

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
September 19, 2019**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, September 19, 2019. Present were the following:**

**Robert A. Burroughs, J.D., Chair  
James Vernor, PhD, MAI, Vice-Chair  
Charlene Fang, Assessor  
Vivian R. Ingersoll, Assessor, Via Telephone  
John W. Lawson, J.D., LL.M., 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  
Allen Alford, 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 called for a motion to approve the 9/19/19 Agenda, made by John Lawson, seconded by Jim Vernor. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 9/05/19 Minutes, made by Jim Vernor and seconded by John Lawson. The motion carried unanimously.**

**CITIZEN TIME**

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

**INTRODUCTION OF NEW EMPLOYEE**

**Shawna Brooks introduced herself to the Board. She is an appraiser in the Personal Property Division. The Chair welcomed her to the department.**

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 16 of this agenda, made by John Lawson, seconded by Jim Vernor. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 17 through 22 of this agenda made by John Lawson, seconded by Jim Vernor. After discussion, the Chair called for a vote which passed unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

Jim Vernor and Donna Rosser reviewed some updates in the manual with the Board and staff. There will be more updates from Board members to be discussed at the next meeting.

**EXECUTIVE SESSION**

The Chair called for a motion to adjourn to Executive Session, made by Jim Vernor and seconded by John Lawson. The session started at 11:15 a.m. A personnel matter was discussed. No action was taken. The session ended at 11:36 a.m.

This session was conducted in accordance with O.C.G.A. 50-14-4 (The Open Meetings Act.)

**GENERAL SESSION**


Jim Vernor made a motion to reconvene to General Session, seconded by John Lawson. The motion carried.

**ADJOURNMENT**

The Chair called for a motion to adjourn, made by Jim Vernor and seconded by John Lawson. The meeting adjourned at 11:38 a.m.

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: 10-3-19