

## CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

### Minutes of August 11, 2022 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on August 11, 2022, in the Clay County Appraisal District office building located at 101 E. Omega, Henrietta, Texas. Members present were: Bobby Elledge, Chase Broussard, Roy Boswell, Mike Coker, and Richard Harding. John Grunseich and Dee Ann Littlefield were absent. Chief Appraiser, Lisa Murphy and Office Manager, Lisa McLachlan were also present.

2022-073. At 6:00 p.m. Chase Broussard called the Board of Directors meeting to order.

2022-074. A quorum was established

2022-075. Public Access: No one from the public was present to address the board.

2022-076. Motion to approve minutes from the last meeting (June 16, 2022) was made by Roy Boswell, seconded by Bobby Elledge, and passed 5-0-0.

2022-077. Motion to approve June and July financial reports was made by Bobby Elledge, seconded by Roy Boswell, and passed 5-0-0.

2022-078. Motion to approve requesting additional money from jurisdictions to hire a new full-time employee for business personal property/ag appraiser for 2022 was made by Mike Coker, seconded by Richard Harding, and passed 5-0-0.

2022-079. Motion to approve addition of an employee as described in item 2022-078 **and subject to approval of funding from the taxing authorities** was made by Richard Harding, seconded by Mike Coker, and passed 5-0-0.

2022-080. Motion to table changing Employee Handbook for revision of Organizational Chart and addition of job description for BPP/Ag Appraiser, but changing Methods of Payment on page 8 and page 18 to read as follows:

*Salaries and wages shall be paid on a Semi-Monthly basis. Pay periods shall end at midnight on the 15<sup>th</sup> and last day of each month. Employee compensation payments will be issued within 5 banking days of the pay period end.*

*Salaries and wages will calculate on an hourly basis by dividing the annual salary by a 52-week year at 40 hours per week equals hourly rate (Sample \$22,880.00 annual salary/(52 weeks @ 40 hours or 2,080 = \$11.00 per hour).*

was made by Mike Coker, seconded by Richard Harding, and passed 4-0-0, as Roy Boswell had had to leave at 7:57.

2022-081. Motion to table discussion of a new complaint policy was made by Richard Harding, seconded by Mike Coker, and passed 4-0-0.

2022-082. Motion to approve engaging auditor services of Edgin, Parkman, Fleming & Fleming PC for 2022 year ended was made by Bobby Elledge, seconded by Mike Coker, and passed 4-0-0.

2022-083. Motion to approve Biennial Reappraisal Plan was made by Mike Coker, seconded by Bobby Elledge, and passed 4-0-0.

2022-084. Motion to table action on contracting new assistance services with Western Valuation and Consulting was made by Mike Coker, seconded by Richard Harding, and passed 4-0-0.

2022-085 and 2022-086. Motion to table addressing Preliminary Budget and Chief Appraiser evaluation form with changes was made by Mike Coker, seconded by Richard Harding, and passed 4-0-0.

2022-087. Chief Appraiser Lisa Murphy gave her report

2022-088. Next meeting was set for Tuesday, August 16, 2022 at 6 p.m.

2022-089. Meeting was adjourned.

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