

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
July 23, 2015**

A meeting of the DeKalb County Board of Assessors was held on Thursday, July 23, 2015. Present were the following:

**Vivian R. Ingersoll, Chair  
Charlene Fang, Assessor  
John Lawson, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Teresa Nealey, Recording Secretary  
Donna Rosser, Deputy Chief Appraiser - Residential  
Brian Hill, Deputy Chief Appraiser - Commercial  
Allen Alford, Supervisor Business Personal Property**

**Absent: James Vernor, PhD MAI, Vice-Chair  
Robert A. Burroughs, Assessor**

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

John Lawson made a motion to approve the 7/23/15 Agenda, seconded by Charlene Fang, motion carried unanimously. Calvin Hicks asked that the Agenda be amended to include the Chair signing the 2015 Digest documents. The Chair asked the Board if they had any objection to that amendment; no objection, amendment approved.

John Lawson made a motion to approve the Minutes for 7/9/2015, seconded by Charlene Fang, motion carried unanimously.

**CITIZEN TIME**

No citizens appeared.

**BOARD DISCUSSION AND ACTION ON BATCHES**

John Lawson made a motion to approve batches 1 through 11 of the consent agenda, seconded by Charlene Fang, the motion carried unanimously.

**2015 DIGEST DOCUMENTS SIGNED BY CHAIR**

Calvin Hicks stated that today we will submit the 2015 Digest to the Department of Revenue. A copy of the consolidation report was distributed to Board members for their review. He asked that the Board empower the Chair to sign off on all documents.

John Lawson moved that we endorse and empower the Chair to sign all documents required for the timely processing of our 2015 Digest, seconded by Charlene Fang, motion passed. All documents were signed by the Chair.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISERS' REPORT**

Calvin Hicks recently returned from the GAAO Summer Conference and because of this, he has no written report and he apologized to the Board for this. He gave highlights on the Conference.

**OTHER BUSINESS**

John Lawson asked the Chair if there was a status update on her meeting with Human Resources. She indicated that there were no updates at this time.

**EXECUTIVE SESSION**


No Session today.

**ADJOURNMENT**

The Chair declared the meeting adjourned at 10:05 a.m.

This entire 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: 9-3-15