

FLORIDA DEPARTMENT OF REVENUE
PROPERTY TAX OVERSIGHT

CERTIFIED FLORIDA APPRAISER ADMISSIONS & CERTIFICATIONS
COMMITTEE MEETING

DATE: June 23, 2021

TIME: 2:00 p.m. to 2:10 p.m.

LOCATION: Via Teleconference

This meeting came on to be heard at the time and
place aforesaid, when and where the following
proceedings were reported by:

Doreen M. Mannino Court Reporter
For The Record Reporting, Inc.
1500 Mahan Drive, Suite 140
Tallahassee, Florida 32308

P R O C E E D I N G S

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

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

15 Ms. Kathryn Davis, who is a Department
16 attorney, is here. Also, here are staff from the
17 Property Tax Oversight program in the Department
18 of Revenue. Will our staff members please
19 introduce themselves by stating their names and
20 titles?

21 MS. LEWIS: Rene Lewis, Deputy Director of
22 Property tax Oversight.

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

25 MS. MILLER: Meghan Miller,

1 Intra-departmental Projects Administrator.

2 MS. McLANE: Kelly McLane, Intra-departmental
3 Projects Administrator.

4 CHAIR HARLAN: If you are part of the public
5 participating by telephone and want to submit a
6 written comment pertaining to the material being
7 presented today, please send an email to
8 ptotraining@floridarevenue.com.

9 In the subject line of your email, please use
10 "June 23 Committee Meeting." We are monitoring
11 that email account during the meeting and will
12 read aloud all comments we receive during the
13 meeting.

14 If you prefer to speak, please state that in
15 your email and we will un-mute the telephone and
16 recognize you for comment.

17 Megan Miller, the secretary of the committee
18 will you please call the role.

19 MS. MILLER: Yes. Sue Harlan?

20 MS. HARLAN: Here.

21 MS. MILLER: John Emerson?

22 MR. EMERSON: Here.

23 MS. MILLER: Dorothy Jacks?

24 MS. JACKS: Here.

25 MS. MILLER: Carey Baker?

1 MR. BAKER: Present.

2 MS. MILLER: Mitch Burke?

3 MR. BURKE: Here.

4 MS. MILLER: Tracy Drake?

5 MR. DRAKE: Here.

6 MS. MILLER: Raymond McIntyre?

7 MR. McINTYRE: Here.

8 MS. MILLER: Rebecca Morris-Haid?

9 (No response.)

10 MS. MILLER: Tim Parker?

11 MR. PARKER: Here.

12 MS. MILLER: Paul Polk?

13 MR. POLK: Here.

14 CHAIR HARLAN: According to Rule 12-9.002(3),
15 Florida Administrative Code, five members of the
16 Admissions and Certifications Committee constitute
17 a quorum. Meghan, do we have a quorum?

18 MS. MILLER: Yes.

19 CHAIR HARLAN: Our first order of business
20 today is the approval of the March 24, 2021,
21 Certified Florida Appraiser Admissions and
22 Certifications Committee meeting minutes. Do I
23 have a motion to approve the March 24, 2021,
24 committee meeting minutes? Please state your name
25 if you make a motion.

1 MR. EMERSON: So moved, John Emerson.

2 MS. JACKS: I will second the motion. This
3 is Dorothy Jacks.

4 CHAIR HARLAN: Thank you, Dorothy. All those
5 in favor indicate by saying "Aye."

6 (Ayes.)

7 CHAIR HARLAN: All opposed, indicate by
8 saying "Nay."

9 (No response.)

10 CHAIR HARLAN: Our next item of business is
11 the presentation and recommendation of applicants
12 The program posted the list of applicants, along
13 with the completed applications, on the
14 Department's website and sent the meeting
15 materials link to each of you. Each application
16 has a checklist at the front to assist you in your
17 review of the applicants. This checklist has the
18 certification criteria required in Rule Chapter
19 12-9, F.A.C.

