

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
December 1, 2022**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, December 1, 2022. 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, 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  
Gwenneth Willoughby, Tax Appraisal Clerk**

**ABSENT**

**Teresa H. Nealey, Recording Secretary**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:31 a.m.**

**APPROVAL OF AGENDA**

**The Chair stated that the 12/1/22 Agenda had been received along with the BOA Agenda Update showing (1) pulled parcel: 18 056 03 085 from Batch 6. She asked if there were any additional corrections or additions. Hearing none, she called for a motion for Approval of the Agenda of 12/1/22, made by Jim Vernor, seconded by Joe Kusmik. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the Minutes of 11/17/22. Robert Burroughs made a motion for Approval of the Minutes of 11/17/22, seconded by Jim Vernor. 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 batches 1 through 21, excluding parcel 18 056 03 085 from batch 6. After discussion the Chair called for a motion to approve Staff Recommendations, made by Robert Burroughs and seconded by Jim Vernor. 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 declared the meeting adjourned at 10:15am.

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: 12-15-22