



## Conference Agenda

## CNC 2024

Connect and Collaborate Training Conference  
May 7-10, 2024

Note: All times are Eastern Daylight Time (EDT).

Track 1: Human Resources

Track 2: Accounting, Budget, Financial Services,  
and Operations

Combined: All Attendees

MONDAY, May 6, 2024 / \*Note: All times are Eastern Daylight Time (EDT)

5:00 pm - 6:30 pm	Conference Check-In and Registration - Lobby/Atrium
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TUESDAY, May 7, 2024 / \*Note: All times are Eastern Daylight Time (EDT)

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:15 am - 8:30 am	Welcome and Opening Remarks	
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, Executive Director</i>	
9:00 am - 9:50 am	(B) The State of Florida Budget Process; Obtaining and Managing Appropriations <i>Mailea Adams, Budget</i>	
9:50 am - 10:00 am	Morning Break	
10:00 am - 11:00 am	(C) Overview on Ethics <i>Grayden Schafer, Assistant General Counsel, Florida Commission on Ethics</i>	
11:00 am - 12:00 pm	(D) Social Media for State Agencies and Public Information Officers <i>Dustin Metz, Chief of Innovations and Outreach, Office of the State Courts Administrator</i>	
12:00 pm - 1:15 pm	Lunch Break	
1:15 pm - 2:30 pm	(E) Purchasing Card Works System - JAC Charge Approval Process, and More <i>Dina Kamen and Tim Tice, Accounting</i>	
2:30 pm - 2:45 pm	Stretch Break	
2:45 pm - 3:50 pm	(F) Human Resources 101 - Structure, Website, Resources, Pay Plans, GAA, People First <i>Andy Snuggs, Human Resources</i>	(G) Understanding Allotment Levels: When Should You Allot to the Lowest Level? <i>Mailea Adams, Budget and Nona McCall, Financial Services</i>
3:50 pm - 5:00 pm	(H) Benefits, Request to Fill <i>Amy Maros and Monica Thomas, Human Resources</i>	(I) Accounting Hot Topics - Special Purchases, Vouchers, FLAIR Codes, Warrant Status, Advance Payments <i>JAC Accounting Staff</i>



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WEDNESDAY, May 8, 2024 / \*Note: All times are Eastern Daylight Time (EDT)

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:00 am - 9:30 am	(J) State of Florida Records Management Overview <i>Stephanie Boggs, Records Management Analyst, Bureau of Archives and Records Management, Division of Library and Information Services, Department of State</i>	
9:30 am - 9:45 am	(K) JAC's Public Records Request Policy Overview <i>Cris Martinez, General Counsel</i>	
9:45 am - 10:00 am	Morning Break	
10:00 am - 11:45 am	(L) State of Florida Public Records: Legislative Update and Litigation Trends <i>Pat Gleason, Special Counsel for Open Government, Office of the Attorney General</i>	
11:45 am - 1:00 pm	Lunch Break	
1:00 pm - 2:30 pm	(M) Leadership and Communication <i>Nicole Gasparri, Director of Strategic Management and Professional Development Palm Beach County Clerk of the Circuit Court and Comptroller</i>	
2:30 pm - 2:40 pm	Afternoon Break	
2:40 pm - 4:00 pm	(N) Drafting Agency Legislative Budget Request Issues - The Exhibit D-3A <i>Mailea Adams, Kelly Jeffries, and Adam Preisser, Budget</i>	
4:00 pm - 4:10 pm	Stretch Break	
4:10 pm - 5:00 pm	(O) Payroll Reports, Position Descriptions, PARS and Leave, People First <i>Kale Stafford, Kevin Garland and Loraine Cole, Human Resources</i>	(P) State Attorney Legislative Budget Request Round Table Discussion <i>JAC Six Sigma Black Belt Team (The Budgeteers) and Team Sponsors</i>



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THURSDAY, May 9, 2024 / \*Note: All times are Eastern Daylight Time (EDT)

