

# MINUTES

## PAROLE QUALIFICATIONS COMMITTEE MEETING

October 8, 2020, at 2:00 p.m. EDT

### VIA CONFERENCE CALL

**DIAL 1 (888) 585-9008, ENTER PARTICIPANT PASSCODE 150-560-789#**

*The conference call is a public meeting and will be recorded.*

The Parole Qualifications Committee (“PQC”) Chair, State Attorney Phil Archer, called the meeting to order at approximately 2:01 p.m. The following individuals were identified as present:

*Phil Archer, State Attorney, Eighteenth Judicial Circuit, PQC Chair*

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

*Michael Adkinson, Sheriff, Walton County, PQC Member*

*Tommy Ford, Sheriff, Bay County, PQC Member*

*Larry Ashley, Sheriff, Okaloosa County, PQC Member*

*Lisa Martin, General Counsel, Commission on Offender Review*

*Monika Holden, Human Resources Administrator, 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 Commissioner Richard Davison’s completion of his initial six (6) year term, and to determine a timeline sufficient to complete the nomination process no later than the December 8, 2020, Cabinet meeting.

### Discussion.

#### *Advertisement of position.*

State Attorney Mark Ober moved to use the application used during the last nomination process, in 2018, with no changes. Sheriff Michael Adkinson seconded the motion. The vote was unanimous.

State Attorney Phil Archer moved that the minimum qualifications for the position will remain the same from the 2018 advertisement: (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. State Attorney Mark Ober seconded the motion. The vote was unanimous.

State Attorney Phil Archer moved to advertise the vacancy from October 9, 2020, through October 16, 2020, for seven (7) days. Sheriff Michael Adkinson seconded the motion. The vote was unanimous.

Sheriff Tommy Ford 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. State Attorney Mark Ober seconded the motion. The vote was unanimous.

*Review of applications.*

State Attorney Phil Archer moved all applications received will be distributed to PQC members by Monday, October 26, 2020. State Attorney Mark Ober seconded the motion. The vote was unanimous.

Each PQC member will receive the applications electronically.

State Attorney Mark Ober moved to use the same one (1) to ten (10) scoring system used in 2018 for the list of candidates the PQC will interview. State Attorney Phil Archer seconded the motion. The vote was unanimous.

*Next PQC meeting.*

State Attorney Phil Archer moved that the next PQC meeting will be Wednesday, November 4, 2020, at 2:00 p.m. Sheriff Michael Adkinson seconded the motion. The vote was unanimous.

State Attorney Phil Archer moved the next meeting will be conducted via conference call. State Attorney Mark Ober second the motion. The vote was unanimous.

The main purpose of the November 4, 2020, meeting will be for the PQC members to determine, collectively and by a one (1) to ten (10) scoring system, the list of candidates the PQC will interview.

Each PQC member agreed to complete the initial review of the applications, select their top ten (10) candidates, and furnish those names to General Counsel Lisa Martin by Monday, November 2, 2020.

*Interview date.*

State Attorney Phil Archer moved that the PQC will interview candidates in-person. State Attorney Mark Ober second the motion. The vote was unanimous.

State Attorney Phil Archer moved that the in-person interviews will be held on Tuesday, November 17, 2020, in Tallahassee. Sheriff Larry Ashley second the motion. The vote was unanimous.

*Public Comments.*

No public comments were received.

Meeting adjourned.

At approximately 2:26 p.m., the meeting was adjourned.

PREPARED AND SUBMITTED BY:

*Monika Holden*  
\_\_\_\_\_  
Monika Holden  
Human Resources Administrator  
Commission on Offender Review

10/8/2020  
\_\_\_\_\_  
Date