

## CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

### Minutes of November 18, 2021 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on November 18, 2021, in the Clay County Appraisal District office building located at 101 E. Omega, Henrietta, Texas. All members were present: Richard Lowery, Eddie Dunn, Mike Coker, John Grunseich, Dee Ann Littlefield, Howard Raeke, and Bobby Elledge. Chief Appraiser Lisa Murphy and Lisa McLachlan were also present, along with attorney Jeanmarie Baer of Perdue, Brandon, Fielder, Collins, & Mott, and Clay County Commissioner Chase Broussard, who will be filling the board member position currently occupied by Richard Lowery beginning January 1, 2022.

2021-286. At 6:00 p.m. Eddie Dunn called the Board of Directors meeting to order.

2021-287. A quorum was established

2021-288. Public Access: Richard Lowery introduced Chase Broussard and Lisa Murphy introduced Jeanmarie Baer.

2021-289. Motion to approve the minutes from the previous meeting was made by John Grunseich, seconded by Richard Lowery, and passed 6-0-0. (Vote was taken prior to Dee Ann Littlefield's arrival at 6:06 pm.)

2021-290. Motion to approve financial statements for September and October 2021 was made by Bobby Elledge, seconded by Howard Raeke, and passed 7-0-0.

2021-291. Action regarding panic buttons and security cameras was tabled because the quotes had expired and several board members expressed desire for additional, more specific information. Motion to table was made by Howard Raeke, seconded by Bobby Elledge, and passed 7-0-0.

2021-292. A new 1-page Records Management Policy from the template on the Texas State Library and Archives Commission website was presented to replace the 8-page existing policy from 1991. Howard Raeke made a motion for the replacement, but then withdrew it based on concern expressed by Bobby Elledge that the new policy might be less effective for the intended purpose. Motion to table the matter was made by Mike Coker, seconded by Richard Lowery, and passed 7-0-0.

2021-293. Motion to enter into a closed meeting in accordance with Open Meetings Act, Texas Government Code 551.074 to discuss personnel/payroll action was made by John Grunseich, seconded by Howard Raeke, and passed 7-0-0. Closed meeting began at 7:20 pm and ended at 8:05 pm. After returning to the open meeting, Bobby Elledge made a motion for the following: Chief Appraiser Lisa Murphy is to update and revise the job description for Office Manager (which will include bookkeeping and taxpayer liaison officer duties) and effective January 1, 2022 Lisa McLachlan is to be promoted to the position of Office Manager at the salary indicated

in the 2021 Budget as originally adopted. Motion was seconded by John Grunseich and passed 7-0-0.

2021-294. Motion to adopt a resolution providing for ARB member staggered terms, so that the terms of as close to one-half of the members as possible expire each year was made by Howard Raeke, seconded by John Grunseich, and passed 7-0-0.

2021-295. Four invoices totaling \$6,476.00 had been presented to CCAD by Bellevue ISD for reimbursement. Jeanmarie Baer explained that these invoices from her law firm actually represented contingent fees (7 ½%) which had been collected out of additional funds of \$86,353.00 disbursed from TEA to Bellevue ISD. The contingent fees were for the audit necessary for the school to receive the extra funding. After the facts were explained and understood, it was determined that no board action was necessary as CCAD should not make any reimbursement to them under these circumstances.

2021-296. Chief Appraiser, Lisa Murphy, gave her report.

2021-297. Next meeting was set for Thursday December 16, 2021 at 6 p.m. with a motion made by Mike Coker, seconded by John Grunseich, and passing 7-0-0.

2021-298. At 8:20 p.m. the meeting was adjourned.

\_\_\_\_\_ Chairman, Clay County Appraisal District