

CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

Minutes of January 27, 2022 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on January 27, 2022, in the Clay County Appraisal District office building located at 101 E. Omega, Henrietta, Texas. Members present were: Mike Coker, John Grunseich, Dee Ann Littlefield, Bobby Elledge, and Chase Broussard. Chairman Eddie Dunn resigned his seat earlier in the week, so Secretary John Grunseich presided. Chief Appraiser Lisa Murphy and Lisa McLachlan were also present.

2022-006. At 6:25 p.m. Secretary John Grunseich called the Board of Directors meeting to order.

2022-007. A quorum was established

2022-008. Public Access: No one from the general public was present.

2022-009. Motion to approve the minutes from the December 2021 meeting was made by Bobby Elledge, seconded by Dee Ann Littlefield, and passed 4-0-0.

2022-013. Oath of Office was administered to Chase Broussard, who is serving the remainder of Richard Lowery's vacated 2021-2022 term. Roy Boswell was not present, preventing administration of his Oath of Office.

2022-010. Motion to approve financial statements for December 2021 was made by Mike Coker, seconded by Bobby Elledge, and passed 5-0-0.

2022-011. These Minutes are to reflect that the Board had discussed the Invalid Findings on 2020 Values in the open meeting immediately preceding this meeting and no action was needed.

2022-012. Bobby Elledge made a motion to retain the existing Records Management Policy rather than adopting a newer, shorter version. Motion was seconded by John Grunseich and passed 5-0-0.

2022-014. Action regarding panic buttons and security cameras was tabled because the proposal had expired.

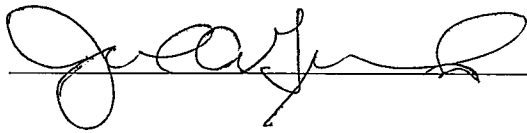
2022-015. Chief Appraiser Lisa Murphy presented a revised Office Manager/Bookkeeper Duties and Responsibilities job description, which changed Bookkeeper to Office Manager/Bookkeeper and added Records Management Officer, Public Funds Officer, and Taxpayer Liaison Officer (in anticipation of changes to the ARB statute) to this position as a proposed change to Employee Handbook. Motion to approve the change was made by John Grunseich, seconded by Dee Ann Littlefield, and passed 5-0-0.

2022-016. Chief Appraiser Lisa Murphy gave her report. Henrietta ISD is currently being appraised, which is likely to result in a large number of protests. Dee Ann Littlefield suggested

increased efforts to educate taxpayers regarding how property taxes are used for public good. Printed examples of some of the public notices already required to be published in the local newspaper were provided and the broader availability of information on our website was also discussed. Chief Murphy continued by reporting the number of parcels sold in 2019, 2020, and 2021, which demonstrates substantial increase in market values as well as changes in sales trends such as large parcels being split up into smaller tracts and sold separately.

2022-017. Next meeting was set for Thursday February 17, 2022 at 6 p.m.

2022-018. At 7:30 p.m. motion to adjourn was made by Mike Coker, seconded by John Grunseich, and passed 5-0-0.

A handwritten signature in black ink, appearing to read "J. Coker", written over a horizontal line.

(signature and office) Clay County Appraisal District