

BOARD OF DIRECTORS
HOWARD CENTRAL APPRAISAL DISTRICT
MEETING MINUTES
December 13, 2023

The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on December 13, 2023, at 12:30 p.m. Directors present were Scott Emerson, Craig Wyrick, Noel Hoff, Mike Dawson. Tristan Gutierrez 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 November 8, 2023. Noel Hoff seconded the motion; Approved 4 to 0.

Scott Emerson moved to approve the Bills and Financial Reports for November 2023. Craig Wyrick seconded the motion; Approved 4 to 0.

New Business

The Board discussed the Homestead Auditing mandated by the state to begin January 1, 2024, and reviewed quotes from various firms to perform these audits. Noel Hoff moved to authorize the Chief Appraiser to contact True Roll (Proactive Homestead Monitoring) to contract out auditing HCAD Homestead Exemptions with the Option 3, full-service package as they quoted. Craig Wyrick seconded the motion; Approved 4 to 0.

The Board discussed some possible changes to the Personnel Policy, and they will be forwarded to the Attorney for review. The Board will discuss the progress of the Personnel Policy, and possible action at the next Board meeting. No Action.

Chief Appraiser Report

Tristan Gutierrez reported to the Board that Clarissa Teichman, Chief Appraiser has completed the Chief Appraiser Institute and received her Certified Chief Appraiser (CCA) designation.

The ARB coordinator position is vacated, the previous employee was terminated for misconduct.

The HCAD employees participated in the Empty Bowls event, the Christmas Parade, and the Trail of Lights. The staff will be ringing the bell for the Salvation Army in front of Walmart on December 21st.

Tristan Gutierrez informed the Board that HCAD attorneys have sent a settlement offer to Twin Eagle regarding their lawsuit and are waiting for a response.

Tristan Gutierrez stated there were no adverse findings.

Tristan Gutierrez stated there were no changes in the budget.

Craig Wyrick moved to adjourn the meeting. Noel Hoff seconded the motion; Approved 4 to 0. The meeting adjourned at 1:17 p.m.

A handwritten signature in black ink, appearing to read "Scott Emerson", written over a horizontal line.

Scott Emerson, Chairman

A handwritten signature in black ink, appearing to read "Craig Wyrick", written over a horizontal line.

Craig Wyrick, Secretary