

May/June 2019



Alton L. "Rip" Colvin, Jr.  
Executive Director

## COMMISSIONERS

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5th Judicial Circuit

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*Public Defender*  
19th Judicial Circuit

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*State Attorney*  
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# The JAC Express

State of Florida – Justice Administrative Commission

Volume X Issue 3

## A Word from JAC's Executive Director



**Rip Colvin**  
JAC Executive Director

The most recent Justice Administrative Commission (JAC) Meeting was held telephonically on June 24, 2019. A date for the next meeting has not been determined. Meanwhile, this issue provides an update on the JAC Training Conference; JAC Court-Appointed Funds and Back-of-the-Bill Relief; PCard Works; Online Legal Research; and other topics.

### Private Court-Appointed Funding Update

On May 4, 2019, the Florida Legislature approved \$15.6 million in supplemental funding to address JAC's court-appointed funding shortfall in Senate Bill 2500 (SB 2500). The bill was presented to Governor DeSantis on June 14, 2019. Governor DeSantis approved SB 2500 on June 21, 2019, with JAC's supplemental funding intact. JAC anticipates that payments for pending compliant court-appointed bills should be issued beginning June 26, 2019 and that court-appointed attorneys and vendors should begin to receive payments on or after Friday, June 28, 2019.

### JAC Connect and Collaborate Conference III (CNC3)

Following-up on the success of the two previous training conferences, the JAC has scheduled a third training conference for the Judicial-Related Offices (JROs) served by the JAC. The first conference was held in 2016, the second conference was held in 2017, and now the third conference is scheduled for May 4 through May 7, 2020 at the Embassy Suites by Hilton St. Augustine Beach Oceanfront Resort.

Topics for the conference are still being developed and will include both updates on long-standing administrative functions and guidance regarding new processes and functions, such as the State Travel Management System (STMS) and others. If you have any suggestions for training conference topics, please let us know by completing the survey at <https://www.surveymonkey.com/r/R37NCYH>.

If you are interested in attending the conference, please register for the conference at <https://www.surveymonkey.com/r/SKF83GN>. Hotel reservations can be made directly with the hotel at <https://embassysuites.hilton.com/en/es/groups/personalized/U/USTBOES-JAC-20200503/index.jhtml> or by calling 1-800-774-1500. The group code is JAC, the cutoff date for reservations is April 13, 2020, and the nightly rate at the hotel for our group is \$149.00. Please keep in mind, in addition to the nightly rate of \$149.00, a daily resort fee of \$22 and applicable tax will be included. Parking is valet only, at a rate of \$10 per day. Self-parking is not available.

If you have any questions regarding the Connect and Collaborate Conference III, please email Greg Cowan at [greg.cowan@justiceadmin.org](mailto:greg.cowan@justiceadmin.org) or call Greg at (850) 488-2415.

## Transition to PCard Works is Underway



The implementation of the new software to clear PCard charges has begun. JAC will be converting to Bank of America's on-line PCard Works system on September 6<sup>th</sup>, which will replace the current FLAIR payment process. The new system will provide immediate updates to accounts, direct accountholder review of both charge and decline information, and the ability to upload documentation to the system. Accountholders will not see any significant card use changes, as only the card administration and overall payment process is changing.

JAC held a kickoff workshop on Wednesday, June 26<sup>th</sup>. The requirements for charge review and approval, as well as the upcoming information due dates were discussed.

There are 4 types of system users: accountholder (formerly cardholder), approver, accountant, and auditor. This system will require all accountholders to approve their charges, which will replace the need for signing and dating all receipts. DFS has also created a role for secondary accountholders to act on behalf of an agency head to review, edit, and sign-off on charges. The secondary accountholders request form must be submitted to DFS for approval.

The approver is tasked with performing the second review of charges. One major change that DFS has specified is that approvers **must** be someone who is:

- the accountholder's supervisor,
- in the accountholder's direct line of supervision, or
- a manager with direct knowledge of charges and purchases

The accountant role will perform similar approval duties as the approver while also reviewing the receipt documentation before passing the charges on to FLAIR to be paid. The auditor role enables a user to run reports and review charges but they cannot change any information or approve any transactions.

During July, JAC will be collecting the following information necessary for the conversion:

- Create User Groups with the appropriate group approver information.
- Complete User List Information worksheets for collecting information that is currently not entered into FLAIR such as email addresses and phone numbers.
- Collect completed PCard Works User Agreements for all staff who will access the system as accountholders, approvers, accountants, or auditors.

During August, JAC will begin training users, approvers, and accounting staff while Bank of America will configure the system for our agency. Any questions may be directed to Merry Sutton, JAC's PCard Administrator via email at [Merry.Sutton@justiceadmin.org](mailto:Merry.Sutton@justiceadmin.org).

