

STATE OF FLORIDA  
DEPARTMENT OF REVENUE

CERTIFIED FLORIDA APPRAISER  
ADMISSIONS AND CERTIFICATIONS COMMITTEE

---

TELEPHONIC MEETING

September 9, 2021  
2:00 p.m - 2:10 p.m.

2450 Shumard Oak Boulevard  
Tallahassee, Florida 32399

Reported by:

JEFFREY R. BABCOCK  
Court Reporter  
For the Record Reporting  
1500 Mahan Drive - Suite 140  
Tallahassee, Florida 32308

1 APPEARANCES

2 SUE HARLAN, CHAIR

JOHN EMERSON

3 DOROTHY JACKS

CAREY BAKER

4 TRACY DRAKE

RAYMOND MCINTYRE

5 REBECCA MORRIS-HAID

TIM PARKER

6 PAUL POLK

RACHEL GOLDSTEIN, ESQUIRE

7 MELISSA SINGLETARY

RENE LEWIS

8 JENNA HARPER

KELLY MCLANE

9

\* \* \*

10

EXHIBIT ATTACHED

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

## P R O C E E D I N G S

1  
2 THE CHAIR: All right. Good afternoon,  
3 everyone. Welcome to the Certified Florida Appraiser  
4 Admissions and Certifications Committee. My name is  
5 Sue Harlan, I'm the Director of the Property Tax  
6 Oversight program and the Chair for today's  
7 proceedings.

8 The Committee, as a public board, is subject  
9 to Government in the Sunshine laws, and therefore the  
10 Committee's meetings are required to be open to the  
11 public and properly noticed. This applies to any  
12 gathering of two or more Committee members where there  
13 is discussion about a matter that could come before  
14 the Committee for action.

15 Ms. Rachel Goldstein, who is a Department  
16 attorney, is here with us; also here are staff from  
17 the Property Tax Oversight program in the Department  
18 of Revenue. Will our staff members please introduce  
19 themselves by stating their names and title.

20 MS. SINGLETARY: Melissa Singletary,  
21 Certification and Training Program.

22 MS. LEWIS: Rene Lewis, Deputy Director of  
23 Property Tax Oversight.

24 MS. HARPER: Jenna Harper, Compliance  
25 Assistance Process Manager.

1 MS. MILLER: Meghan Miller, Intradepartmental  
2 Projects Administrator.

3 MS. MCLANE: Kelly McLane, Intradepartmental  
4 Projects Administrator.

5 THE CHAIR: If you're part of the public  
6 participating by telephone and want to submit a  
7 written comment pertaining to the materials being  
8 submitted today, please send an email to ptotraining,  
9 one word, @floridarevenue, one word, dot com. In the  
10 subject line of your email, please use "September 9  
11 Committee Meeting" as the title. We are monitoring  
12 that email account during the meeting, and will read  
13 aloud all comments we receive during the meeting.

14 If you prefer to speak, please state that in  
15 your email and we will unmute the telephone and  
16 recognize you for comment. Before calling roll, I'd  
17 like to take a moment to recognize that this is the  
18 last committee for Honorable Dorothy Jacks, and  
19 Honorable John Emerson, and their association  
20 presidency are ending. Thank you so much for your  
21 willingness to serve on this Committee. Meghan  
22 Miller, the secretary of the Committee, will you  
23 please call the roll?

24 MS. MILLER: Yes. Sue Harlan?

25 THE CHAIR: Here.

1 MS. MILLER: John Emerson?

2 MR. EMERSON: Here.

3 MS. MILLER: Dorothy Jacks?

4 MS. JACKS: Here, and thank you for the  
5 acknowledgment, too.

6 THE CHAIR: You're welcome.

7 MS. MILLER: Carey Baker?

8 MR. BAKER: I'm here.

9 MS. MILLER: Mitch Burke? Tracy Drake?

10 MR. DRAKE: Here.

11 MS. MILLER: Raymond McIntyre?

12 MR. MCINTYRE: Here.

13 MS. MILLER: Rebecca Morris-Haid?

14 MS. MORRIS-HAID: Here.

15 MS. MILLER: Tim Parker?

16 MR. PARKER: Here.

17 MS. MILLER: And Paul Polk?

18 MR. POLK: Here.

19 THE CHAIR: Thank you. According to rule  
20 12-9.002(3), Florida Administrative Code, five members  
21 of the Admissions and Certifications Committee  
22 constitute a quorum. Meghan, do we have a quorum?

23 MS. MILLER: Yes.

24 THE CHAIR: My first order of business today  
25 is the approval of the June 23rd, 2021 Certified

1 Florida Appraiser Admissions and Certification  
2 Committee meeting minutes. Do I have a motion to  
3 approve the June 23rd, 2021 Committee meeting minutes?  
4 Please state your name if you make a motion.

5 MR. EMERSON: So moved, John Emerson.

6 THE CHAIR: Thank you, John Emerson. Do I  
7 have a second?

8 MR. MCINTYRE: Second, Raymond McIntyre.

9 THE CHAIR: Thank you, Raymond. I have a  
10 second. All those in favor indicate by saying aye.

11 (Chorus of ayes.)

