

**BOARD OF DIRECTORS
HOWARD COUNTY APPRAISAL DISTRICT
MEETING MINUTES
February 10, 2021**

The Board of Directors of the Howard County Appraisal District (HCAD) convened for their Regular Meeting on February 10, 2021 at 5:20 p.m. Directors present were Craig Wyrick, Scott Emerson, Sandy Smith and Mike Dawson. Richard Petree and Cara Nichols represented the HCAD.

Opening of Meeting

Craig Wyrick, Chairman, called the meeting to order, announced that the meeting had been duly posted and that a quorum was present. The opportunity for public comments was offered by the Chairman. No public comments were made.

Regular Business

Scott Emerson moved to approve the Minutes of January 13, 2021. Mike Dawson seconded the motion; it was approved 4 to 0.

Craig Wyrick moved to approve the Bills and Financial Reports for January 2021. Scott Emerson seconded the motion; they passed 4 to 0.

New Business – Action Items

- A. The board discussed date and time for 2022 budget workshop. Richard Petree said that he would have a preliminary budget by April 1, 2021. By having a preliminary budget and workshop session in April, it will allow the HCAD to present an approved budget to all the taxing entities by June, 2021. Sandy Smith made the motion to hold a budget workshop on April 14, 2021 at 12:00 p.m. Craig Wyrick made the second and the motion carried 4 to 0.
- B. There was a discussion regarding the janitorial services. Scott Emerson requested information regarding the lease agreement with Howard County and what their responsibilities are included in the lease. It was unknown if there was a lease agreement, and unknown if the County had any janitorial responsibilities. Scott Emerson said he would try to find a copy from the County. In the interim, some janitorial work needs to be done. Craig Wyrick made the motion to authorize a one-time expense for janitorial service not to exceed \$500.00. Scott Emerson seconded the motion. The motion carried 4 to 0.

After we receive a copy of the lease agreement with the County and know whether or not there are provisions for janitorial services provided in the lease agreement, we will re-address janitorial services.

New Business – Non-Action Items

- A. Richard Petree made a presentation of job descriptions and level/step system for payroll. Presented to the Board, were job descriptions for every position in the HCAD. Each staff member reviewed the descriptions to ensure that all the job duties were included. The Board discussed the levels, and wanted to compare pay levels to similar positions among some of the other taxing entities.

It was discovered that unknow to the Board, that Mr. Petree, under the assumption that he had authorization as long as he stayed within the budget, had given pay increases to the current staff. His explanation was that each employee had been given additional duties due to the shortage of staff within the District. He stated that he was trying to keep the current staff from leaving the District and seeking other employment.

Also, the Board has been very adamant that the employees would not be receiving raises, since the County and City did not give raises. And more important, that this budget has already been adopted by the Board and passed by the taxing entities with no change in salaries.

Mr. Petree reiterated that these were not cost of living increases, but increases because job descriptions changed and staff had taken on more responsibilities.

No action was taken on this item.

- B. Mr. Petree discussed the latest update regarding the property value study. He stated that the schools may not lose funding, due to the Hold Harmless clause due to the correction of our MAPS violations. The rule states if we fail the PV Study we have a two year grace period, which we should still be under. He has requested that Carla Pope Osburn and Omar Garcia research this for the District and assess the current situation.

Chief Appraiser Report

- A. Mr. Petree related that the District has hired a new employee and they seem to be doing well.
- B. The update on legal issues concerning the district shows that we currently have four active suits, and one in arbitration. Two suits have been settled and one was dismissed.

The Chairman adjourned the Meeting at 6:30 p.m.



Craig Wyrick, Chairman



Sandy Smith, Secretary