

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
January 21, 2016**

A meeting of the DeKalb County Board of Assessors was held on Thursday, January 21, 2016. Present were the following:

**Robert A. Burroughs, Chair
Charlene Fang, Vice-Chair
James Vernor, PhD, MAI, Assessor
John W. Lawson, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Donna Rosser, Assistant Chief Appraiser
Brentnol Baker, Deputy Chief Appraiser - Commercial
Allen Alford, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

Absent: Vivian R. Ingersoll, Assessor

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

APPROVAL OF AGENDA

Jim Vernor made a motion to approve the 1/21/16 Agenda, seconded by John Lawson, motion carried.

APPROVAL OF MINUTES

John Lawson made a motion to approve the Minutes for 12/29/2015, seconded by Jim Vernor, motion carried.

Jim Vernor made a motion to approve the Minutes for 1/7/16, seconded by Charlene Fang. John Lawson abstained. The motion carried.

CITIZEN TIME

No citizens appeared.

STATUS OF SCANNERS – IT DEPARTMENT

Alvin Husbands, William Mitchell and Sam Krishnan came before the Board to give the status of the scanners. Alvin explained that the work has been done to set up the scanners and they will begin testing next week. He stated that by February 7th they should be able to move into the production phase. The three of them discussed with the Board how the scanners will work in our department. They also stated that some of our workstations are “old”, which will result in a slower response time. However, they told the Board that the scanners would be paired with our newer Lenovo workstations and the work would be accurate. This group will be invited back to the February 18th meeting to give a status update. The Board thanked them for coming.

The Board continued to discuss that because of budgetary constraints, half of the workstations in our department are “old”.

BOARD DISCUSSION AND ACTION ON BATCHES

Jim Vernor made a motion to approve batches 1 through 29 of this agenda, seconded by Charlene Fang. After discussion, the motion carried unanimously.

Jim Vernor made a motion to approve batches 30 through 33 of this agenda, seconded by John Lawson. After discussion, the motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISERS' REPORT

See attached.

OTHER BUSINESS

To allow time for further review, John Lawson asked that the discussion of the policy addition of HB 202 be put on the next agenda.

EXECUTIVE SESSION

Jim Vernor moved to adjourn into Executive Session, seconded by John Lawson, the motion carried. This session started at 11:03 a.m. for a discussion of a personnel matter. It ended at 12:10 p.m. No action was taken.

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

ADJOURNMENT

The Chair declared the meeting adjourned at 12:10 p.m.

This entire 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:

2-4-16