

# FLORIDA PAROLE COMMISSION

4070 Esplanade Way, Tallahassee, Florida 32399-2450

TENA M. PATE  
*Commissioner/Chairman*

MONICA DAVID  
*Commissioner/Vice-Chairman*

BERNARD R. COHEN  
*Commissioner/Secretary*

---

**Minutes**  
**Parole Qualifications Committee Meeting**  
**Via Conference Call**  
**April 27, 2012**

The Parole Qualifications Committee (PQC) Chair, State Attorney Mark Ober, called the meeting to order at approximately 2:03 PM. The following individuals were identified as present:

State Attorney Mark Ober – PQC Chair  
Sheriff Arnold Lanier – PQC Member  
State Attorney Bernie McCabe – PQC Member  
Chief Walter McNeil – PQC Member  
Sheriff Susan Benton – PQC Member  
Sarah Rumph – Parole Commission, General Counsel  
Bonnie Davidson – Parole Commission, Human Resource Administrator

### **Purpose of meeting**

Chair Ober explained the purpose of the meeting was to discuss the process for filling the Parole Commission vacancy created by the end of the term for Commissioner Monica David on June 30, 2012.

1. Set an advertisement period for this position
2. Post advertisement to comply with Rule 23A-1.003, F.A.C.
3. Approve and adopt the application
4. Approve and adopt the proposed schedule for candidate selection

### **Set an advertisement period**

Chair Ober commented that it appears no time specific period to advertise. He suggested to the committee members to approve and adopt April 30, 2012 - May 11, 2012 to advertise for this vacancy. All members approved. Advertisement period was adopted.

### **Post advertisement to comply with Rule 23A-1.003, F.A.C.**

Chair Ober suggested this must be done in a fashion that notifies people throughout the state through newspaper advertisements in the Miami Herald, Tallahassee Democrat, and the Tampa Bay Times. He asked that members of the Commission comment on that and to voice any objection to posting in those periodicals. Chair Ober also asked for other suggestions or any other way to advertise. Sarah Rumph added that the Commission advertises in Peoples First, which is a statewide service, as well as on the Parole Commission website. Bonnie Davidson added that the advertisement with the newspapers includes the advertisement on Career builder and Monster online advertisement services which reach the entire state of Florida. No objections to those postings were raised.

### **Approve and Adopt the Application**

The Committee had questions and discussion about the statement in paragraph 5 of the application, "APPLICANTS ARE STRONGLY DISCOURAGED FROM DIRECTLY CONTACTING OR HAVING OTHERS DIRECTLY CONTACT MEMBERS OF THE COMMITTEE IN HIS/HER BEHALF." Chair Ober said that it seems to not be a prohibition. Sarah Rumph clarified that we have asked applicants to make contact through the Parole Commission staff and that we would disburse the information to the committee members to ensure that all members have the same copies of everything. This process keeps

the potential of some members receiving information that all members do not have and then not forwarding on to everyone on the committee. Chair Ober asked that if a candidate were to call one of the members should they tell them that we can't talk to them? State Attorney McCabe said that this is not in violation of the Sunshine Law to do this. Sarah Rumph reemphasized that we are just trying to make sure that everybody has the same information. Chair Ober suggested that if an applicant calls you, that you should let the rest of the committee members know. State Attorney McCabe said that that is the kind of thing that we should bring up when we are discussing them when the committee meets again. Sheriff Benton clarified that members can't talk to other members about contact from applicants outside of a public meeting. Sarah Rumph affirmed this understanding.

After aforementioned discussion and clarification, Chair Ober made a motion that the committee approve and adopt the application that was contained in the package with the date on paragraph 4 being changed to May 11, 2012. All members approved the application. Application was adopted.

**Approve and adopt the proposed schedule**

Chair Ober made a motion that the committee approve and adopt the following schedule for the selection process:

April 30 <sup>th</sup> – May 11 <sup>th</sup>	Advertisement Period
May 11 <sup>th</sup> – May 18 <sup>th</sup>	PQC Application Review Period
May 18 <sup>th</sup>	2:00 P.M. Conference Call to Select Interviewees
May 30 <sup>th</sup>	Interviews at Tampa International Airport
May 30 <sup>th</sup> /31 <sup>st</sup>	Submit 3 Names to the Governor

All members approved schedule. Schedule was adopted.

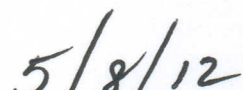
In response to questioning from the committee, Sarah Rumph explained the process of the next few weeks. At the May 18th meeting, members will voice their top 10 candidates; usually, it is obvious who has the most votes and at that point the committee decides how many people should be interviewed. As Parole Commission staff receives the applications, Bonnie Davidson will send the applications to the members. Chief McNeil questioned if there is a screening process being done by staff – if the committee would receive all applications submitted, or if they would be screened. Sarah Rumph clarified that the only screening process done at this point, is that Bonnie Davidson makes sure that the application is complete and that it has met the timeline of 5 P.M. on May 11<sup>th</sup>. Bonnie Davidson reminded the members that the applications would be rejected if they do not send the original and 5 copies. Sheriff Benton wanted to know if there would be background checks before the applications are sent to the committee members. Sarah Rumph said that there is a question on the application about their criminal history. Sheriff Benton voiced concern that many times the boxes can be checked no when there is really something there. Sarah Rumph clarified that we run background checks, as well as employment and personal reference checks on anybody actually selected for interviews. Any additional information uncovered at that time is provided to the committee. Sherriff Benton and Chair Ober were more than satisfied with that process. There were no objections to continuing the process as it has been done in the past by any of the committee members.

Sarah Rumph confirmed that the next meeting would be on May 18<sup>th</sup> at 2 p.m. All members agreed.

There were no further presentations for the Good of the Order and the meeting adjourned at 2:45 P.M.

Prepared and Submitted by:

  
\_\_\_\_\_  
Bonnie Davidson  
Human Resources Administrator

  
\_\_\_\_\_  
Date