

**MINUTES
BOARD OF DIRECTORS
GONZALES CENTRAL APPRAISAL DISTRICT
OCTOBER 15, 2020**

The Board of Directors of the Gonzales Central Appraisal District met on Thursday, October 15, 2020 at the appraisal district office located at 1709 E. Sarah Dewitt Drive, Unit B, Gonzales, Texas. Board members present by teleconference were Craig Hines, Sue Gottwald and Frank "Bud" Box, Jr. Sandra Gorden was present in person for the meeting. Also present were John Liford, Chief Appraiser and Sherian Cleveland, Recording Secretary.

Sue Gottwald, Vice-Chairman, declared a quorum and called the meeting to order at 5:30 p.m.

The minutes of the September 8, 2020 meeting were reviewed. Craig Hines stated he recognized a correction that should be made for adjournment of the public hearing on the reappraisal plan. Bud Box motioned to approve the minutes with the correction so noted. Sandra Gorden seconded the motion. The motion passed by unanimous vote.

The financial report for the month of September, 2020 was reviewed by the Board. Mr. Liford reported the budget categories that were over the monthly average and stated the district as of September 30th was under budget by \$359,205.86. Craig Hines motioned to approve the financial report as presented. Bud Box seconded the motion. The motion passed by unanimous vote.

The Board reviewed the Investment Transaction Quarterly Report for the quarter ending September 30, 2020, showing interest earned for the quarter was \$2,612.36. Craig Hines motioned to approve the report as presented. Bud Box seconded the motion. The motion passed by unanimous vote.

Craig Hines, Secretary, reported that all checks were signed except for today's. Sue Gottwald was agreeable to come to the office to sign the checks.

There were no comments from the public at this time.

Following discussion, Bud Box motioned to adopt Resolution No. 377, approving the Texas County and District Retirement System plan provisions for the plan year 2021. Craig Hines seconded the motion. The motion passed by unanimous vote.

Following discussion, Craig Hines motioned to adopt Resolution No. 378, appointing Frank Benes to serve as a member of the Agricultural Appraisal Advisory Board for the term beginning January 1, 2021 and ending December 31, 2022. Bud Box seconded the motion. The motion passed by unanimous vote.

Discussion was held on adopting a Sick Leave Pool to provide additional sick leave days to appraisal district employees in the event of a catastrophic illness or injury, surgery or disability that prevents an employee from active employment. Craig Hines motioned to adopt Resolution No. 379, approving the "Gonzales Central Appraisal District Sick

Leave Pool Policy” as presented. Bud Box seconded the motion. The motion passed by unanimous vote.

The corrections to the appraisal roll were submitted in compliance with Section 25.25(b), Texas Property Tax Code.

John Liford, Chief Appraiser, reported the appraisers are working in the field and should have their work completed in approximately two weeks and will start working on rechecks of property at that time.

Mr. Liford also reported that the Rural Chief Appraiser’s Conference will be a virtual conference this year and employees will be attending the virtual conference in the appraisal district office for two days on September 26th and September 27th.

Mr. Liford further reported that three binding arbitration cases have been taken care of and one new suit has been filed.

Mr. Liford stated the Agricultural Appraisal Advisory Board meeting was held and information obtained will be used in setting the new agricultural values for 2021.

The Board was informed by Mr. Liford that one appraisal district employee has tested positive for Covid-19 and will be out for two weeks and retested on October 26th. Mr. Liford stated the employee would receive normal pay while out from work and the time would not be docked from the employee’s sick leave or vacation time, according to information he had received.

As there was no further business at this time, Bud Box motioned to adjourn the meeting. Craig Hines seconded the motion. The motion passed by unanimous vote and the meeting was adjourned.