*Courtesy of Nona McCall, CPM, Director of Financial Services*

## THE JAC EXPRESS

# Online Legal Research



There are currently savings opportunities for most Judicial-Related Offices (JROs) administratively served by JAC through the JAC/LexisNexis contract. Additionally, given the collective efforts between the JAC and the JROs, there are also savings opportunities if a JRO decides to renegotiate with Westlaw. Either way, whether moving to the JAC/LexisNexis contract or renegotiating with Westlaw, almost all JROs can save money. JAC can already document annual savings of more than \$390,000 by the JROs.

Also, working together we can achieve even greater savings moving forward. Specifically, as JROs renegotiate contracts with Westlaw, JAC strongly encourages establishing a contract end date or the inclusion of an addendum with a one-time option to terminate any Westlaw contract on June 30, 2020. For a sample of the addendum, please contact the team lead, Greg Cowan at [Greg.Cowan@justiceadmin.org](mailto:Greg.Cowan@justiceadmin.org) or (850) 488-2415, ext. 224. By aligning contract end dates on June 30, 2020, purchasing power is increased to achieve even greater savings.

Finally, JAC has data, information, and support to improve negotiations and identify potential savings for JROs. JAC staff is available to assist as needed. For assistance, please contact the JAC team working on these efforts at [LexisNexis@justiceadmin.org](mailto:LexisNexis@justiceadmin.org), or Greg Cowan.

*Courtesy of Greg Cowan, Senior Management Analyst*

*JAC Executive Office*



## THE JAC EXPRESS

### Updates from JAC's Budget Office

The Conference Report on [SB 2500](#) also known as the General Appropriations Act (GAA) has been signed into law by Governor Ron DeSantis. There were no vetoed appropriations for agencies within our Department. Appropriations for administered funds items, such as Retirement adjustments, etc., can be found as a lump sum total within the Section 6-General Government portion of the GAA (page 289). Salary adjustment language can be found in Section 8 of the GAA. We will notify circuits/offices of their specific breakdown of any administered funds or pay package appropriations as this information becomes available to us via the Governor's Office of Policy and Budget.

The Executive Office of the Governor (EOG) has posted Executive Office of the Governor Memorandum 19-028 and materials regarding Legislative Budget Request (LBR) Instructions for Fiscal Year 2020-21, the Capital Improvements Program (CIP) Plan Instructions and the Long Range Program Plan (LRPP) Instructions for Fiscal Year 2020-21 through 2024-25 to the [Florida Fiscal Portal](#) (FFP). The JAC Budget Office is in the process of scheduling LBR and LRPP Workshops, to be conducted in July and August 2019, with the circuits/offices. Due to the early start date of January 14, 2020 for the next Legislative Session, the LBR must be posted to the FFP by September 16, 2019.

On Friday, June 28, 2019, JAC wished F. Michael Mauterer, our out-going Budget Director and former Financial Services Director, a well-deserved congratulations on his second retirement from JAC. Mailea Adams joined JAC in March 2019 and is the incoming Budget Director.

*Courtesy of Michael Mauterer, JAC Budget Director (outgoing), Mailea Adams, JAC Budget Director (incoming), Kelly Jeffries, and Frank Coleman III*

## THE JAC EXPRESS

## Legislative Update: Government Accountability

Senate Bill [7014](#), an act relating to government accountability, was introduced on January 28, 2019 by the Government Oversight and Accountability Committee. Subsequently, the bill was taken up by the Community Affairs and Rules Committees and CS/SB 7014 was passed unanimously by the Senate on March 27, 2019 and the House of Representatives on April 11, 2019. The bill was ultimately enrolled on April 18, 2019 and signed by the Governor on April 26, 2019 (ch. 2019-55, L.O.F.). Among other measures, the bill amends § 11.45, F.S., defining the terms “abuse, fraud, and waste.” The bill also amends § 43.16, F.S., by **“revising the responsibilities of the Justice Administrative Commission, each State Attorney, each Public Defender, the Criminal Conflict and Civil Regional Counsel, the Capital Collateral Regional Counsel, and the Guardian ad Litem Program, to include the establishment and maintenance of certain internal controls.”** The effective date is July 1, 2019.



Provisions related to internal controls are designed to:

- a) Prevent and detect fraud, waste, and abuse as defined in § 11.45(1).
- 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.
- e) Safeguard assets.

JAC plans to hold a GoToMeeting in July or August to discuss implementation of this issue. Stay tuned...

