

Thursday, June 24, 2021, the Sabine County Appraisal District Board of Directors met in a regular session. The following members were present:

Steve Conn	Vice Chairman – HISD Representative
Ronald Barlow	WSISD Representative
Tom Beall	HISD Representative
Sheilah Martin	HISD Representative
Andrew Mills	County Representative
Tiffani Bradberry	Hospital Representative
Martha Stone	Board Secretary

Also present: Cari Papania, Tina Ford, Yvette Holman and Ginger Bailey from Sabine CAD.

AGENDA ITEM 2021-071 CALL THE MEETING TO ORDER

Vice Chairman Steve Conn called the meeting to order at 12:16pm.

AGENDA ITEM 2021-072 ESTABLISH A QUORUM

Vice Chairman Steve Conn acknowledged that a quorum had been established.

AGENDA ITEM 2021-073 PUBLIC ACCESS

Vice Chairman Steve Conn acknowledged that there were no members of the public present.

AGENDA ITEM 2021-074 APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON JUNE 10, 2021.

Andrew Mills moved to approve the minutes from the June 10, 2021 Board of Directors meeting. Ronald Barlow seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2021-075 DISCUSS / APPROVE THE ENGAGEMENT LETTER FOR MITCHELL T. FONTENOTE, CPA, INC. AS EXTERNAL AUDITOR.

Tom Beall moved to approve the engagement letter for Mitchell T. Fontenote, CPA, Inc. Sheilah Martin seconded the motion. The motion carried with all in favor.

AGENDA ITEM 2021-076 DISCUSS / APPROVE ADDITIONAL SIGNER ON CHECKING ACCOUNT & DISTRICT CREDIT CARD.

Discussion ensued regarding the necessity of removal and addition of authorized signers on the Sabine CAD checking account at Southside Bank. Ronald Barlow moved to add Tina Ford and Tiffani Bradberry as authorized signers to the checking account at Southside Bank and remove Cari Papania and Andrew Mills. Also, to remove Cari Papania as the authorized user for the Bank of America credit card for the Sabine County Appraisal

District and add Tina Craig Ford as the authorized user. (Tina Craig Ford's Social Security #: XXX-XX-XXXX Date of Birth: XX-XX-XXXX). Tom Beall seconded the motion. The motion carried with all in favor.

AGENDA ITEM 2021-077 DISCUSS WITH POSSIBLE ACTION ON CHIEF APPRAISER POSITION.

After a brief discussion Sheilah Martin moved to enter into an executive session, the motion was seconded by Steve Conn and the board entered into executive session at 12:34pm. At 1:05pm Steve Conn called to reconvene the regular session. There was further discussion that the board did not want to advertise the chief appraiser position at this time and asked the requirements for chief appraiser certification. Cari Papania and Tina Ford informed the board the chief appraiser training is a two-week training program held in Austin, that could possibly take two years to complete due to only being held periodically and less than twenty applicants state wide are chosen to attend. Ronald Barlow moved to appoint Tina Ford as the Interim Chief Appraiser at a starting salary of \$44,000 with the understanding that she will complete the chief appraiser institute and obtain certification as soon as possible, and at which time she will be considered or appointed as the chief appraiser and her salary would increase to \$54,000. Tiffani Bradberry seconded the motion. The motion carried with all in favor. Steve Conn added that the board should be informed if it takes Tina longer than one year to complete the chief appraiser training and they would revisit the matter and possibly make any necessary adjustments.

AGENDA ITEM 2021-078 DISCUSS / APPROVE POSSIBLE AMMENDMENTS TO 2021 BUDGET

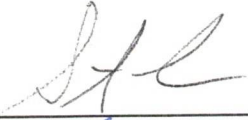
Tom Beall moved to approve the amendments to the 2021 budget for the interim chief appraiser salary and the external auditor. Ronald Barlow seconded the motion and the motion carried with all in favor.

AGENDA ITEM 2021-079 DISCUSS / APPROVE PRELIMINARY 2022 BUDGET AND SET A DATE FOR A PUBLIC HEARING.

Discussion for the 2022 preliminary budget included the increase in the cost of health insurance premiums. The insurance premium rate through Sabine County will be increasing to \$754 per month per employee effective October, 2021. Steve Conn proposed to increase the monthly amount paid by the appraisal district for each participating employees' health insurance costs from \$550.00 to \$650.00. Steve Conn further proposed to and provide each employee with a \$900 raise for 2022 with the exception of the interim chief appraiser salary, due to the increase already made. Ronald Barlow moved to approve the 2022 Preliminary Budget reflecting the amendments as proposed by Steve Conn and set a budget public hearing for September 9, 2021. Andrew Mills seconded the motion. The motion carried with all in favor.

AGENDA ITEM 2021-080      ADJOURNMENT

Tom Beall moved to adjourn. Andrew Mills seconded the motion and the meeting was adjourned at 1:23pm.



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Steve Conn – Vice Chairman



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Prepared by Ginger Bailey