

FLORIDA DEPARTMENT OF REVENUE
PROPERTY TAX OVERSIGHT

CERTIFIED FLORIDA COLLECTOR
ADMISSIONS AND CERTIFICATIONS COMMITTEE MEETING

DATE: October 16, 2025

TIME: 3:00 p.m. to 3:10 p.m.

LOCATION: Via Phone Conference

This meeting came on to be heard at the time
and place aforesaid, when and where the following.
proceedings were reported by:

Doreen M. Mannino, Court Reporter
For The Record Reporting, Inc.
1500 Mahan Drive, Suite 140
Tallahassee, Florida 32308

APPEARANCES :

Rene Lewis
Rachel Goldstein
Meghan Miller
Kelly McLane
Jenna Harper
Chris Craft
JR Kroll
Doris Maloy
Jim Overton
Will Roberts
Joe Tedder
Janice Warren
Carole Jean Jordan

P R O C E E D I N G S

MS. LEWIS: Good afternoon, everyone.

Welcome to the Certified Florida Collector 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 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. Rachel Goldstein, Chief Legal Counsel for the Property Tax Oversight program, is on the phone. Also present are staff members from the Property Tax Oversight 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. MCLANE: Kelly McLane, Intradepartmental Projects Administrator.

MS. HARPER: Jenna Harper, Compliance

1 Assistance Process Manager.

2 MS. LEWIS: If you are part of the public
3 participating by telephone and want to submit a
4 written comment pertaining to the material being
5 presented today, please send an email to
6 ptotraining@floridarevenue.com. In the subject
7 line of your email, please use "October 16
8 Committee Meeting." We are monitoring that email
9 account during the meeting and will read aloud all
10 comments we receive during the meeting. If you
11 prefer to speak, please state that in your email
12 and we will recognize you for comment.

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

18 Before calling roll, I would like to take a
19 moment to welcome our newest committee member, the
20 Honorable Chris Craft, President of the Florida
21 Tax Collector's Association. Welcome to the
22 Certified Florida Collector Admissions and
23 Certifications Committee. We appreciate your
24 service on the committee during your term.

25 Meghan Miller, the secretary of the

1 committee, will you please call the roll?

2 MS. MILLER: Rene Lewis.

3 MS. LEWIS: Present.

4 MS. MILLER: Chris Craft. Carole Jean

5 Jordan. JR Kroll.

6 MR. KROLL: Here.

7 MS. MILLER: Doris Maloy.

8 MS. MALOY: Here.

9 MS. MILLER: Nancy Millan. Jim Overton.

10 MR. OVERTON: Here.

11 MS. MILLER: Will Roberts.

12 MR. ROBERTS: Here.

13 MS. MILLER: Joe Tedder.

14 MR. TEDDER: Here.

15 MS. MILLER: Janice Warren.

16 MS. WARREN: Here.

17 MS. LEWIS: All right. According to Rule-
18 sorry. Was someone speaking?

19 MS. JORDAN: Carole Jean Jordan, here.

20 MS. LEWIS: Thank you. And please if you can
21 mute your lines. We are getting a lot of
22 feedback. If you can mute your lines when you're
23 not voting, that would be great.

24 According to Rule 12D-19.002(6) Florida
25 Administrative Code, five members of the

1 Admissions and Certifications Committee constitute
2 a quorum. Meghan, do we have a quorum?

3 MS. MILLER: Yes.

4 MS. LEWIS: Our first order of business today
5 is the approval of the June 11, 2025, Certified
6 Florida Collector Admissions and Certifications
7 Committee meeting minutes. Do I have a motion to
8 approve the June 11, 2025 committee meeting
9 minutes? Please state your name if you make a
10 motion.

