

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
May 3, 2018**

A meeting of the DeKalb County Board of Assessors was held on Thursday, May 3, 2018. Present were the following:

**John W. Lawson, J.D., LL.M., Chair
James Vernor, PhD, MAI, Vice-Chair
Robert A. Burroughs, J.D., Assessor
Vivian R. Ingersoll, Assessor
Charlene Fang, 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 9:32 a.m.

APPROVAL OF AGENDA

The Chair called for a motion to approve the 5/3/18 Agenda, made by Vivian Ingersoll, seconded by Jim Vernor. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the 4/19/18 Minutes, made by Robert Burroughs and seconded by Jim Vernor. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

INTRODUCTION OF NEW EMPLOYEE

The Chair welcomed Yohance' Patterson to the meeting and he introduced himself to the Board. Mr. Patterson is an appraiser in the Residential Division. The Board welcomed him.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve batches 1 through 5 of this agenda made by Jim Vernor, seconded by Vivian Ingersoll and Robert Burroughs. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 6 through 21 of this agenda made by Robert Burroughs, 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.

Calvin Hicks announced to the Board that he received an email that our IAAO Certificate of Excellence submission had been approved. He distributed a handout to the Board reflecting this. A score of 94 was received and he went over the grading matrix in detail. The email requests two documents back from us: 1) Calvin Hicks asked that Board members complete certain questions that IAAO is asking and email their responses to him. The purpose is for IAAO to prepare an article that will be featured in the Fair & Equitable magazine. 2) The second document is to authorize the use of our submission to be shared with other candidates. Vivian Ingersoll made a motion authorizing our submission to be shared, seconded by Jim Vernor, the motion carried unanimously.

The Chair said "job well done" to Calvin Hicks and everyone involved with this IAAO project. Calvin Hicks echoed this sentiment in his appreciation of the work done by staff; Donna Rosser, Brian Jennings, Brentnol Baker and Allen Alford. He thanked the Board especially Vivian Ingersoll and Jim Vernor for their assistance. Calvin Hicks stated that we are the only county in the State of Georgia to receive this honor and he is elated by this!

EXECUTIVE SESSION

No session today.

ADJOURNMENT

The Chair called for a motion to adjourn, made by Robert Burroughs and seconded by Jim Vernor. The meeting adjourned at 10:53 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: 5-24-18