

## CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

### Minutes of April 28, 2022 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on April 28, 2022, in the Clay County Appraisal District office building located at 101 E. Omega, Henrietta, Texas. Members present were: John Grunseich, Bobby Elledge, Chase Broussard, Dee Ann Littlefield, Roy Boswell, and Richard Harding, who took his oath of office early in the meeting. Mike Coker was absent. Chief Appraiser, Lisa Murphy and Office Manager, Lisa McLachlan were also present, along with Paul Fleming, CPA of Edgin, Parkman, Fleming & Fleming, PC.

2022-047. At 6:00 p.m. John Grunseich called the Board of Directors meeting to order.

2022-048. A quorum was established

2022-049. Public Access: No one from the public was present seeking to address the Board.

2022-052. Oath of Office and Statement of Officer were executed, properly installing Richard Harding as a serving director in the seat vacated by Eddie Dunn.

2022-053. Paul Fleming presented the Independent Auditor's Report on 2021 Financial Statements; however, President Grunseich requested that this item be tabled until the next meeting and placed on the agenda as an actionable item so the board can legally document their approval of the contents of the report.

2022-050. Motion to approve minutes from the last meeting, with changes to Items 2022-043 and 2022-044 to include wording that clearly explains what was being tabled, was made by Dee Ann Littlefield, seconded by Richard Harding, and passed 6-0-0.

2022-051. Motion to approve March financial reports, with the stipulation that the format be changed to leave a blank line for Plaques & Ceremonies because expenditures for these items were made in April, was made by Bobby Elledge, seconded by Roy Boswell, and passed 6-0-0.

2022-054. Motion to approve the 2022 Emergency and Disaster Recovery Plan was made by Bobby Elledge, seconded by John Grunseich, and passed 6-0-0.

2022-056. Motion to accept/approve Quote #441103 from Tex-Oma Builders Supply Co. in the amount of \$4,998.00 for installation of new, more secure doors in the lobby was made by Dee Ann Littlefield, seconded by Bobby Elledge, and passed 6-0-0.

2022-057. Item was tabled with no action taken regarding implementation of a Sexual Harassment Policy.

2022-055. Chief Appraiser Lisa Murphy discussed current workflow and the benefits of hiring a new employee at an entry-level position with possibility to advance all the way to Chief Appraiser in a reasonably calculable timeframe. Cross-training and additional manpower would

be of great value from the very beginning of employment while still allowing opportunity to gain experience and complete educational requirements necessary to assume administration of the district in the future. No board action was taken other than to request a job description, organizational chart, and ideas about how best to pay for a new position.

2022-058. Chief Appraiser's Report was primarily contained within the discussion of possible additional personnel.

2022-059. Next meeting was set for Thursday May 19 at 6 p.m.

2022-060. Meeting was adjourned at 7:26 pm

\_\_\_\_\_ (signature and office) Clay County Appraisal District