

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
January 7, 2021**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, January 7, 2021 through Zoom Conferencing.**

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

**Absent: Vance Clements, Supervisor – Business Personal Property**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:35 a.m.**

**ELECTION OF OFFICERS**

**The Chair opened the floor for nominations for Chair and he stated that the vote would be taken at the end of all nominations. Robert Burroughs nominated Vivian Ingersoll as Chair, seconded by Charlene Fang. The Chair asked if there were any other nominations for Chair; hearing none. The Chair opened the floor for nominations for Vice-Chair and Robert Burroughs nominated Charlene Fang, Vivian Ingersoll seconded. The Chair asked if there were any other nominations for Vice-Chair, hearing none. The Chair opened the floor for nominations for Board Secretary, Robert Burroughs nominated Calvin Hicks as the Board Secretary, seconded by Vivian Ingersoll. The Chair opened nominations for Recording Secretary, Robert Burroughs nominated Teresa Nealey as Recording Secretary, seconded by Charlene Fang. The Chair asked if there were any further nominations from the floor, hearing none, Vivian Ingersoll moved that nominations be closed, seconded by Robert Burroughs. The Chair stated that nominations were closed and the votes carried unanimously.**

**Board of Assessors Officers for 2021**

**Chair – Vivian R. Ingersoll**

**Vice-Chair – Charlene Fang**

**Board Secretary – Calvin C. Hicks, Jr.**

**Recording Secretary – Teresa H. Nealey**

**The gavel passed from Chair Vernor to Chair Ingersoll. The new Chair thanked Jim Vernor for his good service. She also asked him to continue as Chair with this Agenda.**

**Pursuant to O.C.G.A. 48-5-298 the members of the Board are required to elect the board officers for the year.**

**APPROVAL OF AGENDA**

**The Chair asked for a motion to approve the Agenda as received, Robert Burroughs made a motion to approve seconded by Vivian Ingersoll. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 12/17/20 Minutes, made by Robert Burroughs and seconded by Charlene Fang. The motion carried unanimously.**

**CITIZEN TIME**

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

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

**The Chair called for a motion to approve batches 1 through 22 of this agenda made by Robert Burroughs, seconded by Charlene Fang. After discussion, the Chair called for a vote which passed unanimously.**

**STAFF REPORTS**

**See attached.**

**CHIEF APPRAISER'S REPORT**

**See attached.**

**Vivian Ingersoll thanked Jim Vernor for his leadership.**

**EXECUTIVE SESSION, GENERAL SESSION AND ADJOURNMENT**

**The Chair called to convene to Executive Session which started at 10:25 a.m. The Board discussed a personnel issue and there was no action taken.**

**This session was conducted in accordance with O.C.G.A. 50-14-4 (The Open Meetings Act.)**

**The Chair declared the end of the Executive Session, reconvened to General Session and Adjourned at 10:44 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:**

**1-21-21**