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**CERTIFIED FLORIDA APPRAISER  
ADMISSIONS AND CERTIFICATIONS COMMITTEE**

**MEETING**

**Florida Department of Revenue - Property Tax Oversight  
June 7, 2023 2:00 p.m., EDT\***

2450 Shumard Oak Boulevard, Building 2, Room 1220  
Tallahassee, Florida 32399 1-888-585-9008 Phone  
Conference Room ID 472-220-405

1     **COMMITTEE MEMBER APPEARANCES:**

2     Rene Lewis, Chair, Program Director, Property Tax  
3     Oversight, Florida Department of Revenue

4     Bob Henriquez, C.F.A., President, Property Appraisers'  
5     Association of Florida

6     Cregg Dalton, C.F.A., President, Florida Association of  
7     Property Appraisers

8     Carey Baker, C.F.A.

9     Mitch Burke, C.F.A.

10    Tracy Drake, C.F.A.

11    Raymond McIntyre, C.F.A.

12    Rebecca Morris-Haid, C.F.A.

13    Tim Parker, C.F.A.

14    Dena Pittman, C.F.A.

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16    **ALSO PRESENT:**

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18    Rachel Goldstein, Chief Legal Counsel for the Property  
19    Tax Oversight Program

20    Meghan Miller, Revenue Program Administrator

21    Kelly McLean, Intra-Departmental Projects Administrator

22    Jenna Harper, Process Manager

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24                   **AGENDA**

25    **Welcome:** Chair (5 minutes)

26    **Roll call:** Secretary (3 minutes)

27    **March 8th, 2023 meeting minutes review and approval:**

28    Chair/Committee Members (5 minutes)

29

30    **Presentation of applicants:** Chair/Committee Members (30  
31    minutes) Discussion of applicants' credentials

32    **Public comment on applicants' credentials:** (3 minutes  
33    each)

34    **Vote to recommend the applicant list:** Chair/Committee  
35    Members (5 minutes)

36    **Adjourn:** Chair (2 minutes)

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**CERTIFIED FLORIDA APPRAISER**  
**ADMISSIONS AND CERTIFICATIONS COMMITTEE SCRIPT**  
June 7, 2023, 2:00 p.m.

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**WELCOME**

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MS. LEWIS: Good afternoon, everyone.

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Welcome to the Certified Florida Appraiser Admissions and Certifications Committee. My name is Rene Lewis. I am the director of the Property Tax Oversight Program and the chair for today's proceeding.

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

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Ms. Rachel Goldstein, Chief Legal Counsel for the Property Tax Oversight Program is on the phone. Also present are staff members from the program in the Department of Revenue. Will our staff please introduce themselves by stating their names and titles.

MS. MILLER: Meghan Miller, Revenue Program Administrator.

MS. McLEAN: Kelly McLean,  
Intra-Departmental Projects Administrator.

MS. HARPER: Jenna Harper, Process Manager.

1 MS. LEWIS: If you are part of the public  
2 participating by telephone and want to submit a written  
3 comment pertaining to the material being presented  
4 today, please send an email to ptotraining@ -  
5 floridarevenue.com. In the subject line of your email  
6 please use June 7, Committee meeting.

7 We are monitoring that email account during  
8 the meeting and will read aloud all comments we received  
9 during the meeting. If you prefer to speak, please,  
10 state that in your email and we will recognize you for  
11 comments.

12 We would appreciate if everyone could please  
13 mute their phone when they are not participating so we  
14 can reduce the amount of feedback during the meeting.  
15 Please be sure to unmute your line when you need to  
16 voice a vote.

17 **ROLL CALL**

18 MS. LEWIS: Meghan Miller, the Secretary of  
19 the Committee, will you please call the roll.

20 MS. MILLER: Rene Lewis.

21 MS. LEWIS: Here.

22 MS. MILLER: Cregg Dalton.

23 MR. DALTON: Present.

24 MS. MILLER: Bob Henriquez.

25 MR. HENRIQUEZ: Present.

1 MS. MILLER: Carey Baker.  
2 MR. BAKER: Present.  
3 MS. MILLER: Mitch Burke.  
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 MS. MORRIS-HAID: Here.  
10 MS. MILLER: Tim parker.  
11 MR. PARKER: Here.  
12 MS. MILLER: And Dena Pittman.  
13 MS. PITTMAN: Here.  
14 MR. BURKE: Mitch Burke is here.  
15 MS. LEWIS: Great, thank you. According to  
16 rule 12D-19.0002(6) Florida Administrative Code, five  
17 members of the Admissions and Certification Committee  
18 constitute a quorum. Meghan, do we have a quorum?  
19 MS. MILLER: Yes.  
20 **APPROVAL OF PRIOR MEETING MINUTES**  
21 MS. LEWIS: Great. Our first order of  
22 business today is a approval of the March 8th, 2023,  
23 Certified Florida Appraiser Admissions and  
24 Certifications Committee meeting minutes.  
25 Do I have a motion to approve the March 8th,

1 2023, Committee meeting minutes? Please state your name  
2 if you make a motion.

3 MR. DALTON: I'll make a motion.

4 [Committee member motions.]

5 MS. LEWIS: Thank you. We have a motion by  
6 Cregg Dalton. Do I have a second?

7 MR. DRAKE: Tracy Drake, second.

8 [Committee member seconds.]

