

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
July 18, 2024**

A meeting of the DeKalb County Board of Assessors was held on Thursday, July 18, 2024. Present were the following:

**James Vernor, PhD, MAI, Chair
Charlene Fang, Assessor
Robert A. Burroughs, J.D., Assessor
Genet Hopewell, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Kahlese Harris – Residential Appraiser Supervisor
Cory Callaway – Appraiser – Business Personal Property
Patrice Long – Appraiser – Business Personal Property
Brentnol Baker, Deputy Chief Appraiser – Commercial
Teresa Nealey, Recording Secretary**

ABSENT

**Joseph Kusmik, MA, Vice-Chair
Donna Rosser, Assistant Chief Appraiser
Brian Jennings, Deputy Chief Appraiser – Residential
Vance Clements, Supervisor – Business Personal Property**

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 7/18/24 Agenda had been received. Calvin Hicks requested that an item be added to the Agenda stating that a motion by the Board members to approve the Chair to sign the reports today is necessary for Digest submission and also the remaining reports that will be ready on a later date. The Chair added this item to the Agenda. The Chair called for a motion to approve the amended 7/18/24 Agenda made by Robert Burroughs and seconded by Charlene Fang. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for the approval of the 7/11/24 Minutes. Robert Burroughs motioned to approve the Minutes of 7/11/24, seconded by Charlene Fang. 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 for batches 1 through 25. The BOA Agenda Update showed a correction on Batch 4 Account #8010917. After discussion, the Chair called for a motion to approve Staff Recommendations, made by Robert Burroughs, and seconded by Genet Hopewell. The motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

Calvin Hicks stated that he has additional items to mention that are not on his report: The project of digitizing property record cards commenced yesterday, 7/17/24.

He also passed out a second notice from an individual as we have received in the past. It does not call for an action by the Board however, he indicated that he had passed the information on to the Law department.

He stated that yesterday we received confirmation of receiving the CEAA (Certificate of Excellence in Assessment Administration from the IAAO (International Association of Assessing Officers.

This Re-Certification of Excellence award is for another 5 years!

The department will be recognized at the IAAO Annual Conference in Denver next month.

OTHER BUSINESS

Robert Burroughs made a motion regarding Digest submission, he stated that "whereas the department has been asked to submit the Digest to the Georgia Department of Revenue on or about July 26, 2024, and whereas the Chair has to execute certain documents to facilitate that submission, be it resolved that we authorize the Chair to execute all appropriate documents", seconded by Charlene Fang. The motion carried unanimously.

OTHER BUSINESS

The Chair stated that the Policy Manual Review will start next month.

ADJOURNMENT

With no further business, the Chair called for a motion to adjourn, made by Robert Burroughs and seconded by Genet Hopewell. The meeting adjourned at 10:47 am.

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: 7-8-24