

**THE FORT BEND CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING
April 16, 2012**

Board members present: Jim Kij, Chairman; Paul Stamatis, Vice Chairman; Al Abramczyk, Secretary; Rhonda Zacharias, Director; Kraig Warren, Director and Patsy Schultz, Ex-officio Member.

Board members absent: None.

District personnel: Glen Whitehead, Chief Appraiser, Aleida McDaniel, Deputy Chief Appraiser.

Others present: Joe Longoria and Allan Moody.

Call to order: Chairman Jim Kij opened the Regular meeting at 5:15pm and declared a quorum present.

Public Comments: Chairman Kij asked if there were any comments from the public. None were made.

Minutes of previous meeting: Chairman Kij asked the board to review the corrected March 19, 2012 minutes. Secretary Al Abramczyk made a motion to accept the minutes as corrected. Director Rhonda Zacharias seconded the motion, and the motion carried.

Old Business:

Consideration and action on district office lease: Joe Longoria went over the lease. Secretary Abramczyk asked if a completion date and warranty could be added to the lease. Chief Appraiser Glen Whitehead stated the process should start after protest this year and be completed before the 2013 protest season. Director Zacharias stated a project plan that shows what they plan to do and when it should start and be completed by, a timeline that shows the phases of the job should be added to the lease. Chairman Kij made a motion subject to the provisions added we (BOD) authorize Joe Longoria to move forward with this documentation to the County and authorize the Chairman, Jim Kij, to sign on behalf of the Board on May 1st, 2012. Director Zacharias seconded the motion, and the motion carried.

Consideration and action on district audit: Chief Appraiser Whitehead stated Chris Breaux sent him a PDF with new phrasing for the audit; however, he has not received the document at this point. No action was taken at this time.

Consideration and action on Board Policy Manual: Secretary Abramczyk stated the committee has met twice and will meet one more time for further revisions. They will have the finished product for the Board at the next meeting.

Chief Appraiser's Staff Reports:

Monthly Financials:

March 2012

Total CAD Budget	\$6,725,428.00	Pro-rata%	58.36%
Total Accum. Expenditures	<u>\$3,255,942.62</u>	Budget % Expended	<u>48.41%</u>
Remaining Balance:	\$4,103,842.75	Running under budget	9.95%
Total Revenue	\$1,501,943.26	Current YTD Revenue	\$4,746,646.26
Total Expenditures	<u>\$ 634,357.37</u>	Current YTD Expenditures	<u>\$3,255,942.62</u>
Monthly Overage	\$ 867,858.89	YTD Overage	\$1,490,703.64

Chief Appraiser Glen Whitehead briefly went over the written reports

Liaison Officer: Mr. Moody briefly went over his report for March 2012.

New Business:

Consideration and action on district sick policy: Chief Appraiser Whitehead stated he asked Patsy Schultz for the County's policy. He has received it but was not able to print it before the meeting. He explained that several employees have asked to give their sick time to those who do not have enough due to chronic health issues. Director Zacharias asked if there was a short term disability policy. Chief Appraiser Whitehead said the District only has a long term policy, due to cost the short term policy was discontinued several years ago. No action was taken at this time. The County's policy will be distributed to the Board to review before the next meeting.

Consideration and action on payment of outstanding vouchers: Chief Appraiser Whitehead stated there are \$104,078.83 in vouchers and \$10,306.03 to be signed tonight.

Convened into closed session: Closed session began at 6:14pm

Reconvened from closed session: Came back at 6:31pm, there was no discussion made.

Items for the Board Members: Director Zacharias asked Chief Appraiser Whitehead if he had heard back from Jill Ludwig about being on the financial committee. Chief Appraiser Whitehead said she will be on the committee. Chief Appraiser Whitehead said he will place on next month's meeting agenda the item to appoint members to the PR communications committee.

Announcements: The next Board of Directors meeting will be held May 21, 2012 at 5:15pm.

Adjournment: Meeting was adjourned at 6:36pm.

Chairman, Jim Kij

Vice Chairman, Paul Stamatis

May 21, 2012