



**Florida Department of Revenue**  
*Property Tax Oversight*

**Jim Zingale**  
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

October 28, 2020

The Honorable Vickie Potts  
Charlotte County Tax Collector  
18500 Murdock Circle  
Port Charlotte, Florida 33952

Dear Ms. Potts:

In accordance with Rule 12-9.002(2), Florida Administrative Code, this letter will serve to officially re-appoint you to the Admissions and Certification Committee for Certified Florida Collectors and Certified Florida Collector Assistants. Your appointment is for a three-year term beginning December 1, 2020.

Thank you for supporting the promotion of and adherence to the professional standards of Florida's collectors and collector assistants. As a member of the Admissions and Certification Committee, you have the important job of ensuring applicants have met the certification criteria outlined in Chapter 12-9, F.A.C., and recommending eligible applicants to the Department of Revenue for professional designations.

The committee, as a public board, is subject to Florida's Government in the Sunshine Law, 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. For additional guidance, you may contact the Department's Office of General Counsel. Information available at the following links might also be helpful:

- [http://myfloridalegal.com/webfiles.nsf/WF/MNOS-AXJGEU/\\$file/2018+Government+in+the+Sunshine+Manual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/MNOS-AXJGEU/$file/2018+Government+in+the+Sunshine+Manual.pdf)
- <http://myfloridalegal.com/pages.nsf/Main/321B47083D80C4CD8525791B006A54E3>
- [http://myfloridalegal.com/webfiles.nsf/WF/RMAS-AVXREH/\\$file/OpenGovernmentOverview.pdf](http://myfloridalegal.com/webfiles.nsf/WF/RMAS-AVXREH/$file/OpenGovernmentOverview.pdf)

As I sit on the committee, please direct all questions or comments regarding business coming before the committee to Jenna Harper at (850) 617-8938 or [jenna.harper@floridarevenue.com](mailto:jenna.harper@floridarevenue.com).

Congratulations on your appointment. We look forward to your leadership.

Sincerely,

Patrick Creehan  
Deputy Director, Property Tax Oversight