

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
October 6, 2016**

A meeting of the DeKalb County Board of Assessors was held on Thursday, October 6, 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
Brian Jennings, Deputy Chief Appraiser – Residential
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 9:31 a.m.

APPROVAL OF AGENDA

Jim Vernor made a motion to approve the 10/6/16 Agenda, seconded by John Lawson, motion carried.

APPROVAL OF MINUTES

John Lawson made a motion to approve the Minutes for 9/15/16, seconded by Charlene Fang, motion carried.

CITIZEN TIME

No citizens appeared.

BOARD DISCUSSION AND ACTION ON BATCHES

Jim Vernor made a motion to approve batches 1 through 45 of this agenda, seconded by John Lawson. After discussion the following parcels were pulled; 16 074 16 021 and 18 054 02 004 on batch 17 and parcel 18 010 06 109 on batch 26, all voted “aye” including the Chair, the motion carried.

Jim Vernor made a motion to approve batches 46 through 50 of this agenda, seconded by John Lawson. After discussion, all voted “aye” including the Chair, the motion carried.

STAFF REPORTS

See attached.

CHIEF APPRAISERS' REPORT

See attached.

The 2017 Budget Report was previously sent electronically to the Board for review. A hardcopy of this report was also provided for the Board at this meeting. After discussion, John Lawson made a motion to approve the 2017 Budget Report, seconded by Jim Vernor; all voted “aye” including the Chair, the motion carried.

Calvin Hicks discussed the International Association of Assessing Officers Certificate of Excellence Report with the Board. The intent of the program per IAAO is to recognize jurisdictions that utilize best appraisal and assessment practices in their offices. Calvin Hicks stated that he would like for the Board to endorse this concept. Jim Vernor made a motion that our department seek the recognition of the IAAO through the Certificate of Excellence in Assessment Administration Program and said it will be used as a valuable tool towards motivation and recognition in the department, seconded by John Lawson, all voted “aye” including the Chair, the motion carried.

Calvin Hicks thanked all who attended John Lawson’s interview with the COPS Committee of the Board of Commissioners on September 27, 2016. John echoed these sentiments.

OTHER BUSINESS

Regarding the Audit Selection Criteria – a Personal Property Division update to the policy manual; Calvin Hicks and Allen Alford gave an overview of this document. After discussion, Jim Vernor made a motion to adopt this as a policy to be entered in the policy manual in a place to be chosen by our Chief Appraiser in consultation with the Chair, seconded by John Lawson, all voted “aye” including the Chair, the motion carried.

Jim Vernor and Calvin Hicks discussed the Doraville bonds project with the Board. Henry J. Wise is the appraiser/consultant for this project.

The Chair asked all board members to review the ballot for the GAAO election.

EXECUTIVE SESSION

There was no session today.

ADJOURNMENT

John Lawson made a motion to adjourn, seconded by Jim Vernor. The motion carried and the meeting adjourned at 11:14 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: 10-20-16