



Denton Central Appraisal District
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DENTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MINUTES

AUGUST 17, 2023

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 3:16 pm.

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

ABSENT: Ann Pomykal, David Terre

STAFF PRESENT: Don Spencer, Jeanne Ashlock, Chris Littrell
Kim Collins, Misty Baptiste

ADDITIONAL: David Tabor, Kallen McCoy

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.

ITEM 5: CAD UPDATES

A. CHIEF APPRAISER PROGRESS REPORT - DON SPENCER

- Certified the appraisal roll this year at 98.4% - Mr. Spencer celebrated and complemented the staff on their stellar work this season. Also stated that 3 days after certification the staff was able to put together the 100K exemption report for school districts

Minutes - Board of Directors Meeting of August 17, 2023

- Mr. Spencer provided a summary to the Board of the changes that will need to be made based on the 88th Legislature Bills Updates including SB 2 which made some large changes to the CAD's Board of Directors for the coming years.
 - Both state required reports have been completed and sent to the State Office - both have been submitted and accepted by the State which they only accept with errors of less than 2%
 - 2023 PVS Study - all departments have collected what needs to be done at this time.
 - Staff appreciation Day on August 10 was a much needed time together for the staff - cookout, games, and time to mingle - lots of laughter.
 - Staffing - with protest season completed - we are shifting focus to filling the budgeted 103 employees - currently have 89.
- B. DEPUTY CHIEF OF APPRAISAL REPORT - CHRIS LITRELL
- Interviews are ongoing for appraiser and supervisor positions - please with the mix of experience and backgrounds which we are receiving - will be making offers this week and next week
 - Appraisers will begin field work next week - will be looking at training and development - working to create a clear set of objectives - want to expand the competencies for existing staff and work with departments on task alignment - want to ensure that we have placed the best individual in the right role - which might require some internal movement
- C. DEPUTY CHIEF OF ADMINISTRATION UPDATES - JEANNE ASHLOCK
- Appeals Department - Today serves as the last day of hearings for a few weeks - there will be more hearings on September 18 - approx 715 left - will have hearings complete before tax bills go out - focus will shift to TLO requirements in place
 - IT Department - they are a great support with a lot of Help Desk tickets - focus will shift to building infrastructure and improving cyber security
 - Customer Service Department - 6748 pending Homestead applications which is down 32% - Most Help Desk tickets have been answered - will be working to transition the department to separate Customer Service and Exemptions - working to get vacancies filled
 - HR Department - working on Task Alignment and gearing up for benefits enrollment
- D. DISCUSSION WITH OUTSIDE COUNSEL REGARDING SB2 CHANGES TO BOD APPOINTMENT/ELECTION PROCESS
- Board will have 5 appointed members by Taxing units, 3 elected by County Voters, TAC Ex-Officio will be a voting member - most changes will be practically effective in July 2024
 - Will need to keep track of election of members due to staggering
 - Not many changes in eligibility
 - The election portion will be an application and at this point is a "moving target"
 - ARB members will be appointed by the Board of Directors
 - Appointment process by entities will occur in Fall of 2023 for a 1-year term and will occur again in Fall 2024 to aid with staggering
 - Feel free to contact David Tabor with any more questions.

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 SEC. 25.25(B) TAX CODE

Alex Buck made a motion to approve the consent agenda. Charles Stafford seconded the motion. The motion passed and the vote was unanimous.

ITEM 7: CONSIDER AND TAKE ACTION ON PENALTIES AND INTEREST FOR OUTSTANDING THIRD QUARTER ALLOCATIONS

Kim Collins presented those entities with outstanding allocation for the third quarter. Don't have many this time and most are remediated very quickly.

Alex Buck made a motion to waive the penalties and interest for those with outstanding allocation payments. Charles Stafford seconded the motion. The motion passed and the vote was unanimous.

