



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

MARCH 9, 2023

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 3:00 pm.

BOARD MEMBERS PRESENT: Roy Atwood  
Charles Stafford (arrived at 3:05)  
Ann Pomykal  
Alex Buck  
Michelle French, Ex Officio Member

ABSENT: David Terre

STAFF PRESENT: Don Spencer, Jeanne Ashlock, Chris Littrell,  
Kim Collins, Misty Baptiste, Bea Lorne,  
Ashley Aguado

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 - DON SPENCER

1. STAFFING UPDATE

Don Spencer handed out a staff report to the Board members. Up to March 1, Denton CAD is currently at 91 FTE's. Roy Atwood

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asked about the biggest concern at the moment. Mr. Spencer responded that filling customer service positions is concerning. Conversations with CornerStone Temp Agency are currently occurring. Quite a few full time employees have been hired from their Temp time through CornerStone. The idea of temp to hire has been brought up with CornerStone. We are actively searching for other positions but unless we find a seasoned appraiser prior to the beginning of protest - DCAD will probably wait until after protest to hire the remaining positions. Mr. Spencer feels very positive about the direction we are moving in.

### 2. DENTON CAD 2-MONTH OUTLOOK

Mr. Spencer and the Deputy Chief Appraisers met with several entities at the Courthouse where the objective was to sit down and lay out a preliminary budget number for the larger entities for 2024. There was information presented on plans moving forward and conveyed to the entities about the positive things that are happening at Denton CAD. There was good feedback received from the entities including Judge Eads and compliments from Michelle French. Very positive comments on current responsiveness and the progress that has been made.

Charles Stafford asked about the attendees at the meeting and Mr. Spencer listed those including Lewisville ISD, City of Lewisville, Denton ISD, City of Denton, Denton County, and others. Entities sent at least one rep from their finance department and took documentation back to boards and budget departments.

Roy Atwood asked for a 50,000 foot summary of what was discussed which was an 11% budget increase and possible funds available.

Charles Stafford asked if there was mention of the possibility of facilities.

Mr. Spencer said that question was asked before the topic was brought up. Good conversation was had and there seemed to be an understanding and receptiveness to the possibility of the inevitable.

Roy Atwood inquired about forming a committee to evaluate the options on space and the benefit of having representatives from the community. Mr. Spencer would like to get them involved early in the process and has invited all to come out and see what Denton CAD is currently dealing with.

All departments continue to move through the Analysis phase and the data entry entailed. On track for Notices to be sent out on April 17.



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Mr. Spencer discussed Mass Mailings. Currently have 4000 HS exemptions to process and Customer Service is doing a great job of keeping the pace to be completed in the 90 day window.

Michelle French inquired about the involvement of True Roll and while they are part of the vetting section of the application process they are still working to automate that process even more.

There was clarification that 14K HS applications and a letter inviting taxpayers to apply were mailed out in February but it is hard to know how many to expect back

B. LEADERSHIP - PROGRESS, PLANNING AND INITIATIVES

Jeanne Ashlock spoke and commented how she is enjoying getting to know everyone and that her first couple of things to focus on are task alignment within the departments and the Onboarding process - covering everything from Application to first day. Mrs. Ashlock has also been working with appeals quite a bit. We currently have 29 ARB members and Bea Lorne is working to recruit even more. Judge Eads and other entities are looking to see what they can do to help us place more ARB members.

Chris Littrell is working to find out what everyone is doing and focusing on task alignment within his departments, as well. Mr. Littrell commented that going into protest season we want the property owner to be educated during the informal process and that we as Denton CAD should allow training to be beneficial. Currently working to finalize the Real Property Schedules by the end of March and want to make sure we don't have any unforeseen highs and lows we were not prepared for. BPP Department is processing renditions as we are anticipating receiving 15-17K renditions to come in this year. Mr. Littrell also stated that coming up on protest season we will be working with all employees on the process of protest and giving everyone the same training to ensure all are on the same page.

