

**CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY  
109 N. MAIN, CLEBURNE, TX 76033**

*February 20, 2025*

The Board of Directors of the Central Appraisal District of Johnson County met in regular session on Thursday February 20, 2025 at 6:02 p.m. at the Cleburne Conference Center, 1501 W. Henderson St., Rm. Cross Timbers, Cleburne, Texas after the agenda was duly posted in accordance with the Open Meetings Act.

Members present were: Duaine Goulding, Chairman; Amy Lingo, Director; Brannon Potts, Director; Tina White, Director; Larry Trammell, Director. John Wood, Vice Chairman; Mike Mizell, Secretary and Scott Porter, Johnson County Tax Assessor/Collector were absent.

Staff present was Brittany Vereen, Acting Chief Appraiser and Amy Gill, Support Services Director. Jessica White, Administration Director recorded the minutes of the meeting.

Visitors present were Bruce Medley, Attorney with Perdue, Brandon, Fielder, Collins & Mott, Ginger Allen, Taxpayer Liaison Officer, Michael Ancy, Brian Bartolowits, Jay Rapp, Raul Garcia, Chris Manning, Denise Coontz, Patricia Byars, Beverly Harkness, MaLisa Horton, Rebecca Jenkins, Kimberly Jones, Bryon Nance, and Harold Brown. Chairman Goulding welcomed everyone, Director Lingo gave the invocation. The Pledge of Allegiance to the U.S.A flag and Texas pledge was led by Chairman Goulding.

**Agenda Item 1. (Consent Agenda)** Motion by Trammell to approve as presented; seconded by Potts. 5-Yes; 0-No

- A. Minutes of the January 16, 2025 regular meeting
- B. Financial report for January 2025
- C. Taxpayer Liaison Report – Mrs. Allen reported on the phone calls and emails she has received from taxpayers.

**Agenda Item 2. (2025 Meeting Schedule)** Chairman Goulding explained the conflict with taxing entities having the meetings on third Thursday. Jessica White stated the two dates that seemed to have least conflicts were third Tuesday or second Thursday. Motion by Lingo to change the meetings to second Thursday effective in April; seconded by Trammell. 5-Yes; 0-No

**Agenda Item 3. (Subcommittee Reports)** Chairman Goulding stated Vice Chairman Wood will be the Chairman for the consultant subcommittee moving forward. Vice Chairman Wood has spoken with two consultants that may be interested and is waiting on feedback from each party. He will present this information in March. Director Trammell read aloud an email he sent to the BOD. The email mentions the mistrust Director Trammell believes the public has in the CAD and that a forensic audit would be important when considering the scope of work for the appraisal consultant. Chairman Goulding stated two members of the consultant subcommittee were not present and wished to postpone this discussion til next month. Director Trammell recommends the Chief Appraiser be hired after the audit is complete. He would like input from the CAD management as well as public input regarding expectations for the new Chief Appraiser. The subcommittee has also discussed the possibility of hiring a recruiter to find candidates. This would require the issue of an RFP. They anticipate this will be a 3 month process. Director White mentioned the hiring of a recruiter would be covered with salary savings from staff vacancies.

**Agenda Item 4. (2025 Subcommittees)** Chairman Goulding suggested a budget and finance subcommittee. Director Lingo, Director Potts and Director Trammell volunteered for this subcommittee. This item was tabled due to the absence of 3 members. Vice Chairman Wood mentioned a communications subcommittee at the last meeting. The third subcommittee was a policies subcommittee. Chairman Goulding and Director White volunteered for this subcommittee. The voting of this agenda item was tabled til next month.

**Agenda Item 5. (New Timeclock system)** Chairman Goulding announced Vice Chairman Wood has worked with Jessica White in this process and agrees with the CAD recommendation. Jessica White stated the vendor comparison revealed other options to be more costly due to a price per user method. The recommended uAttend has a price based on a range of employees being 20-49 users. That would be \$80 a month for the CAD. This system will not require the purchase of hardware as it provides a web based clock in option and also does not require a contract to be signed. Jessica White also stated this will save the CAD money on paper and ink supplies as it is all digital. Motion by Lingo to approve the recommended timeclock purchase; seconded by Trammell. 5-Yes; 0-No

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**Agenda Item 6. (2025-2026 Bank Depository)** Chairman Goulding stated this item was back on the agenda from last month due to the request of the BOD for FFB to raise the cap rate and FFB has agreed to raise it to 3.5% from 3.0%. Director Lingo stated the generosity of FFB was noticed as they were the only bank in Johnson County to respond to the bid request. Director Potts mentioned FFB being the only bank to submit a bid and still be willing to raise the cap rate was very generous. Motion by Potts to approve; seconded by Lingo. 5-Yes; 0-No

