





Denton Central Appraisal District
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DENTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MINUTES

March 31, 2020

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Charles Stafford convened the meeting at 3:03 pm

BOARD MEMBERS PRESENT: Charles Stafford, Chairman
Roy Atwood, Secretary
George Pryor, Member
Bryan Webb, Member
Michelle French, Ex Officio Member

BOARD MEMBERS ABSENT: David Terre, Vice Chairman

STAFF PRESENT: Hope McClure, Don Spencer, Kim Collins,
Misty Baptiste, Rebecca Townsend, Jon
Martin, David Steele, Jenna Simek, Chuck
Saling, Dustin Vernor, George Clerihew
David Tabor, Attorney

ITEM 2: INVOCATION

Invocation was given by Michelle French.

ITEM 3: PLEDGE OF ALLEGIANCE

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

Charles Stafford opened the meeting for an opportunity for the public to address the Board. No one was present to address the Board.

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ITEM 5: ELECTION OF OFFICERS FOR BOARD OF DIRECTORS

Election of Officers happens at the first meeting of each year.

Roy Atwood nominates Charles Stafford as Chairman, David Terre as Vice Chair and himself for Secretary. George Pryor seconds the nominations. The vote was unanimous.

ITEM 6: PROGRESS REPORT

APPRAISAL AND ADMINISTRATIVE RELATED

HOPE MCCLURE and DON SPENCER

- Hope McClure informed the Board of Directors of the dire situation the District is in heading into the 2021 Protest Season. She offered explanation, insight, and solutions to the Board.
- Hope stated, when the District finally certified in September 2020 on a beta software that was never completed, the new software vendor they hired said it would take 4 weeks to convert all of the incomplete 2020 data into their system, it ended up taking 4 months.
- In January 2021, the software became available to the DCAD Staff and they all hit the ground running, but were 4 months behind schedule.
- Even though the new software vendor was able to get the District up and running, not everything was able to be converted and the errors that were occurring due to the incomplete data is making the District's job nearly impossible.
- To summarize the bad news, the District did not know how they would be ready in time to send out Notice of Appraised Values come April.
- To summarize the good news, the District's staff is working 50-80 hours a week, they have hired 45 temps, hired 22 new employees and promoted 10 employees from within the company (all within the last 15 months).
- Hope has contacted Harris Govern to see what else can be done and if the District could contract employees through HG to just be designated to The District's needs and helping correct errors.
- Don has contacted True Roll and he is currently working on a database cleanup contract with them.
- More good news for 2021 - new website, adjusted phone tree, removed scanning company (caused too many problems last year), added a new level of professionalism and customer service in-house, plus being back on a trusted software company that produces accurate reports to the entities and portals that work for the property owners and agents.

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- ARB is currently down 6 members at this time - now at 24 members, they need 33 members in 2021.
- Hope informed the Board she was changing the District's hours to match the Denton County Tax Office hours. Monday-Friday, 8:00 am- 4:30 pm (currently the District closes at 5 pm). This allows the employees 30 more minutes a day to try and catch up with paperwork and data entry without phones and walk-in traffic.
- Don informed the Board that ARB hearings in 2021 will continue to be primarily phone hearings and the District will not be having in-person informal hearings due to the volume of people and the safety issues that occur with that.

Roy Atwood requested that there always be an Executive Session on each Board Agenda. Inquired about the possibility of adding one to this meeting. However, David Tabor says we cannot add it after the agenda has been made public but to be within the Public Act - we can always have one in the future.

LIAISON – BEATRICE LORNE

- No report was given.

ITEM 7: 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. 2021 INVESTMENT POLICY

George Pryor made a motion to approve all items on the Consent Agenda as submitted. Bryan Webb seconded the motion. The motion passed and the vote was unanimous.

ITEM 8: CONSIDER AND APPROVE TRANSFER OF FUNDS FOR 2020 PTO PAYOUT

Hope McClure explained that the District has had a huge amount of liability on the books for years, where overtime pay is concerned.

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With the new policies she passed in the Employee Handbook in December 2020, DCAD employees can only roll over 320 hours at the end of the year. The District has calculated payouts for those employees who qualified and the employees have signed off and approved the amounts. The District is asking to pay down those liabilities as they stand on December 31, 2020, so they do not continue to grow and become a larger liability.

Bryan Webb made a motion to approve the transfer of funds for 2020 PTO payout. Roy Atwood seconded the motion. The motion passed and the vote was unanimous.

ITEM 9: CONSIDER AND TAKE ACTION ON PENALTIES AND INTEREST FOR OUTSTANDING QUARTER ONE ALLOCATIONS

Kim Collins explains that we are to establish a penalty and interest rate for unpaid allocations. COVID has affected personnel in many offices/entities. In the last round of bills that were sent out, Kim explained to the entities that we can offer annual billing rather than quarterly. Kim is requesting that the board wave the penalty fees for the entities who have not paid their first quarter allocations. Kim explained to the board how some of the smaller entities function with small boards, sporadic meetings, etc.

Bryan Webb requested a dollar amount or frequency to waive the fees so that there is a guideline the Board can go by for waiving fees in the future. Don Spencer suggests looking at "repeat offenders" as we start this process now and moving forward.

Roy Atwood made a motion to waive the penalties and interests of outstanding quarter one allocations. George Pryor seconded the motion. Michelle French as a Point of Discussion wanted everyone to know that the Fresh Water Districts and MUDS struggle to meet deadlines in a timely manner. The motion passed and the vote was unanimous.

ITEM 10: CONSIDER AND APPROVE UPDATES TO THE DCAD EMPLOYEE HANDBOOK

Hope McClure introduced two new items to be added to the DCAD Employee Handbook. The first was a clarification on earning your RPA License. The extra money that is tied to this, is if an employee earns this license AND is in a support staff only position.

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The second change to the handbook is a clarification on the explanation of a retiree. To be eligible for all benefits DCAD offers at retirement, the employee must have worked at the DCAD for five years in addition to fulfilling all the other requirements.

Roy Atwood made a motion to approve the updates to the DCAD employee Handbook. Bryan Webb seconds the motion. The motion passed and the vote was unanimous.

ITEM 11: CONSIDER AND APPROVE CONTRACT FOR TRUE ROLL

Don Spencer presented True Roll to the Board. True Roll proactively monitors Homestead data in databases. Will help us easily verify OV65, DP, and will assist us in cleaning the data of Date of Birth, Driver's Licenses, ownership files, names, etc. Our system has not been verified in the last two year and this will help fulfill our needs as far as cleaning up a lot of data.

Roy Atwood asked about Data Security and Don Spencer said he would check with his IT team before signing a contract with them.

Roy Atwood made a motion to approve the contract with True Roll and to allow the Chief Appraiser to sign all documents relating to the contract. George Pryor seconds the motion. The motion passed and the vote was unanimous.

ITEM 12: ADJOURN

Chairperson, Charles Stafford, adjourned the meeting at 5:12 pm.