



Denton Central Appraisal District  
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DENTON CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTORS MINUTES

APRIL 6, 2023

1:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 1:00 pm.

BOARD MEMBERS PRESENT: Roy Atwood  
Charles Stafford  
Ann Pomykal  
Alex Buck  
Michelle French, Ex Officio Member

ABSENT: David Terre

STAFF PRESENT: Don Spencer, Jeanne Ashlock, Chris Littrell,  
Kim Collins, Misty Baptiste and all DCAD  
invited Leadership

ITEM 2: ESTABLISHMENT OF QUORUM

ITEM 3: INVOCATION AND PLEDGES

Invocation was given by Michelle French.

The Pledge of Allegiance was stated to the U.S. Flag and Texas Flag by all who were present.

ITEM 4: OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD OF DIRECTORS

PERSONS DESIRING TO ADDRESS THE BOARD OF DIRECTORS MUST FILL OUT A SPEAKER'S CARD PRIOR TO THE MEETING. NO PRESENTATION SHALL EXCEED THREE MINUTES. THE BOARD CANNOT DELIBERATE ON ANY SUBJECT THAT IS NOT INCLUDED ON THE AGENDA.

No public present to address the board.

ITEM 5: CAD UPDATES

A. CHIEF APPRAISER PROGRESS REPORT - DON SPENCER

1. RECOGNITION OF THE LEADERSHIP TEAM

Mr. Spencer acknowledged the very dedicated managers and supervisors in each department and recognized them for their work which made it possible



to get notices out on time and move forward in protest season. This allows DCAD to be able to provide entities much more accurate updates and information for the coming protest season.

All Board members echoed Mr. Spencer's sentiments and thanked the leadership team for their work and sticking with the CAD through the ups and downs of the past year.

2. PLANS FOR ENTITY LUNCH AND BUDGET PRESENTATION

May 1 and 2 Entity Luncheons will be held to share progress, budget plans, county growth numbers, preliminary total plans, timeline and plans toward certification. Luncheon will be held at the Denton County Courthouse to accommodate as many of the entities as possible. May 1 will be for School Districts and Denton County and May 2 for the Cities and Towns.

3. BRIEF ON MARCH PUBLIC SPEAKING OPPORTUNITIES

Mr. Spencer gives a summary of the speaking opportunities he has been invited to. He feels this is a good way to build and strengthen relationships and make some introductions. Mr. Spencer feels it is important to make himself available to the entities so that communication is open and allows the CAD to continue to build the public relationship.

B. DEPUTY CHIEF OF APPRAISAL - APPRAISAL DIVISION UPDATES

Chris Littrell reported that NAV's will be going out on April 17. The Database system is currently shut down to allow for processing and printing of all notices. Mr. Littrell gave updates and summaries from each appraisal division including their numbers and statistics for this year compared to the past several years.

Ann Pomykal asked about the handling of the larger tax agents who booked their appointments late in 2022. Mr. Littrell explained that the intention is to work with agents immediately and schedule those very early in the season to close those out as soon as possible.

Charles Stafford expressed concern over settlements being posted in a more timely fashion. Mr. Littrell explained that once notices are mailed out everything is locked and static and that the website value information remains static during certification time.

C. DEPUTY CHIEF OF ADMINISTRATION - ADMIN DIVISION UPDATES

Jeanne Ashlock provided updates from Appeals, Customer Service, and IT where protest questions are concerned. There is much work being done to improve efficiency. Denton CAD is working to have temps starting soon to help us through protest season. Also, working to maximize the time we have scheduled for ARB hearings - there will be 2 panels starting on Tuesdays and Thursdays, April 25 and will then increase to full panels on May 22.

Roy Atwood asked about the possibility of off-site panels. Mr. Spencer commented on the extreme challenge that would create for IT, staff and resources - feels much more comfortable leaving it all in one location.



