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

DATE: March 24, 2021
TIME: 3:00 p.m. to 3:10 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 Collector 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 could come before the committee for action.

Ms. Kathryn Davis, who is a Department attorney, is here with us today. 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.

1 MS. LEWIS: Rene Lewis, Deputy Director,
2 Property Tax Oversight.

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

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

10 In the subject line of your email, please use
11 "March 24 Committee Meeting." We are monitoring
12 that email account during the meeting and will read
13 aloud all comments we receive during the meeting.

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

17 Before calling roll, I would like to take a
18 moment and welcome our newest committee members,
19 Honorable John Power and Lisa Cullen. Welcome to
20 the Certified Florida Collector Admissions and
21 Certifications Committee. Thank you for your
22 willingness to serve.

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

25 MS. MILLER: Yes. Sue Harlan?

1 MS. HARLAN: Here.

2 MS. MILLER: John Power?

3 MR. POWER: Here.

4 MS. MILLER: Lisa Cullen?

5 MS. CULLEN: Here.

6 MS. MILLER: Dennis Hollingsworth?

7 MR. HOLLINGSWORTH: Here.

8 MS. MILLER: Sharon Jordan?

9 MS. JORDAN: Here.

10 MS. MILLER: Vickie Potts?

11 MS. POTTS: Here.

12 MS. MILLER: Rhonda Skipper?

13 MS. SKIPPER: Here.

14 MS. MILLER: Becky Smith?

15 (No response.)

16 MS. MILLER: Celeste Watford?

17 (No response.)

18 MS. MILLER: Eric Zwayer?

19 MR. ZWAYER: Here.

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

21 Florida Administrative Code, five members of the

22 Admissions and Certifications Committee constitute

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

24 MS. MILLER: Yes.

25 CHAIR HARLAN: Okay. Our first order of

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

7 MS. JORDAN: Sharon Jordan, I make a motion.

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

10 MR. POWER: Second, John Power.

11 CHAIR HARLAN: A second by John Power. Thank
12 you very much. All those in favor, indicate by
13 saying "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 as required in Rule Chapter
2 12-9, Florida Administrative Code.

3 Meghan, will you please list the requirements
4 of the Certified Florida Collector and Certified
5 Florida Collector Assistant designations?

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

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

22 The question is: Are you aware of any facts,
23 situations, or reasons which you feel may
24 disqualify or otherwise make it improper for you to
25 hear and deliberate on any of the applicants

1 scheduled to be reviewed today?

2 MS. MILLER: Sue Harlan?

3 MS. HARLAN: No.

4 MS. MILLER: John Power?

5 MR. POWER: No.

6 MS. MILLER: Lisa Cullen?

7 MS. CULLEN: No.

8 MS. MILLER: Dennis Hollingsworth?

9 MR. HOLLINGSWORTH: No.

10 MS. MILLER: Sharon Jordan?

11 MS. JORDAN: No.

12 MS. MILLER: Vickie Potts?

13 MS. POTTS: No.

14 MS. MILLER: Rhonda Skipper?

15 MS. SKIPPER: No.

16 MS. MILLER: Becky Smith?

17 (No response.)

18 MS. MILLER: Celeste Watford?

19 (No response.)

20 MS. MILLER: And Eric Zwayer?

21 MR. ZWAYER: No.

22 CHAIR HARLAN: Do any committee members have
23 anything they wish to discuss about the applicants'
24 credentials?

25 (No response.)

1 CHAIR HARLAN: All right. Does the public have
2 comments on any of the applicants? If you are
3 attending by telephone, please send us an email so
4 we can recognize you. Again, that email is
5 ptotraining@floridarevenue.com.

6 Kelly, have we received any comments?

7 MS. McLANE: No, ma'am.

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

14 MS. CULLEN: Lisa Cullen and I'll make the
15 motion to accept the applicants.

16 CHAIR HARLAN: Thank you, Miss Cullen. Do I
17 have a second?

18 MR. ZWAYER: Eric Zwayer, I'll second.

19 CHAIR HARLAN: I believe that was Mr. Zwayer
20 was a second?

21 MR. ZWAYER: Yes, ma'am.

22 CHAIR HARLAN: Okay. All in favor, indicate by
23 saying "Aye."

24 (Ayes.)

25 CHAIR HARLAN: All opposed, indicate by saying

1 "Nay."

2 (No response.)

3 CHAIR HARLAN: Let the record reflect that the
4 committee has recommended all applicants for
5 certification. Congratulations to the new
6 Certified Florida Collectors and Certified Florida
7 Collector Assistants. The professional designees
8 will receive documentation of their certification
9 from the Department.

10 That concludes today's agenda for the Certified
11 Florida Collector Admissions and Certifications
12 Committee meeting. Again, thank you all very much
13 for your leadership. We are adjourned.

14 (Proceedings adjourned at 3:10 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