Chairman, Board of Directors

Attest:



Secretary, Board of Directors

STATE OF TEXAS

COUNTY OF GONZALES

RESOLUTION NO. 377

GONZALES CENTRAL APPRAISAL DISTRICT
1709 E. Sarah Dewitt Drive, Unit B
Gonzales, Texas 78629

Resolution of the Board of Directors of the Gonzales Central Appraisal District approving the Texas County & District Retirement System Plan Provisions For Plan Year 2021 for participation of the Gonzales Central Appraisal District in the Texas County and District Retirement System.

WHEREAS the Board of Directors wishes to adopt the contribution rate of 13.86 % for the plan year 2021 as approved in the 2021 Adopted Budget with all other plan provisions remaining the same, with no cost of living adjustments for the plan year 2021.


NOW THEREFORE be it resolved that the Board of Directors of the Gonzales Central Appraisal District hereby approves the Texas County & District Retirement System Plan Provisions for Plan Year 2021, adopting a contribution rate of 13.86% with all other plan provisions remaining the same, with no cost of living adjustments for the plan year 2021.

PASSED AND APPROVED THIS 15th DAY OF October, 2020.



Chairman, Board of Directors

ATTEST:



Secretary, Board of Directors

STATE OF TEXAS

COUNTY OF GONZALES

RESOLUTION NO. 378

GONZALES CENTRAL APPRAISAL DISTRICT
1709 E. Sarah Dewitt Drive, Unit B
Gonzales, Texas 78629

Resolution of the Board of Directors of the Gonzales Central Appraisal District appointing Agricultural Appraisal Advisory Board Member.

WHEREAS, The Board of Directors has determined that the following individual is of good character and good judgement and possesses the necessary qualifications to serve as a member of the Agricultural Appraisal Advisory Board; now, therefore:

NOW THEREFORE be it resolved that the following individual is hereby appointed to the Agricultural Appraisal Advisory Board, effective January 1, 2021 and ending on December 31, 2022.

FRANK BENES

PASSED AND APPROVED THIS 15th DAY OF October, 2020

Sue Bottwald
Chairman, Board of Directors

ATTEST:

Craig Henner
Secretary, Board of Directors

STATE OF TEXAS

COUNTY OF GONZALES

RESOLUTION NO. 379

GONZALES CENTRAL APPRAISAL DISTRICT

1709 E. Sarah Dewitt Drive, Unit B
Gonzales, Texas 78629

Resolution of the Board of Directors of the Gonzales Central Appraisal District approving the "Gonzales Central Appraisal District Sick Leave Pool Policy".

WHEREAS the Board of Directors wishes to allow employees to contribute days to a Sick Leave Pool as set forth in the "Sick Leave Pool Policy" for catastrophic illness or injury as defined in the "Sick Leave Pool Policy".

NOW THEREFORE be it resolved that the attached "Gonzales Central Appraisal District Sick Leave Pool Policy" be adopted, effective October 15, 2020.

PASSED AND APPROVED THIS 15th DAY OF October, 2020.



Chairman, Board of Directors

ATTEST:



Secretary, Board of Directors

Gonzales Central Appraisal District



Sick Leave Pool Policy

Adopted By

Gonzales Central Appraisal District
Board of Directors

October 15, 2020

Gonzales Central Appraisal District

Sick Leave Pool Policy

Purpose

The purpose of the Gonzales Central Appraisal District Sick Leave Pool is to provide additional sick leave days to Appraisal District employees in the event of a catastrophic illness or injury, surgery or disability that prevents an employee from active employment. Days may be applied from the pool only after the employee has exhausted all accrued sick, vacation or compensatory time.

Definitions

1. A catastrophic illness or injury is defined as:

A terminal, life threatening, and/or severe condition or combination of conditions affecting the mental or physical health of the employee that requires the service of a licensed health practitioner for a prolonged period of time that forces the employee to exhaust all accrued time (sick leave, vacation leave and compensatory time) and to lose compensation from the district.

2. A licensed practitioner is:

A practitioner, as defined by the Texas Insurance Code who practices within the scope of his/her license.

