

**MINUTES**  
**DEKALB COUNTY BOARD OF ASSESSORS**  
**October 19, 2023**

A meeting of the DeKalb County Board of Assessors was held on Thursday, October 19, 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 10/19/23 Agenda had been received and he called for a motion for Approval of the 10/19/23 Agenda, made by Jim Vernor, and seconded by Joe Kusmik. 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 10/5/23. Joe Kusmik motioned to Approve the Minutes of 10/5/23, seconded by Jim Vernor. The motion carried unanimously.

**CITIZEN TIME**

No citizens requested time to address the Board.

**DORAVILLE CITY COUNCILWOMAN – STEPHE KOONTZ**

The Chair welcomed Councilwoman Stephe Koontz to the meeting. She greeted everyone at the table and thanked them for the invite. She wanted to highlight some concerns regarding the valuations of some commercial properties and the tank truck farm in the area. The Chair and Calvin Hicks addressed her concerns and appreciated her comments.

After discussion, she thanked them for their response and commented that everything else was going well and she stayed and observed the meeting. Brentnol Baker gave her his card in case she had any other concerns.

### **STAFF SPOTLIGHT**

Vance Clements introduced three members of his staff; Patrice Long, Joyce Lackey, and Larry Echols to the Board and they further introduced themselves. Ms. Long stated that she is an Appraiser 2 and she has been with the County for 13 years and with this office for 5 years. In her job capacity, she likes going out and meeting the owners and explaining what personal property is. Ms. Lackey is an auditor and stated that she has been in the real estate division for a few years, however, she enjoys interacting with people and finding what they report. Mr. Echols is an auditor and stated that he has been with the County for 18 years and in this division for 15 years. He stated that he likes going inside a business and interacting with clients. The Chair thanked them for coming and he thanked them for all the work they do.

### **BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a discussion of Staff Recommendations on batches 1 through 26. After discussion, the Chair called for a motion to approve Staff Recommendations. Jim Vernor made the motion to approve, seconded by Joe Kusmik. The motion carried unanimously.

### **STAFF REPORTS**

See attached.

Vance Clements mentioned that two items were not stated in his report: his staff member Tasheka Spearman's last day will be next Tuesday, and the test rollover was worked on this past week.

### **CHIEF APPRAISER'S REPORT**

See attached.

Calvin Hicks gave an overview of the City of Chamblee vs DeKalb County's Court of Appeals of Georgia decision that was published on 10/18/23. Mr. Hicks passed out a hard copy of this before the meeting started. The Chair also gave his findings and he stated that it seemed like the Court of Appeals agreed with the County on all points.

### **NEW BUSINESS**

The Chair stated that the Policy Manual would be adopted after they return from the GAAO Fall Seminar.

The Chair thanked our Councilwoman for attending and staying for the entire meeting, and he invited her to come back at any time.

Regarding the climate in the Middle East, the Chair asked that everyone keep our troops in their prayers.

Regarding the mementos for Vivian Ingersoll, the Chair and the Board thanked Teresa Nealey for implementing this project and getting those items to Ms. Ingersoll.

The Chair thanked the Board of Commissioners for approving him for another term on this Board.

The Chair also wanted to thank the Chief and his staff who do a phenomenal job! He stated that he looks forward to coming to every meeting. He appreciates the staff delivering the Agenda package beforehand so that it can be reviewed prior to the meeting. He said that it is a pleasure being on this Board!

**ADJOURNMENT**

With no further business, the Chair called for a motion to adjourn. Joe Kusmik made the motion and Jim Vernor seconded. The meeting adjourned at 10:56 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: 11-2-23