

FLORIDA DEPARTMENT OF REVENUE - PROPERTY TAX OVERSIGHT

CERTIFIED FLORIDA COLLECTOR  
ADMISSIONS AND CERTIFICATION COMMITTEE

MEETING

(Via Telephone Conference)

Thursday, February 6, 2025

3:00 p.m. (EDT)

Reported by:

Deborah Alff, RPR

For The Record Reporting, Inc.  
215 East Park Avenue, Suite 4  
Tallahassee, Florida 32301

FOR THE RECORD REPORTING TALLAHASSEE FLORIDA 850.222.5491

## A T T E N D A N C E

## COMMITTEE MEMBERS:

Shawn Blackburn (Chair)  
Carole Jean Jordan  
JR Kroll  
Doris Maloy  
Nancy Millan  
Jim Overton  
Will Roberts  
Joe Tedder

## PROPERTY TAX OVERSIGHT PROGRAM STAFF:

Meghan Miller  
Kelly McLane  
Jenna Harper  
Rachel Goldstein, Esq.

## P R O C E E D I N G S

(Whereupon, the meeting was called to order at 3:00 p.m. and proceeded as follows:)

MR. BLACKBURN: Good afternoon, everyone.

Welcome to the Certified Florida Collector Admissions and Certification Committee. My name is Shawn Blackburn. I am the Deputy Director of the Property Tax Oversight program. I will serve as chair for today's proceedings in Rene Lewis's absence, as outlined in the Delegation of Authority DA-43.

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 gatherings 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 Property Tax Oversight, 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

1 Administrator.

2 MS. MCLANE: Kelly McLane, Interdepartmental  
3 Projects Administrator.

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

6 MR. BLACKBURN: Thank you.

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

18 We would appreciate if everyone could please  
19 mute the phone when they are not participating so  
20 we can reduce the amount of feedback during the  
21 meeting. Please be sure to unmute your line when  
22 you need to voice a vote.

23 Before calling roll, I would like to take a  
24 moment to welcome our newest committee members.

25 The Honorable Carole Jean Jordan, Indian River

1 County, the Honorable JR Kroll, Seminole County,  
2 and the Honorable Doris Maloy, Leon County,  
3 welcome to the Certified Florida Collector  
4 Admissions and Certification Committee. We  
5 appreciate your service on the committee during  
6 your terms.

7 Meghan Miller, the Secretary of the Committee,  
8 will you please call the roll?

9 MS. MILLER: Shawn Blackburn?

10 MR. BLACKBURN: Here.

11 MS. MILLER: Bruce Vickers?

12 (No audible response.)

13 MS. MILLER: Carole Jean Jordan?

14 MS. JORDAN: Here.

15 MS. MILLER: JR Kroll?

16 MR. KROLL: Here.

17 MS. MILLER: Doris Maloy?

18 MS. MALOY: Here.

19 MS. MILLER: Nancy Millan?

20 MS. MILLAN: Here.

21 MS. MILLER: Jim Overton?

22 MR. OVERTON: Here.

23 MS. MILLER: Will Roberts?

24 MR. ROBERTS: Here.

25 MS. MILLER: Joe Tedder?

1 MR. TEDDER: Here.

2 MS. MILLER: Janice Warren?

3 MS. WARREN: Here.

4 MR. BLACKBURN: All right. According to Rule  
5 12D-19.002(6), Florida Administrative Code, five  
6 members of the Admissions and Certification  
7 Committee constitute a quorum. Meghan, do we have  
8 a quorum?

9 MS. MILLER: Yes.

10 MR. BLACKBURN: All right. Our first order of  
11 business today is the approval of the October 16,  
12 2024 Certified Florida Collector Admissions and  
13 Certifications Committee meeting minutes. Do I  
14 have a motion to approve the October 16, 2024  
15 committee meeting minutes? Please state your name  
16 if you make a motion.

17 MR. ROBERTS: Will Roberts, I make the motion.

18 MR. BLACKBURN: Thank you. I have a motion by  
19 Will Roberts. Do I have a second?

20 MS. WARREN: Second, Janice Warren.

21 MR. BLACKBURN: Thank you. I have a second by  
22 Janice Warren. All opposed? Or, I'm sorry, all  
23 those in favor, indicate by saying "Aye."

