

MINUTES

APRIL 11, 2024

PAROLE QUALIFICATIONS COMMITTEE MEETING

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

Call to Order

Parole Qualifications Committee (“PQC”) Chair Larry Keefe called the meeting to order at 4:00 p.m. EST. The following individuals identified themselves as present:

Larry Keefe, Former United States Attorney, Former Advisor to the Executive Office of the Governor [PQC Chair]

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

Tommy Ford, Sheriff, Bay County [PQC Member]

Ginger Bowden Madden, State Attorney, First Judicial Circuit [PQC Member]

Wayne Ivey, Sheriff, Brevard County [PQC Member]

Rana Wallace, General Counsel, Commission on Offender Review

Shondra Cox, Office Operations Consultant I, Commission on Offender Review

Alexandra Land, Administrative Assistant II, 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 commissioner vacancy at the Commission on Offender Review (“the Commission”) and to determine a timeline sufficient to complete the nomination process no later than the June 11, 2024, Cabinet meeting.

Discussion

Minimum qualifications.

Larry Keefe moved to approve the minimum qualifications for the position to be (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) at least a Bachelor’s degree from an accredited college or university; (4) at least five years experience in the criminal justice field; and (5) proficiency in the English language. Tommy Ford seconded the motion. The vote was unanimous.

Applications for position.

Larry Keefe moved to approve using the standard People First application and the supplemental application and the People First and supplemental application instructions approved by the prior PQC, with the only changes to be the necessary administrative or ministerial updates to deadlines, timeframes, Commission staff member contact information,

and the anticipated annual salary. Ginger Bowden Madden seconded the motion. The vote was unanimous.

Advertisement period.

Larry Keefe moved to set the advertisement period for seven (7) days, with the first day of the advertisement period to be April 15, 2024, or April 16, 2024. Ginger Bowden Madden seconded the motion. The vote was unanimous.

Advertisement forum.

Larry Keefe moved to advertise the position on the People First website and on the Commission's public website. Wayne Ivey seconded the motion. Mark Ober was a third vote on the motion. The motion passed.

Timeline to complete process.

Larry Keefe moved that after the close of the advertisement period, from April 23, 2024, through May 2, 2024, the Commission will review, sort, and compile the applications and forward to each PQC member a packet containing the applications and any supporting materials submitted by each qualified applicant. Tommy Ford seconded the motion. Mark Ober was a third vote on the motion. The motion passed.

Larry Keefe then moved that between May 3, 2024, and May 13, 2024, the PQC members will individually review the applications and prepare to discuss their individual scoring of applicants at the next PQC meeting. Ginger Bowden Madden seconded the motion. Wayne Ivey was a third vote on the motion. The motion passed.

Rana Wallace explained the manner in which recent PQCs scored applicants, which was that applicants were scored within a range of 10 – 1, with 10 being the high score and 1 being the low score and that an applicant could receive a score of 0. Larry Keefe then moved that the PQC use the historical scoring process described. Mark Ober seconded the motion. The vote was unanimous.

Next PQC meeting.

Larry Keefe moved that the next PQC meeting be held at Commission on Offender Review headquarters in Tallahassee, with all members invited to attend in public or by conference call, on May 15, 2024, at 4:00 p.m. EST [3:00 p.m. CST]. Tommy Ford seconded the motion. Ginger Bowden Madden and Wayne Ivey were third votes on the motion. The motion passed.

Larry Keefe indicated that if the PQC decided to interview applicants, the PQC would set the date for a third PQC meeting at which they would conduct the interviews at the May 15, 2024, PQC meeting.

New business.

No new business was brought forth.

Public comment.

Larry Keefe invited public comment. No public comment was received.

Meeting adjourned.

At 4:23 p.m., Larry Keefe adjourned the meeting.

PREPARED AND SUBMITTED BY:

Rana Wallace

RANA WALLACE
General Counsel
Commission on Offender Review

05/17/2024

Date