

BOARD OF DIRECTORS
HOWARD COUNTY APPRAISAL DISTRICT
MEETING MINUTES
August 10, 2022

The Board of Directors of the Howard County Appraisal District (HCAD) convened for their Regular Meeting on August 10, 2022, at 12:30 p.m. Directors present were Craig Wyrick, Mike Dawson, Scott Emerson, Jordan Partee, Noel Hoff and Tiffany Sayles. Clarissa Teichman represented the HCAD.

Opening of Meeting:

Craig Wyrick, Chairman, called the meeting to order at 12:28 p.m. The Chairman announced that the meeting had been duly posted and that a quorum was present.

The Board stood for the Pledge of Allegiance led by Scott Emerson.

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 the June 8, 2022, meeting. Mike Dawson seconded the motion; it was approved 5 – 0.

Jordan Partee moved to approve the Bills and Financial Reports for July and August 2022. Noel Hoff seconded the motion; it was approved 5 – 0.

New Business:

Kevin Telchik, CPA, Stephens, Stephens and Telchik, P.C. presented the 2021 Yearly Audit. There were no significant deficiencies discovered in internal controls or noncompliance. No significant deficiency or material weakness was disclosed during the audit of the financial statements. The auditor's report expressed an unmodified opinion on the financial statement of the Howard County Appraisal District. Scott Emerson moved to accept the audit as presented. Noel Hoff seconded the motion; it was approved 5 – 0.

Stephen Campbell, with Thomas Y Pickett addressed the Board of Directors on the growth in Howard County regarding the Oil Industry. Because of this, they will need to hire additional staff to handle HCAD's contract, which in turn will increase the renewal contract. Craig Wyrick made motion to add Thomas Y Pickett to the Agenda for the September 2022 board meeting to discuss the renewal contract and take possible action. Jordan Partee seconded the motion; it was approved 5 – 0.

Richard Petree with Western Valuation and Consulting updated the Board regarding the Harris Govern Software status.

At this time, the Chairman requested the Board skip down to item H. of the Agenda. The discussion and possible action of Hiring Richard Petree, Western Valuation and Consulting, as Interim Chief Appraiser. Western Valuation and Consulting had previously had a contract with HCAD and is very familiar with our organization.

The Chairman requested that the Board retire into Executive Session pursuant to Texas Government Code 551-074, at 1:15 p.m.

The Board came out of Executive Session at 1:40 p.m. with no action taken.

Craig Wyrick motioned that the contract with Western Valuation and Consulting, be accepted as submitted. Scott Emerson seconded the motion; it was approved 5 – 0.

Richard Petree, Interim Chief Appraiser presented the Disaster Recovery Plan for HCAD to the Board. After discussion, Mike Dawson motioned for the Disaster Recovery Plan to be accepted as submitted. Jordan Partee seconded the motion; it was approved 5 – 0.

Craig Wyrick asked the Boards Approval on the written responses for two complaints that were addressed to the Board. Scott Emerson motioned to approve and mail the written responses to the complainants. Noel Hoff seconded the motion; it was approved 5 – 0.

Craig Wyrick discussed with the Board Patricia Davis' Letter of Resignation as Chief Appraiser. As Chairman, he accepted her resignation.

Craig Wyrick made motion to remove Patricia Davis, and add Clarissa Teichman, Deputy Chief Appraiser, to Checking Account #1025394 Signature Card at Western Bank. Mike Dawson seconded the motion; it was approved 5 – 0. The memorandum to the bank is attached.

Chief Appraiser Report:

Clarissa Teichman presented the Chief Appraiser's Report.


The 2021 MAPS Review for the State of Texas was passed by HCAD.

No updates on Legal Issues.

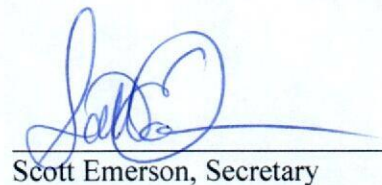
Budget Amendments will be discussed at the next Budget Meeting to encompass the contracts discussed at today's meeting.

No Adverse Findings to Report.

The Chairman adjourned the meeting at 2:00 p.m.



Craig Wyrick, Chairman



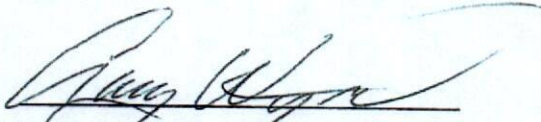
Scott Emerson, Secretary

Attachment: Memorandum to Western Bank

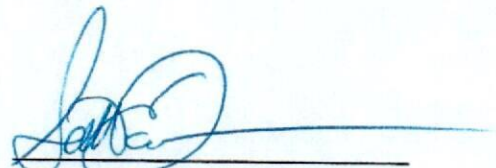
MEMO

To: Western Bank
From: Howard County Appraisal District Board of Directors
Date: August 10, 2022
Subject: Updating Signature Card

The Board of Directors voted unanimously to remove Patricia Davis and add Clarissa Teichman to the signature card for Howard County Appraisal District checking account.



Craig Wyrick, Chairman



Scott Emerson, Secretary