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

DATE: June 23, 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:

Doreen M. Mannino 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**

1  
2 CHAIR HARLAN: Good afternoon, everyone.  
3 Welcome to the Certified Florida Collector  
4 Admissions and Certifications Committee. My name  
5 is Sue Harlan; I am the Director of the Property  
6 Tax Oversight program and chair for today's  
7 proceedings.

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

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

21 MS. LEWIS: Rene Lewis, Deputy Director.

22 MS. HARPER: Jenna Harper, Compliance  
23 Assistance Process Manager.

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

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

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

In the subject line of your email, please use  
"June 23<sup>rd</sup> Committee Meeting." We are monitoring  
that email account during the meeting and will  
read aloud all comments we receive during the  
meeting.

If you prefer to speak, please state that in  
your email and we will un-mute the telephone and  
recognize you for comment.

Megan Miller, the secretary of the committee  
will you please call the roll.

MS. MILLER: Yes. Sue Harlan?

CHAIR HARLAN: Here.

MS. MILLER: John Power?

MR. POWER: Here.

MS. MILLER: Lisa Cullen?

MS. CULLEN: Here.

MS. MILLER: Dennis Hollingsworth?

MR. HOLLINGSWORTH: Here.

1 MS. MILLER: Sharon Jordan?

2 (No response.)

3 MS. MILLER: Vickie Potts?

4 MS. POTTS: Here.

5 MS. MILLER: Rhonda Skipper?

6 MS. SKIPPER: Here.

7 MS. MILLER: Becky Smith?

8 (No response.)

9 MS. MILLER: Celeste Watford?

10 (No response.)

11 MS. MILLER: And Eric Zwayer?

12 MR. ZWAYER: Here.

13 CHAIR HARLAN: According to Rule 12-9.002(3),  
14 Florida Administrative Code, five members of the  
15 Admissions and Certifications Committee constitute  
16 a quorum. Meghan, do we have a quorum?

17 MS. MILLER: Yes.

18 CHAIR HARLAN: Our first order of business  
19 today is the approval of the March 24, 2021,  
20 Certified Florida Collector Admissions and  
21 Certifications Committee meeting minutes. Do I  
22 have a motion to approve the March 24, 2021,  
23 committee meeting minutes? Please state your name  
24 if you make a motion.

25 MS. CULLEN: Lisa Cullen, I'll move to

1 approve.

2 CHAIR HARLAN: Thank you, Lisa. Do I have a  
3 second?

4 MR. POWER: John Power, I'll second it.

5 CHAIR HARLAN: Thank you, John.

6 All those in favor indicate by saying "Aye."

7 (Ayes.)

8 CHAIR HARLAN: All opposed, indicate by  
9 saying "Nay."

10 (No response.)

11 CHAIR HARLAN: Okay. Our next item of  
12 business is the presentation and recommendation of  
13 applicants. The program posted the list of  
14 applicants, along with the completed applications,  
15 on the Department's website and sent the meeting  
16 materials link to each of you. Each application  
17 has a checklist at the front to assist you in your  
18 review of the applicants. This checklist has the  
19 certification criteria as required in Rule Chapter  
20 12-9, F.A.C.

21 Meghan, will you please list the requirements  
22 of the Certified Florida Collector and Certified  
23 Florida Collector Assistant designations?

24 MS. MILLER: The qualifications for the  
25 Certified Florida Collector and Certified Florida

1 Collector Assistant include at least two years of  
 2 experience with a Florida tax collector's or  
 3 property appraiser's office or the Florida  
 4 Department of Revenue, at least 120 hours of  
 5 approved education, and current employment with a  
 6 Florida tax collector's or property appraiser's  
 7 office or the Florida Department of Revenue.

8 The Certified Florida Collector designation  
 9 is reserved for the county official.

10 CHAIR HARLAN: Thank you, Meghan.

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

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

21 MS. MILLER: Sue Harlan?

22 CHAIR HARLAN: No.

23 MS. MILLER: John Power?

24 MR. POWER: No.

25 MS. MILLER: Lisa Cullen?

1 MS. CULLEN: No.

2 MS. MILLER: Dennis Hollingsworth?

3 MR. HOLLINGSWORTH: No.

4 MS. MILLER: Sharon Jordan?

5 (No response.)

6 MS. MILLER: Vickie Potts?

7 MS. POTTS: No.

8 MS. MILLER: Rhonda Skipper?

9 MS. SKIPPER: No.

10 MS. MILLER: Becky Smith?

11 (No response.)

12 MS. MILLER: Celeste Watford?

13 (No response.)

14 MS. MILLER: And Eric Zwayer?

15 MR. ZWAYER: No.

16 CHAIR HARLAN: Do any committee members have  
17 anything they wish to discuss about the  
18 applicants' credentials? Okay. Thank you.

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

24 Kelly, have we received any email comments?

25 MS. McLANE: No, ma'am.

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CHAIR HARLAN: Hearing no additional comments  
or discussion of the credentials, the committee  
will now vote on consideration of the applicant  
list.

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

MS. CULLEN: Lisa Cullen, move to approve.

CHAIR HARLAN: Thank you, Lisa. Do I have a  
second?

MR. ZWAYER: Eric Zwayer.

CHAIR HARLAN: Thank you, Eric. Okay. All  
those in favor indicate by saying "Aye."

(Ayes.)

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

(No response.)

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

That concludes today's agenda for the

1 Certified Florida Collector Admissions and  
2 Certifications Committee meeting. Please mark  
3 your calendars for this year's 3<sup>rd</sup> and 4<sup>th</sup> quarter  
4 2021 meetings, which are scheduled for 3:00 p.m.,  
5 Thursday, September 9, 2021, and 3:00 p.m.,  
6 Thursday, December 9, 2021.

7 I understand that for the FTC association  
8 president, Honorable Power, this is your last  
9 meeting as your term will be over prior to our  
10 next meeting. I'd like to thank you for your  
11 service to the Certified Florida Collector,  
12 Certified Florida Collector Assistant Admissions  
13 and Certifications Committee. Thank you serving  
14 in this honorable way.

15 Thank you all very much for your leadership.  
16 We are adjourned.

17 (Proceedings adjourned at 3:10 p.m.)

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CERTIFICATE OF REPORTER

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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 26<sup>th</sup> day of July 2021 at Tallahassee, Leon County, Florida.

*Doreen M. Mannino*  
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Doreen M. Mannino