

PROPERTY TAX CONSULTANTS ADVISORY COUNCIL

Meeting of April 1, 1999
E.O. Thompson Building, 4th Floor Conference Room
920 Colorado
Austin, Texas

Summary of Minutes

CALL TO ORDER

Acting Chairman Allan Forsythe called the meeting to order at 10:35 a.m. on April 1, 1999. Mr. Allen stated that the former Advisory Council's terms expired this date and the new Advisory Council's terms begin this date. Mr. Allen introduced the new Advisory Council members. For the record all members of the Advisory Council were present, with the exception of Brandon D. McMorries and Clay Bartrug, III.

RECORD OF ATTENDANCE

Property Tax Consultants Advisory Council

Allan I. Forsythe, Acting Chairman
Sam Kimberlin, Jr.
Charles J. Butera
Robert R. Elliot

Texas Department of Licensing and Regulation

Jim Muse - Deputy Executive Director
Theda Lambert - General Counsel
Pat Causey - Director of Professional and Business Licensing
Jimmy G. Martin - Director of Enforcement
Mike Yuhr - Consumer Protection and Enforcement Investigator
Dede McEachern - Professional and Business Licensing
Lisa Houdek - Professional and Business Licensing
Kim Whitt - Professional and Business Licensing
Caroline Jackson - Legal Services

ELECTION OF PRESIDING OFFICER

The motion was made to nominate Allan Forsythe as Chairman – Sam Kimberlin, Jr.
Second to Motion – Robert R. Elliot
Passed Unanimously

APPROVAL OF MINUTES

Motion to accept minutes of February 1, 1995 – Robert R. Elliott
Second to motion – Sam Kimberlin, Jr.
Passed Unanimously

DEPARTMENT BRIEFING

Administration

Jimmy Martin introduced the Department staff present at the meeting. He presented the Department's organizational structure, explained the function of each division and section, and provided a brief update on the statutes the department regulates. Mr. Martin explained the Advisory Council duties and procedures stating that the Advisory Council recommends to the Executive Director the standards of practice, conduct, and ethics for registrants to be adopted under this program. Mr. Martin briefly presented and explained the purpose of Article 9100 and how it is utilized in enforcement of the statutes.

Examinations

Lisa Houdek discussed the possibility of giving examinations by computer. She listed the exams that are administered by the Department, and said that Air Conditioning Contractor exams are currently being given by computer through Sylvan Learning Centers. The Council expressed a desire to be more involved with reviewing of the exams.

Registration

Dede McEachern gave a report on the number of licensees. As of the meeting date there are 1,048 Property Tax Consultants; 408 of those are licensed Property Tax Consultants; 69 are Real Property Tax only; and 571 are Senior Property Tax Consultants. In the fiscal year 1998, the Department issued 120 new PTC licenses, and renewed 467 licenses. As of the end of the second quarter, 312 licenses have been renewed, and no new licenses have been issued.

Enforcement

Mike Yuhr discussed the role of enforcement of in regards to the Property Tax Consultants program. He discussed how complaints are handled and how penalties are assessed. He said that the industry was relatively clean and that the main area of concern was with licensee ethics.

EXAMINATION DEVELOPMENT COMMITTEE

Lisa Houdek suggested that a committee be formed. Bob Elliott suggested evaluating correspondence courses because some questions on these types of exams are not always current.

CONTINUING EDUCATION AND COURSE EVALUTION COMMITTEE

Kim Whitt requested that a committee be formed, and suggested that they call some of the course providers and verify that information and tests are up-to-date. The main area of concern is over correspondence courses.

LEGISLATIVE ISSUES

Chairman Forsythe commented that the greatest concern was HB1658, and pointed out that the legislative session was almost over and requested to be contacted if there is anything that requires an immediate response. It was suggested to meet again after the legislative session had concluded.

PUBLIC COMMENT

There were no public comments.

NEXT MEETING

The next meeting date was tentatively scheduled for the latter part of August 1999.

ADJOURNMENT

Chairman Forsythe adjourned the meeting.

Respectfully Submitted:

Minutes Prepared by Rachelle Middleton

Chairman, Allan I. Forsythe

Verbatim proceedings of open meetings available on audiocassette.