

JAC Overview, History, & Executive Leadership

Rip Colvin

Executive Director December 3, 2015

¹The 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 Brad King, Chair Honorable Diamond Litty

State Attorney, 5th Circuit Public Defender, 19th Circuit

Honorable Jerry Hill

Honorable Kathleen Smith

State Attorney, 10th Circuit Public Defender, 20th Circuit

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



Justice Administrative Commission (JAC)

- Our Vision: To be a model of exemplary state government and provide unparalleled services.
- Our Mission: To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.
- Our Values: We take great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.



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 what 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.







JUSTICE ADMINISTRATIVE COMMISSION



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MY ACCESS

My Access (Log in to JAC's secure web site for circuits. The Justice Administrative Commission (JAC), created in 1965, provides administrative services on behalf of 49 judicial related entities.

Currently, the JAC administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent citizens and associated due process vendors.

The Commission is comprised of two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by 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.

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Our Mission: To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.

JAC's Core Values: We take great pride in excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and diversity, as well as respectful and ethical conduct, and fiscal responsibility.

O JAC TOP SEARCHES

Employee Open Enrollment Correction Period -November 9, 2015 - November 20, 2015

Online Invoice Submission for Due Process Vendors and Attorneys available through "My Access"

What's New

- IAC Express Newsletter September-October 2015
- Open Enrollment Presentation 2016
- Employee Open
- * Downloadable PDF files 📆



UPDATED IAC's Court Appointed & IEC Attornove and Due De

Agencies Administratively Served by JAC

- 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

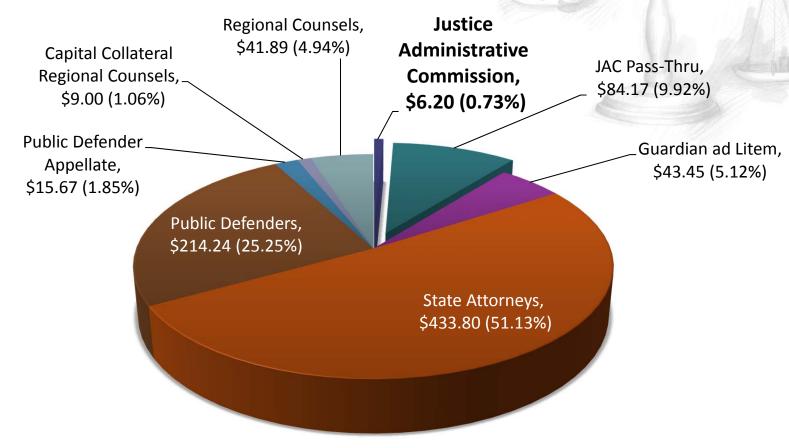


Budget

Financial Services Human Resources



Justice Administration Base Budget 2015-16 - \$848.42 Million







JAC at a Glance

Executive

Accounting

Budget

Human Resources

Financial Services

Information Technology

Court Appointed

Operations



Executive

- Oversees agency operations and strategic planning
- Serves as JAC's lobbyist before Executive and Legislative Branches
- Provides Legal Services to Director and Commission
- Coordinates Authorized Signatures from agencies served
- Assists agencies served with access to Capitol ID Badges
- Serves as Public Records Custodian and Records Management Coordinator
- Publishes bi-monthly newsletter, JAC Express
- Coordinates Federal Grant information among agencies served



AUTHORIZED SIGNATURES

SACircuit	PD	Circuit	CCRC	Region						
RCDistrict	GAL									
(Please Circle and identify Circuit, Region, or District as indicated)										
THE JUSTICE ADMINISTRATIVE COMMISSION IS HEREBY AUTHORIZED TO ACCEPT THE FOLLOWING EMPLOYEES' SIGNATURES ON PERSONNEL, PAYROLL, ACCOUNTING, AND BUDGET TRANSACTIONS.										
TRANSACTIONS	NAME (1	YPE OR PE	RINT)	SIGNATURE						
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ACCOUNTING										
BUDGET										
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				(Agency Head)						

Return to Barbara Siplin at Justice Administrative Commission



F.D.L.E. Capitol Police ID Office MONDAY - FRIDAYS A.M. - 5 P.M. CAPITOL BUILDING SUTTE P-3 R.M.C. OFC: 850-487-6216 FAX: 850-410-2800

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Tag No			State:						

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CAPITOL COMPLEX ACCESS Capitol Building E. Plaza, W. Plaza, LL N. & S Capitol Pk. Level 1 East & West Doors		TION DATE	/	
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CAPITO	L POLICE - INTER	OFFICE USE OF	NLY	

JAC Public Records Request Policy

- "It is the policy of the Justice Administrative Commission (JAC) to make public records available for inspection or copying as quickly and reasonably possible."
- Specific exemptions are carved out by the Legislature. For information on what the law preserves as confidential or exempt, please refer to the 2015 Government-in-the-Sunshine Manual. Available on Kindle or as a PDF.