12 THE CHAIR: All opposed, indicate by saying  
13 nay.

14 All right. Our next item of business is the  
15 presentation and recommendation of applicants. The  
16 program posted the list of applicants along with the  
17 completed applications on the Department's website,  
18 and sent the meeting materials to each of you. Each  
19 application has a check list at the front to assist  
20 you in your review of the applicants. This check list  
21 has the certification criteria required in Rule  
22 Chapter 12-9 Florida Administrative Code.

23 Meghan, will you please list the requirements  
24 of the Certified Florida Appraiser, Certified Florida  
25 Evaluator, and Certified Cadastralist of Florida

1 designations?

2 MS. MILLER: Yes. The qualifications for the  
3 Certified Florida Appraiser and Certified Florida  
4 Evaluator professional designations include at least  
5 two years of experience with a Florida Property  
6 Appraiser or Tax Collector's office, or the Florida  
7 Department of Revenue; at least 120 hours of approved  
8 education; and current employment with Florida County  
9 Property Appraiser or Tax Collector's Office or the  
10 Florida Department of Revenue.

11 The Certified Florida Appraiser designation  
12 is reserved for the county official.

13 The qualifications for the Certified  
14 Cadastralist of Florida include at least two years of  
15 experience with the Florida Property Appraiser's  
16 Office or the Florida Department of Revenue; at least  
17 150 hours of approved education; and current  
18 employment with the (inaudible) Appraiser's Office or  
19 the Florida Department of Revenue.

20 THE CHAIR: Thank you, Meghan. Now I need  
21 for each Committee member to individually answer the  
22 following questions on the record. After I read the  
23 question, Meghan will call the name of each member,  
24 please state your answer as yes or no. The question  
25 is are you aware of any facts, situations, or reasons

1           which you feel may disqualify or otherwise make it  
2           improper for you to hear and deliberate on any of the  
3           applicants scheduled to be reviewed today?

4           MS. MILLER:   Sue Harlan?

5           THE CHAIR:   No.

6           MS. MILLER:   John Emerson?

7           MR. EMERSON:   No.

8           MS. MILLER:   Dorothy Jacks?

9           MS. JACKS:    No.

10          MS. MILLER:   Carey Baker?

11          MR. BAKER:    No.

12          MS. MILLER:   Mitch Burke?   Tracy Drake?

13          MR. DRAKE:    No.

14          MS. MILLER:   Raymond McIntyre?

15          MR. MCINTYRE:   No.

16          MS. MILLER:   Rebecca Morris-Haid?

17          MS. MORRIS-HAID:   No.

18          MS. MILLER:   Tim Parker?

19          MR. PARKER:   No.

20          MS. MILLER:   And Paul Polk?

21          MR. POLK:    No.

22          THE CHAIR:   Do any Committee members have  
23          anything they wish to discuss about the applicant's  
24          credentials?

25          MR. PARKER:   Sue, I just have a question on



1 the experience: Is that -- it doesn't have to be  
2 continuous two years -- two years of continuous  
3 experience, it could be in sections or different time  
4 frames?

5 THE CHAIR: Yes.

6 MR. PARKER: Thank you.

7 THE CHAIR: Meghan, I assume you'll correct  
8 me if I'm wrong?

9 MS. MILLER: No, that is correct.

10 THE CHAIR: All right. Hearing no additional  
11 comments or discussion of the credentials, the  
12 Committee will now vote on consideration of the  
13 applicant list. Do I have a motion for recommendation  
14 of the applicants? Again, please state your name when  
15 making your motion.

16 MS. JACKS: I make a motion we approve the  
17 applicants, this is Dorothy Jacks.

18 THE CHAIR: Thank you, Dorothy. Do I have a  
19 second?

20 MR. EMERSON: Second, John Emerson.

21 THE CHAIR: Thank you, John. Okay. All  
22 those in favor indicate by saying aye.

23 (Chorus of ayes.)

24 THE CHAIR: All opposed indicate by saying  
25 nay.

1           Let the record reflect that the Committee has  
2 recommended all applicants for certification.  
3 Congratulations to the new Certified Florida  
4 Appraisers, Certified Florida Evaluators, and  
5 Certified Cadastralists of Florida. The professional  
6 designees will receive documentation of their  
7 certification from the Department.

8           That concludes today's agenda for the Florida  
9 -- for the Certified Florida Appraiser Admissions and  
10 Certifications Committee meeting. Again, thank you  
11 all for very much for your leadership. We are  
12 adjourned.

13           (The proceedings were adjourned at 2:10 p.m)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
CERTIFICATE OF REPORTER

I, JEFFREY R. BABCOCK, do hereby certify that I was authorized to and did report the foregoing proceedings, and that the transcript, pages 1 through 10, is a true and correct record of my stenographic notes.

Dated this 2nd day of October, 2021 at Tallahassee, Leon County, Florida.



JEFFREY BABCOCK

Court Reporter