

**BOARD OF DIRECTORS  
HOWARD CENTRAL APPRAISAL DISTRICT  
BUDGET WORKSHOP MEETING MINUTES  
MAY 17, 2023**

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The Board of Directors of the Howard Central Appraisal District (HCAD) convened for a Budget Workshop Meeting on May 17, 2023, at 12:25 p.m. Directors present were Scott Emerson, Craig Wyrick, Jordan Partee, Noel Hoff, 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.

**Preliminary 2024 Budget**

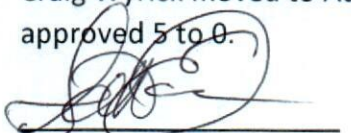
Richard Petree presented the Proposed Budget for 2024 to the Board for review. There are currently nine (9) positions in the 2023 budget. He informed the Board that an Appraiser position, which was used as a trainee position, can be eliminated in 2024 leaving eight (8) funded positions.


Richard Petree requested a change in position title from Director of Administration to Administrative Assistant.

After discussion Craig Wyrick moved that the Board approve changing the title of one Residential Appraiser to Senior Appraiser Position with a salary of \$43,680.00, and raising the salary of the Residential Appraiser to \$42,680.00, and then giving all staff a three 3% cost of living raise. Jordan Partee seconded the motion; it was approved 5 to 0.

Noel Hoff moved that the Board accept the Preliminary Budget with the discussed changes. Jordan Partee seconded the motion; it was approved 5 to 0.

Craig Wyrick moved to Adjourn the Meeting at 2:05 p.m. Noel Hoff seconded the motion; it was approved 5 to 0.

  
Scott Emerson, Chairman

  
Craig Wyrick, Secretary