

1 **CERTIFIED FLORIDA APPRAISER**
2 **ADMISSIONS AND CERTIFICATIONS COMMITTEE**

3 **MEETING**

4
5
6 **Florida Department of Revenue - Property Tax Oversight**
7 **October 16, 2024 2:00 p.m., EDT***

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11 2450 Shumard Oak Boulevard, Building 2, Room 1220
12 Tallahassee, Florida 32399
13 1-888-585-9008
14 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 Mitch Burke, C.F.A., President, Property Appraisers'
5 Association of Florida

6 Marty Kiar, C.F.A., President, Florida Association of
7 Property Appraisers

8 Eddie Creamer, C.F.A.

9 Jimmy Cowan, C.F.A.

10 Jenny Fields, C.F.A.

11 Damon Leggett, C.F.A.

12 Raymond McIntyre, C.F.A.

13 Dena Pittman, C.F.A.

14 **PROPERTY TAX OVERSIGHT PROGRAM STAFF**

15 Meghan Miller, Revenue Program Administrator

16 Kelly McLane, Interdepartmental Projects Administrator

17 Jenna Harper, Compliance Assistance Process Manager

18 Rachel Goldstein, Chief Legal Counsel

19 **AGENDA**

20 **Welcome:** Chair (5 minutes)

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

22 **June 12th, 2024, meeting minutes review and approval:**
23 Chair/Committee Members (5 minutes)

24 **Presentation of applicants:** Chair/Committee Members
25 (30 minutes) Discussion of applicants' credentials

26 **Public comment on applicants' credentials:**
27 (3 minutes each)

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

30 **Adjourn:** Chair (2 minutes)

1 **CERTIFIED FLORIDA APPRAISER**
2 **ADMISSIONS AND CERTIFICATIONS COMMITTEE**
 October 16, 2024, 2:00 p.m.

3 **WELCOME**

4 MS. LEWIS: Good afternoon, everyone.

5 Welcome to the Certified Florida Appraiser Admissions
6 and Certifications Committee. My name is Rene Lewis. I
7 am the Director of the Property Tax Oversight Program
8 and the chair for today's proceedings.

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

16 Ms. Rachel Goldstein, Chief Legal Counsel for
17 the Property Tax Oversight program, is on the phone.
18 Also present are staff from the Property Tax Oversight
19 Program in the Department of Revenue.

20 Will our staff please introduce themselves by
21 stating their names and titles?

22 MS. MILLER: Meghan Miller, Revenue Program
23 Administrator.

24 MS. MCLANE: Kelly McLane, Interdepartmental
25 Projects Administrator.

1 MS. HARPER: Jenna Harper, Compliance
2 Assistance 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@florida -
7 revenue.com. In the subject line of your email, please
8 use October 16th Committee Meeting. We are monitoring
9 that email account during the meeting and will read
10 aloud all comments we received during the meeting.

11 If you prefer to speak, please state that in
12 your email and we will recognize you for comment. We
13 would appreciate if everyone could please mute their
14 phone when they are not participating so we can reduce
15 the amount of feedback during the meeting. Please be
16 sure to unmute your line when you need to voice a vote.

17 Before calling roll, I would like to take a
18 moment to welcome our newest committee members,
19 Honorable Jimmy Cowan, Marion County Property Appraiser,
20 and Honorable Damon Leggett, Gilchrist County Property
21 Appraiser. Welcome to the Certified Florida Appraiser
22 Admissions and Certification Committee.

23 The Honorable Mitch Burke's term has concluded,
24 but he will continue as a committee member during his
25 presidency of the Property Appraiser Association of

1 Florida. We appreciate everyone's term of service on
2 the committee.

3 **ROLL CALL**

4 Meghan Miller, the secretary of the committee,
5 will you please call the roll?

6 MS. MILLER: Rene Lewis.

7 MS. LEWIS: Present.

8 MS. MILLER: Mitch Burke.

9 MR. BURKE: Here.

10 MS. MILLER: Jimmy Cowan.

11 MR. COWAN: Here.

12 MS. MILLER: Eddie Creamer.

13 MR. CREAMER: Here.

14 MS. MILLER: Jenny Fields.

15 MS. FIELDS: Here.

16 MS. MILLER: Damon Leggett.

17 MR. LEGGETT: Here.

18 MS. MILLER: Raymond McIntyre.

19 MR. MCINTYRE: Here.

20 MS. MILLER: Dena Pittman.

21 MS. PITTMAN: Here.

22 MS. MILLER: Marty Kiar.

23 MR. KIAR: Here.

24 MS. MILLER: Lorie Ward.

25 MS. LEWIS: According to Rule 12B-19.002(6),

1 Florida Administrative Code, five members of the
2 admissions and certification committee constitute a
3 quorum.

4 Meghan, do we have a quorum?

5 MS. MILLER: Yes.

6 **APPROVAL OF PRIOR MEETING MINUTES**

7 MS. LEWIS: Our first order of business is
8 the approval of the June 12th, 2024, Certified Florida
9 Appraiser Admissions and Certifications Committee
10 meeting minutes.

