

**BOARD OF DIRECTORS  
HOWARD CENTRAL APPRAISAL DISTRICT  
MEETING MINUTES  
May 10, 2023**

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The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on May 10, 2023, at 12:30 p.m. Directors present were Scott Emerson, Craig Wyrick, Jordan Partee, Noel Hoff, Tiffany Sayles and Mike Dawson. Richard Petree and Clarissa Teichman represented the HCAD.

**Opening of Meeting**

Scott Emerson, Chairman, called the meeting to order, announced that the meeting had been duly posted and that a quorum was present.

The Board stood for the Pledge of Allegiance.

The opportunity for public comments was offered by the Chairman. No public comments were made.

**Regular Business**

Craig Wyrick moved to approve the minutes dated April 12, 2023. Noel Hoff seconded the motion; it was approved 5 to 0.

The Chairman request the Board move to New Business, Item (A) and receive the Auditors report for 2022, then return to Regular business.

Cara Hilbrich with Roberts & McGee presented the Board with the 2022 Audit. Craig Wyrick moved to accept the 2022 Audit as presented to the Board. Jordan Partee seconded the motion; it was approved 5 to 0.

Craig Wyrick moved to approve the Bills and Financial Reports for April 2023. Noel Hoff seconded the motion; it was approved 5 to 0.

**New Business**

Craig Wyrick moved to un-table the discussion and possible action on replacing the current telephone system which was tabled during the April 12, 2023 meeting for additional research. Noel Hoff seconded the motion; it was approved 5 to 0.

Clarissa Teichman presented a new phone system and internet provider to the Board for consideration due to continued problems with current equipment. Craig Wyrick moved to change to Vested Networks for phone and internet service. Noel Hoff seconded the motion; it was approved 4 to 1.

After receiving the Auditor's report and discussion of excess funds, Craig Wyrick moved to refund \$200,000 to the entities. Jordan Partee seconded the motion; it was approved 4 to 1.

After discussion regarding the City's request to have access to HCAD's software, Craig Wyrick moved to deny the City access to HCAD's server and network. Jordan Partee seconded the motion; it was approved 5 to 0.

Scott Emerson discussed the importance of the Board being kept informed of information sent to the public, as well as the taxing entities, before it is released and not after.

The Board retired into Executive Session at 1:50 p.m. pursuant to Section 551.074. The Board came out of Executive Session at 2:45 p.m. and returned to open meeting. The Board of Directors of Howard Central Appraisal District offered Clarissa Teichman the position of Chief Appraiser for HCAD effective June 1, 2023. Clarissa Teichman informed the Board that she accepts the job. The Chairman will follow up with a formal letter of offering, outlining the agreed upon salary and benefits. Jordan Partee moved to hire Clarissa Teichman as Chief Appraiser for HCAD. Noel Hoff seconded the motion; it was approved 5 to 0.

Scott Emerson moved to table the proposed 2024 budget, and conduct a Budget Workshop. The Budget Workshop is scheduled for May 17, 2023. Jordan Partee seconded the motion; it was approved 5 to 0.

#### **Chief Appraiser Report**

Richard Petree informed the Board of new laws in Texas Legislation for 2023 and the affects it will have on Homestead Exemptions.

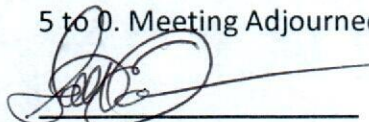
Clarissa Teichman informed the Board that property value notices were mailed out May 1<sup>st</sup>.

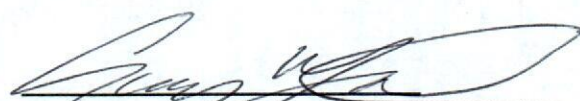
Clarissa Teichman informed the Board that eight (8) of the pending lawsuits have been settled, leaving two remaining.

Clarissa Teichman stated there were no Adverse Findings.

Clarissa Teichman stated there were no changes in the budget.

Noel Hoff moved to adjourn the meeting, Jordan Partee seconded the motion; it was approved 5 to 0. Meeting Adjourned at 3:01 p.m.

  
Scott Emerson, Chairman

  
Craig Wyrick, Secretary