inventory Rules and Yearend Inventory Reporting Requirements <i>Wayne Meyer, Director of Operations and Lamar Bynum, Senior Management Analyst, Financial Services</i> | |
| 5:30 pm - 6:30 pm | Meet and Greet with JAC and your Colleagues - Lobby/Atrium | |



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THURSDAY, May 7, 2020

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| 8:00 am - 12:00 pm | Conference Check-In and Registration - Lobby/Atrium |
| 8:15 am - 9:15 am | (DD) Florida PALM - FLAIR Replacement System - Overview, Timelines, Ongoing Activities; Some Impacts Starting July 2021 <i>Vicki Nichols, Director of Accounting and Others</i> |
| 9:15 am - 10:15 am | (EE) FLAIR Reports Using an Updated Web based Application (EOS Report System) <i>Lorelei Welch, Deputy Director of Financial Services</i> |
| 10:15 am - 10:30 am | Stretch Break |
| 10:30 am - 11:15 am | (FF) Ethics @ JAC <i>Cris Martinez, JAC General Counsel</i> |
| 11:15 am - 12:00 pm | (GG) Closing Session - Debriefing of Conference, Suggestions for CNC IV, Questions, Open Forum, Door Prizes <i>Rip Colvin, JAC Executive Director and All Present</i> |