

# CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

## Minutes of September 6, 2022 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on September 6, 2022, in the Clay County Appraisal District office building located at 101 E. Omega, Henrietta, Texas. Members present were: Chase Broussard, Bobby Elledge, Richard Harding, John Grunseich, and Dee Ann Littlefield. Roy Boswell and Mike Coker were absent. Chief Appraiser, Lisa Murphy and Office Manager, Lisa McLachlan were also present.

2022-105. At 8:20 p.m. John Grunseich called the Board of Directors meeting to order.

2022-106. A quorum was established

2022-107. Public Access: No one from the public was present to address the board.

2022-108. Richard Harding made a motion to change Appraiser Responsibilities and Duties in the Employee Handbook as proposed, but modified to consolidate bullet points which begin with "Assists Chief Appraiser" by using a colon. Motion was seconded by John Grunseich and passed 5-0-0.

2022-109. Motion to implement proposed organizational structure changes, including removal of Collection Supervisor, in the Employee Handbook was made by Bobby Elledge, seconded by Dee Ann Littlefield, and passed 5-0-0

2022-110. Chase Broussard made a motion, seconded by John Grunseich, to approve Keith Davis and Wilson Scaling for 2023 and 2024 Ag Advisory Board. Motion passed 5-0-0.

2022-111. Motion to adopt the proposed Chief Appraiser Evaluation Form was made by Bobby Elledge, seconded by Dee Ann Littlefield, and passed 5-0-0.

2022-112. Bobby Elledge made a motion to table action regarding the proposed new Complaint Policy pending research into statutory citations in the existing policy and review by our attorney. Motion to table was seconded by Dee Ann Littlefield and passed 5-0-0.

2022-113. Motion to set the next meeting for Thursday September 29, 2022 at 6:00 pm was made by Bobby Elledge, seconded by Chase Broussard, and passed 5-0-0.

2022-114. At 8:56 motion to adjourn was made by Chase Broussard, seconded by John Grunseich, and passed 5-0-0.

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