8:00 am - 5:00 pm	Conference Check-In and Registration - Lobby/Atrium	
8:00 am - 9:00 am	(Q) Understanding Fixed Asset Accounting: Ensuring Accounting Records Agree with Purchases and Sale of Assets <i>Wayne Meyer, Operations and Nona McCall, Financial Services</i>	
9:00 am - 10:00 am	(R) PALM Updates and Discussion <i>Jimmy Cox, Florida PALM Project Director, Department of Financial Services</i>	
10:00 am - 10:15 am	Morning Break	
10:15 am - 11:45 am	(S) Combined Associations FY2025-26 Legislative Budget Request/Long Range Program Plan Annual Meeting <i>Mailea Adams, Kelly Jeffries, and Adam Preisser, Budget</i>	
11:45 am - 1:00 pm	Lunch Break	
1:00 pm - 2:00 pm	(T) Payroll Process from New Hires to Separation, Settlement Agreements  <i>Jamie Johnson, Jennifer Bond, and Bryce Burnett Human Resources</i>	(U) Contract Management Overview  <i>Stefanie Higgins, Chief of the Bureau of IT &amp; Special Projects, and Ashley Palelis, Governance &amp; Training Manager, Division of State Purchasing, Department of Management Services</i>
2:00 pm - 3:00 pm	(V) Mass Upload 101  <i>Andy Snuggs, Dina Kamen, Jeanette Ottley, Shane Sullivan, and Wayne Meyer, Team PAR 5 (Black Belt)</i>	(W) Budget Management Resources: Ledgers, Reports and Budget Amendments  <i>Mailea Adams, Kelly Jeffries, Adam Preisser, Budget</i>
3:00 pm - 3:10 pm	Afternoon Break	
3:10 pm - 4:10 pm	(X) Administrative Health Insurance Assessment (AHIA)  <i>Andy Snuggs, Mailea Adams, and Brad Fannon</i>	(Y) Revenue Discussion - Current Year Refunds, Electronic Collections, Recording Deposits in Trust Funds  <i>Dina Kamen, Tim Tice, Rinesha Jackson, Accounting</i>
4:10 pm - 5:00 pm	(Z) Retirement  <i>Jessica Estes and Kenyetta "Kiki" Epps</i>	(AA) Travel Overview, Statewide Travel Management System (STMS)  <i>Dina Kamen, Tim Tice, Accounting</i>



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FRIDAY, May 10, 2024 / \*Note: All times are Eastern Daylight Time (EDT)

8:00 am - 12:00 pm	Conference Check-In and Registration - Lobby/Atrium
8:15 am - 9:15 am	(BB) Strategic Planning Updates <i>Greg Cowan, Director of Strategic Planning</i>
9:15 am - 10:15 am	(CC) Update on State-Owned Automobiles <i>(Presenter TBD), Department of Management Services</i>
10:15 am - 10:25 am	Morning Break
10:25 am - 11:25 am	(DD) BOMS Workgroup Update for BOMS Preparation for Florida PALM <i>(Presenters TBD)</i>
11:25 am - 11:45 am	(EE) Closing Session - Debriefing of Conference Questions, Open Forum, Door Prizes <i>Rip Colvin, Executive Director and All Present</i>

*\*Note: Session Topics, Titles, and Presenters Are Subject to Change.*

### Presenters and Contributors:

Stephanie Boggs, Records Management Analyst, Division of Library and Information Services, Department of State  
Rip Colvin, Executive Director, Justice Administrative Commission  
Jimmy Cox, Florida PALM Project Director, Department of Financial Services  
Nicole Gasparri, Director of Strategic Management and Professional Development, Palm Beach County Clerk of the Circuit Court and Comptroller  
Pat Gleason, Special Counsel for Open Government, Office of the Attorney General  
Stefanie Higgins, Bureau Chief of IT and Special Projects, Division of State Purchasing, Department of Management Services  
Dustin Metz, Chief of Innovations and Outreach, Office of the State Courts Administrator  
Ashley Palelis, Governance and Training Manager, Division of State Purchasing, Department of Management Services  
Grayden Schafer, Assistant General Counsel, Florida Commission on Ethics  
Mailea Adams, Director of Budget, Justice Administrative Commission  
Jennifer Bond, Senior Human Resources Coordinator, Justice Administrative Commission  
Loraine Cole, Senior Human Resources Specialist, Justice Administrative Commission  
Greg Cowan, Director of Strategic Planning, Justice Administrative Commission  
Kenyetta "Kiki" Epps, Human Resources Coordinator, Justice Administrative Commission  
Jessica Estes, Retirement Coordinator, Justice Administrative Commission  
Brad Fannon, Senior Management Analyst, Justice Administrative Commission  
Kevin Garland, Senior Human Resources Specialist, Justice Administrative Commission  
Rinesha Jackson, Professional Accountant II, Justice Administrative Commission  
Kelly Jeffries, Budget Analyst II, Justice Administrative Commission  
Jamie Johnson, Deputy Director of Human Resources, Justice Administrative Commission  
Dina Kamen, Director of Accounting, Justice Administrative Commission  
Beth Lowe, Executive Administrative Assistant, Justice Administrative Commission  
Amy Maros, Human Resources Coordinator, Justice Administrative Commission  
Cris Martinez, General Counsel, Justice Administrative Commission  
Nona McCall, Director of Financial Services, Justice Administrative Commission  
Wayne Meyer, Director of Operations, Justice Administrative Commission  
Jeanette Ottley, Deputy Director of Court-Appointed Audit, Justice Administrative Commission  
Adam Preisser, Budget Analyst I, Justice Administrative Commission  
Erin-Marie Smith, IT Staff Assistant, Justice Administrative Commission  
Andy Snuggs, Director of Human Resources, Justice Administrative Commission  
Kale Stafford, Human Resources Coordinator, Justice Administrative Commission  
Shane Sullivan, Professional Accountant II, Justice Administrative Commission  
Monica Thomas, Human Resources Coordinator, Justice Administrative Commission  
Tim Tice, Deputy Director of Accounting, Justice Administrative Commission