24 [Ayes]

25 MR. BLACKBURN: All opposed, indicate by

1 saying "Nay."

2 All right. Our next item of business is the  
3 presentation and recommendation of applicants.

4 The program posted a list of applicants along  
5 with the completed applications on the Department's  
6 website, and sent the meeting materials link to  
7 each of you. Each application has a checklist at  
8 the front to assist you in your review of the  
9 applicants. This checklist has the certification  
10 criteria required in Rule Chapter 12D-19, Florida  
11 Administrative Code.

12 Meghan, will you please list the requirements  
13 of the Certified Florida Collector and Certified  
14 Florida Collector assignment -- Assistant  
15 designations?

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

1           for the official.

2           MR. BLACKBURN: Thank you, Meghan.

3           Now, I need for each committee member to  
4 individually answer the following questions on the  
5 record. After I read the question, Meghan will  
6 call the name of each member. Please state your  
7 answer of yes or no.

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

13          MS. MILLER: Shawn Blackburn?

14          MR. BLACKBURN: No.

15          MS. MILLER: Carole Jean Jordan?

16          MS. JORDAN: No.

17          MS. MILLER: JR Kroll?

18          MR. KROLL: No.

19          MS. MILLER: Doris Maloy?

20          MS. MALOY: No.

21          MS. MILLER: Nancy Millan?

22          MS. MILLAN: No.

23          MS. MILLER: Jim Overton?

24          MR. OVERTON: No.

25          MS. MILLER: Will Roberts?



1 MR. ROBERTS: No.

2 MS. MILLER: Joe Tedder?

3 MR. TEDDER: No.

4 MS. MILLER: Bruce Vickers?

5 (No audible response.)

6 MS. MILLER: Janice Warren?

7 MS. WARREN: No.

8 MR. BLACKBURN: Thank you.

9 Do any committee members have anything they  
10 wish to discuss about the applicants' credentials?

11 Does the public have any comments on any of  
12 the applicants?

13 If you're attending by telephone, please send  
14 us an email so we can recognize you. Again, that  
15 email address is PT0training@FloridaRevenue.com.

16 Jenna, have we received any email comments?

17 MS. HARPER: No, we have not.

18 MR. BLACKBURN: Hearing no additional comments  
19 or discussion of the credentials, the committee  
20 will now vote on consideration of the applicant  
21 list. Do I have a motion for recommendation of the  
22 applicants? Please state your name when making  
23 your motion.

24 MS. MALOY: Doris Maloy, I move that we  
25 approve the members listed for certification.

1 MR. BLACKBURN: Thank you, Doris Maloy.

2 Do we have a second?

3 MS. MILLAN: This is Nancy Millan, I second  
4 the motion.

5 MR. BLACKBURN: Thank you, Nancy Millan.

6 Okay. All in favor, indicate by saying "Aye."

7 [Ayes]

8 MR. BLACKBURN: All opposed, indicate by  
9 saying "Nay."

10 All right. Let the record reflect that the  
11 committee has recommended all applicants for  
12 certification. Congratulations to the new  
13 Certified Florida Collectors and Certified Florida  
14 Collector Assistants. The professional designees  
15 will receive documentation of their certification  
16 from the Department.

17 That concludes today's agenda for the  
18 Certified Florida Collector Admissions and  
19 Certifications Committee meeting. Again, thank you  
20 very much for your leadership and service today on  
21 the committee. Have a good afternoon, and we are  
22 adjourned.

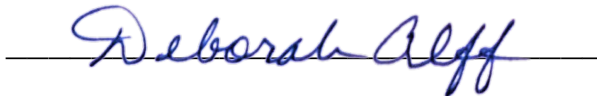
23 (Whereupon, the meeting was adjourned at  
24 approximately 3:09 p.m.)

25

## 1 CERTIFICATE OF REPORTER

2  
3 I, DEBORAH ALFF, do hereby certify that I was  
4 authorized to and did report the foregoing proceedings,  
5 and that the transcript pages 1 through 11 contains a  
6 true and correct record of my stenographic notes and  
7 recordings thereof.

8  
9 Dated this 20th day of February, 2025 at  
10 Tallahassee, Leon County, Florida.

11  
12  
13 A handwritten signature in blue ink, reading "Deborah Alff", is written over a horizontal line.

14 DEBORAH ALFF

15 Court Reporter  
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