ITEM 8: CONSIDER AND APPROVE EMPLOYEE GROUP HEALTH, DENTAL, VISION, LIFE AND AD&D, LTD. AND LONG TERM CARE

Mr. Spencer introduces Kallen McCoy from AIA Life and Health Services. Mr. McCoy states that he is always honored to work with the DCAD staff and he appreciate their excellent stewardship while providing excellent benefits. There is a small percentage point of increased cost for benefits relative to what is being seen in the market. 30-40% of the cost is maintaining the plan - the rest is claims made on the plan - everything will stay the same through MetLife and they are working to negotiate the dental cost right now - lots of positive things going on here compared to everywhere else in the market.

Mr. Stafford asks what is being done to encourage wellness? Is it possible to provide days off if so many "wellness" boxes are checked.

Mr. McCoy states that we do have 100% coverage for yearly maintenance visits - most important is early detection of anything - utilizing many resources within the plan

Charles Stafford made a motion to approve the benefits presented for the coming year. Alex Buck seconded the motion. The motion passed and the vote was unanimous.

ITEM 9: DISCUSS POSSIBLE CHANGES TO BOD HISTORIC APPROVAL PROCESS OF PERSONNEL POLICY

Mr. Spencer states that historically the Chief Appraiser has presented Personnel Policies to the Board for approval. However, often times management needs to make changes more swiftly than waiting for approval from the Board. Mr. Spencer is asking for the Board to approve him to make changes to policies from time to time. Would like to propose review changes in January every year.

Mr. Buck does not have a problem but does want to make sure that Mr. Spencer would not be excluding himself from the Personnel Policies.

Mr. Spencer would not exempt himself from the policies and would not make those decisions without consulting leadership and outside counsel before making determinations.

Mr. Atwood asks that any significant budget implication must be brought to the board.

Mr. Spencer will be working with counsel to draft a resolution and cover those specific items.

Mr. Stafford suggests a "line item" in the Chief Appraiser's report with the changes that are made - would like to be able to see Mr. Spencer "manage the shop" without coming to the board for minor tweaks.

ITEM 10: DISCUSS POSSIBLE CHANGES TO BOD HISTORIC APPROVAL PROCESS OF GROUP BENEFITS

Mr. Spencer would like to ask the Board to provide him the authority to approve benefits yearly without having to get board approval. Trying to schedule all involved while still getting the best benefits for the DCAD staff proved difficult.

ITEM 11: DISCUSS AND SET DATE FOR CHIEF APPRAISER EVALUATION INSTRUMENTS

Mr. Spencer shared a couple of different evaluation documents with the board to consider before evaluations are due October/November. Encourage the board to take the evaluation instrument with them to consider before time to evaluate Don's performance as Chief Appraiser. Further discussion can be put on the agenda for next month.

Minutes - Board of Directors Meeting of August 17, 2023

ITEM 12: ADOPT 2024 BUDGET 6.06(b) TPTC

Requesting formal approval of the budget that was provided in June. There were no resolutions disapproving the budget from any of the entities.

Charles Stafford made a motion to approve the 2024 budget. Alex Buck seconded the motion. The motion passed and the vote was unanimous.

ITEM 13: ADJOURN TO EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.074 OF THE TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES:

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

Board went into Executive Session at 4:34.

ITEM 14: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ANY NECESSARY ITEMS DISCUSSED IN EXECUTIVE SESSION

Board reconvened following the Executive Session at 4:58.

No Action Taken at this time.

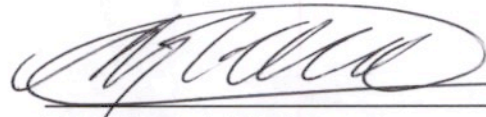
ITEM 15: DISCUSS/SET NEXT MEETING AND FUTURE AGENDA ITEMS

Chief Appraiser Evaluations

Next Meeting - October 12

ITEM 16: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 4:58.



Roy Atwood, Chairman

ATTEST:



Ann Pomykal, Secretary