*Source: The Florida Senate and House of Representatives*

## THE JAC EXPRESS

### Legislative Update: House Bill 5301



**H**ouse Bill [5301](#), the *Information Technology Reorganization Act*, was introduced on March 19, 2019 by Representative Jay Williamson and the Government Operations and Technology Subcommittee. The bill transfers “all powers, duties, functions, records, offices, personnel, associated administrative support positions, property, pending issues and existing contracts, administrative authority, certain administrative rules, trust funds, and unexpended balances of appropriations, allocations, and other funds of the Agency for State Technology to the Department of Management Services (DMS). In brief, House Bill 5301 amends § 20.22, F.S., to establish the Division of State Technology within DMS. Terms are defined in Section 8 of the bill, including clarification on state agencies that must be compliant with this bill’s computing requirements. As defined, state agency includes the **Justice Administrative Commission**. Exclusions are also defined.

House Bill 5301 also amends § 112.061, F.S., to authorize DMS to adopt specific rules pertaining to the “Statewide Travel Management System.” The “Statewide Travel Management System” and requirements are defined for executive and judicial branch agencies. Under the language in House Bill 5301, each executive and judicial branch agency must report:

- All public officer and employee travel information, including, but not limited to, name and position title;
- Purpose of travel;
- Dates and location of travel;
- Mode of travel;
- Confirmation from the head of the agency or designee authorization, if required; and
- The total travel cost.

Also, each executive and judicial branch agency must use the “Statewide Travel Management System” for purposes of travel authorization and reimbursement. Travel reports may not reveal information made confidential or exempt under the law.

Following unanimous passage by the Florida House of Representatives on April 4, 2019, the bill was received by the Florida Senate on April 5, 2019. The bill was presented to the Governor on June 13, 2019, and became law with his signature on June 24, 2019. The act takes effect July 1, 2019.

*Source: The Florida House*

## THE JAC EXPRESS

## Legislative Update: Senate Bill 642

House Bill 7125 was passed by the Legislature in the last days of session. The bill contains several criminal justice reforms. However, Section 46 of the bill is of particular interest to the Justice Administrative Commission (JAC). Section 46 of the bill would amend § 900.05, F.S., related to Criminal Justice Data Collection in several ways that would impact both JAC proper, as well as the judicial-related offices (JROs) served by JAC. The bill alters criminal justice data collection reporting requirements for the Offices of the State Attorney and Public Defender and creates reporting requirements for the Offices of Criminal Conflict and Civil Regional Counsel (Regional Counsel) and JAC. The bill also expands the penalty for noncompliance to the JROs and JAC.

Lastly, the bill makes other changes to definitions or reporting requirements that will not substantively impact JAC or the JROs.

This bill was signed by the Governor on June 28, 2019. Section 46 became effective on this date.

*Source: The Florida Senate*

## THE JAC EXPRESS

## Legislative Update: House Bill CS/HB 7109

House Bill [7109](#) (formerly PCB CRJ5) was filed on March 28, 2019 by Representative James “J.W.” Grant and subsequently referred to the Appropriations and Judiciary Committees. The bill alters criminal justice data collection reporting requirements for the Offices of State Attorney and Public Defender and creates reporting requirements for the Offices of Criminal Conflict and Civil Regional Counsel and JAC.

Following unanimous passage by the Appropriations Committee on April 2, 2019, a committee substitute for House Bill 7109 was unanimously passed by the Judiciary Committee on April 16, 2019. The CS/HB 7109 was placed on the calendar on second reading on April 18, 2019. This bill takes effect upon passage and aligns with Section 45 of CS/CS/Senate Bill 642. The bill died in House Rules.

*Source: The Florida House*

## THE JAC EXPRESS

### A Special JAC Welcome

#### *Terri Jones*

Terri graduated from law school from the University of Florida and started her career with the Brevard County Government. She has been with the state for ten years with the Florida Department of Business and Professional Regulation (DBPR) before joining the JAC. Soon she will be celebrating her second wedding anniversary where not only did she get a husband but seven stepchildren and six grandchildren in the bargain. Since her husband loves chaos, she now lives with four cats and two dogs. Additionally, she likes to go camping as long as she can bring a bed, bathroom and most importantly a/c with her in the form of a travel trailer.

## THE JAC EXPRESS

### Michael Mauterer's Retirement Party!

JAC staff celebrated Michael Mauterer's retirement on June 26, 2018. Michael's journey at JAC began on November 30, 2004 and ended on June 28, 2019. He dedicated 14 and a half years of service here at JAC and 40 years total in public service! He will be truly missed!



## THE JAC EXPRESS

### JAC Special Recognitions



JAC staff enjoyed a time of fellowship on June 17<sup>th</sup> to celebrate April, May and June birthdays.

