

**THE FORT BEND CENTRAL APPRAISAL DISTRICT
MINUTES OF BOARD OF DIRECTORS MEETING**

September 12, 2016

Corrected

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

Board members absent: Sam Mayson, Director.

District personnel present: Glen Whitehead, Chief Appraiser; Aleida McDaniel, Assistant Chief Appraiser, Krisha Langton, HR Director and Irene Klein, Residential Appraisal Supervisor.

Districts Legal Counsel: Joe Longoria and Veronique Hutchinson, Attorneys.

Others present: Allan Moody, District Liaison Officer and Burke Sunday with Gallagher Benefits Services.

Call to order: Chairman Kij opened the regular meeting at 4:33 p.m. and declared a quorum present.

Invocation: The invocation was led by Chief Appraiser Whitehead and pledges of allegiance by Patsy Schultz and Financial Officer Abramczyk.

Minutes of previous meeting: Chairman Kij asked the Board to review the August 15, 2016 minutes. Financial Officer Abramczyk made a motion to accept the regular board minutes with changes and the budget hearing and budget workshop minutes as presented. Secretary Zacharias seconded the motion, and the motion carried.

Public Comments: Chairman Kij asked if there were any comments from the public. No members of the public were present.

Employee of the Month Award: Krisha Langton, presented to the Board of Directors the Employee of the month for September, Raymond Herrera.

Recognition of Employee anniversary: Krisha Langton recognized Essie Koohzad for his 10 years of service.

**** Recess for Reappraisal on Bi-Annual Appraisal Plan at 4:45 p.m.**

Chief Appraiser Whitehead went over the changes made to the appraisal plan. The Board of Directors also added any changes to the plan under section 3.4 must be reported to the Board of Directors. They also noted somewhere that this needs to be available on CAD website. Chief Appraiser Whitehead stated this has to be approved by the 15th and out to the state and taxing jurisdictions 60 days afterwards.

****Reconvene to the regular meeting at 5:10 p.m.**

New Business:

Consideration and action on hearing on Bi-Annual Appraisal Plan: Financial officer Abramczyk made a motion to accept the plan as presented with the following adjustments: any changes under section 4.3 must be reported to the Board, adding the statement about the ARB independence on section 4.4, posting on the website and typos; and then allowing Chief Appraiser Whitehead to correct any grammatical errors as needed. Secretary Zacharias seconded the motion, and the motion carried.

Consideration and action on Tyler Scope of Work on Commercial Appraisal Program: Vice Chairman Stamatis made a motion to authorize the district to enter into a contract with Tyler Technologies for the work presented in the agreement and not to exceed the amount of \$21,700.00. Financial officer Abramczyk seconded the motion, and the motion carried.

Consideration and action on Flex Schedule: Krisha Langton presented the flexible work schedule to the Board. Vice Chairman Stamatis made a motion to authorize the district to change the work week as documented in the employee handbook to allow the flexible work schedule as presented. Financial officer Abramczyk seconded the motion, and the motion carried.

Consideration and action on medical, dental, vision, disability and life insurance: Burke Sunday with Gallagher Benefits went over all the different plans that were submitted and suggested which ones the CAD should go with. He suggests Aetna for Medical, Lincoln Financial for Vision, dental and life insurance and long term disability and Guardian for the supplemental insurance. Burke also went over the Web Benefits Design technology and services contract for the CAD. Financial officer Abramczyk made a motion to approve Gallagher's recommendations for medical, dental, vision, disability and life insurance plans as well as Web Benefits Design as per the service proposal for all fees as presented. Vice Chairman Stamatis seconded the motion, and the motion carried.

Consideration and action on payment of outstanding vouchers: Vice Chairman Stamatis made a motion to approve the outstanding vouchers in the amount of \$499,094.63. Financial officer Abramczyk seconded the motion, and the motion carried.

Liaison Officer Mr. Moody went over his written reports for July 2016. The Board members want to start putting a fact sheet of the surveys on the website.

The Board convened into closed executive session at approximately 6:12 p.m.

The Board reconvened from the closed executive session at approximately 6:46 p.m.

Chief Appraiser's Staff Reports:

Monthly Financials:

Chief Appraiser Whitehead went over the monthly financials and staff reports and showed the Board the proposed expansion plans for the CAD and ARB building.

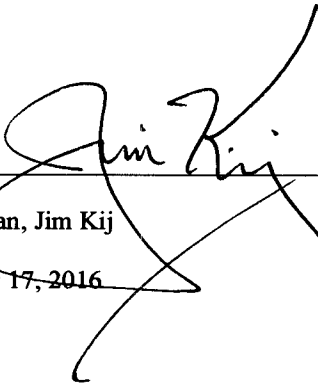
July 2016

Total CAD Budget	\$ 10,313,497.00	Pro-rata%	91.78%
Total Accum. Expenditures	<u>\$ 8,423,582.21</u>	Budget % Expended	<u>81.68%</u>
Remaining Balance	\$ 1,889,914.79	Running under budget	10.10%
Total Revenue	\$ 152,438.09	Current YTD Revenue	\$9,523,341.15
Total Expenditures	<u>\$1,230,081.65</u>	Current YTD Expenditures	<u>\$8,423,582.15</u>
Monthly Underage	\$1,077,643.56	YTD Overage	\$1,099,758.94

Items from the Board Members: None.

Announcements: The next Board of Directors meeting will be held Monday, October 17, 2016 at 5:00 p.m.

Adjournment: The meeting adjourned at 7:09 p.m.



Chairman, Jim Kij

October 17, 2016