20 Meghan, will you please list the requirements
21 of the Certified Florida Appraiser, Certified
22 Florida Evaluator, and Certified Cadastralists of
23 Florida designations?

24 MS. MILLER: The qualifications for the
25 Certified Florida Appraiser and Certified Florida

1 Evaluator professional designations include at
2 least two years of experience with a Florida
3 property appraiser's or tax collector's office or
4 the Florida Department of Revenue, at least 120
5 hours of approved education, and current
6 employment with a Florida county property
7 appraiser's or tax collector's office or the
8 Florida Department of Revenue. The Certified
9 Florida Appraiser designation is reserved for the
10 county official.

11 The qualifications for the Certified
12 Cadastralists of Florida include at least two
13 years of experience with a Florida property
14 appraiser's office or the Florida Department of
15 Revenue, at least 150 hours of approved education,
16 and current employment with a Florida property
17 appraiser's office or the Florida Department of
18 Revenue.

19 MS. HARLAN: Thank you, Meghan. Now, I need
20 for each Committee Member to individually answer
21 the following question on the record. After I
22 read the question, Meghan will call the name of
23 each member. Please state your answer of yes or
24 no.

25 The question is: Are you aware of any facts,

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

5 MS. MILLER: Sue Harlan?

6 MS. HARLAN: No.

7 MS. MILLER: John Emerson?

8 MR. EMERSON: No.

9 MS. MILLER: Dorothy Jacks?

10 MS. JACKS: No.

11 MS. MILLER: Carey Baker?

12 MR. BAKER: No.

13 MS. MILLER: Mitch Burke?

14 MR. BURKE: No.

15 MS. MILLER: Tracy Drake?

16 MR. DRAKE: No.

17 MS. MILLER: Raymond McIntyre?

18 MR. McINTYRE: No.

19 MS. MILLER: Rebecca Morris-Haid?

20 (No response.)

21 MS. MILLER: Tim Parker?

22 MR. PARKER: No.

23 MS. MILLER: Paul Polk?

24 MR. POLK: No.

25 CHAIR HARLAN: Okay. Do any committee

1 members have anything they wish to discuss about
2 the applicant's credentials?

3 Does the public have any comments on any of
4 the applicants? If you are attending by telephone
5 please send us an email so we can recognize you.
6 Again, that email address is
7 ptotraining@floridarevenue.com.

8 Kelly, have we received any email comments.

9 MS. McLANE: No, ma'am.

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

16 MR. MCINTYRE: So moved, Raymond McIntyre.

17 CHAIR HARLAN: Thank you, Raymond.

18 MR. DRAKE: Second, Tracy Drake.

19 CHAIR HARLAN: Thank you, Tracy.

20 All in favor indicate by saying "Aye."

21 (Ayes.)

22 CHAIR HARLAN: All opposed, indicate by
23 saying "Nay."

24 (No response.)

25 CHAIR HARLAN: Let the record reflect that

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the committee has recommended all applicants for certification. Congratulations to the new Certified Florida Appraisers, Certified Florida Evaluators and Certified Cadastralists of Florida. The professional designees will receive documentation of their certification from the Department.

That concludes today's agenda for the Certified Florida Appraiser Admissions and Certifications Committee meeting. Please mark your calendars for this year's 3rd and 4th quarter 2021 meetings, which are scheduled for 2:00 p.m. EDT Thursday, September 9, 2021 and 2:00 p.m. Thursday, December 9, 2021.

Again, thank you all very much for your leadership and for joining us today. We are adjourned.

(Proceedings adjourned at 2:10 p.m.)

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CERTIFICATE OF REPORTER

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STATE OF FLORIDA)
COUNTY OF LEON)

I, Doreen Mannino, Certified Court Reporter, do hereby certify that I was authorized to and did report in stenotypy and electronically the foregoing proceedings, and that the foregoing pages constitute a true and correct transcription of my recording thereof.

IN WITNESS WHEREOF, I have hereunto affixed my hand the 26th day of July 2021 at Tallahassee, Leon County, Florida.

Doreen M. Mannino

Doreen M. Mannino