

MINUTES

PAROLE QUALIFICATIONS COMMITTEE MEETING

Florida Commission on Offender Review | 4070 Esplanade Way | Tallahassee, Florida 32399.

MAY 26, 2022

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

Phil Archer, State Attorney, Eighth Judicial Circuit, PQC Chair

Mark Ober, State Attorney [Retired], Thirteenth Judicial Circuit, PQC Member

Tommy Ford, Sheriff, Bay County, PQC Member

Rana Wallace, General Counsel, Commission on Offender Review

Gina Giacomo, Director of Administration, Commission on Offender Review

Kishaunda Smith, Human Resources Assistant, Commission on Offender Review

Alexandra Land, Administrative Assistant, Commission on Offender Review

Kinsey Cox, 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”) and to determine a timeline sufficient to complete the nomination process no later than the June 28, 2022, Cabinet meeting.

Discussion.

Advertisement of position.

Phil Archer moved to advertise the vacancy between May 27, 2022, and June 2, 2022. Mark Ober seconded the motion. The vote was unanimous.

Phil Archer moved to post the applications used during the 2020 nomination process, which include the minimum qualifications, with the only changes being made to the application to be an update of contact information, dates of application period, and salary, and to post the applications in the same places as in the 2020 nomination process. Tommy Ford seconded the motion. The vote was unanimous.

Next PQC meeting.

All PQC members agreed that the next PQC meeting will be June 14, 2022, at 10:00 a.m., and will be conducted via conference call.

The main purpose of the June 14, 2022, meeting will be to discuss the applicants and determine which, if any, applicants the PQC will interview.

Review of applications.

Rana Wallace will furnish to the PQC members within one (1) to two (2) business days a copy of each complete application.

Mr. Archer moved to utilize the same scoring system as was used in the 2020 application process to score the complete applications received for the upcoming vacancy. Mr. Ober seconded the motion. The vote was unanimous.

At the June 14, 2022, meeting, the PQC will determine, collectively and by a one (1) to ten (10) scoring system, the list of candidates the PQC will interview.

Public Comments.

No public comments were received.

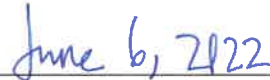
Meeting adjourned.

At approximately 10:17 a.m., the meeting was adjourned.

PREPARED AND SUBMITTED BY:



RANA WALLACE
General Counsel
Commission on Offender Review



Date