11 MR. OVERTON: Jim Overton, move for approval.

12 MS. LEWIS: Thank you. I have a motion by
13 Jim Overton. Do I have a second?

14 MR. TEDDER: Second, Joe Tedder.

15 MS. LEWIS: Thank you. I have a second by
16 Joe Tedder. All those in favor, indicate by
17 saying "aye."

18 Chorus of ayes.

19 MS. LEWIS: All opposed, indicate by saying
20 "nay."

21 Thank you. Our next item of business is the
22 presentation and recommendation of applicants.
23 The program posted the list of applicants, along
24 with the completed applications, on the
25 Department's website and sent the meeting

1 materials link to each of you. Each application
2 has a checklist at the front to assist you in your
3 review of the applicants. This checklist has the
4 certification criteria required in Rule Chapter
5 12D-19, Florida Administrative Code.

6 Meghan, will you please list the requirements
7 of the Certified Florida Collector and Certified
8 Florida Collector Assistant designations?

9 MS. MILLER: Yes. And also I received
10 conformation that Ms. Carole Jean Jordan is on the
11 call.

12 MS. LEWIS: Great. Thank you.

13 MS. MILLER: You're welcome. The
14 qualifications for the Certified Florida Collector
15 and Certified Florida Collector Assistant include
16 at least two years of experience with a Florida
17 tax collector's or property appraiser's office or
18 the Florida Department of Revenue, at least 120
19 hours of approved education, and current
20 employment with a Florida tax collector's or
21 property appraiser's office or the Florida
22 Department of Revenue. The Certified Florida
23 Collector designation is reserved for the county
24 official.

25 MS. LEWIS: Thank you, Meghan. Now, I need

1 for each Committee Member to individually answer
2 the following question on the record. After I
3 read the question, Meghan will call the name of
4 each member. Please state your answer of yes or
5 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
9 to hear and deliberate on any of the applicants
10 scheduled to be reviewed today?

11 MS. MILLER: Rene Lewis.

12 MS. LEWIS: No.

13 MS. MILLER: Chris Craft. Carole Jean
14 Jordan. JR Kroll.

15 MR. KROLL: No.

16 MS. MILLER: Doris Maloy.

17 MS. MALLOY: No.

18 MS. MILLER: Nancy Millan. Jim Overton.

19 MR. OVERTON: No.

20 MS. MILLER: Will Roberts.

21 MR. ROBERTS: No.

22 MS. MILLER: Joe Tedder.

23 MR. TEDDER: No.

24 MS. MILLER: Janice Warren.

25 MS. WARREN: No.

1 MS. LEWIS: Thank you. Do any committee
2 members have anything they wish to discuss about
3 the applicants' credentials?

4 Does the public have any comments on any of
5 the applicants? If you are attending by
6 telephone, please send us an email so we can
7 recognize you. Again, that email address is
8 ptotraining@floridarevenue.com.

9 Jenna, have we received any email comments?

10 MS. HARPER: No.

11 MS. LEWIS: Thank you. Hearing no additional
12 comments or discussion of the credentials, the
13 committee will now vote on consideration of the
14 applicant list. Do I have a motion for
15 recommendation of the applicants? Please state
16 your name when making your motion.

17 MR. ROBERTS: Motion, Will Roberts.

18 MS. LEWIS: Okay. We have a motion by Will
19 Roberts. Do we have second?

20 MR. OVERTON: Second by Jim Overton.

21 MS. LEWIS: Thank you. We have a second by
22 Jim Overton. All in favor, indicate by saying
23 "aye."

24 (Chorus of ayes.)

25 MS. LEWIS: All opposed, indicate by saying

1 "nay."

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

9 That concludes today's agenda for the
10 Certified Florida Collector Admissions and
11 Certifications Committee meeting. Again, thank
12 you very much for your leadership and service
13 today on the committee. Have a good afternoon.
14 We are adjourned.

15 (Meeting adjourned at 3:10 p.m.)
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CERTIFICATE OF REPORTER

STATE OF FLORIDA)

COUNTY OF LEON)

I, Doreen Mannino, Certified Court Reporter, do hereby certify that I was authorized to and did report in stenotypy and electronically the foregoing proceedings, and that the foregoing pages constitute a true and correct transcription of my recording thereof.

IN WITNESS WHEREOF, I have hereunto affixed my hand the 25th day of October 2025 at Tallahassee, Leon County, Florida.

Doreen Mannino-----
Doreen M. Mannino