

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
January 12, 2023**

A meeting of the DeKalb County Board of Assessors was held on Thursday, January 12, 2023. Present were the following:

**Charlene Fang, Chair  
Robert A. Burroughs, J.D., Vice-Chair  
James Vernor, PhD, MAI, Assessor  
Vivian R. Ingersoll, MA, Assessor  
Joseph Kusmik, MA, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Donna Rosser, Assistant Chief Appraiser  
Brian Jennings, Deputy Chief Appraiser – Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Gwenneth Willoughby, Tax Appraisal Clerk**

**ABSENT**

**Vance Clements, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**CALL TO ORDER**

The Chair wished everyone a Happy New Year and called the meeting to order at 9:29 a.m. She thanked everyone for working with her in 2022 and she stated that it was a very successful year and she appreciated everybody!

**ELECTION OF OFFICERS**

The Chair opened the floor for nominations for Chair and Jim Vernor nominated Robert Burroughs, seconded by Joe Kusmik. She asked if there were any other nominations for Chair; hearing none. She closed nominations for Chair. Charlene Fang stated that Robert Burroughs is the Chair. Charlene Fang opened the floor for nominations for Vice-Chair and Robert Burroughs nominated Jim Vernor, Vivian Ingersoll seconded. Charlene Fang asked if there were any other nominations for Vice-Chair, hearing none. She closed nominations for Vice-Chair. She stated that Jim Vernor is elected Vice-Chair. Charlene Fang opened the floor for nominations for Board Secretary, Robert Burroughs nominated Calvin Hicks as Board Secretary, seconded by Jim Vernor. She closed nominations for Board Secretary and stated that Calvin Hicks is elected Board Secretary. Charlene Fang opened the floor for nominations for Recording Secretary, Vivian Ingersoll nominated Teresa Nealey as Recording Secretary, seconded by Joe Kusmik. She asked if there were any further nominations for Recording Secretary, hearing none, she closed nominations for Recording Secretary and stated that Teresa Nealey is elected Recording Secretary. Jim Vernor moved all nominations be closed, seconded by Robert Burroughs. The motions carried unanimously, and Charlene Fang yielded the floor to Robert Burroughs as Chair.

**Board of Assessors Officers for 2023**  
**Chair – Robert A. Burroughs**  
**Vice-Chair – James D. Vernor**  
**Board Secretary – Calvin C. Hicks, Jr.**  
**Recording Secretary – Teresa H. Nealey**

The gavel passed from Chair Fang to Chair Burroughs. The new Chair thanked Charlene Fang for her service.

Pursuant to O.C.G.A. 48-5-298 the members of the Board are required to elect the board officers for the year.

**APPROVAL OF AGENDA**

The Chair stated that the 1/12/23 Agenda had been received. He asked if there were any additional corrections or additions. Hearing none, he called for a motion for Approval of the Agenda of 1/12/23, made by Jim Vernor, seconded by Vivian Ingersoll. The motion carried unanimously.

**APPROVAL OF MINUTES**

The Chair called for a motion to approve the Minutes of 12/15/22. Jim Vernor made a motion for Approval of the Minutes of 12/15/22, seconded by Vivian Ingersoll. The motion carried unanimously.

**CITIZEN TIME**

No citizens requested time to address the Board.

**INTRODUCTION OF NEW EMPLOYEES**

The Chair recognized three new employees; Shannon Woods, who is the Tax Appraisal Clerk in the Commercial Division, Stacey Snaggs and Joyce Hayden who are Tax Appraisal Clerks in the Residential Division. Administrative Support Supervisor, Sherida Gooden introduced them to the Board. Calvin Hicks also gave further introductions. The Board welcomed them, and they took pictures with the Chair and Chief Appraiser.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a discussion of Staff Recommendations batches 1 through 34. After discussion, Batch 26 was pulled. The Chair called for a motion to approve Staff Recommendations, made by Jim Vernor and seconded by Joe Kusmik. The motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

No other business was discussed.

**ADJOURNMENT**

There being no further business, the Chair called for a motion to adjourn, made by Joe Kusmik, seconded by Jim Vernor. The meeting adjourned at 10:40am.

This meeting was conducted in accordance with O.C.G.A. 50-14-(1-6).

Signed by:

  
Calvin C. Hicks, Jr.  
Chief Appraiser/BTA Secretary

Date Approved: 1-26-2023