

THE STATE OF TEXAS§

THE COUNTY OF MILAM§

MILAM APPRAISAL DISTRICT

The Milam Appraisal District Board of Directors (BOD) convened in a *special meeting* Wednesday, April 22, 2015, at the Milam Appraisal District Office, 120 North Houston Street, Cameron, Texas.

Attending:

Board Members:

Tim Arledge
Don Culp
Larry Patterson
Travis Yoakum

Staff:

Dyann White, Chief Appraiser
Miranda Drake, Business Manager

Others:

Lisa Gerthe
Kent Bowerman – Rockdale ISD

Absent Board Members:

Kolette Morgan

Item 1. Call To Order

Having a voting quorum present, the meeting was called to order by Board Chair, Tim Arledge at 9:00 a.m. Invocation by Mr. Patterson, moment of silence, pledge of allegiance to U.S. Flag, and pledge of allegiance to the Texas Flag.

Item 2. Citizen's Communication –

None.

Item 3. Budget Workshop for 2016 Proposed Budget

The Chief Appraiser presented the 2016 Proposed Budget. She reviewed the budget calendar with important upcoming dates. The total budget has a net change of \$0. Although there were changes to the individual categories there was no increase or decrease to the overall budget total. She reviewed the expenditures by category which showed 61.70% of the total budget is Personnel Services followed by Contractual Services at 24.51%, Other Services at 8.47%, Materials & Supplies at 3.41% and Capital Outlay at 1.91%.

The Chief Appraiser reviewed the current organizational chart as compared to the proposed organizational chart. The only change would be to take the two (2) Records Technician positions and create a Records Technician I and a Records Technician II. This is due to an increase in responsibilities for one of the Records Technician positions that has taken over some of the duties of the Deputy Chief Appraiser position that was vacated and eliminated in 2014. The 2016 Proposed Budget includes a 10% increase for the employee promoting to a Records Technician II position.

In reviewing upcoming events/opportunities, the Chief Appraiser discussed the hiring of the new Appraisal Assistant and her transition into an Appraiser position as an attrition plan for the

upcoming retirement of a Registered Professional Appraiser (RPA). She also discussed how the overall plan would eliminate one full-time equivalent (FTE) by 2017.

The Chief Appraiser reviewed the Fund Balance as it stands after the Board approved the 2014 Budget Amendment at their April 16th meeting.

The Chief Appraiser then presented the 2015 Year-In-Review. She discussed the new BIS Contract and how well it is working. She explained the positive impact of bringing the deeds processing back in-house. She explained the PACS Mobile implementation and its positive effect in helping to make appraisals more efficient. There have been some challenges but we are working through these. The Chief Appraiser discussed the ending of the janitorial contract. She then reviewed our new membership in the Texas County & District Retirement System (TCDRS). And finally, she reviewed procurement savings such as joining TASB for the BuyBoard privileges, the Texas SmartBuy Program and using a procurement card vs. a credit card.

Reviewed some of the changes in the expenditure detail of the 2016 Proposed Budget.

Explained there is some cushion in the budget to allow for performance pay raises if the Board approves. The Chief Appraiser will bring that before the Board at the end of 2015 for 2016.


NOTE: Written reports of any above listed items provided to all BOD members are considered part of the BOD's minutes as reports.

Item 11. Adjournment

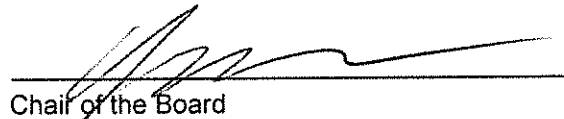
Having no further business to consider, on a motion by Mr. Patterson and seconded by Mr. Yoakum, approved by unanimous vote, the meeting adjourned at 9:32 a.m.

NOTE: Recording of the foregoing meeting on file for 90 days in the Milam Appraisal District Office, 120 North Houston Street, Cameron, Texas. The above and foregoing minutes examined and approved in open meeting this the 21st day of May, 2015.

Attest:



(Member)



Chair of the Board