

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
March 17, 2022**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, March 17, 2022 through Zoom Conferencing.**

**Charlene Fang, Chair  
Robert A. Burroughs, J.D., Vice-Chair  
James Vernor, PhD, MAI, Assessor  
Vivian R. Ingersoll, MA, 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  
Vance Clements, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:33 a.m.**

**APPROVAL OF AGENDA**

**The Chair stated that the 3/17/22 Agenda had been received and asked if there were any additional corrections or additions. The BOA Agenda Update showed that Account #1663521 had been pulled from Batch 1. She called for a motion to approve. Robert Burroughs made a motion for the Approval of the Agenda of 3/17/22, seconded by Vivian Ingersoll. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the Minutes of 3/3/22. Robert Burroughs made a motion for Approval of the Minutes of 3/3/22, seconded by Jim Vernor. The motion carried unanimously.**

**CITIZEN TIME**

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

**INTRODUCTION OF NEW EMPLOYEES**

**The Chair recognized Felicia Bright and Covea Jacobs and they introduced themselves to the Board. Ms. Bright is a Tax Appraisal Clerk and Covea Jacobs is an Appraiser in the Residential Division. The Board welcomed them.**

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a discussion of batches 1 through 16 of this Agenda; excluding Account #1663521 on batch 1 as noted on the BOA Agenda Update. After discussion, she called for a motion. Jim Vernor made a motion for Approval of Staff Recommendations for batches 1 through 16; excluding Account #1663521 from batch 1, seconded by Robert Burroughs and Vivian Ingersoll. The motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 10:33a.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: 4-7-22