

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
September 8, 2022**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, September 8, 2022. Present were the following:**

**Robert A. Burroughs, J.D., Vice-Chair  
Vivian R. Ingersoll, MA, Assessor  
James Vernor, PhD, MAI, Assessor  
Joseph Kusmik, Assessor  
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**

**Absent:** **Charlene Fang, Chair  
Calvin C. Hicks, Chief Appraiser/BTA Secretary**

**CALL TO ORDER**

**The Vice-Chair called the meeting to order at 9:30 a.m.**

**APPROVAL OF AGENDA**

**The Vice-Chair stated that the 9/8/22 Agenda had been received along with the BOA Agenda Update showing all pulled parcel and additional batches. He asked if there were any additional corrections or additions. Hearing none, he called for a motion to approve. Vivian Ingersoll made a motion for the Approval of the Agenda of 9/8/22, seconded by Jim Vernor. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Vice-Chair called for a motion to approve the Minutes of 8/25/22. Vivian Ingersoll made a motion for Approval of the Minutes of 8/25/22, seconded by Jim Vernor. The motion carried unanimously.**

**CITIZEN TIME**

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

**Vice-Chair turned the balance of the meeting over to Jim Vernor to continue the meeting as Chair.**

**INTRODUCTION OF NEW EMPLOYEE**

The Acting Chair recognized Josue Diaz and he introduced himself to the Board. He is an appraiser in the Residential Division. The Board welcomed him.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Acting Chair called for a discussion of batches 1 through 20 of this Agenda. Parcel 18 325 03 018 was pulled from Batch 8; parcel 18 172 05 003 was pulled from Batch 11 and parcel 15 132 06 026 was pulled from Batch 15. After discussion, the Chair called for a motion. Joe Kusmik and Vivian Ingersoll made a motion for Approval of Staff Recommendations for batches 1 through 20 excluding pulled parcels as noted, seconded by Robert Burroughs. The motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

There was no report from the Chief Appraiser as he was out ill today.

**OTHER BUSINESS**

The Board discussed the Policy Manual and it will remain on the Agenda as suggestions for updates are reviewed.


Vivian Ingersoll and Brentno Baker stated that Donna Rosser does a very good job and they appreciate her work in the department.

**ADJOURNMENT**

There being no further business, the Acting Chair called for a motion to adjourn, made by Vivian Ingersoll, and seconded by Robert Burroughs. The meeting adjourned at 10:15 a.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:

9-22-22

## **9/8/22 BOA AGENDA UPDATE**

### **BATCHES DELIVERED 1 – 17**

#### **Pulled Parcel on Batch 8**

**18 325 03 018**

#### **Pulled Parcel on Batch 11**

**18 172 05 003**

#### **Pulled Parcel on Batch 15**

**15 132 06 026**

### **3 Additional Batches 18, 19 & 20**