



FLORIDA COMMISSION ON OFFENDER REVIEW

4070 Esplanade Way, Tallahassee, Florida 32399-2450

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Commissioner/Vice-Chair

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Minutes Parole Qualifications Committee Meeting February 18, 2016 Via Conference Call

The Parole Qualifications Committee (PQC) Chair, State Attorney Willie Meggs, called the meeting to order at approximately 3:38 PM. The following individuals were identified as present:

State Attorney Willie Meggs – PQC Chair
Sherriff David Shoar – PQC Member
State Attorney Mark Ober – PQC Member
Sherriff Susan Benton – PQC Member
Sarah Rumph – Commission on Offender Review, General Counsel
Jennifer Boswell – Commission on Offender Review, Human Resources Administrator

Purpose of Meeting

To discuss the process for filling the Commissioner vacancy created by the retirement of Commissioner Tena Pate effective March 31, 2016.

1. Discuss fifth position on PQC.
2. Set advertisement period for the position.
3. Determine best way to post advertisement.
4. Review and approve application packet for position.
5. Create a proposed timeline which completes the process in time to get three (3) names submitted to the Governor and Cabinet for consideration at the June 9th Cabinet Meeting.
6. Set next conference call.

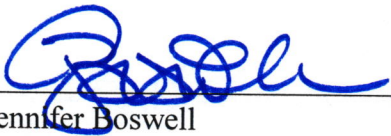
Discussion

1. All current members of the Committee agreed to proceed without the appointment of the fifth member because time is of the essence. Fifth member is expected to be appointed at the next Cabinet Meeting on March 2, 2016.
2. Chair Meggs moved to advertise; Sherriff Benton motioned to set advertisement period February 22, 2016 through March 4, 2016. Seconded by Mark Ober. Vote was unanimous.
3. Committee members agreed to use previous method of advertising on People First that refers applicants to use the application posted on the Florida Commission on Offender Review website.

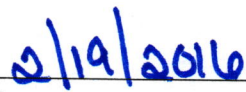
4. All current committee members approve of the revised application as presented.
5. Completed applications will be distributed to committee members by March 8, 2016.
6. Next conference call will be set for the week of March 21, 2016 to discuss which applicants to interview and when to conduct interviews.

Meeting adjourned at 3:50 PM.

Prepared and Submitted by:



Jennifer Boswell
Human Resources Administrator



Date