

CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

Minutes of June 16, 2022 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on June 16, 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. Mike Coker was absent. Chief Appraiser, Lisa Murphy and Office Manager, Lisa McLachlan were also present, along with Alice McEntee who was present to address the board during Public Access.

2022-061. At 6:00 p.m. John Grunseich called the Board of Directors meeting to order.

2022-062. A quorum was established

2022-063. Public Access: Mrs. McEntee asked to address the board regarding her outstanding balance of tax, penalty, and interest. It was determined that she should meet with the Chief Appraiser at 9:45 the next morning (June 17, 2022) about the matter.

John Grunseich then passed out copies of FIRST DRAFT COMPLAINT POLICY for board members to take home and review.

2022-064. Motion to approve minutes from the last meeting (April 28, 2022) was made by Roy Boswell, seconded by Chase Broussard, and passed 6-0-0.

2022-065. Motion to approve April and May financial reports was made by Bobby Elledge, seconded by John Grunseich, and passed 6-0-0.

2022-066. Motion to approve the 2021 financial audit report that was presented at the last meeting was made by Bobby Elledge, seconded by Dee Ann Littlefield, and passed 6-0-0.

2022-067. Motion to add a fulltime employee with job title Assistant/Appraiser starting as soon as possible in 2022 was made by John Grunseich, seconded by Richard Harding, and passed 6-0-0.

2022-068. Motion to table changing Employee Handbook for revision of Organizational Chart was made by Roy Boswell, seconded by Richard Harding, and passed 6-0-0.

2022-069. Motion to approve Pritchard & Abbott contract for computer system lease/license agreement for 2023 & 2024 was made by Bobby Elledge, seconded by Dee Ann Littlefield, and passed 6-0-0.

2022-067(b). No action regarding the preliminary budget was taken.

2022-070. Item was tabled with no action taken regarding implementation of a Sexual Harassment Policy. Motion was made by Roy Boswell, seconded by Chase Broussard, and passed 6-0-0.

John Grunseich passed out copies of an example employee performance evaluation form for the Chief Appraiser position.

2022-071. Chief Appraiser Lisa Murphy gave her report

2022-072. Next meeting was set for Thursday July 28 at 6 p.m.

2022-060. Meeting was adjourned.



(signature and office) Clay County Appraisal District