

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
April 5, 2018**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, April 5, 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  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Eugene Roberts, Appraiser IV – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**Absent: Allen Alford, Supervisor – Business Personal Property**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:32 a.m.**

**APPROVAL OF AGENDA**

**The Chair called for a motion to approve the 4/05/18 Agenda, made by Jim Vernor, seconded by Vivian Ingersoll. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 3/22/18 Minutes, made by Vivian Ingersoll and seconded by Jim Vernor. The motion carried unanimously.**

**CITIZEN TIME**

**No citizens requested time to address the Board.**

**INTRODUCTION OF NEW EMPLOYEE**

**The Chair welcomed Andre Norwood to the meeting and he introduced himself to the Board. Calvin Hicks gave further comments about him and said that he was pleased to have him! Mr. Norwood is an Appraiser in the Residential Division. The Board welcomed him.**

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 24 of this agenda made by Jim Vernor (It should be noted that the 4/05/18 BTA Update showed parcel 18 227 02 030 being pulled from batch 3), seconded by Vivian Ingersoll. After discussion, the Chair called for a vote which passed unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

Calvin Hicks discussed the request for policy related to taxpayer interviews pursuant to O.C.G.A. 48-5-311(h) that he presented at the last board meeting. This policy will put a time allotment on staff interviews with property owners who have questions relating to their appeal or assessment. Vivian Ingersoll made a motion to adopt this policy, seconded by Jim Vernor. The motion was unanimous.

**EXECUTIVE SESSION**

The Chair called for a motion to adjourn to Executive Session, made by Vivian Ingersoll and seconded by Jim Vernor. The session started at 10:38 a.m. A personnel matter was discussed. No action was taken. Vivian Ingersoll made a motion to adjourn to General Session, seconded by Robert Burroughs. The session ended at 11:08 a.m.

This session was conducted in accordance with O.C.G.A. 50-14-4 (The Open Meetings Act.)

**GENERAL SESSION**

The Chair reconvened to General Session. There was no action taken in Executive Session.

**ADJOURNMENT**

The Chair called for a motion to adjourn, made by Vivian Ingersoll and seconded by Robert Burroughs. The meeting adjourned at 11:08 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:

4-19-18