

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

**A meeting of the DeKalb County Board of Assessors was held on Thursday, December 7, 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,  
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 12/7/23 Agenda had been received and the Agenda Update showed an additional batch. He called for a motion to approve the amended 12/7/23 Agenda 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 11/16/23. Joe Kusmik motioned to Approve the Minutes of 11/16/23, seconded by Jim Vernor. The motion carried unanimously.**

**CITIZEN TIME**

**No citizens requested time to address the Board.**

## STAFF SPOTLIGHT

Vance Clements introduced Michelle Deleston and John Pooser to the Board and stated that they are appraisers in the Personal Property Division. Ms. Deleston stated that she enjoys the work, the research, and the returns. Before this, she was an Admin in the Commercial Division for six years. Mr. Pooser has been in this division for one year. Before coming to this department, he was in the Tax Commissioner's office. Mr. Pooser stated that it has been insightful being in this department dealing with taxpayers and making sure all items are thoroughly resolved. The Board thanked them for their service.

Brian Jennings recognized Norbert Schulz and stated that he is retiring at the end of the year with 13 years of service. Mr. Schulz stated that he appreciates Calvin Hicks' management style and also Donna Rosser and Brian Jennings are very supportive. He said that they all present a warm collegiate atmosphere. The Chair stated that he enjoys interacting with him, he's always a pleasure, and he wished him well on his retirement.

## BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a discussion of Staff Recommendations on batches 1 through 26. After discussion, the Chair called for a motion to approve Staff Recommendations. Joe Kusmik motioned to approve, seconded by Jim Vernor. The motion carried unanimously.

## APPROVAL OF THE EQUALIZATION RATE FOR PUBLIC UTILITIES – Authorization to send Annual Assessment Notices

Vance Clements gave highlights regarding this process and noted the updated cover sheet provided to the Board. After discussion, the Chair called for a motion to approve the equalization rate of 36.66 and authorization to send notices, made by Joe Kusmik and seconded by Jim Vernor. The motion carried unanimously. Calvin Hicks gave the assessment notices to the Chair for his signature.

## STAFF REPORTS

See attached.

## CHIEF APPRAISER'S REPORT

See attached.

## ADJOURNMENT

With no further business, the Chair declared the meeting adjourned at 10:26 am.

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

Signed by:

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

Date Approved:

12-21-23