

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
March 22, 2018**

A meeting of the DeKalb County Board of Assessors was held on Thursday, March 22, 2018. Present were the following:

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

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

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

The Chair called for a motion to approve the 3/22/18 Agenda, made by Jim Vernor, seconded by Robert Burroughs. The motion carried unanimously.

**APPROVAL OF MINUTES**

The Chair called for a motion to approve the 3/8/18 Minutes, made by Jim Vernor and seconded by Robert Burroughs. The motion carried unanimously.

**CITIZEN TIME**

No citizens requested time to address the Board.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 10 of this agenda made by Jim Vernor, seconded by Vivian Ingersoll. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 11 through 16 of this agenda made by Vivian Ingersoll, seconded by Jim Vernor. After discussion, the Chair called for a vote which passed unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

Calvin Hicks distributed a request for a policy change for the Board to review and consider adopting at the next meeting. The attachment included a response from our Law Department. This change will put a time allotment on staff interviews with property owners who have questions relating to their appeal or assessment.

Calvin Hicks distributed a letter for the Board to review and approve that he and Robert Burroughs drafted to send to the Atlanta Development Authority. The Board members reviewed the letter and after a change was made, the Chair called for a motion to approve, made by Robert Burroughs and seconded by Charlene Fang. The vote passed. Jim Vernor abstained.

**EXECUTIVE SESSION**

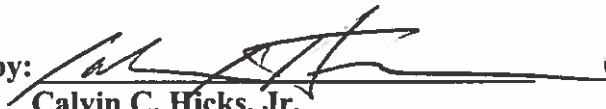
No session today.

**ADJOURNMENT**

The Chair called for a motion to adjourn, made by Vivian Ingersoll and seconded by Robert Burroughs. The meeting adjourned at 10:48 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:

4-5-18