

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
September 7, 2023**

A meeting of the DeKalb County Board of Assessors was held on Thursday, September 7, 2023. Participating were the following:

**Robert A. Burroughs, J.D., Chair  
James Vernor, Ph.D., MAI, Vice-Chair  
Joseph Kusmik, MA, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Donna Rosser, Assistant Chief Appraiser  
Vance Clements, Supervisor – Business Personal Property  
Brian Jennings, Deputy Chief Appraiser - Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Teresa H. Nealey, Recording Secretary**

**ABSENT**

**Vivian R. Ingersoll, MA, Assessor  
Charlene Fang, Assessor**

**CALL TO ORDER**

The Chair declared a quorum, and he called the meeting to order at 9:30 a.m.

**APPROVAL OF AGENDA**

The Chair stated that the 9/7/23 Agenda had been received and he called for a motion for Approval of the 9/7/23 Agenda, made by Jim Vernor, and seconded by Joe Kusmik. The motion carried unanimously.

**APPROVAL OF MINUTES**

The Chair asked if there were any additions or corrections to the Minutes of our last meeting, and after hearing none, he called for a motion to approve the Minutes of 8/24/23. Joe Kusmik motioned to Approve the Minutes of 8/24/23, seconded by Jim Vernor. The motion carried unanimously.

**CITIZEN TIME**

No citizens requested time to address the Board.

**STAFF SPOTLIGHT**

Brentnol Baker introduced Antoine Bhutan to the Board and stated that he is an appraiser in the Commercial Division. Mr. Bhutan has been in the Commercial Division for about two years, and he just completed a very successful court case! Prior to coming to DeKalb, he was a residential appraiser in Fayette County. The Board thanked him for his service.

**PRESENTATION OF NEW EMPLOYEES**

The Chair recognized Zodelva Sanchez, Robertina Russell, and Hai Nguyen. Brian Jennings introduced them to the Board, and they further introduced themselves. Ms. Russell is a Tax Appraisal Clerk in the Commercial Division. Ms. Sanchez is a Tax Appraisal Clerk and Mr. Nguyen is an Appraiser and both are in the Residential Division. The Board welcomed them and thanked them for coming.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a discussion of Staff Recommendations on batches 1 through 38. The BOA Agenda Update showed account 8005869 pulled from Batch 1 and parcel 18 186 03 125 pulled from Batch 33. After discussion, the Chair called for a motion to approve Staff Recommendations. He abstained from Batch 33, Item 176. Jim Vernor made the motion to approve and was seconded by Joe Kusmik. The motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER’S REPORT**

See attached.

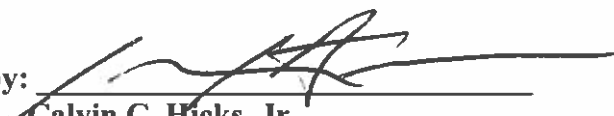
**NEW BUSINESS**

The Chair, Jim Vernor, and Calvin Hicks discussed the review of the policy manual. He asked staff and board members to review the manual and to bring any updates to the next meeting.

**ADJOURNMENT**

With no further business, the Chair called for a motion to adjourn, made by Jim Vernor and seconded by Joe Kusmik. The motion carried and the meeting adjourned at 10:36 a.m.

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: 9-21-23