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Ann Pomykal asked about the 15-20% increase. Chris Littrell explained that some places in Texas are showing a 40% increase.

Alex Buck asked about the implementation of True Roll and they are still working on the development phase.

ITEM 6: CONSENT AGENDA

THE ITEMS ON THE CONSENT AGENDA ARE CONSIDERED SELF-EXPLANATORY BY THE BOARD AND WILL BE ENACTED WITH ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS A BOARD MEMBER OR CITIZEN SO REQUEST.

- A. APPROVAL OF MINUTES OF THE PREVIOUS BOARD OF DIRECTORS MEETINGS
- B. ACKNOWLEDGE RECEIPT OF MONTHLY FINANCIAL STATEMENTS
- C. ACKNOWLEDGE RECEIPT OF VALUE CHANGES

Alex Buck made a motion to approve the minutes. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

ITEM 7: ADJOURN TO EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.074 OF THE TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES:

- A. PERSONNEL MATTERS
- B. CONSULTATION WITH OUTSIDE COUNSEL ON ACTIVE LITIGATION

Board went into Executive Session at 2:30.

ITEM 8: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ANY NECESSARY ITEMS DISCUSSED IN EXECUTIVE SESSION

Board reconvened following the Executive Session at 2:58.

No Action Taken at this time.

ITEM 9: BUDGET WORKSHOP

Don Spencer distributed a handout to the board with his thoughts for what he would be asking for.

Section 1 outlines the greatest need for 11 new positions and the ability to house said positions. There will be a new department created - Training/Development - the goal is to have someone who can train and develop each department and assess each departments employees to get each person up to speed. Would also look at adding a division to the Customer Service Department of Exemption Processing. Also need an additional Database Administrator, more support for Appeals Department, Additional GIS Specialist in Mapping and additions to the Residential Department working towards the possibility of splitting Residential into 2 Departments with 2 Supervisors. Currently DCAD is Budgeted for 105 FTE's - would like to grow to 116 in 2024. Requesting to increase salaries by 5% - with 3% for COLA and 2% for Merit - looking at comparisons to other CAD's.

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Charles Stafford inquired about the possibility of opening our facility up for training purposes with other counties to bring in training and funds.

Alex Buck asked about COLA for retirees. It was cut for 2023 and will it be added back in for 2024. Don Spencer responded that he will be having a discussion with Kim Collins - typically that increase happens every 3 years.

Ann Pomykal reemphasized the need for training stating that we owe it to leadership to give them quality development as well as cyber training and business training.

Section 2 of requests includes an increase in Education and Training - desire for IAAO education, gaining certifications through IAAO - which is more of a step up from what is given at the State Level. Mr. Spencer is also asking department managers to locate good training, workshops, and seminars for individualized and focused training.

Section 3 - Increase in Auto Expenses/Allowances and increase in Contracts/Legal Expenses

Section 4 - IT Maintenance and Hardware Refresh - there is a staggered plan in place to make changes to hardware. Also, looking at an upgraded surveillance system.

Ann Pomykal would like a roadmap for the New Building Plan - short term and long term with timeline for new building plans.

Don Spencer does explain that DCAD has some reserves that can be used to soften the blow of the increase to the entities. Currently looking at a 12% increase to the budget.

ITEM 10: DISCUSS/SET NEXT MEETING DATE AND FUTURE AGENDA ITEMS

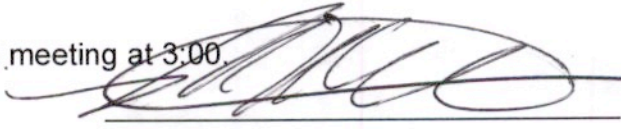
Next meeting is Thursday, May 11 at 3:00

Potential Agenda Items:


Ann - Recommendations for Dashboard/Updates on CAD

ITEM 11: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 3:00.

  
Roy Atwood, Chairman

ATTEST:

  
Ann Pomykal, Secretary