

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
November 22, 2017**

A meeting of the DeKalb County Board of Assessors was held on Wednesday, November 22, 2017. Present were the following:

**James Vernor, PhD, MAI, Vice-Chair
Charlene Fang, Assessor
Robert A. Burroughs, Assessor
John W. Lawson, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Donna Rosser, Assistant Chief Appraiser
Jeff Cohen, Appraiser Supervisor - Residential
Brentnol Baker, Deputy Chief Appraiser – Commercial
Allen Alford, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

**Absent: Vivian R. Ingersoll, Chair
Brian Jennings, Deputy Chief Appraiser – Residential**

CALL TO ORDER

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

APPROVAL OF AGENDA

The Vice-Chair called for a motion to approve the 11/22/17 Agenda, made by John Lawson and seconded by Charlene Fang. The motion carried unanimously.

APPROVAL OF MINUTES

The Vice-Chair called for a motion to approve the 11/2/17 Minutes, made by John Lawson and seconded by Charlene Fang. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

NEW EMPLOYEE

Shervon Simpson was introduced to the Board by Jeff Cohen. She is a Tax Appraisal Clerk in the Residential Division. The Board welcomed Ms. Simpson.

POLICY MANUAL UPDATE

The Board received Draft 5 of the Policy Manual showing red line and strikeout and Draft 6 as a final draft prior to this meeting. The Vice-Chair discussed the revisions with the Board and called for a motion for approval of Draft 6, 12th Edition of the Policy Manual, made by John Lawson and seconded by Robert Burroughs. The motion carried unanimously. John Lawson asked that the updated manual be inserted in a 3-ring binder for each Board member.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Vice-Chair called for a motion to approve batches 1 through 26 of this agenda made by John Lawson (It should be noted that the 11/22/17 BTA Update showed parcel 16 124 01 003 being pulled from batch 2, the reason was updated on parcel 16 167 03 031 also on batch 2, and batch 22 being pulled and replaced with batch 30), 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 27 through 31 of this agenda made by John Lawson, seconded by Robert Burroughs. After discussion, the motion carried unanimously.

STAFF REPORTS

See attached.

Jeff Cohen represented the Residential Division in Brian Jennings' absence.

CHIEF APPRAISER'S REPORT

See attached.

Calvin Hicks commended Jeff Cohen for the work he did on the map of the LEA's.

Calvin Hicks also mentioned that our current County Attorney, O.V. Brantley will be retiring in January, 2018.

OTHER BUSINESS

Robert Burroughs gave highlights on the 70th Annual Short Course in Athens, GA.

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 John Lawson, seconded by Robert Burroughs and Charlene Fang. The meeting was adjourned at 10:54 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:

12-7-17