

MINUTES

PAROLE QUALIFICATIONS COMMITTEE MEETING

MARCH 19, 2018, *via conference call*

The Parole Qualifications Committee (“PQC”) Chair, State Attorney Jack Campbell, called the meeting to order at approximately 10:00 a.m. The following individuals were identified as present:

Jack Campbell, State Attorney, Second Judicial Circuit, PQC Chair

Mark Ober, Former State Attorney, Thirteenth Judicial Circuit, PQC Member

Michael Adkinson, Sheriff, Okaloosa County, PQC Member

Tommy Ford, Sheriff, Bay County, PQC Member

Gary Calhoun, Chief of Police, Eustis, PQC Member

Rana Wallace, General Counsel, Commission on Offender Review

Brandi Smith, Administrative Assistant, Commission on Offender Review

Purpose of the Meeting.

The purpose of the meeting was to discuss the process for filling the upcoming vacancy on the Commission on Offender Review (“the Commission”), created by Commission Chair Melinda Coonrod’s completion of her initial six (6) year term, and to determine a timeline sufficient to complete the nomination process no later than the June 13, 2018, Cabinet meeting.

Discussion.

Advertisement of position.

Sheriff Adkinson moved to advertise the vacancy for seven (7) days. Mr. Ober seconded the motion. The vote was unanimous.

Sheriff Ford moved to use the application used during the last nomination process, in 2016, with no changes. Sheriff Adkinson seconded the motion. The vote was unanimous.

Mr. Campbell moved to run the advertisement on the statewide state government employment People First system, and to post the advertisement on the Commission’s public website. Sheriff Adkinson seconded the motion. The vote was unanimous.

Ms. Wallace informed the PQC that the People First system was currently undergoing updates and would be unavailable through March 26, 2018, and indicated that the advertisement would be submitted to People First on March 27, 2018, the first day the system would be operational after the updates were complete, and that the advertisement would be set to run seven (7) days from the date the advertisement was actually posted and live on the People First system.

After discussion, Sheriff Adkinson moved that the minimum qualifications for the position should be: (1) Florida residency; (2) a willingness to subject himself or herself to an extensive background investigation done, in part, by the Florida Department of Law Enforcement; (3) a Bachelor’s degree from an accredited college or university; (4) five years experience in the criminal justice

field; and (5) proficiency in the English language. Mr. Ober seconded the motion. The vote was unanimous.

Next PQC meeting.

All PQC members agreed that the next PQC meeting will be April 27, 2018, at 10:00 a.m., and will be conducted via conference call.

The main purpose of the April 27, 2018, meeting will be to select which candidates the PQC will interview.

Review of applications.

All applications received will be distributed to PQC members by April 10, 2018, and completed application packets will be distributed to each PQC member as they are received by the Commission. Ms. Wallace will contact each PQC member and determine how each member prefers to receive the applications, e.g., paper copies, compact discs, etc., and will deliver to each PQC member the applications in the format he elects.

Each PQC member agreed to complete the initial review of the applications, select his top ten (10) candidates, and furnish those names to Ms. Wallace by April 25, 2018.

In preparation for the April 27, 2018, meeting, Ms. Wallace will compile a single list containing the top ten (10) candidates, as identified by each PQC member.

At the April 27, 2018, meeting, the PQC will determine, collectively and by a one (1) to ten (10) scoring system, the list of candidates the PQC will interview.

Interview date.

The PQC will interview candidates in-person on May 4, 2018, in Tallahassee.

Public Comments.

Public comments were received from callers Keith Harris, Christy Carter, and Denise Ross.

Meeting adjourned.

At approximately 10:40 a.m., the meeting was adjourned.

PREPARED AND SUBMITTED BY:



RANA WALLACE
General Counsel
Commission on Offender Review

March 22, 2018

Date