

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
November 2, 2023**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, November 2, 2023. Participating were the following:**

**Robert A. Burroughs, J.D., Chair  
James Vernor, Ph.D., MAI, Vice-Chair  
Charlene Fang, Assessor  
Joseph Kusmik, MA, Assessor, Via Phone  
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, Chair Emeritus**

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

**The Chair stated that the 11/2/23 Agenda had been received and the Agenda Update showed pulled parcels and a pulled batch. He called for a motion to approve the 11/2/23 Agenda as amended, made by Jim Vernor, and seconded by Charlene Fang. 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 10/19/23. Jim Vernor motioned to Approve the Minutes of 10/19/23, seconded by Charlene Fang and Joe Kusmik. 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 discussion of Staff Recommendations on batches 1 through 35. The BOA Agenda Update showed the following pulled parcels: Parcel 15 176 01 154 from Batch 15, Parcels 18 099 03 109 and 18 163 02 008 from Batch 22 and Batch 30. After discussion, the Chair called for a motion to approve Staff Recommendations as amended. Jim Vernor motioned to approve as amended, seconded by Charlene Fang. The motion carried unanimously.

### **STAFF REPORTS**

See attached.

### **CHIEF APPRAISER'S REPORT**

Calvin Hicks discussed with the Board an email he received this morning from the IT department addressing the filing space with regard to the move to 325 Swanton Way.

See attached.

### **OTHER BUSINESS**

The Chair called for a motion to approve the Policy Manual for 2023 - 2024, made by Jim Vernor and seconded by Charlene Fang and Joe Kusmik. The motion carried. The title page of the Manual will be updated to show today's date.

The Chair gave highlights on the GAAO Fall Seminar and also stated that while attending he noticed several of the people who have come through our department and have moved to other Counties. He stated that it says something about the professionalism and training they received while being here at DeKalb County!  
Keep up the good work!

### **ADJOURNMENT**

With no further business, the Chair called for a motion to adjourn. Jim Vernor made the motion and Charlene Fang seconded. The meeting adjourned at 9:56 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:

11-16-23