

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
September 22, 2022**

A meeting of the DeKalb County Board of Assessors was held on Thursday, September 22, 2022. Present were the following:

**Charlene Fang, Chair
Robert A. Burroughs, J.D., Vice-Chair
Vivian R. Ingersoll, MA, Assessor
James Vernor, PhD, MAI, Assessor
Joseph Kusmik, 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
Vance Clements, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

CALL TO ORDER

The Chair called the meeting to order at 9:30 a.m.

APPROVAL OF AGENDA

The Chair stated that the 9/22/22 Agenda had been received along with the BOA Agenda Update showing (1) pulled parcel; 16 105 04 004. She asked if there were any additional corrections or additions. Hearing none, she called for a motion to approve. Vivian Ingersoll made a motion for the Approval of the Agenda of 9/22/22, seconded by Jim Vernor. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the Minutes of 9/8/22. Jim Vernor made a motion for Approval of the Minutes of 9/8/22, seconded by Robert Burroughs and Vivian Ingersoll. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to Approve Staff Recommendations for batches 1 through 36 of this Agenda, excluding parcel 16 105 04 004 from batch 28; made by Vivian Ingersoll and seconded by Robert Burroughs. After discussion, the motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

See attached.

OTHER BUSINESS

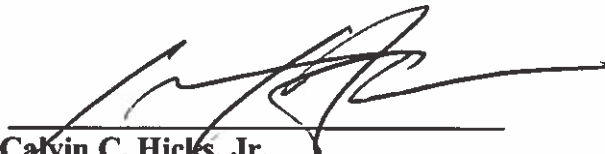
The Board received a copy of the Policy Manual showing updates from Calvin Hicks and Donna Rosser; Jim Vernor thanked them for their work.

Robert Burroughs discussed updates he had to the Policy Manual and these updates will be incorporated into the draft and will be distributed. The review of the Policy Manual will remain on the Agenda as suggestions for updates are received.

ADJOURNMENT

There being no further business, the Chair called for a motion to adjourn, made by Vivian Ingersoll, and seconded by Jim Vernor. The meeting adjourned at 11:13 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: October 6, 2022