**Agenda Item 7. (Bank Account Signatories)** Chairman Goulding explained this item was to approve the removal of Jim Hudspeth from all bank account signatories. Director Trammell mentioned the board policy suggesting the secretary being a signatory as well. Director Lingo supports adding a third signatory and that being the board secretary. Motion by Trammell to approve the removal of Jim Hudspeth and the addition of Secretary Mizell; seconded by White. 5-Yes; 0-No

**Agenda Item 8. (TLO Evaluation)** Chairman Goulding announced the BOD will discuss this item in executive session.

**Agenda Item 9. (Appointment of ARB Members)** Chairman Goulding called on all applicants that were present to give a brief summary of their background, job history and explanation as to why they would be good candidates for the position. The applicants present included, Patricia Byars, Denise Coontz, Raul Garcia, Beverly Harkness, Malisa Horton, Rebecca Jenkins, Kimberly Jones, Christopher Manning, and Bryon Nance. Ginger Allen suggested expanding the ARB to 12 members. Bruce Medley explained the expansion will need to be an action item next month. The appointment of five ARB members may take place tonight. Jessica White tallied the votes and Chairman Goulding presented the five appointed ARB members will be, Patricia Byars, Kimberly Jones, Bryon Nance, Jay Rapp and Wes Schram. Motion by Trammell to approve the votes; seconded by White. 5-Yes; 0-No

**Agenda Item 10. (Non-Agenda Public Communications)** Harold Brown stated he is the current ARB Chairman. He thanked the BOD for taking over the duty of ARB appointment. He would like to recommend Patricia Byars for reappointment as he believes she does a great job.

**Agenda Item 11. (Staff Reports)** Brittany Vereen announced Sharon Dun the Data Operations Director has retired after 43 years of service. Her workload will be divided between the three Directors. Amy Gill will take over the data entry department, Jessica White will take over the exemptions department and Brittany Vereen will take over the ARB department. Chairman Goulding commended the three directors for absorbing the workload and stepping up. Director Trammell expressed his gratitude as well. Brittany Vereen reported the ARB members met February 12th to adopted the hearing procedures. Those procedures were provided to the BOD and also posted on the JCAD website. Director White had a question regarding the request for taxpayers to wait in their vehicles for ARB hearings. Brittany Vereen explained that rule was put in place during COVID and the ARB lobby is very small. She did mention that taxpayers are welcome to go wait in the customer service lobby as it is a larger room. Director Lingo addressed the ARB Chairman, Mr. Brown and explained when people come in to present for hearings they need more space. Mr. Brown stated those accommodations would need to come from the CAD. Brittany Vereen reported there are 76 accounts from 2024 protests that will need to heard in May. The CAD has added 1875 new houses for 2025 that will get appraised due to being new value. Brittany Vereen also explained the law in place only requires the CAD to check homestead exemptions and notify taxpayers if they need a new application. Taxpayers are not required to reapply every five years. The CAD will reach out if necessary. Amy Gill reported a little over 2000 phone calls were received in January. The average answer speed was six seconds and the average call duration was a little over four minutes. Director Trammell stated the answer speed is incredibly low from his experience. Exemption questions are still the primary concern or question.

**Agenda Item 12. (Executive Session-TLO Evaluation/Personnel Matters)** At 7:37 p.m. Chairman Goulding closed the open meeting to enter into executive session pursuant to Section 551.074 of the Texas Government Code to discuss personnel matters.

At 8:25 p.m. Chairman Goulding called to reconvene in open session.

**Agenda Item 13. (Executive Session Action)** No action necessary.

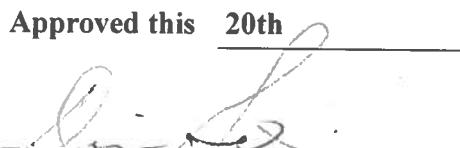
**Agenda Item 14. (Next Meeting)** The next scheduled board meeting will be held on Thursday, March 20th.

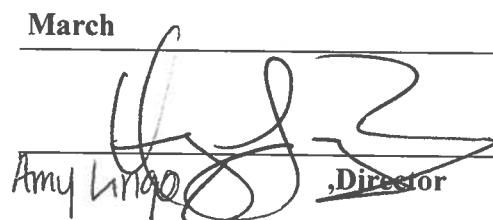
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**Agenda Item 15. (Adjournment)** At 8:26 p.m. Chairman Goulding called for a motion to adjourn the meeting. Motion by Trammell; seconded by Potts. 5-Yes; 0-No.

Approved this 20th day of March, 2025.

  
Duaine Goulding, Chairman

  
Amy Lingo, Director