

**BOARD OF DIRECTORS  
HOWARD CENTRAL APPRAISAL DISTRICT  
MEETING MINUTES  
May 14, 2025**

The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on May 14, 2025, at 12:31 p.m. Directors present were Craig Wyrick, Scott Emerson, Jordan Partee, Mike Dawson, John Cline and Tiffany Sayles. Clarissa Teichman and Julie Duke represented the HCAD.

**Opening of Meeting**

Craig Wyrick called the meeting to order.

The Board stood for the Pledge of Allegiance.

The opportunity for public comments was offered. No public comments.

**Regular Business**

Scott Emerson moved to approve Minutes for April 9, 2025, Meeting. Jordan Partee seconded the motion; Approved 5 to 0.

Jordan Partee moved to approve the Bills and Financial Reports for April 2025. John Cline seconded the motion; Approved 5 to 0.

**New Business**

Kelly Fristoe with Financial Partners presented the Board with several different plan options for employee health insurance. After some discussion, Scott Emerson moved to stay with the same plan and change the renewal date from November 1<sup>st</sup> to July 1<sup>st</sup>. Craig Wyrick seconded the motion; Approved 5 to 0.

Scott Emerson moved to table discussion on the 2026 Budget until the June meeting. Jordan Partee seconded the motion; Approved 5 to 0.

A motion was made by Craig Wyrick to issue a written directive from the Board to the Chief Appraiser stating:

In the April 2025 Board of Directors' meeting, the Board passed, by majority vote, that either the Chief Appraiser or Deputy Chief Appraiser will be in the District Offices, except for sick leave. This prevents them from both going to training at the same time or taking Vacation at the same time. There will be no deviation to this written directive.

Scott Emerson seconded the motion. Approved 5 to 0.

Craig Wyrick moved to advance Clarissa Teichman more Sick Leave. Jordan Partee seconded the motion; Approved 5 to 0.

**Chief Appraiser Report**

Clarissa Teichman briefed the Board about the meeting with the Entities and TYP, how well it went and how the Entities now have a better understanding of the mineral values.

Clarissa Teichman reported to the Board that Records had been handed over to the ARB on May 13<sup>th</sup> at their first meeting, and dates set for upcoming hearings.

Clarissa Teichman reported to the Board that Preliminary PVS data has been sent.

Clarissa Teichman informed the Board that Notices went out on May 1<sup>st</sup> for Real property.

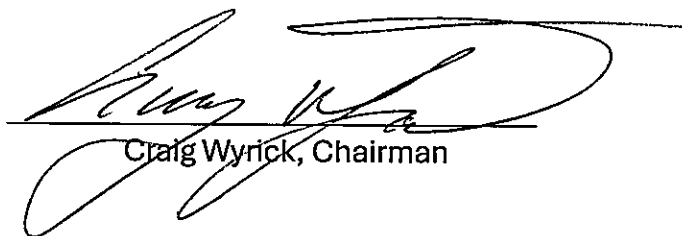
Clarissa Teichman informed the Board that interviews for the Receptionist position would be done this week.

Clarissa Teichman reported to the Board No Adverse Findings concerning HCAD.

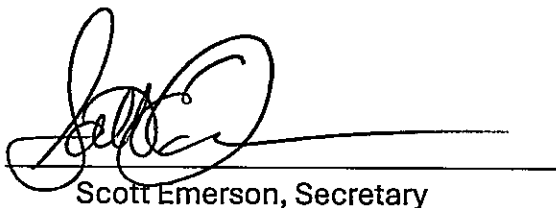
Clarissa Teichman reported to the Board No Budget Changes.

**Adjourn**

The Chairman adjourned the meeting at 2:14 p.m.



Craig Wyrick, Chairman



Scott Emerson, Secretary