Administration Of The Pool

1. At the direction of the Board of Directors, the Chief Appraiser shall serve as The Pool Administrator. The Pool Administrator shall be responsible for developing mechanisms to transfer accrued sick leave into and out of the pool; developing rules and procedures for the operation of the pool and developing forms for contributing leave to, or using leave from, the Pool.
2. The Pool Administrative Committee shall be composed of the following members: Chief Appraiser, a Board of Director's member and three Appraisal District employees. This committee shall be responsible for considering all requests for use of leave from the Pool. A Member of the Committee cannot consider their own request.

Pool Membership

1. All regular full-time employees are eligible to join the Sick Leave Pool by contributing a minimum of one day (valued at the employee's then current wage) or any such further amount the full-time employee is comfortable with contributing per year of their accrued sick leave or accrued vacation time.
2. New employees may join the pool no later than 30 days after 12 months of continuous employment. Days donated will be subtracted from their accrued leave.
3. After the Pool is established, employees will only be able to join at a time designated each year by the Pool Administrator or, in the case of new employees, immediately upon completion of 12 months of continuous service.
4. Membership enrolment forms must be submitted to the Chief Appraiser. Days donated will be subtracted from each member's accrued sick leave.
5. Days donated become the property of the Gonzales Central Appraisal District Sick Leave Pool and cannot be returned in the event of membership cancellation.

6. Employees on approved leave of absence will retain membership in the Pool and will not be required to donate additional days during such approved leave.
7. To maintain the Sick Leave Pool, all members must donate a minimum of 1 day (valued at the employee's then current wage) or any such further amount the full-time employee is comfortable with contributing per year of their accrued sick leave or accrued vacation time by the third week of the fiscal year, or at a time of the fiscal year designated by the Pool Administrator for general membership donations. Should the available Pool Time and Value fall below a level that would allow for less than 80 hours be available (at the median prevailing wage of the Pool members) to be granted, the Administrator may declare a period to accept additional donations of hours to the Pool members. Only one donation during the fiscal year is required to maintain membership in the Pool.
8. Available time in the Pool will be reduced by days donated by an employee upon the employee's separation from employment.

Days Granted

1. Days will be granted only for catastrophic illness or surgery or other disability, which necessitates an absence from work for five consecutive days or longer. In case of chemotherapy for cancer treatment, days can be granted for 1-4 days absence.
2. Pregnancy will not be covered by the Sick Leave Pool, but complications due to pregnancy or delivery will be considered.
3. The Pool may be used only by members for his/her personal illness or disability or for a family member whose illness and relationship to the employee meet the guidelines of the Family and Medical Leave Act and the Gonzales Central Appraisal District Policy on Leave Absence.
4. Days requested for stress related illness will be granted for hospitalized days only.

5. The maximum number of days granted to an employee each year shall not exceed one-third of the total amount of time in the Pool at the time of the request or 60 days, whichever is less.
6. Days will not be granted when an employee is receiving workers compensation or long-term disability benefits.
7. A member of the pool, who exhausts all of his/her accrued paid leave and compensatory time to which the employee is otherwise entitled, may withdraw from the pool for a non-catastrophic illness the exact number of days the member had contributed that fiscal year. The action will cancel the membership for the fiscal year.

Procedure

1. An eligible employee must apply to the Pool Administrator for permission to use time in Pool.
2. The Pool Administrator shall present the request/application to the Pool Administrative Committee, who shall determine eligibility.
3. If the employee is determined to be eligible, the Pool Administrator shall approve the transfer of time from the Pool to the employee on a weekly basis as part of payroll calculations. The time shall be credited to the employee and shall be used in the same manner as accrued sick leave.
4. An employee absent on sick leave assigned from the Pool is treated for all purposes as if the employee were absent on accrued sick leave.
5. If a member is critically ill and unable to file an application for sick leave from the Pool, his/her department head may submit an application at the request of the employee's family.

