

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
March 17, 2016**

A meeting of the DeKalb County Board of Assessors was held on Thursday, March 17, 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  
Donna Rosser, Assistant Chief Appraiser  
Brian Jennings, Deputy Chief Appraiser – Residential  
Geoffrey Johnson, Appraiser Supervisor - Commercial  
Allen Alford, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**Absent: Brentnol Baker, Deputy Chief Appraiser - Commercial**

The Chair called the meeting to order at 9:33 a.m.

**APPROVAL OF AGENDA**

Vivian Ingersoll made a motion to approve the 3/17/16 Agenda, seconded by John Lawson, motion carried.

**APPROVAL OF MINUTES**

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

**CITIZEN TIME**

No citizens appeared.

**NEW STAFF INTRODUCTIONS**

The Board welcomed new staff member Curtis Welch who is an appraiser, congratulated Jeff Cohen as a new supervisor and Brianna Alexander and Krystal Smith on their move as appraisers all in the Residential Division.

### **BOARD DISCUSSION AND ACTION ON BATCHES**

Jim Vernor made a motion to approve batches 1 through 20 of this agenda, seconded by Vivian Ingersoll. After discussion, the motion carried unanimously.

Jim Vernor made a motion to approve additional batches 21 through 24 of this agenda, seconded by Vivian Ingersoll. Parcel 18 303 02 267 was pulled from batch 21. It is currently on batch 14. After discussion, the motion carried unanimously.

Note: Charlene Fang was not present at this time. She came after the approval of batches.

### **STAFF REPORTS**

See attached.

### **CHIEF APPRAISERS' REPORT**

Calvin Hicks shared with the Board a letter dated today and addressed to Ellen Mills of the Department of Revenue for their review. The letter is requesting to use the annual notice format (Form 306) with revisions. He included a highlighted attachment of the form with this request.

See attached.

### **OTHER BUSINESS**

John Lawson's addition to the Policy Manual was distributed to each Board member for their review. After discussion, Jim Vernor moved to approve this document as an addition to our policy manual, seconded by Vivian Ingersoll. The motion carried.

### **EXECUTIVE SESSION**

There was no session today.

### **ADJOURNMENT**

The Chair declared 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: 4-7-16