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**CERTIFIED FLORIDA COLLECTOR
ADMISSIONS AND CERTIFICATIONS COMMITTEE**

MEETING

**Florida Department of Revenue - Property Tax Oversight
February 15, 2024 3:00 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
Oversight, Florida Department of Revenue

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4 Chuck Perdue, C.F.C., President, Florida Tax Collectors'
Association

5 Peter Cam, C.F.C.
Dennis Hollingsworth, C.F.C.
6 Sharon Jordan, C.F.C.
Nancy Millan, C.F.C.
7 Jim Overton, C.F.C.
Becky Smith, C.F.C.
8 Janice Warren, C.F.C.
Eric Zwayer, C.F.C.

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AGENDA

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Welcome: Chair (5 minutes)

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Roll call: Secretary (3 minutes)

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October 4th, 2023 meeting minutes review and approval:

13

Chair/Committee Members (5 minutes)

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

15

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

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

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Adjourn: Chair (2 minutes)

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1 MS. HARPER: Jenna Harper, Compliance
2 Assistant Process Manager.

3 MS. LEWIS: If you are part of the public
4 participating by telephone and want to submit a written
5 comment pertaining to the material being presented
6 today, please send an email to ptotraining@ -
7 floridarevenue.com. In the subject line of your email
8 please use February 15 Committee meeting.

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

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

19 Before calling roll I'd like to take a moment to
20 welcome our newest Committee members, the honorables,
21 Nancy Millan, Jim Overton, Chuck Perdue, and Janice
22 Warren. Welcome to the Certified Florida Collector
23 Admissions and Certifications Committee. We appreciate
24 your service on the Committee.

25 **ROLL CALL**

1 MS. LEWIS: Meghan Miller, the Secretary of
2 the Committee, will you please call the roll?
3 MS. MILLER: Rene Lewis.
4 MS. LEWIS: Here.
5 MS. MILLER: Chuck Perdue.
6 MR. PERDUE: Here.
7 MS. MILLER: Peter Cam.
8 MR. CAM: Here.
9 MS. MILLER: Dennis Hollingsworth.
10 MR. HOLLINGSWORTH: Here.
11 MS. MILLER: Sharon Jordan.
12 Nancy Millan. Jim Overton.
13 MR. OVERTON: Here.
14 MS. MILLER: Becky Smith.
15 (Simultaneous speakers.)
16 MS. MILLER: Was that Becky?
17 MS. MILLAN: This is Nancy Millan.
18 MS. MILLER: Okay, thanks, Nancy.
19 Becky Smith.
20 MS. MILLER: Janice Warren.
21 MS. WARREN: Here.
22 MS. MILLER: Eric Zwayer.
23 MR. ZWAYER: Here.
24 MS. LEWIS: All right, thank you. And did
25 Sharon Jordan happen to join? All right, thank you.

1 According to Rule 12D-19.0002(6) Florida
2 Administrative Code, five members of the Admissions and
3 Certification Committee constitute a quorum.

4 Meghan, do we have a quorum?

5 MS. MILLER: Yes.

6 **APPROVAL OF PRIOR MEETING MINUTES**

7 MS. LEWIS: Thank you. Our first order of
8 business today is the approval of the October 4th, 2023,
9 Certified Florida Collector Admissions and
10 Certifications Committee meeting minutes.

11 Do I have a motion to approve the October 4th,
12 2023, Committee meeting minutes? Please state your name
13 if you make a motion.

14 Do I have a motion?

15 (Simultaneous speakers.)

16 MS. LEWIS: Okay, I have a motion from Chuck
17 --

18 MR. PERDUE: Chuck Perdue.

19 MS. LEWIS: Do I have a second?

20 MR. ZWAYER: Second, Eric Zwayer.

21 MS. LEWIS: Thank you. We have a second
22 from Eric Zwayer.

23 [Committee member motions.]

24 MS. LEWIS: Thank you. All those in favor,
25 signify by saying aye.

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[Ayes]

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

[Nays]

MS. LEWIS: Thank you.

PRESENTATION OF APPLICANTS

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

This checklist has the certification criteria required and Rule Chapter 12D-19, Florida Administrative Code.

