

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
October 5, 2023**

A meeting of the DeKalb County Board of Assessors was held on Thursday, October 5, 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, Assessor

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 10/5/23 Agenda had been received and he called for a motion for Approval of the 10/5/23 Agenda, made by Joe Kusmik, and seconded by Jim Vernor. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair requested changes to the Minutes of our last meeting. He asked if all had a chance to review them and if they had any additions, hearing none, he called for a motion to approve the Minutes of 9/21/23. Jim Vernor motioned to Approve the Minutes of 9/21/23, seconded by Joe Kusmik. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

STAFF SPOTLIGHT

Brentnol Baker introduced William “Bill” Hunt to the Board and stated that he has been an appraiser in the Commercial Division for about a year. Mr. Hunt works on offices, condos, and car washes. The Chair stated that it was a pleasure to have him.

Brian Jennings introduced the appraisers who hand-deliver the agenda packages to Board members: Clashawn Grant delivers Jim Vernor and Charlene Fangs' package, Vic Llaverias delivers Joe Kusmik's package, and Jimmy Burroughs delivers the Chair's package. Terrell Johnson, who came by later, is the backup if anyone is out. They further introduced themselves and the Chair thanked them so much for all the work that they do. The Chair stated that this department, with its great leaders, is one of the best departments to work in here in the County. He told them to continue to do the great work that they are doing, and he thanked them. The Board members wanted them to know that they are appreciated.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a discussion of Staff Recommendations on batches 1 through 31. The BOA Agenda Update showed additional information on Batch 31. After discussion, the Chair called for a motion to approve Staff Recommendations. Jim Vernor made the motion to approve, as batch 31 was amended; seconded by Joe Kusmik. The motion carried unanimously.

STAFF REPORTS

See attached.

Donna Rosser mentioned that the 180 additional day letters will be mailed on 10/20/23. She will inform the Board of the status of that process at the next meeting.

The Chair asked Vance Clements to bring 1 or 2 staff members to the next meeting.

CHIEF APPRAISER'S REPORT

See attached.

NEW BUSINESS

The Chair mentioned adopting the Policy Manual after attending the GAAO Fall Seminar in Young Harris, Georgia on October 23-24, 2023.


Good News! The mementos honoring Ms. Ingersoll's thirty years of continuous service will be delivered to her after the board meeting! Unfortunately, they could not be delivered after the last meeting.

ADJOURNMENT

With no further business, the Chair declared the meeting adjourned at 10:45 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:

10-19-23