

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
August 10, 2023**

A meeting of the DeKalb County Board of Assessors was held on Thursday, August 10, 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
Kahlese Harris, Appraiser Supervisor - Residential
Brentnol Baker, Deputy Chief Appraiser – Commercial
Teresa H. Nealey, Recording Secretary**

ABSENT

**Vivian R. Ingersoll, MA, Assessor
Brian Jennings, Deputy Chief Appraiser - Residential**

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chair stated that the 8/10/23 Agenda had been received and he wanted to add after Citizen Time that members of staff will be receiving their service pins. He called for a motion for Approval of the 8/10/23 Agenda, made by Jim Vernor, and seconded by Charlene Fang. 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 7/27/23. Jim Vernor made a motion to Approve the Minutes of 7/27/23, seconded by Joe Kusmik. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

PRESENTATION OF EMPLOYEE SERVICE PINS & CERTIFICATES

The Chair recognized the following staff for their years of service. He presented service pins, certificates, and a note of thanks from the CEO, and pictures were taken of those that were present. The Chair stated that this is a good department, staff does wonderful work and the Board appreciates that. The Board congratulated all of them for their service.

Arthur Morrison – 10 Years of Service
Jeffrey Cohen – 10 Years of Service
Cory Calloway – 10 Years of Service
Shervonne Henderson – 10 Years of Service
Sarah Alexander – 15 Years of Service
Thelma Knights-Baker – 15 Years of Service
Joyce Lackey - 15 Years of Service
Stanley Patrick – 15 Years of Service
Neal Taylor – 15 Years of Service

STAFF SPOTLIGHT

Brentnol Baker introduced Senior Appraiser Brianna Alexander to the Board and stated that she is a top producer in his division. Ms. Alexander stated that this month she has 10 years of service with the County. She started in the Audit Division then went on to Residential and now she's in Commercial. She primarily works on office buildings and apartments. The Board thanked her for her service.

Charlene Fang stated that she feels so proud to be serving on the Board of Assessors and that the staff always does a great job!

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a discussion of Staff Recommendations on batches 1 through 7. The BOA Agenda Update showed parcel 15 209 04 197 pulled from Batch 2. After discussion, the Chair called for a motion to approve Staff Recommendations, made by Joe Kusmik, and seconded by Jim Vernor. The motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

See attached.

NEW BUSINESS

The Chair stated that according to our 2023 Reappraisal Calendar, a review of the Policy Manual is due. He asked that Board members and staff review their copy and bring any updates to the next meeting on August 24th for discussion. He requested that the Policy Manual Review be an Agenda item for the next meeting.

ADJOURNMENT

There being no further business, the Chair called for a motion to adjourn, made by Joe Kusmik and seconded by Charlene Fang. The meeting adjourned at 10:54 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: 8-24-23