9 MS. LEWIS: Thank you. We have a second by  
10 Tracy. All those in favor signify by indicate by saying  
11 aye.

12 [Ayes]

13 MS. LEWIS: All opposed, indicate by saying  
14 nay.

15 [Nays]

16 MS. LEWIS: Thank you.

17 **PRESENTATION OF APPLICANTS**

18 Our next item of business is the  
19 presentation and recommendation of applicants. The  
20 program posted the list of applicants along with the  
21 completed applications on the Department's website and  
22 sent the meeting materials linked to each of you. Each  
23 application has a checklist at the front to assist you  
24 in your review of the applicants.

25 This checklist has the certification

1 criteria required and Rule Chapter 12D-19, Florida  
2 Administrative Code.

3 Meghan, will you please list the  
4 requirements of the Certified Florida Appraiser and  
5 Certified Florida Evaluator, and Certified Cadastralist  
6 of Florida designations.

7 MS. MILLER: The qualifications for the  
8 Certified Florida Appraiser and Certified Florida  
9 Evaluator professional designations include at least two  
10 years of experience with a Florida property appraiser's  
11 or tax collector's office or the Florida Department of  
12 Revenue, at least 120 hours of approved education, and  
13 current employment with a Florida county property  
14 appraiser's or tax collector's office or the Florida  
15 Department of Revenue. The Certified Florida Appraiser  
16 designation is reserved for the county official.

17 The qualifications for the Certified  
18 Cadastralist of Florida include at least two years of  
19 experience with a Florida property appraiser's office or  
20 the Florida Department of Revenue, at least 150 hours of  
21 approved education, and current employment with a  
22 Florida property appraiser's office or the Florida  
23 Department of Revenue.

24 **DISCUSSION OF ANY POSSIBLE CONFLICTS OF INTEREST AND**

25 **APPLICANTS' CREDENTIALS**

1 MS. LEWIS: Thank you, Meghan. Now, I need  
2 for each Committee Member to individually answer the  
3 following question on the record. After I read the  
4 question. Meghan will call the name of each member.  
5 Please state your answer of yes or no.

6 The question is: Are you aware of any  
7 facts, or situations, or reasons which you feel may  
8 disqualify or otherwise make it improper for you to hear  
9 and deliberate on any of the applicants scheduled to be  
10 reviewed today?

11 MS. MILLER: Rene Lewis.

12 MS. LEWIS: No.

13 MS. MILLER: Cregg Dalton.

14 MR. DALTON: No.

15 MS. MILLER: Bob Henriquez.

16 MR. HENRIQUEZ: No.

17 MS. MILLER: Carey Baker.

18 MR. BAKER: No.

19 MS. MILLER: Mitch Burke.

20 MR. BURKE: No.

21 MS. MILLER: Tracy Drake.

22 MR. DRAKE: No.

23 MS. MILLER: Raymond McIntyre.

24 MR. McINTYRE: No.

25 MS. MILLER: Rebecca Morris-Haid.



1 MS. MORRIS-HAID: No.

2 MS. MILLER: Tim parker.

3 MR. PARKER: No.

4 MS. MILLER: Dena Pittman.

5 MS. PITTMAN: No.

6 MS. LEWIS: Thank you. Do any committee  
7 members have anything they wish to discuss about the  
8 applicants' credentials?

9 **PUBLIC COMMENT PERIOD**

10 MS. LEWIS: Does the public have any  
11 comments on any of the applicants? If you are attending  
12 by telephone, please send us an email so we can  
13 recognize you. Again, that email address is  
14 ptotraining@floridarevenue.com.

15 And we are getting a little bit of feedback  
16 on the line so if you guys could please your lines are  
17 muted, we'd appreciate it. Thanks.

18 Jenna, have we received any email comments?

19 MS. HARPER: No, we have not.

20 MS. LEWIS: Thank you.

21 **VOTE TO RECOMMEND THE APPLICANT LIST**

22 MS. LEWIS: Hearing no additional comments  
23 or discussion of the credentials. The Committee will  
24 now vote on consideration of the applicant list. Do I  
25 have a motion for recommendation of the applicant?

1 Please say your name when making your motion.

2 MR. HENRIQUEZ: Motion, Bob Henriquez.

3 [Committee member motions to recommend all applicants]

4 MS. LEWIS: All right. We have a motion by  
5 Bob Henriquez, do I have a second?

6 MR. McINTYRE: Second, Raymond McIntyre.

7 [Committee member seconds]

8 MS. LEWIS: Thank you. We have a second by  
9 Raymond McIntyre. All those in favor indicate by saying  
10 aye.

11 [Ayes]

12 MS. LEWIS: All opposed indicate by saying  
13 nay.

14 [Nays]

15 MS. LEWIS: Let the record reflect that the  
16 committee has recommended all applicants for  
17 certification. Congratulations to the new certified  
18 Florida Appraiser, Certified Florida Evaluators, and  
19 Certified Cadastralists of Florida. The professional  
20 designees will receive documentation of their  
21 certification from the Department.

22 **ADJOURN**

23 That concludes today's agenda for the  
24 Certified Florida Appraiser Admissions and  
25 Certifications Committee meeting.

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Again, thank you very much for your leadership and service today on the committee. We are adjourned. Have a great afternoon.

(Whereupon, the meeting was concluded at 2:08 p.m.)

1 CERTIFICATE OF REPORTER

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3 I, Samantha Adams, court reporter, certify that

4 I was authorized to and did stenographically report the

5 following meeting, and that the transcript is a true and

6 complete record of my stenographic notes.

7

8 I further certify that I am not a relative,

9 employee, attorney, or counsel of any of the parties,

10 nor am I a relative or employee of any of the parties'

11 attorney or counsel connected with the action, nor am I

12 financially interested in the action.

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15 DATED this 22nd day of JUNE, 2023

16 *Samantha Adams*

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18 SAMANTHA ADAMS Court Reporter

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