Michelle French asked about access to the website once we have shut down. Mr. Spencer stated that there will be the ability to view only once the information is locked for processing. There will not be the ability to make data changes until the notices are printed and the switch is made to 2023 values. However, this will not affect the public facing property search.

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
- D. APPROVE DENTON CAD'S 2023 INVESTMENT POLICY



Alex Buck asked for clarification on the Budget Report Miscellaneous Revenue - where there was a report of 2500 but there is actually 425K - from Kim Collins. Mrs. Collins states the lump sum is that it is monies that had been saved up. Total Revenues are higher than total expenditures and that is a reserve fund.

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

ITEM 7: REPORT FROM TAXPAYER LIAISON - ASHLEY AGUADO - RECEIVE 2023 ARB HEARING PROCEDURES IN ACCORDANCE WITH SEC 41.01D TEXAS PROPERTY TAX CODE

Ashley Aguado (ARB Coordinator) gave a report that included the ARB's public meeting for the approval and adoption of the 2023 ARB Hearing Procedures which were unanimously approved by the ARB members and have been provided to the Denton CAD Board of Directors in accordance with the Tax Code.

ITEM 8: DISCUSS, CONSIDER, AND ADOPT CHANGES TO BOD POLICY

Mr. Spencer turned this section over to Mr. Alex Buck based on his research and review of CAD policies from Dallas and Tarrant Board policies. Mr. Buck reached out to Harris, Travis, Bexar, Collin, Dallas, and Tarrant and the only ones that were received were Dallas and Tarrant . Discussion occurred surrounding how many board members could add items to the Meeting Agenda. Specifics and practical steps were discussed and how things currently are being handled. Cautions and concerns of a walking quorum were discussed and warned about.

Discussion was also had about the possibility limiting the taxpayers time to address the board. Various options were discussed but ultimately will be kept the same as it stands now.

Alex Buck made a motion to amend the Board of Directors Policy and Procedures Manual with the following language: "The Chief Appraiser is given administrative authority to deliver on behalf of the Board secretary or Chair required written notices of public hearings to members, taxing entities and the public. The Chief Appraiser will handle preparations for Board meetings and public hearings including notifying members, setting the agenda in conjunction with the Board Chair and preparing and assigning agenda packets and meeting notices on behalf of the board. In addition, any board member may place an action item on the agenda by sending written notification of their desire to have an item placed on the agenda to the Chief Appraiser, seven days prior to a Board meeting." Charles Satfford seconded the motion. The motion passed and the vote was unanimous.

ITEM 9: 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 3:49.

ITEM 10: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ANY NECESSARY ITEMS DISCUSSED IN EXECUTIVE SESSION

Board reconvened following the Executive Session at 4:21.

No Action Taken at this time.

ITEM 11: DISCUSS/SET NEXT MEETING DATE AND FUTURE AGENDA ITEMS

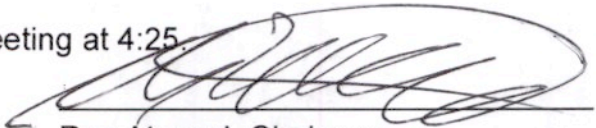
Next meeting is Thursday, April 6 at 12:00 at 3911 Morse  
Meet at 12:00 for Working Lunch/Budget Workshop  
Board Meeting at 2:00  
Michelle French needs to leave by 5:00

Potential Agenda Items:

- Ann Pomykal requests the beginning of Metrics process - for example, tracking gain of improvements
- Roy Atwood - Customer Service - how long are people waiting on the phone, how quickly are people being served, etc.
- Ann Pomykal - would like to set goals on how wait times and performance can be improved - being able to show improvements when Don goes to speak at entity meetings

ITEM 12: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 4:25

  
Roy Atwood, Chairman

ATTEST:

  
Ann Pomykal, Secretary