

**BOARD OF DIRECTORS**  
**HOWARD CENTRAL APPRAISAL DISTRICT**  
**MEETING MINUTES**  
**November 8, 2023**

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The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on November 8, 2023, at 12:30 p.m. Directors present were Scott Emerson, Craig Wyrick, Jordan Partee, Tiffany Sayles, Mike Dawson. Clarissa Teichman and Julie Duke 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.

**Regular Business**

Craig Wyrick moved to approve the Minutes of October 11, 2023, with a correction under New Business regarding Employee Insurance Benefits. Change the sentence to read "Noel Hoff moved to add Dental Coverage to the Employee Insurance Benefits." Jordan Partee second the motion; Approved 4 to 0.

Craig Wyrick moved to approve the Bills and Financial Reports for October 2023. Jordan Partee seconded the motion; Approved 4 to 0.

**New Business**

The Board discussed the contract with Western Valuation & Consulting, LLC, which expires December 31, 2023. Craig Wyrick moved not to renew the contract beyond the expiration date. Jordan Partee seconded the motion; Approved 4 to 0.

The Board discussed with the Chief Appraiser the Survey that was sent to the taxing entities. No Action.

The Chairman requested to discuss the Chief Appraiser Evaluation at the end of the meeting.

Craig Wyrick moved to update HCAD Personnel Policy to include providing Dental Coverage to Employee Insurance Benefits. Scott Emerson seconded the motion; Approved 4 to 0.

The Board was presented a quote from Bohreer Law Firm, PLLC, to prepare a new Personnel Handbook for HCAD to provide a professional work environment and to ensure current State and Federal policies are included. Scott Emerson moved to hire Bohreer Law Firm, PLLC, to write a new Personnel Policy. Craig Wyrick seconded the motion; Approved 4 to 0.

The Board discussed the Homestead Auditing Software. No Action.

Craig Wyrick moved to appoint Joe Paul Beall, Michael Brooks, and Tara Renfro for another term on the Ag Advisory Committee for 2024-2025. Jordan Partee seconded the motion; Approved 4 to 0.

The Board discussed Unfunded State Mandates. No Action.

### **Chief Appraiser Report**

Clarissa Teichman reported to the Board that HCAD will concentrate on land values and locations. With the districts desire to be accurate, but fair, they are implementing new land codes to replace old codes to adjust for Ag valuation, location, flood zones, etc.

Clarissa Teichman advised the Board that next year's audit will show a negative balance due to government accounting practice. The money transferred from money market to the general fund will not show as income, and the auditor will not make journal entries or corrections to reflect this.

Clarissa Teichman informed the Board of some community involvement HCAD employees want to get involved in on a voluntary basis. This includes Toys for Tots drop off at HCAD, Empty Bowls, Trail of lights, Parade Float, Senior Center Food Drive, Salvation Army, and a booth at the County Fair public awareness.

Clarissa Teichman informed the Board that she will be meeting with HCAD attorneys, TYP, and Twin Eagle attorneys on November 27, 2023, to discuss settling their lawsuits.

Clarissa Teichman stated there were no adverse findings.

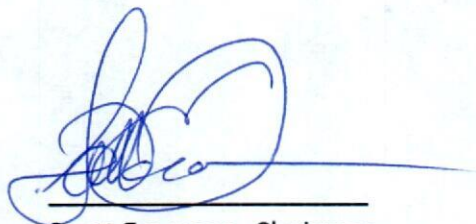
Clarissa Teichman stated there were no changes in the budget.

### **Returned to New Business**

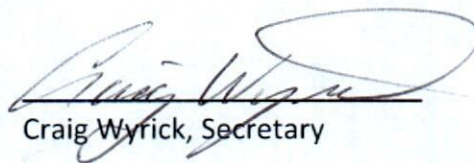
The Board returned to the Chief Appraisers Evaluation. The Board went into Executive Session at 2:26 p.m. per section 551.074. The Board came out of Executive Session and continued the regular meeting at 3:07 p.m.

The Chairman presented the Chief Appraiser her evaluations prepared by the Board and discussed them with her.

Craig Wyrick moved to adjourn the meeting. Jordan Partee seconded the motion; Approved 4 to 0. The meeting adjourned at 3:23 p.m.



Scott Emerson, Chairman



Craig Wyrick, Secretary