Pursuant to JAC's Public Records Request Policy, JAC will . . .

- notify affected agencies of requests concerning their agency
- request that agencies review documents for redaction of confidential or exempt information
- request that agencies provide citations for the basis of the redacted information, should the agency identify the need for additional redaction(s)



What JAC Can/Cannot do Concerning Public Records Requests

JAC Can

- Assist the agency with the requested records
- Assist the agency with any correspondence (without directly addressing the requestor)
- Provide document(s)
 maintained in JAC's
 possession for agency
 response to a public records
 request

JAC Cannot

- Respond to a public records request on behalf of the agency
- Correspond with a requestor on behalf of the agency
- Provide document(s)
 maintained by an agency
 that are not in JAC's
 possession in response to a
 public records request made
 of JAC



JAC Responsibilities for Court-Appointed Counsel

Contract with 1,700 Attorneys and 800 Vendors

Audit 50,000+
Billings for Attorney
Fees and Costs

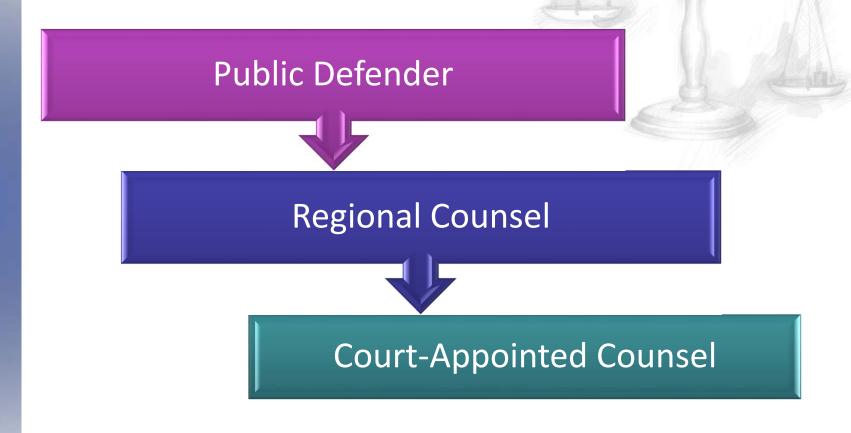
Participate in 900+ Hearings when Objecting to Fees or Costs

Monitor Budgetary Needs for Court-Appointed Counsel Appropriations

Report on Various
Aspects of this
Program



Three-Tiered Indigent Criminal Defense Model





Two-Tiered Indigent Civil Representation Model

Regional Counsel



Court-Appointed Counsel



Civil Representation Model Children with Special Needs

Court-Appointed Counsel



JAC Accomplishments – Fiscal Year 2014-15

- Processed 359,898 accounting transactions and 55,847 courtappointed attorney and due process vendor invoices (Total: 415,745)
- Percent of invoices processed within prompt payment requirements = 96.97% (Legislative performance standard is 95%)
- Processed more than 74,800 payroll and human resources transactions
- Performed approximately 600 budgetary transactions
- Fulfilled more than 330 public records requests
- Attended approximately 900 hearings related to court-appointed cases
- Responded to approximately 11,000 legal motions related to court-appointed cases
- Answered more than 21,000 phone calls
- Responded to approximately 12,000 JAC Help Desk inquiries



JAC Accomplishments

- JAC staff appreciate the opportunity to provide these administrative services
- JAC's success depends upon cooperation from each office served; we thank you for that cooperation



Save the Date - May 2-5, 2016

"Connect and Collaborate" JAC Training Conference

Altamonte Springs Embassy Suites

Collaborate, connect, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!



Questions?

Contact Info:

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JAC Website: www.justiceadmin.org