11 Do I have a motion to approve the June 12th,
12 2024, committee meeting minutes? Please state your name
13 if you make a motion.

14 MR. KIAR: Marty Kiar, I'll approve.

15 [Committee member motions.]

16 MS. LEWIS: Thank you. We have a motion by
17 Marty Kiar. Do we have a second?

18 MR. CREAMER: Eddie Creamer, second.

19 [Committee member seconds.]

20 MS. LEWIS: Thank you. We have a second by
21 Eddie Creamer.

22 All those in favor, indicate by saying aye.

23 [Ayes]

24 MS. LEWIS: Thank you. All opposed indicate
25 by saying nay.

1 [Nays]

2 **PRESENTATION OF APPLICANTS**

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

10 This checklist has the certification criteria
11 required in Rule Chapter 12D-19 Florida Administrative
12 Code.

13 Meghan, will you please list the requirements of
14 the Certified Florida Appraiser, Certified Florida
15 Evaluator, and Certified Cadastralist of Florida
16 Designation?

17 MS. MILLER: The qualifications for the
18 Certified Florida Appraiser and Certified Florida
19 Evaluator professional designations include at least two
20 years of experience with a Florida Property Appraiser or
21 Tax Collector's Office or the Florida Department of
22 Revenue. At least 120 hours of approved education, and
23 current employment with a Florida County Property
24 Appraiser's or Tax Collector's Office or the Florida
25 Department of Revenue.

1 The Certified Florida Appraiser designation is
2 reserved for the county official. The qualifications
3 for the Certified Cadastralist of Florida include at
4 least two years of experience with a Florida Property
5 Appraiser's Office or the Florida Department of Revenue.
6 At least 150 hours of approved education, and current
7 employment with a Florida County Property Appraiser's
8 Office or the Florida Department of Revenue.

9 **DISCUSSION OF ANY POSSIBLE CONFLICTS**

10 **OF INTEREST AND APPLICANTS' CREDENTIALS**

11 MS. LEWIS: Thank you, Meghan.

12 Now, I need for each committee member to
13 individually answer the following question on the
14 record. After I read the question, Meghan will call the
15 name of each member. Please state your answer of yes or
16 no.

17 The question is, are you aware of any facts,
18 situations, or reasons which you feel may disqualify or
19 otherwise make it improper for you to hear and
20 deliberate on any of the applicants scheduled to be
21 reviewed today?

22 MS. MILLER: Rene Lewis.

23 MS. LEWIS: No.

24 MS. MILLER: Mitch Burke.

25 MR. BURKE: No.

1 MS. MILLER: Eddie Creamer.
2 MR. CREAMER: No.
3 MS. MILLER: Jimmy Cowan.
4 MR. COWAN: No.
5 MS. MILLER: Jenny Fields.
6 MS. FIELDS: No.
7 MS. MILLER: Damon Leggett.
8 MR. LEGGETT: No.
9 MS. MILLER: Raymond McIntyre.
10 MR. MCINTYRE: No.
11 MS. MILLER: Dena Pittman.
12 MS. PITTMAN: No.
13 MS. MILLER: Marty Kiar.
14 MR. KIAR: No.
15 MS. MILLER: Lorie Ward.
16 MS. LEWIS: Do any Committee members have
17 anything they wish to discuss about the applicants'
18 credentials?

19 **PUBLIC COMMENT PERIOD**

20 Does the public have any comments on any of the
21 applicants? If you are attending by telephone, please
22 send us an email so we can recognize you. Again, that
23 email address is ptotraining@floridarevenue.com.

24 Jenna, have we received any email comments?

25 MS. HARPER: No, we have not.

1 MS. LEWIS: Thank you.

2 **VOTE TO RECOMMEND THE APPLICANT LIST**

3 MS. LEWIS: Hearing no additional comments
4 or discussions of the credentials, the Committee will
5 now vote on consideration of the applicant list.

6 Do I have a motion for recommendation of the
7 applicants? Please state your name when making your
8 motion.

9 MR. COWAN: Jimmy Cowan, so moved.

10 [Committee member motions to recommend all applicants.]

11 MS. LEWIS: Thank you, we have a motion by
12 Jimmy Cowan.

13 Do we have a second?

14 MR. KIAR: Second, Marty Kiar.

15 MS. LEWIS: I think I heard Marty Kiar for
16 the second.

17 [Committee member seconds.]

18 MS. LEWIS: All those in favor, indicate by
19 saying aye.

20 [Ayes]

21 MS. LEWIS: Thank you. All opposed indicate
22 by saying nay.

23 [Nays]

24 MS. LEWIS: Let the record reflect that the
25 Committee has recommended all applicants for

