

## MINUTES

### PAROLE QUALIFICATIONS COMMITTEE MEETING

**APRIL 27, 2018**, *via conference call*

The Parole Qualifications Committee (“PQC”) Chair, State Attorney Jack Campbell, called the meeting to order at 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  
*Nicole Cain*, Human Resources Administrator, Commission on Offender Review

#### Purpose of the Meeting.

The purpose of the meeting was to identify which candidates to offer an interview to, to fill the upcoming Commissioner vacancy created by the expiration of Commission Chair Melinda Coonrod’s initial six (6) year appointment. Additionally, the purpose of the meeting was to finalize logistical details, including the time and place, of the interviews.

#### Discussion.

*Approval of March 19, 2018, minutes.*

Sheriff Ford moved to approve the minutes of the March 19, 2018, Committee meeting. Sheriff Adkinson seconded the motion. The vote was unanimous.

*Acceptance of Cayetano Lopez-Cepero application.*

The Committee considered whether to accept the application of Cayetano Lopez-Cepero as timely received. Mr. Ober moved to accept the application as timely filed and consider the application on the merits. Sheriff Adkinson seconded the motion. The vote was unanimous.

*Date, time, and location of May 4, 2018, interviews.*

Mr. Campbell confirmed that the May 4, 2018, interview date agreed to by the Committee at the March 19, 2018, meeting was still an agreeable date for each Committee member. Discussion was held as to the start time of the interviews, and Mr. Campbell proposed an 8:30 a.m., start time. Discussion was held as to the length of the individual interviews. Mr. Campbell suggested one (1) hour each, with a fifteen (15) minute break between interviews, and a break for the lunch hour. Ms. Wallace offered use of the Commission’s Hearing Room, located at the Commission headquarters, 4070 Esplanade Way, Tallahassee, Florida, as a possible location for the interviews.

Sheriff Ford moved to hold the May 4, 2018, interviews in the Commission Hearing Room, beginning at 8:30 a.m., to schedule them for one (1) hour each, with a fifteen minute break between

interviews, and a break for the lunch hour. Sheriff Adkinson and Mr. Ober both seconded the motion. The vote was unanimous.

Barring some emergency or extreme exigent circumstances, the Committee agreed that all interviews must be held on May 4, 2018, that all interviews must be in person, and that telephonic interviews will not be permitted.

*Scoring of candidates for selection of interviews.*

The Committee members scored each candidate whose name was submitted for consideration for an interview. Each Committee member scored the fourteen (14) candidates submitted for consideration on a scale of 0 to 10, with 10 being the top score. The candidates were scored as follows:

<i>Last Name</i>	<i>First Name</i>	<i>Campbell</i>	<i>Calhoun</i>	<i>Ober</i>	<i>Ford</i>	<i>Adkinson</i>	<i>TOTAL</i>
<b>Baker</b>	<b>Ronald</b>	3	8	5	8	0	24
<b>Campbell</b>	<b>Donald</b>	3	8	4	8	4	27
<b>Coonrod</b>	<b>Melinda</b>	10	10	10	9	10	49
<b>Crutchfield</b>	<b>Jania</b>	5	6	5	4	0	20
<b>Cueto</b>	<b>Melissa</b>	4	7	0	4	0	15
<b>Fox</b>	<b>Edward</b>	3	6	5	5	4	23
<b>Gallimore</b>	<b>Heather</b>	7	7	6	5	6	31
<b>Hartman</b>	<b>Janet</b>	8	7	0	8	7	30
<b>Hurst</b>	<b>Mindee</b>	3	7	7	7	0	24
<b>Kuhl</b>	<b>Kristopher</b>	1	6	6	7	0	20
<b>Moore</b>	<b>Jennifer</b>	6	10	0	7	7	30
<b>Osman</b>	<b>Muhammad</b>	2	6	3	5	0	16
<b>Robles</b>	<b>Carla</b>	3	8	7	6	0	24
<b>Swier</b>	<b>Cynthia</b>	9	10	8	7	0	34

The top five (5) candidates, based on raw scores only, were initially identified as (1) Melinda Coonrod [49]; (2) Cynthia Swier [34]; (3) Heather Gallimore [31]; (4) Jennifer Moore [30]; and (5) Janet Hartman [30].

In explaining his score of 0 for Janet Hartman, Mr. Ober stated his review of Ms. Hartman’s application indicated she did not meet the minimum qualifications as established by the Committee, in that she did not have a bachelor’s degree. Committee members reviewed Ms. Hartman’s application again, agreed that she did not have a bachelor’s degree, and agreed Ms. Hartman did not meet the minimum qualifications.

After removal of Janet Hartman from consideration, the final top five (5) candidates, based on raw scores, were identified as (1) Melinda Coonrod [49]; (2) Cynthia Swier [34]; (3) Heather Gallimore [31]; (4) Jennifer Moore [30]; and (5) Donald Campbell [27]. All Committee members agreed they were satisfied with offering five (5) interviews, to the final top five (5) scoring candidates.

*Selection of candidates for interviews.*

Mr. Campbell moved to offer interviews to the final top five (5) scoring candidates. Sheriff Ford seconded the motion. The vote was unanimous.

The following candidates were selected for interviews:

- (1) Melinda Coonrod;
- (2) Cynthia Swier;
- (3) Heather Gallimore;
- (4) Jennifer Moore; and
- (5) Donald Campbell.

*Additional Business.*

Mr. Ober indicated that in discussing a matter separate and apart and unrelated to Committee business with Reggie Garcia, Mr. Garcia expressed strong support for Melinda Coonrod's candidacy for the Commissioner position. Mr. Ober indicated he believed Mr. Garcia indicated he intended to write an official letter in support of Ms. Coonrod, but Mr. Ober had not received such a letter and wanted to ensure the record reflected Mr. Garcia's support for Ms. Coonrod, as conveyed to him.

Mr. Campbell indicated he received a support letter, via email, from Reggie Garcia, indicating the same support for Ms. Coonrod. Mr. Campbell indicated he would forward the letter to Ms. Wallace to be made a part of Ms. Coonrod's file and to be distributed to each Committee member.

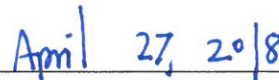
Meeting adjourned.

At approximately 10:48 a.m., the meeting was adjourned.

PREPARED AND SUBMITTED BY:



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RANA WALLACE  
General Counsel  
Commission on Offender Review



\_\_\_\_\_  
Date