

July 22, 2008

The Pinellas County Value Adjustment Board (VAB) met in the County Commission Assembly Room, 315 Court Street, Clearwater, Florida, at 2:06 P.M. on this date with the following members present:

Calvin D. Harris, County Commissioner, Chairman
Susan Latvala, County Commissioner
Peggy L. O'Shea, School Board Member

Not Present:

John Morroni, County Commissioner
Carol J. Cook, School Board Member

Also Present:

Ken Burke, Clerk of the Circuit Court
Claretha N. Harris, Chief Deputy Clerk, Finance
Frederick L. Dean, Director, Finance
Ron Anderson, Deputy for Appraisals
Erin Moore, Deputy for Assessment Administration
Stephen G. Watts, Esquire, VAB Counsel
Cynthia N. Haumann, Manager, Board Records
Chad M. Totten, Supervisor, Board Records
Michael P. Schmidt, Deputy Clerk

A G E N D A

1. Call to Order.
2. Approval of Minutes of Meeting of June 10, 2008.
3. Appointment of Special Magistrates (Attorneys).
4. Appointment of Special Magistrates (Appraisers).
5. Authorization to Hold an Orientation Meeting for Special Magistrates.
6. Confirmation of Board Policies
 - a. Letters to petitioners regarding scheduling and agenda.
 - b. Letter for incomplete petition.
 - c. Letters for reschedule requests.
 - d. Process for handling of duplicate petitions.
 - e. Late filing procedures and notice to petitioner.
 - f. Process for handling remanded petitions.
 - g. Process for handling portability petitions.
7. Authorization to Hire Temporary Help.

July 22, 2008

8. Calendar
 - a. Bi-monthly meetings.
 - b. Final Value Adjustment Board meetings.
9. Draft contract for VAB citizen members.
10. Miscellaneous
 - a. Appointment of alternate members.
 - b. Status of CVS claim.
 - c. Financial Information – last three years.
11. Adjournment.

MEETING CALLED TO ORDER

Chairman Harris called the meeting to order at 2:06 P.M.

MINUTES OF MEETING OF JUNE 10, 2008 - APPROVED

Upon motion by Commissioner Latvala, seconded by School Board Member O’Shea and carried, the minutes of the meeting of June 10, 2008 were approved.

ATTORNEYS SALLIE H. FOOTE, HERBERT E. LANGFORD, JR., BELINDA B. LAZZARA, STEWART O. OLSON, LORI L. RUTLAND, AND CHARLES M. SAMAHA SELECTED AS SPECIAL MAGISTRATES FOR EXEMPTIONS

Chairman Harris referred to the selection of Special Magistrates for exemptions; whereupon, Commissioner Latvala moved, seconded by School Board Member O’Shea and carried, that attorneys Sallie H. Foote, Herbert E. Langford, Jr., Belinda B. Lazzara, Stewart O. Olson, Lori L. Rutland, and Charles M. Samaha be selected as the Special Magistrates for exemptions.

TWENTY APPRAISERS SELECTED TO SERVE AS SPECIAL MAGISTRATES

Chairman Harris referred to the selection of appraiser applicants to serve as Special Magistrates; whereupon, Commissioner Latvala moved, seconded by School Board Member O’Shea and carried, that the 20 appraiser applicants as outlined in the agenda information, which has been filed and made a part of the record, be approved as Special Magistrates.

July 22, 2008

AUTHORIZATION GRANTED TO SCHEDULE SPECIAL MAGISTRATE ORIENTATION FOR FRIDAY, SEPTEMBER 26, 2008

Chairman Harris referred to authorization for a Special Magistrate orientation; whereupon, Commissioner Latvala moved, seconded by School Board Member O'Shea and carried, that authorization be granted to schedule the Special Magistrate orientation for Friday, September 29, 2008 at 9:30 a.m.

VARIOUS BOARD POLICIES – CONFIRMED

Chairman Harris referred to confirmation of Board policies; whereupon, Commissioner Latvala moved, seconded by School Board Member O'Shea and carried, that the following Board policies be confirmed:

- a. Letters to petitioners regarding scheduling and agenda.
- b. Letter for incomplete petition.
- c. Letters for reschedule requests.
- d. Process for handling of duplicate petitions.
- e. Late filing procedures and notice to petitioner.
- f. Process for handling remanded petitions.
- g. Process for handling portability petitions.

AUTHORIZATION GRANTED TO HIRE TEMPORARY EMPLOYEES FOR VAB PROCESS

Upon reference by Chairman Harris, Commissioner Latvala moved, seconded by School Board Member O'Shea and carried, that authorization be granted to hire temporary employees for the VAB process.

VAB CALENDAR – APPROVED

Bi-Monthly Meetings and Final Value Adjustment Board Meetings

Following input by Mr. Burke regarding bi-monthly meetings and after discussion amongst the members, Commissioner Latvala moved, seconded by School Board Member O'Shea and carried, that authorization be granted to schedule bi-monthly meetings which will be cancelled if there are no items to be addressed; and that the VAB calendar be approved with the final meetings to be held October 7, 2008 and January 6, 2009.

July 22, 2008

DRAFT CONTRACT FOR VAB CITIZEN MEMBERS

Following input by Mr. Watts regarding the draft contract for VAB citizen members and after discussion amongst the members, Commissioner Latvala moved, seconded by School Board Member O'Shea and carried, that the draft would be referred to as a Letter of Agreement; and that in the event a Citizen Member is absent from two consecutive meetings, the VAB reserves the right to replace the Member immediately upon notice to the Member.

MISCELLANEOUS

Appointment of Alternate Members

Following input by Mr. Burke regarding the designation of VAB alternates and after discussion amongst the members, School Board Member O'Shea moved, seconded by Commissioner Latvala and carried, that each member would select an alternate to attend VAB meetings in the event of his or her absence.

Status of Claim

Attorney Watts provided an update regarding the CVS litigation.

VAB Financial Information for Last Three Years Presented to Board

ADJOURNMENT

Following motion by School Board Member O'Shea, Chairman Harris adjourned the meeting at 2:20 P.M.

Chairman