

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
July 25, 2017**

A meeting of the DeKalb County Board of Assessors was held on Thursday, July 25, 2017. Present were the following:

**James Vernor, PhD, MAI, Vice-Chair
Robert A. Burroughs, 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, Chair
Charlene Fang, Assessor**

CALL TO ORDER

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

APPROVAL OF AGENDA

The Vice-Chair called for a motion to approve the updated 7/25/17 Agenda, made by Robert Burroughs and seconded by John Lawson. The motion carried unanimously.

APPROVAL OF MINUTES

The Vice-Chair called for a motion to approve the 7/6/17 Minutes, made by Robert Burroughs and seconded by John Lawson. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

INTRODUCTION OF NEW EMPLOYEES

Calvin Hicks introduced Gwenneth Willoughby, Jasmin Gresham and Jackie Gardner to the Board. Gwenneth is a Tax Appraisal Clerk in the Administration Division, Jasmin is a Tax Appraisal Clerk in Personal Property Division and Jackie is a Tax Appraisal Clerk in the Residential Division. The Vice-Chair welcomed them to the Department.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Vice-Chair called for a motion to approve batches 1 through 12 of this agenda (It should be noted that the 7/25/17 BTA Agenda Update showed 1 parcel that was pulled from batch 5, and batches 9 and 10 were pulled), made by John Lawson, seconded by Robert Burroughs. After discussion, the Vice-Chair called for a vote which passed unanimously.

The Vice-Chair called for a motion to approve batches 13 through 21 of this agenda, made by John Lawson, seconded by Robert Burroughs. After discussion, the Vice-Chair called for a vote which passed unanimously.

DOCUMENTS FOR DIGEST SUBMISSION

The Vice-Chair called for a motion that the Vice-Chair be empowered to sign the documents for digest submission, made by John Lawson and seconded by Robert Burroughs. The Vice-Chair called for a vote which passed unanimously.

CHIEF APPRAISERS' REPORT

See attached.

STAFF REPORTS

See attached.

EXECUTIVE SESSION

No session today.

OTHER BUSINESS

The Vice-Chair discussed updating the current Policy Manual and asked that this topic be added to the next Agenda.

The Board discussed highlights from the recent GAAO Conference in Jekyll Island.

The Board asked Calvin Hicks to put some thoughts on paper on a personnel matter to be discussed in Executive Session.

ADJOURNMENT

The Vice-Chair called for any further business to come before the Board, hearing none he called for a motion to adjourn made by Robert Burroughs, seconded by John Lawson. The meeting was adjourned at 10:59a.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: _____

8-3-17