

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
September 21, 2023**

A meeting of the DeKalb County Board of Assessors was held on Thursday, September 21, 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
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, Assessor
Donna Rosser, Assistant Chief Appraiser**

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chair stated that the 9/21/23 Agenda had been received and he called for a motion for Approval of the 9/21/23 Agenda, made by Joe Kusmik and Charlene Fang, and seconded by Jim Vernor. 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 9/7/23. Jim Vernor motioned to Approve the Minutes of 9/7/23, seconded by Joe Kusmik. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

STAFF SPOTLIGHT

Brentnol Baker introduced Ihwa Wen to the Board and stated that he has been an appraiser in the Commercial Division for four years. Ihwa works on land use codes and he works with Geoffrey Johnson on self-storages, truck terminals, auto dealerships, and movie studios. Mr. Baker states that Ihwa is a hard worker and he's glad to have him. The Chair thanked him.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a discussion of Staff Recommendations on batches 1 through 38. The BOA Agenda Update showed parcel 18 098 09 197 pulled from Batch 13. Also on Batch 13, Brian Jennings updated the report values for parcel 18 303 02 010. After discussion, the Chair called for a motion to approve Staff Recommendations. Joe Kusmik made the motion to approve and was seconded by Jim Vernor. The motion carried unanimously.

STAFF REPORTS

Calvin Hicks noted that Donna Rosser is out today, but she wanted him to relay to the Board that Tyler has corrected an ongoing issue regarding an agenda report. However, they still have to correct the issue regarding the ability to send letters to property owners and taxpayers in certain instances.

See attached.

CHIEF APPRAISER'S REPORT

See attached.

NEW BUSINESS

The Chair, Jim Vernor, and Calvin Hicks discussed the review of the policy manual. No further updates were discussed. The Chair requested that the Manual be adopted after the GAAO Fall Seminar in Young Harris, Georgia on October 23-24, 2023.

Charlene Fang gave highlights from her recent opportunity to serve as a panelist in the PPC (Pan Pacific Congress) in Taiwan, China. She represented the DeKalb County Board of Assessors well. She stated that she was proud to have had a chance to share information and represent DeKalb County.

In honor of Vivian Ingersoll's thirty years of continuous service on the Board, the resolution that the Board of Assessors adopted on August 24, 2023, honoring Mrs. Ingersoll as Chair Emeritus was re-signed by the board members and board secretary. This re-signed copy is being placed in a beautiful wooden frame and it, along with the gavel plaque and picture collage, will be delivered by Teresa Nealey (Board Recording Secretary) to Mrs. Ingersoll following the meeting.

ADJOURNMENT

With no further business, the Chair declared the meeting adjourned at 10:23 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: 10-5-23