Meghan, will you please list the requirements of the Certified Florida Collector and Certified Florida Collector Assistant Designation?

MS. MILLER: The qualifications for the Certified Florida Collector and Certified Florida Collector Assistant include at least two years of experience with the Florida Tax Collectors' and Appraisers' Office or the Florida Department of Revenue, at least 120 hours of approved education, and current

1 employment with a Florida Tax Collectors' or Property
2 Appraisers' Office or the Florida Department of Revenue.
3 The Certified Florida Collector Designation is reserved
4 solely for the county official.

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

6 **APPLICANTS' CREDENTIALS**

7 MS. LEWIS: Thank you, Meghan.

8 Now, I need for each Committee member to
9 individually answer the following question on the
10 record. After I read the question, Meghan, will call
11 the name of each member, please state your answer of yes
12 or no.

13 The question is: Are you aware of any facts,
14 situations, or reasons which you feel may disqualify or
15 otherwise make it improper for you to hear and
16 deliberate on any of the applicants scheduled to be
17 reviewed today?

18 MS. MILLER: Rene Lewis.

19 MS. LEWIS: No.

20 MS. MILLER: Chuck Perdue.

21 MR. PERDUE: No.

22 MS. MILLER: Peter Cam.

23 MR. CAM: No.

24 MS. MILLER: Dennis Hollingsworth.

25 MR. HOLLINGSWORTH: No.

1 MS. MILLER: Sharon Jordan.

2 Nancy Millan.

3 MS. MILLAN: No.

4 MS. MILLER: Jim Overton.

5 MR. OVERTON: No.

6 MS. MILLER: Becky Smith.

7 Janice Warren.

8 MS. WARREN: No.

9 MS. MILLER: Eric Zwayer.

10 MR. ZWAYER: No.

11 MS. LEWIS: Do any Committee members have
12 anything they wish to discuss about the applicants'
13 credentials?

14 **PUBLIC COMMENT PERIOD**

15 MS. LEWIS: Does the public have any
16 comments on any of the applicants?

17 If you are attending by telephone, please send us
18 an email so we can recognize you. Again, that email
19 address is ptotraining@floridarevenue.com.

20 Jenna, have we received any emails?

21 MS. HARPER: No, we have not.

22 MS. LEWIS: Thank you.

23 **VOTE TO RECOMMEND THE APPLICANT LIST**

24 MS. LEWIS: Hearing no additional comments
25 or discussion of the credentials, the Committee will now

1 vote on consideration of the applicant list.

2 Do I have a motion for recommendation of the
3 applicants? Please say your name when making your
4 motion.

5 MR. OVERTON: Move to approval, Jim Overton.
6 [Committee member motions to recommend all applicants.]

7 MS. LEWIS: Thank you. We have a motion by
8 Jim Overton. Do I have a second?

9 MR. HOLLINGSWORTH: Second, Dennis
10 Hollingsworth.

11 MS. LEWIS: Thank you. We have a second by
12 Dennis Hollingsworth.

13 [Committee member seconds.]

14 MS. LEWIS: All those in favor indicate by
15 saying aye.

16 [Ayes]

17 MS. LEWIS: All opposed indicate by saying
18 nay.

19 [Nays]

20 MS. LEWIS: Thank you. Let the record
21 reflect that the Committee has recommended all
22 applicants for certification.

23 Congratulations to the new Certified Florida
24 Collectors and Certified Florida Collector Assistants.
25 The professional designees will receive documentation of

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their certification from the Department.

ADJOURN

MS. LEWIS: That concludes today's agenda for the Certified Florida Collector Admissions and Certifications Committee meeting.

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

(Whereupon, the meeting was concluded at 3:11 p.m.)

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CERTIFICATE OF REPORTER

STATE OF FLORIDA)
COUNTY OF LEON)

I, Samantha Adams, court reporter, certify that I was authorized to and did stenographically report the following meeting, and that the transcript is a true and complete record of my stenographic notes.

I further certify that I am not a relative, employee, attorney, or counsel of any of the parties, nor am I a relative or employee of any of the parties' attorney or counsel connected with the action, nor am I financially interested in the action.

DATED this 29th day of FEBRUARY, 2024
Samantha Adams

SAMANTHA ADAMS Court Reporter