





Denton Central Appraisal District
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DENTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MINUTES

DECEMBER 15, 2022

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 3:02 pm.

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

ABSENT: David Terre

STAFF PRESENT: Don Spencer, Kim Collins, Misty Baptiste

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: CHIEF APPRAISER'S REPORT
INTERIM CHIEF DON SPENCER

A. PREPARING RFP FOR DEED READING/PROCESSING SOFTWARE FOR A
JANUARY CONTRACT

This is an item that has been budgeted for. Early on in the budget talks this was something Denton CAD wanted to do. Don is familiar with the vendor and they have

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been in the industry for about 6 years. They were the sole source of this service but there is another vendor who has shown interest. It will be an over 100 thousand dollar contract so by Tax Code must go out for bid. This service will fill in deed information and read the deed turned in to the country and then will be able to be looked at by a support person to make sure information is accurate. Will shorten the deed processing time immensely to allow the mapping department to do their job more efficiently. Helps to take out the human factor and the level of error. There will be a building of trust in the beginning but once confidence is gained in the software this will be a huge benefit for the District.

B. PRESENT PILOT PROGRAM FOR REMOTE HYBRID WORK SCHEDULE

Presentation of a program created by Leanne Rice-Baker which was given to administration in spring of 2022 which looked at the advantages and disadvantages of the possibility of a hybrid work schedule. The presentation included a survey of the industry including Bexar County which has been doing this since 2020. Don thinks this could be a morale boost for the current staff and will be attractive for new hires who are looking for remote work. Another advantage would be the creation of additional office space - with the desire to hire 17 new staff members - there would be the possibility to look at alternating weeks in the office rather than sharing office space. Would like to see the exploration of this as a 6 month pilot program with the possibility of making this a permanent adjustment. Ms. Pomykal asked if there are any CyberSecurity risks or issues and Don says there is no difference in accessing in the office or at home. VPN Connections would be the same. Roy Atwood reminded us that we would need to make sure policies are in place for confidential owners. Mr. Atwood also stated that Zoom has improved efficiency and productivity based on his experience. The taxing entities would definitely be expecting it from us as we look at space constraints.

C. DISCUSS HAVING SOME WEDNESDAYS AS "TRAINING DAYS" AND CLOSED TO PUBLIC

Mr. Spencer presents the possibility of looking at closing for a portion of time each week to help with training. Customer Service will be one of the places that we look at adding the most people to and they are the most difficult department to train due to the constant flow of people in the building and phone calls. After presenting the idea, Mr. Spencer opens the floor to the board for questions and concerns. Mr. Buck thought it was a great idea to give them the best option and environment. Ms. Pomykal asked if any retirees are willing to come back and do training based on their experience. Ms. French asked about a half-day possibility. Mr. Spencer definitely wanted to give them some focused training and give them the best opportunity to succeed and feels like this is the best way to do that. At this time, the phones would not be shut down - we just want to eliminate the foot traffic. Mr. Spencer asked that this happens during January-March when we can get all we have hired up to speed in the best way possible. Ms. French would like to consider a half day or a later opening - possibly a 10-3 idea on Wednesday.

D. LITIGATION UPDATE

Mayvex vs Denton CAD lawsuit which was brought to the Board as a public address in a recent board meeting. Windy Nash and the Denton CAD Council went to

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mediation back in November and settled all three years of value. Case is now closed and resolved.

E. CYBER SECURITY UPDATE

Both Dallas CAD and Travis CAD have been hit recently by a Ransomware attack. Dallas does not know where it came from and they don't know any other motive other than the ransom that was asked for. Dallas is almost positive it came as an email attachment as an invoice from either somewhere in the Middle East or Russia and it very possibly sat dormant in their system for months. Denton CAD sends reminders to staff to remain diligent and if there is anything questionable to call the IT department before doing anything. Mr. Spencer has reassured Judge Eads that firewalls and all protections are in place to be as cognizant as possible. Ms. French and Mr. Atwood think it would be wise to talk with Denton County Cyber Security to see if there is anything else we need to be doing.

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

Ann Pomykal made a motion to approve all items on the Consent Agenda. Alex Buck seconded the motion. The motion passed and the vote was unanimous.

ITEM 7: CONSIDER AND AUTHORIZE CHIEF APPRAISER TO EXECUTE NEW CONTRACT WITH WARDLAW APPRAISAL GROUP FOR INDUSTRIAL, MINERAL AND UTILITY APPRAISAL

Mr. Spencer presented that Denton CAD is up on the contract for industrial and mineral accounts. Denton CAD has been contracting this particular service out for as far back as we can see. Wardlaw has done all the work without increasing their fees over the last several years. Contracts were sent with and without a 2-year extension. Mr. Spencer does not want to look for any other company based on the experience we have with them and their knowledge of all things Denton County. Ms. French stated that Wardlaw does a fantastic job in supporting all the things we do and even asks questions from the tax office when they are not the direct client. "We should not try to fix what is not broken." Mr. Spencer also stated that Peggy Wardlaw is available to come visit with the board and or entities to talk about projections for what is coming in the market.

Alex Buck made a motion to approve the new contract with Wardlaw Appraisal Group. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

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ITEM 8: DISCUSS AND GIVE CONSENT FOR CHIEF APPRAISER TO APPOINT NEW BOARD MEMBER TO AG ADVISORY BOARD

Mr. Spencer reported that retiring Ag Advisory Board Member, Shirley Haisler has made a couple of recommendations for the Ag Advisory Board. Jeff Duesman has filled out the application form and fits all the qualifications for the Ag Board. There is a feeling he is a great fit to take Mrs. Haisler's place. We are asking to approve Mr. Duesman's appointment to the Ag Advisory Board by Mr. Spencer.

Alex Buck made a motion to approve Jeff Duesman's appointment to the Ag Advisory Board by Don Spencer. Michelle French 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. DELIBERATION ON PERSONNEL MATTERS - DISCUSS CHIEF APPRAISER SEPARATION AGREEMENT
- B. DELIBERATION ON PERSONNEL MATTERS - DISCUSS AND CONSIDER WRITTEN EMPLOYMENT AGREEMENT AND APPOINTMENT OF CHIEF APPRAISER
- C. CONSULTATION WITH LEGAL COUNSEL
- D. ACTIVE LITIGATION UPDATE

Board went to Executive Session at 3:54

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

Board reconvened following Executive Session at 4:33.

No Action Taken at this time.

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

Next meeting is Thursday, January 12 at 3:00.

POTENTIAL AGENDA ITEMS FOR FUTURE MEETINGS:

Ann Pomykal - Measurements of Objectives and Goals - Employees, ARB Board Members

Roy Atwood - KPI's - where are we with FTE's, Customer Service - wait times on the phone, performance indicators, number of phone calls per day, - what are the measurements and standards

Charles Stafford - is it possible to create a 15-minute canned speech to go out to the Rotary, Kiwanis, Real Estate offices, etc.

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Don Spencer is going to Robson Ranch Kiwanis Club Meeting to speak on evaluation, HS exemptions, January protests. He will also be speaking to Greater Denton/Wise realtor Association for Habitat for Humanity on January 10.

Ann Pomykal - encourages Denton CAD to hit a broad spectrum of the COunty. - what is the goal per month of appraisals


Don Spencer - reiterates why it is hard to set goals for protests handled per month

Charles Stafford - asked is there anything we can hand the entities that would allow them to help us make things easier for the taxpayer?

Alex Buck - would like to look at the Board Manual and make some changes to the policies and procedures.

ITEM 12: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 4:51.



Roy Atwood, Chairman

ATTEST:


Ann Pomykal, Secretary