

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
March 3, 2016**

A meeting of the DeKalb County Board of Assessors was held on Thursday, March 3, 2016. Present were the following:

**Robert A. Burroughs, Chair
Charlene Fang, Vice-Chair
Vivian R. Ingersoll, Assessor
James Vernor, PhD, MAI, Assessor
John W. Lawson, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Brian Jennings, Deputy Chief Appraiser – Residential
Geoffrey Johnson, Appraiser Supervisor - Commercial
Allen Alford, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

**Absent: Donna Rosser, Assistant Chief Appraiser
Brentnol Baker, Deputy Chief Appraiser - Commercial**

The Chair called the meeting to order at 9:31 a.m.

APPROVAL OF AGENDA

Vivian Ingersoll made a motion to approve the 3/3/16 Agenda, seconded by Jim Vernor, motion carried.

APPROVAL OF MINUTES

Jim Vernor made a motion to approve the Minutes for 2/4/16, seconded by John Lawson, motion carried. Vivian Ingersoll made a motion to approve the Minutes for 2/18/16, seconded by Charlene Fang, motion carried.

CITIZEN TIME

No citizens appeared.

UPDATE ON SCANNERS

Sam Krisnan and William Mitchell from the IT Department came and gave the Board an update on the scanning project (Onbase). Sam indicated that he had good news and bad news. The good news is that the Onbase system has been tested and moved to production and implemented for our office.

After these processes begin, there was a County-wide ransomware virus that infiltrated our system and caused a delay in processing. Scanning has been suspended until this is resolved. He believes that by the end of this week, we should be back to normal. He stated that our data will not be affected and they're working expeditiously to resolve it. After discussion, the Board thanked them for coming.

BOARD DISCUSSION AND ACTION ON BATCHES

John Lawson made a motion to approve batches 1 through 21 of this agenda, seconded by Vivian Ingersoll. After discussion, the motion carried.

STAFF REPORTS

See attached.

CHIEF APPRAISERS' REPORT

See attached.

OTHER BUSINESS

John Lawson indicated that he would have a formal statement as an addition to the Policy Manual regarding HB 202 for the next meeting.

EXECUTIVE SESSION

There was no session today.

ADJOURNMENT

Jim Vernor made a motion to adjourn, seconded by Vivian Ingersoll, the motion carried. The meeting adjourned at 11:25 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:

3/17/16