

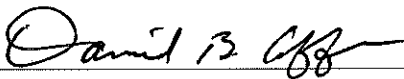
Board of Assessors
Monthly Meeting Minutes
September 13, 2022

1. The meeting was called to order by Chairman Coffee at 2:00 pm at the Tax Assessors Office. A quorum was present including the following: Daniel B. Coffee, Sandra N. Higginbotham, Hubert P. Bickley, and Lauren A. Harbin, Secretary.
2. Vice-Chair Higginbotham offered a motion to approve the agenda as presented. Mr. Bickley offered the second. There was no further discussion. The motion passed 2-0-0.
3. Vice-chair Higginbotham offered a motion to approve the August 9, 2022, regular monthly meeting minutes as presented. Mr. Bickley offered the seconded the motion. The motion passed 2-0-0.
4. Mrs. Harbin presented the Board with a spreadsheet with a summary of the audit progress. She reviewed with the Board the current audit progress. The current audit snapshot shows 0 audits remaining, this completes the personal property audit. There was no action needed from the Board of Assessors. Chairman Coffee thanked Mrs. Harbin and her staff on their diligence in following the progress and requested that Mrs. Harbin coordinate with him so that he could give an update on the audit to the Board of Commissioners.
5. New Business
 - A. Mrs. Harbin presented the Board with the error and releases that had been processed for the month of August. Vice-Chair Higginbotham made the motion to approve the changes as presented. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0.
 - B. In members matters the Board discussed upcoming training and conference dates. Chairman Coffee informed the other Board members that he met with Tax Commissioner Huff to sign the final digest submission paperwork on August 25, 2022. He also verified that they received a copy of the email he sent the Board of Commissioners with the sales ratio update.
 - C. In the Chief Appraiser update Mrs. Harbin updated the Board on the current progress of the renovations to the new Tax Assessors Office space. She stated that everything was progressing as planned and the move date was still scheduled for the last week of September while she and her staff were in training. She indicated that she sent a notice to the New Era for the dates of training and relocation to be advertised. The office will reopen Thursday October 6, 2022, at the new location of 74 West Monroe Street. The October board meeting will be held at the new location. Mrs. Harbin requested the Board members send in their BOA days for their supplement. Finally, Mrs. Harbin informed the Board that while no final budget

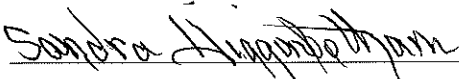
approval had been received, she did speak with County Manager Carol Ison who indicted that the proposed budget had been approved with the only change being the BOC did not give funding for a new employee. However, they have provided funds for a raise of \$2 per hour for hourly employees and 10% for salary employees, this will be effective October 1, 2022, when the new fiscal year begins.

- D. The Board tentatively set the next scheduled meeting on October 11, 2022, at 2:00pm.
- E. A motion was made by Vice-Chair Higginbotham to adjourn the meeting at 2:36 pm. Mr. Bickley seconded the motion. The motion carried 2-0-0.

Submitted by Lauren A. Harbin, Secretary



Daniel B. Coffee, Chairman



Sandra N. Higginbotham, Vice-Chair



Hubert P. Bickley, Member