

MINUTES

PAROLE QUALIFICATIONS COMMITTEE MEETING

MAY 5, 2018

Hearing Room

Florida Commission on Offender Review

4070 Esplanade Way

Tallahassee, Florida 32399.

The Parole Qualifications Committee Chairman, State Attorney Jack Campbell, called the meeting to order at approximately 8:30 a.m. The following individuals were identified as present:

Jack Campbell, State Attorney, Second Judicial Circuit, Committee Chairman

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

Michael Adkinson, Sheriff, Okaloosa County, Committee Member

Tommy Ford, Sheriff, Bay County, Committee Member

Gary Calhoun, Chief of Police, Eustis, Committee Member

Rana Wallace, General Counsel, Commission on Offender Review

Nicole Cain, Human Resources Administrator, Commission on Offender Review

Purpose of the Meeting.

The purpose of the meeting was to interview candidates for the upcoming Commissioner vacancy at the Commission on Offender Review.

Discussion.

Approval of April 27, 2018, meeting minutes.

Sheriff Ford moved to approve the minutes of the April 27, 2018, Committee meeting. Sheriff Adkinson seconded the motion. The vote was unanimous.

Donald Campbell interview.

The Committee discussed whether to conduct the interview of Donald Campbell by telephone. The Committee considered the information presented by Donald Campbell via email related to his May 3, 2018, request for a telephonic interview. The Committee voted unanimously to not conduct a telephonic interview and to excuse Donald Campbell from his interview.

Process for determining nominees to present to the Governor and Cabinet.

The Committee discussed and determined the Committee members would not individually assign a numerical score to each candidate after the interview, but would instead collectively discuss and agree on three names for submission to the Governor and Cabinet.

Interviews.

The Committee interviewed, in this order, Cynthia Swier, Jennifer Moore, Melinda Coonrod, and Heather Gallimore.

Collectively, the Committee determined the top three candidates to be, not in ranked order, Melinda Coonrod, Cynthia Swier, and Heather Gallimore. Sheriff Adkinson voted to submit these three names to the Governor and Cabinet. Sheriff Ford seconded the motion. The vote was unanimous.

Meeting adjourned.

At approximately 3:15 p.m., the meeting was adjourned.

PREPARED AND SUBMITTED BY:



RANA WALLACE
General Counsel
Commission on Offender Review



Date