

**2021 Value Adjustment Board  
Organizational Meeting Minutes**

Friday, August 13, 2021  
9:00 AM

Council Member Randy DeFoor, Chair  
Council Member Danny Becton, **Excused**  
Council Member Rory Diamond, Alternate, **Excused**  
School Board Member Charlotte Joyce  
Council Appointed Citizen Member, Shirley Dasher  
School Board Appointed Citizen Member, Kristanna Barnes, **Excused at 10:38 am**

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In Attendance:

Heather Pelegrin, VAB Operations Manager  
Grace English, VAB Staff  
Paige Hicks, VAB Staff  
William Jeter, VAB Attorney  
Brooks Dame, ECA, Council Member DeFoor

Convene: Chairwoman DeFoor called the meeting to order at 9:06 am. The Chair confirmed that a quorum of VAB members was present and Staff reported that the meeting had been duly and timely noticed.

(a) Introduce the members of the board and provide contact information: **Chairwoman DeFoor asked all parties to introduce themselves. Names and contact information for all Board members were made available in hard copy format during the meeting and will be posted to the VAB website.** Poll Board members in re: Requirements of Rule 12D-9.014(1)(d), F.A.C; **Mr. Jeter explained the legal requirements for the various categories of VAB membership and polled the Board members as to their compliance. All members in attendance stated on the record that they do meet the qualifications to serve on the 2021 Board.**

(b) Introduce the board clerk or any designee of the board clerk and provide the board clerk's contact information: **VAB staff and the VAB Attorney introduced themselves. Names and contact information for all VAB staff and the VAB Attorney were made available at the meeting in hard copy format and will be posted on the VAB website.**

(c) Appoint or ratify the private board legal counsel; **Citizen Member Barnes made a motion to re-hire Mr. Jeter for the 2021 VAB year at the same salary as 2020. 2<sup>nd</sup> by Citizen Member Dasher. Board approved 4 – 0.**

(d) Appoint or ratify special magistrates; Discussion concerning procedures and protocol at 2020 Special Magistrate hearings was initiated by School Board Member Joyce. Mr. Jeter answered questions and summarized the Florida Statutes section 194.301 hearing process. Chairwoman DeFoor asked to review the resumes and qualifications for the potential Special Magistrates prior to approval. VAB Staff retrieved the documentation, and the Board discussion was tabled until review. VAB Staff provided the Board the 2021 Special Magistrate Application Notebook and materials; the Board reviewed the provided materials; and the VAB attorney described the special magistrate application and candidate review process. **Citizen Member Barnes made a motion to hire all Special Magistrates on the list provided by staff for the 2021 VAB year. 2<sup>nd</sup> by School Board Member Joyce. Board approved 4 – 0. Citizen Member Barnes made a motion to pay the Special Magistrates \$110/hour for the 2021 VAB year. 2<sup>nd</sup> by School Board Member Joyce. Board approved 4 – 0. The VAB attorney noted that the DOR has not yet released its 2021 VAB training and that all Special Magistrates (and the VAB attorney) will be required to receive the DOR Training before commencement of 2021 Special Magistrate hearings.**

While waiting to review the Special Magistrate applications, licensure verifications and qualifications, the Board continued with other agenda items.

VAB Staff showed the Board members a VAB Training video provided on the DOR website.

(e) Appoint or ratify board designee to approve/deny late filed petitions, good cause reschedule requests, etc.: **School Board Member Joyce made a motion that the VAB Attorney be designated to**

**approve/deny late filed petitions. 2<sup>nd</sup> by Citizen Member Dasher. Board approved 4–0. Citizen Member Barnes made a motion to appoint the VAB Clerk or her designee to approve/deny all “Good Cause” reschedule requests. 2<sup>nd</sup> by Citizen Member Dasher. Board approved 4–0.**

(f) Make available to the public, special magistrates and board members, Rule Chapter 12D-9, F.A.C., containing the uniform rules of procedure for hearings before value adjustment boards and special magistrates, and the associated forms that have been adopted by the department: **Rule 12D-9, F.A.C. was presented by the VAB attorney in hard copy form, discussed and explained at the meeting, and a link to the rule and all DOR forms are available on the VAB website. Discussion and explanation provided by VAB Attorney, William Jeter.**

(g) Make available to the public, special magistrates and board members, Rule Chapter 12D-10, F.A.C., containing the rules applicable to the requirements for hearings and recommended and final decisions: **Rule 12D-10, F.A.C., was presented by the VAB attorney in hard copy form, discussed and explained at the meeting, and a link to the rule is available on the VAB website. Discussion and explanation provided by VAB Attorney, William Jeter.**

(h) Make available to the public, special magistrates and board members the requirements of Florida’s Government in the Sunshine/open government laws including information on where to obtain the current Government-In-The-Sunshine Manual; The 2021 Edition of the **Government-In-The-Sunshine Manual** was presented by the VAB attorney in hard copy format, discussed at the meeting and a link to the 2021 Manual will be available on the VAB website. **Discussion and explanation provided by VAB Attorney, William Jeter.**

(i) Discuss, take testimony on and adopt or ratify with any required revision or amendment local administrative procedures and forms of the board. Such procedures must be ministerial in nature and not be inconsistent with governing statutes, case law, attorney general opinions or rules of the department. All local administrative procedures and forms of the board or special magistrates shall be made available to the public and shall be accessible on the board clerk’s website, if any: **William Jeter, VAB Attorney summarized and explained each of the local forms with assistance from Heather Pelegrin, VAB Operations Manager. Citizen Member Dasher made a motion to accept all local forms included in the agenda packet. 2<sup>nd</sup> by School Board Member Joyce. Board approved 4 – 0.**

(j) Discuss general information on Florida’s property tax system, respective roles within this system, taxpayer opportunities to participate in the system, and property taxpayer rights; **William Jeter, VAB Attorney provided explanation.**

(k) Make available to the public, special magistrates and board members: The Uniform Policies and Procedures Manual for Value Adjustment Boards, Rules 12D-51.001, 51.002, 51.003, F.A.C., and Chapters 192 through 195, F.S., as reference information containing the guidelines and statutes applicable to assessments and assessment administration; **The foregoing manual, rules and statutes were discussed at the meeting and links to the manual, rules, statutes and all DOR forms are available on the VAB website. Discussion and explanation provided by VAB Attorney, William Jeter.**

(l) Adopt or ratify by resolution any filing fee for petitions for 2021, in an amount not to exceed \$15: **School Board Member Joyce made a motion to set the filing fee at \$15 for single petitions. 2<sup>nd</sup> by Citizen Member Barnes. Board Approved 4-0.**

(m) Announce the tentative schedule for the 2021 Value Adjustment Board taking into consideration the number of petitions filed, the possibility of the need to reschedule and the requirement that the board stay in session until all petitions have been heard. **The special magistrate hearing dates were set by staff and a hard copy of the tentative schedule was given out at the meeting in the agenda packet and will be posted on the VAB website.**

(n) Discuss/Schedule monthly VAB meetings for 2021 year. **Discussion was held by the Board, subject to any scheduling exceptions that may arise, monthly meetings will be held every 2<sup>nd</sup> Thursday of the month at 9:00 AM beginning in January 2022. A meeting notice for the year will be sent out by staff and a copy will be posted on the VAB website.**

The meeting was adjourned at 10:59 am.