

**2022 Value Adjustment Board  
Organizational Meeting Minutes**

Wednesday, August 31, 2022  
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 Dominic Cummings

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In Attendance:

Peggy Sidman, VAB Clerk  
Heather Pelegrin, VAB Operations Manager  
Grace English, VAB Staff  
Johnathan Griffis, VAB Staff  
William Jeter, VAB Attorney  
Brooks Dame, ECA, Council Member DeFoor  
Jerry Holland, Property Appraiser  
Tiffany Pinkstaff, Attorney for the Property Appraiser  
Keith Hicks, Chief Appraiser, Property Appraiser's Office  
Harry Guetherman, Commercial Division Chief, Property Appraiser's Office  
Jim Ogburn, Residential Division Chief, Property Appraiser's Office  
Sage Sullivan, Tangible Personal Property Division Chief, Property Appraiser's Office  
Dana Clark, Customer Service Division Chief, Property Appraiser's Office  
Justin Gicalone, Field Division Chief, Property Appraiser's Office

Convene: Chairwoman DeFoor called the meeting to order at 9:00 AM. The Chair confirmed that a quorum of VAB members was present.

(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 2022 Board.**

(b) Introduce the board clerk or any designee of the board clerk and provide the board clerk's contact information: **The VAB Clerk, VAB Staff and the VAB Attorney introduced themselves. Peggy Sidman explained her role as the VAB Clerk. 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; **Peggy Sidman recommended to the Board that they hire William Jeter as the VAB Board Attorney for the 2022 VAB year. School Board Member Joyce made a motion to hire William Jeter for the 2022 VAB year. 2<sup>nd</sup> by Citizen Member Dasher. Board approved 4 – 0. Citizen Member Dasher made a motion to pay William Jeter an annual salary of \$110,000. 2<sup>nd</sup> by School Board Member Joyce. Board approved 4 – 0.**

(d) Appoint or ratify Special Magistrates; Mr. Jeter provided an explanation to the Board regarding the qualifications and requirements of the Special Magistrates. He explained to the Board there was one applicant that would be required to take the exam after receiving the mandatory DOR training. **School Board Member Joyce made a motion to hire all Special Magistrates on the list provided by staff for the 2022 VAB year with the stipulation that all Special Magistrates receive the required DOR training and the one applicant must complete and pass the exam. 2<sup>nd</sup> by Citizen Member Cummings. Board approved 4 – 0.** School Board Member Joyce asked Mr. Jeter and VAB staff about the recommendation of giving the Special Magistrate a pay increase for the upcoming VAB year. Heather Pelegrin, VAB Operations

Manager, explained that the Special Magistrates have not received a pay increase since the 2019 VAB year and VAB staff would recommend a pay increase from \$110/hour to \$120/hour. **Citizen Member Dasher made a motion to pay the Special Magistrates \$120/hour for the 2022 VAB year. 2<sup>nd</sup> by School Board Member Joyce. Board approved 4 – 0.**

(e) Appoint or ratify board designee to approve/deny late filed petitions, good cause reschedule requests, etc.: **Citizen Member Cummings 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. School Board Member Joyce 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 2022 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 2022 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 the local forms. School Board Member Joyce made a motion to accept all local forms included in the agenda packet. 2<sup>nd</sup> by Citizen Member Cummings. Board approved 4 – 0.**

(j) VAB Staff showed the Board members a VAB Training video provided on the DOR website. 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 2022, 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 Cummings. Board Approved 4-0.**

(m) Announce the tentative schedule for the 2022 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 2022 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 2023. 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 10:31 am.