6. A member of the Sick Leave Pool is not entitled to sick leave from the Sick Leave Pool if:
- They have been terminated or are on unpaid suspension.
 - Failed to donate required number of hours during open enrolment of within the 30 days of one-year anniversary of hire date.
 - They cancelled their membership due to withdraw (in writing)
 - They are on approved leave of absence not qualified under FMLA.
 - They falsified or misrepresented information related to illness or condition related to desired use.
7. The estate of a deceased member is not entitled to payment of unused sick leave from the Sick Leave Pool.

Final Authority

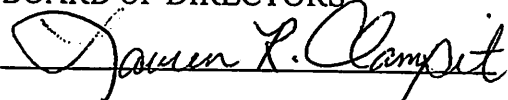
The Sick Leave Pool Administrative Committee shall have the final approval/disapproval of employee applications.

Application Forms

Applications for donation of accrued sick time to the Gonzales Central Appraisal District Sick Leave Pool are available in the Administrative Assistants office.

Application for withdrawal from the Gonzales Central Appraisal District Sick Leave Pool are available in the Chief Appraiser's Office.

APPROVED & ADOPTED BY THE GONZALES CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS



Chairman of the Board

10/15/2020

Date

Gonzales Central Appraisal District Sick Leave Pool

Application for Sick Days

Committee Decision Form

Name of applicant: _____

Position/Department: _____

Social Security number: _____

Date lost time began: _____

Date of request: _____

Number of days requested from pool: _____

Request approved by Committee: Yes _____ No _____

Reason request was denied: _____

Signature of Committee Member/Date

Signature of Committee Member/Date

Signature of Committee Member/Date

Signature of Committee Member/Date

Received by Pool Administrator on _____

Signature of Pool Administrator

Processed in Payroll on _____

Signature of Bookkeeper

Gonzales Central
Appraisal District Sick Leave Pool
Membership Application

Membership in the Gonzales Central Appraisal District Sick Leave Pool is available to all full-time employees who accrue sick leave benefits and have been employed for at least 12 months.

I have read the rules and guidelines in the Gonzales Central Appraisal District Sick Leave Pool Policy concerning the Pool and desire to become a member by donating one day or an amount the full-time employee is comfortable with donating of their accrued sick leave or accrued vacation time to the pool.

I understand that these days, once donated to the Pool for membership, will be subtracted from my available sick leave days. All donations to the Pool become the property of the Pool and cannot be returned even upon cancellation of membership, except per item 7 of Days Granted (page 5).

My authorization to deduct days from my accumulated sick leave is verified by my signature below.

Employee _____ Department _____

Social Security Number _____ Number of days Donated _____

Signature _____ Date _____

I have read the above information concerning the Gonzales Central Appraisal District Sick Leave Pool and do not wish to become a member.

Signature _____ Date _____

Social Security Number _____ Department _____

Please Return This Form To The Sick Leave Pool Administrator

NOTE: DONATIONS WILL ONLY BE ACCEPTED THE FIRST 30 DAYS OF EACH FISCAL YEAR. IF YOU DO NOT DONATE DURING THIS PERIOD, YOU WILL HAVE TO WAIT UNTIL NEXT FISCAL YEAR. THE ONLY EXEPTIONS WILL BE FOR INDIVIDUALS WHO HAVE JUST COMPLETED 12 MONTHS OF CONTNUOUS EMPLOYEMENT AND HAVE NOT YET DONATED SICK LEAVE TO THE POOL, OR UNDER ITEM SEVEN PAGE 4. YOU MUST DONATE EACH YEAR TO REMAIN ELIGIBLE TO USE THE TIME FROM THE POOL.

Gonzales Central
Appraisal District Sick Leave Pool
Application for Sick Days

Name _____ SS# _____

Department _____ Position _____

First Date absent for this illness _____

Date returned to work or expected to return _____

Number of days absent for this illness _____

The above days requested are needed due to illness/injury described below:

Date _____

Signature of Employee or Family Member

PLEASE RETURN THIS FORM TO THE POOL ADMINISTRATOR/CHIEF APPRAISER