Shamara Cooper	2 <sup>nd</sup>
Barbara Siplin	5 <sup>th</sup>
Christian Lake	6 <sup>th</sup>
Jennifer Sutton	10 <sup>th</sup>
Merry Sutton	10 <sup>th</sup>
Emily Sanderson	15 <sup>th</sup>
Cris Martinez	26 <sup>th</sup>
Frank R. Coleman, III	30 <sup>th</sup>

#### May Birthdays

Elaine Watson	3 <sup>rd</sup>
Cheryl Williams	8 <sup>th</sup>
Alicia Davis	13 <sup>th</sup>
Monica Thomas	14 <sup>th</sup>
Kelsey Leckinger	19 <sup>th</sup>
Kevin Garland	20 <sup>th</sup>
Mailea Adams	26 <sup>th</sup>
Tiffani Chukes	28 <sup>th</sup>
Elnora Brown	31 <sup>st</sup>
Lindsay Gregory	31 <sup>st</sup>

#### June Birthdays

Andy Snuggs	1 <sup>st</sup>
Susie Kalous	10 <sup>th</sup>
Loraine B. Cole	20 <sup>th</sup>
Lorelei Welch	24 <sup>th</sup>
Tim Tice	28 <sup>th</sup>
Michelle Dolce	29 <sup>th</sup>

Rip recognized Emily Sanderson for 5 years of service; TaCorria Richardson for 5 years of service; Andy Snuggs for 10 years of service; and Mausumi Das for 15 years of dedicated service to JAC.

## THE JAC EXPRESS

### JAC Arrivals & Departures

#### Arrivals:

Terri Jones, Assistant General Counsel	Effective June 20, 2019
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#### Departures:

Paula Weeks, Executive Administrative Assistant	Effective May 31, 2019
Brianna Bush, Professional Accountant I, Accounting	Effective May 31, 2019

### *Special Office Recognitions - Carolyn Horwich, Esq.*

#### Staff Anniversaries

Employee	Years of service	Hire date
Jessica L. Laing	18	05/01/2001
Christie A. Stanton	12	05/07/2007
Frank R. Coleman III	12	05/16/2007
Mausumi Das	15	06/15/2004
Lindsay B. Gregory	13	06/16/2006
Kevin K. Stafford	12	06/11/2007
Kimberly Jackson	12	06/22/2007
Victoria W. Nichols	11	06/09/2008
Andy Snuggs	10	06/15/2009
Sandy Brooks	8	06/01/2011
Xiaoling Qin	6	06/17/2013

## THE JAC EXPRESS

### Information X-Change

#### JAC Blood Drive

Since March 2010, 767 units of blood have been donated at City Centre. On February 27, 2019, 12 donors were registered, with five being first-time donors! This resulted in nine pints of blood which equals 27 blood products available for sick and injured patients in our area.

Thanks to our Executive Director, Rip Colvin, our property managers at TALCOR, and to each donor for this life saving service!

**SAVE THE DATES**  
**2019 Blood Drive**  
 Friday, August 23<sup>rd</sup>  
 Friday, October 18<sup>th</sup>  
 Friday, December 13<sup>th</sup>



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**WE'RE ON THE WEB  
[WWW.JUSTICEADMIN.ORG](http://WWW.JUSTICEADMIN.ORG)**

For comments, suggestions,  
and/or submissions for the next  
bi-monthly newsletter, please  
contact:

Yuliya Boiko  
Phone: (850) 488-2415, ext. 226  
[yuliya.boiko@justiceadmin.org](mailto:yuliya.boiko@justiceadmin.org)

The cover beach photo is  
courtesy of Rip Colvin.

## Boarding the EDMS Train

The Justice Administrative Commission (JAC) continues the phased implementation of an Electronic Document System (EDMS).

The Human Resource Office is still scanning active files into Laserfiche. They are currently working on letter 'B.' Remember, they are working backwards in the alphabet, so they have ONE more letter to go! The scanning of employee files is ongoing.

The Budget Office finished the prepping, scanning, quality checks, and the archival of appropriate documents. Many thanks to Valerie Gardner for taking on this project and seeing it through to completion!!

We have started to receive the voucher schedules from the new travel system. It seems to be working well.

*Courtesy of Michelle Dolce*



### The EDMS Mission

*“Excellent service delivery enhanced by an efficient Electronic Document Management System, which meets the requirements of Florida law.”*

*It is amazing what you can accomplish if you do not care who gets the credit.  
~ Harry S. Truman ~*

## JAC In Brief

The Justice Administrative Commission administratively serves 49 judicial-related offices (JROs): 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. JAC also provides compliance and financial review of court-appointed attorney fees and due process costs.

The membership of the Justice Administrative Commission consists 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. Although members may be reappointed, each term spans a period of two years (s. 43.16, F.S.).

*To be the model of exemplary state government.*

*To support the entities we serve and Florida’s judicial system with fiscal controls, best practices, and exemplary service.*

*We take great pride in exemplary service, adaptability, honesty, integrity, and diversity, as well as respectful and ethical conduct.*