

**BOARD OF DIRECTORS**  
**HOWARD CENTRAL APPRAISAL DISTRICT**  
**MEETING MINUTES**  
**OCTOBER 9, 2024**

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The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on October 9, 2024, at 12:30 p.m. Directors present were Jordan Partee, Craig Wyrick, Scott Emerson, Mike Dawson, Tiffany Sayles. Clarissa Teichman and Julie Duke represented the HCAD.

**Opening of Meeting**

Jordan Partee, 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 Minutes for August 14, 2024, Meetings. Scott Emerson seconded the motion; Approved 4 to 0.

Scott Emerson moved to approve the Bills and Financial Reports for August and September 2024. Craig Wyrick seconded the motion; Approved 4 to 0.

**New Business**

Scott Emerson moved to approve the Investment Policy for 2024. Craig Wyrick seconded the motion; Approved 4 to 0.

Craig Wyrick moved that HCAD retain 2023 Fund Balance. Scott Emerson seconded the motion; Approved 4 to 0.

Craig Wyrick moved to accept the Health Insurance increase. Scott Emerson seconded the motion; Approved 4 to 0.

Scott Emerson moved to transfer \$19,751 of the Fund Balance to Comp. Eq, Maint., Website Backup, Verizon line item of the 2025 Budget, and the interest from the CD to General Fund. Jordan Partee seconded the motion; Approved 4 to 0.

Scott Emerson moved to keep the HCAD deposits with the current Banks for 2025-2026. Craig Wyrick seconded the motion; Approved 4 to 0.

**Chief Appraiser Report**

Clarissa Teichman discussed the resignation of Board Member Noel Hoff. There was only one name submitted by the entities and that person is ineligible to serve as a Board Member due to

conflict of interest. She will send out another request to all the entities requesting a nomination for a Board Member replacement due by November 22, 2024.

Clarissa Teichman informed the Board that HCAD sent out Income Survey letters. This process is a requirement for MAPS.

Clarissa Teichman reported to the Board that Crystal Elliot has been hired for the receptionist position.

Clarissa Teichman informed the Board that HCAD had rented a booth at the Howard County Fair. T.Y. Pickett joined HCAD with a presentation on minerals. Clarissa said HCAD's presence was well received by the public. The staff answered questions and assisted with Homestead Applications.

Clarissa Teichman reported that TrueRoll found unqualified exemptions and have taken steps to correct them. The return on investment is 37.8%, TrueRoll has paid for itself within 6 months of usage.

Clarissa Teichman informed the Board that Julie Duke will be recognized at TAAD Conference for her completion of Chief Appraiser Institute and Clarissa has been asked to conduct a class on Public Relations at TAAD Conference. She asked the Board if they could both attend the conference. The Board agreed.

Clarissa Teichman reported that Julie completed her first week of Chief Appraiser's Institute.

Clarissa Teichman stated no changes in lawsuits. Solaris is the only pending lawsuit.

Clarissa Teichman and Tiffany Sayles discussed issues they had with T.Y. Pickett removing over \$700,000,000 in value after Certification for corrections. T.Y. Pickett did not get the corrections put back into HCAD values before Tiffany ran the required reports causing a great deal of confusion and down time. Clarissa has been in contact with T.Y. Pickett regarding this problem.

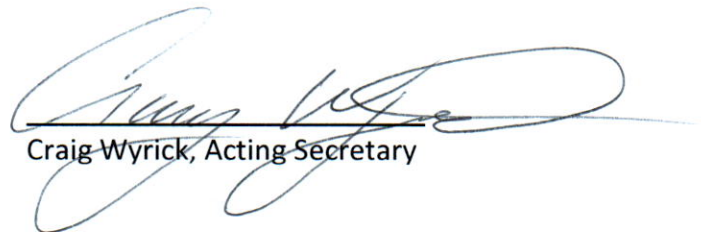
Clarissa Teichman stated that she would be sending out a letter to the entities showing the addition to line items: Comp. Eq., Maint., Website, Back-up, Verizon of 2025 Budget.

**Adjourn**

Mike Dawson moved to adjourn the meeting. Craig Wyrick seconded the motion; Approved 4 to 0. The meeting was adjourned at 2:00 p.m.



Jordan Partee, Chairman



Craig Wyrick, Acting Secretary