

*Jefferson Central Appraisal District
Board of Directors*

*Regular Board Meeting
December 16, 2020 - 4:00 p.m.*

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, December 16, 2020 at the Appraisal District office, 4610 S. Fourth Street, Beaumont, Texas. The meeting was called to order by Chairperson Dr. Louis Reed, Jr.

It was found and determined that in accordance with the policies and orders of the Board, the notice of the meeting was posted in accordance with the terms and provisions of Section 551.001 et. seq. of the Texas Government Code, and that all of the terms and provisions of Section 551.001 have been fully complied with and that the 72-hour notice required by said section has been properly and correctly given.

ROLL CALL

Present: Allison Nathan Getz, Eugene Landry, Lauren Williams Mason, and Dr. Louis Reed Jr.
Absent: Terry Schwertner

ESTABLISHMENT OF QUORUM

Chairperson Reed declared a quorum present.

CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes: November 11, 2020
2. Receive Taxpayer Liaison Officer Report

The TLO Report was submitted indicating that the Taxpayer Liaison Officer did not receive any communications or complaints from taxpayers for the period ending December 9, 2020.

Mrs. Getz moved and Mrs. Mason seconded to approve the Consent Agenda items as submitted.

Yeas: Getz, Landry, Mason, and Reed
Nays: None

REGULAR AGENDA ITEMS

3. Receive Chief Appraiser's Report

CHRISTMAS HOLIDAY

The District office will be closed Wednesday, December 23, 2020 through Tuesday, December 29, 2020 for the Christmas holiday.

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending December 9, 2020 to the Board outlining the educational and District activities, and the public and entity notifications and meetings of the Chief Appraiser.

CHIEF APPRAISER TRAVEL

None to report.

COVID CASE

A District employee reported a positive Covid test late on Friday, December 11, 2020. The Chief Appraiser closed the office on Monday, December 14, 2020 to allow for a deep cleaning of the building. Employees scheduled to work that day either worked in the field or from home.

Mr. Landry moved and Mrs. Mason seconded to receive the Chief Appraiser's Report as submitted.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

4. Authorize Chief Appraiser to Execute Consulting Services Agreement for an Employee Assistance Program with Family Services, Inc. of Beaumont

The District is required to offer an employee assistance program to its personnel, and the agreement proposed with Family Services of Southeast Texas, Inc. of Beaumont meets all of the requirements. This agreement offers a maximum of five counseling sessions per employee family per year.

Mr. Landry moved and Mrs. Mason seconded to authorize the Chief Appraiser to execute a consulting services agreement for an Employee Assistance Program with Family Services of Southeast Texas, Inc. at the rate of \$20 per employee per year.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

5. Adopt Resolution #2020-16 Disposal of Obsolete Equipment

Mr. Landry moved and Mrs. Mason seconded to adopt Resolution #2020-16 authorizing the Chief Appraiser to remove the obsolete equipment as indicated below from the District's inventory listing and to dispose of the equipment in accordance with Section 4-9.05 of the Board Policy Manual.

The following equipment was declared obsolete:

Inventory #	Equipment
101	File cabinet – legal, 4-drawer with locks
229	File cabinet – legal, 4-drawer with locks
230	File cabinet – legal, 4-drawer with locks
460	File cabinet – legal, 4-drawer with locks
609	File cabinet – legal, 4-drawer with locks
610	File cabinet – legal, 4-drawer with locks
1277	File cabinet – letter, 4-drawer with locks
1278	File cabinet – letter, 4-drawer with locks

Yeas: Getz, Landry, Mason, and Reed

Nays: None

6. Approve Financial Statements for October and November, 2020

Mr. Landry moved and Mrs. Getz seconded to approve the financial statements for the month ending October 31, 2020 indicating expenses of \$502,481.49 and a fund balance of \$1,710,395.13.

Approval of the financial statements for November, 2020 was deferred.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

7. Authorize/Ratify Expenditures from Equipment Replacement Fund

Mr. Landry moved and Mrs. Mason seconded to approve the following:

Purchase Approval #2020-3 approving the expenditure of \$800 to replace an obsolete monitor in the Mapping/GIS Department. The Chief Appraiser was further authorized to dispose of the obsolete monitor, Inventory #1494, in accordance with the District's Disposition of Property Policy.

Purchase Approval #2020-4 approving the expenditure of \$5,000 to replace an obsolete workstation in the Mapping/GIS Department. The Chief Appraiser was further authorized to dispose of the obsolete workstation, Inventory #1714, in accordance with the District's Disposition of Property Policy.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

8. Receive Amendments to the 2020 and/or 2021 Budget and Instruct the Secretary of the Board to Notify the Taxing Entities

There being no amendments to receive, this item was deferred.

9. Adopt Amendments to the 2020 and/or 2021 Budget

There being no amendments to adopt, this item was deferred.

INFORMATION ITEMS

1. 2020 Budget Transfers

The following 2020 Budget Transfer was submitted to the Board for informational purposes:

#2020-3, General Department, transferring \$35,000 from Contingency to Postage & Freight.

2. January Board Meeting Date

The January Board Meeting was set for Wednesday, January 20, 2021 at 4:00 p.m.

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 4:11 p.m.

Chairperson
Board of Directors
Jefferson Central Appraisal District

Secretary
Board of Directors
Jefferson Central Appraisal District