

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
July 25, 2018**

**A meeting of the DeKalb County Board of Assessors was held on Wednesday, July 25, 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  
Charlene Fang, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Donna Rosser, Assistant Chief Appraiser  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Brian Jennings, Deputy Chief Appraiser – Residential  
Allen Alford, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**ABSENT: Vivian R. Ingersoll, Assessor**

**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 7/25/18 Agenda, made by Robert Burroughs, seconded by Jim Vernor. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 7/12/18 Minutes, made by Jim Vernor, seconded by Robert Burroughs. The motion carried unanimously.**

**CITIZEN TIME**

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

**PRESENTATION OF EMPLOYEE SERVICE AWARD AND PIN**

**The Chair congratulated Kashaeron Williams on receiving her 25-year service award and pin. He thanked her for her years of service.**

## **BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 8 of this agenda made by Robert Burroughs, seconded by Jim Vernor. After discussion, the motion carried unanimously.

## **STAFF REPORTS**

See attached.

## **CHIEF APPRAISER'S REPORT**

See attached.

Calvin Hicks stated that the 2018 Digest will be submitted to the Department of Revenue today. He asked if a motion would be entertained to authorize the Chair to sign any documents necessary to complete the submission process. The Chair asked for a motion, made by Robert Burroughs, seconded by Jim Vernor. The motion carried unanimously.

Our department is the 2018 recipient of the IAAO CEAA Excellence Designation. IAAO has authorized our use of the CEAA logo and Calvin Hicks asked the Board for suggestions to update our letterhead. He also asked the Board about updating our letterhead with the new colorful DC logo. After taking suggestions, Calvin Hicks will respond to the Board with samples by email.

It was decided that Vivian Ingersoll, Calvin Hicks and Donna Rosser will receive the CEAA award when they attend the IAAO Annual Conference in September.

The Board requested that Calvin Hicks notify the CEO now about this designation. They also requested a Press Release and that the Department of Revenue as well as local papers be notified.

## **OTHER BUSINESS**

Teresa Nealey thanked the Chair and Calvin Hicks for allowing her the opportunity to attend the GAAO Summer Conference in Jekyll Island last week.

## **EXECUTIVE SESSION**

No session today.

## **ADJOURNMENT**

The Chair called for a motion to adjourn, made by Jim Vernor, seconded by Robert Burroughs; the meeting adjourned at 10:28 a.m.

This meeting was conducted in accordance with O.C.G.A. 50-14-(1-6).

Signed by:

  
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Calvin G. Hicks, Jr.

Chief Appraiser/BTA Secretary

Date Approved: 8-9-18