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FLORIDA DEPARTMENT OF REVENUE
PROPERTY TAX OVERSIGHT
CERTIFIED FLORIDA APPRAISER ADMISSIONS AND CERTIFICATIONS
COMMITTEE MEETING

DATE: March 24, 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:

Peggy L. Ward, 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

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CHAIR HARLAN: Good afternoon, everyone.
Welcome to the Certified Florida Appraiser
Admissions and Certifications Committee. My name
is Sue Harlan. I am the Director of the Property
Tax Oversight program and the Chair for today's
proceedings.

The committee, as a public board, is subject to
the Government in 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 would
come before the committee for action.

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

MS. MILLER: Meghan Miller, Intra-departmental
Projects Administrator.

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

MS. LEWIS: Rene Lewis, Deputy Director,

1 Property Tax Oversight.

2 MS. HARPER: Jenna Harper, Compliance
3 Assistance Process Manager.

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 "March 24 Committee Meeting." We are monitoring
11 that email account during the meeting and will read
12 aloud all comments we receive during the meeting.

13 If you prefer to speak, please state that in
14 your email and we will unmute the telephone and
15 recognize you for comment.

16 Before calling the roll, I would like to take a
17 moment and welcome our newest committee members,
18 Honorable John Emerson, Dorothy Jacks, and Tracy
19 Drake. Welcome to the Certified Florida Appraiser
20 Admissions and Certifications Committee. Thank you
21 for your willingness to serve.

22 Now, Meghan Miller, the secretary of the
23 committee, will you please call the roll?

24 MS. MILLER: Yes. Sue Harlan?

25 MS. HARLAN: Here.

1 MS. MILLER: John Emerson?

2 (No response.)

3 MS. MILLER: Dorothy Jacks?

4 MS. JACKS: Here.

5 MS. MILLER: Carey Baker?

6 MR. BAKER: Present.

7 MS. MILLER: Mitch Burke?

8 MR. BURKE: Here.

9 MS. MILLER: Tracy Drake?

10 MR. DRAKE: Here.

11 MS. MILLER: Raymond McIntyre?

12 MR. McINTYRE: Here.

13 MS. MILLER: Rebecca Morris-Haid?

14 (No response.)

15 MS. MILLER: Tim Parker?

16 MR. PARKER: Here.

17 MS. MILLER: Paul Polk?

18 MR. POLK: Here.

19 CHAIR HARLAN: According to Rule 12-9.002(3),

20 Florida Administrative Code, five members of the

21 Admissions and Certifications Committee constitute

22 a quorum. Meghan, do we have a quorum?

23 MS. MILLER: Yes.

24 CHAIR HARLAN: Okay. Our first order of

25 business today is the approval of the December 2nd,

1 2020, Certified Florida Appraiser Admissions and
2 Certifications Committee. Do I have a motion to
3 approve the December 2nd, 2020, committee meeting
4 minutes? Please state your name if you make a
5 motion.

6 MS. JACKS: This is Dorothy Jacks and I'll make
7 a motion to approve.

8 CHAIR HARLAN: Thank you. I have a motion by
9 Dorothy Jacks. Do I have a second?

10 MR. POLK: Paul Polk, second.

11 CHAIR HARLAN: Thank you. A second by Paul
12 Polk. All those in favor, indicate by saying
13 "Aye."

14 (Ayes.)

15 CHAIR HARLAN: All opposed, indicate by saying
16 "Nay."

17 (No response.)

18 CHAIR HARLAN: Our next item of business is the
19 presentation and recommendation of applicants.

20 The program posted the list of applicants,
21 along with the completed applications, on the
22 Department's website and sent the meeting materials
23 link to each of you. Each application has a
24 checklist at the front to assist you in your review
25 of the applicants. This checklist has the

1 certification criteria required in Rule Chapter
2 12-9, Florida Administrative Code.

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

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

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

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

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

11 MS. MILLER: Sue Harlan?

12 MS. HARLAN: No.

13 MS. MILLER: John Emerson?

14 (No response.)

15 MS. MILLER: Dorothy Jacks?

16 MS. JACKS: 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 (No response.)

2 MS. MILLER: Tim Parker?

3 MR. PARKER: No.

4 MS. MILLER: And Paul Polk?

5 MR. POLK: No.

6 CHAIR HARLAN: Do any committee members have
7 anything they wish to discuss about the applicants'
8 credentials?

9 MR. PARKER: Sue, this is Tim Parker. I just
10 wanted to make a quick observation in that over
11 half of the applicants have at least some form of
12 college degree.

13 And I think that that's a trend in the
14 profession that we're able to hire more and more
15 qualified people. So just a point of interest.

16 CHAIR HARLAN: Thank you very much. Does
17 anybody else have anything they wish to discuss?

18 (No response.)

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

24 Kelly, have we received any email comments?

25 MS. McLANE: No, ma'am.

1 CHAIR HARLAN: Okay. Hearing no additional
2 comments or discussion of the credentials, the
3 committee will now vote on consideration of the
4 applicant list. Do I have a motion for
5 recommendation of the applicants? Please state
6 your name when making your motion.

7 MR. McINTYRE: Raymond McIntyre, so moved.

8 CHAIR HARLAN: Thank you, Raymond. Do I have a
9 second?

10 MR. PARKER: Tim Parker, second.

11 MR. DRAKE: Tracy Drake, second.

12 CHAIR HARLAN: I'm sorry. Could you say that
13 again?

14 MR. DRAKE: Tracy Drake, I'll second.

15 CHAIR HARLAN: Thank you, Tracy Drake. Okay.
16 All in favor, indicate by saying "Aye."

17 (Ayes.)

18 CHAIR HARLAN: All opposed, indicate by saying
19 "Nay."

20 (No response.)

21 CHAIR HARLAN: Let the record reflect that the
22 committee has recommended all applicants for
23 certification. Congratulations to the new
24 Certified Florida Appraisers, Certified Florida
25 Evaluators and Certified Cadastralists of Florida.

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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. Again, thank you all very much for your leadership. We are adjourned.

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

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CERTIFICATE OF REPORTER

STATE OF FLORIDA)
COUNTY OF LEON)

I, Peggy L. Ward, Court Reporter, do hereby certify that I was authorized to and did report the foregoing proceedings, and that the transcript is a true and complete record of my stenographic notes.

DATED this 5th day of April, 2021, at Tallahassee, Leon County, Florida.

Peggy L. Ward
Peggy L. Ward, Court Reporter
Commission No.: GG957644
Expiration: February 12, 2024