

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
June 5, 2025**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, June 5, 2025. Present were the following:**

**Joseph Kusmik, MA, Chair  
Charlene Fang, Vice-Chair  
Robert A. Burroughs, J.D., Assessor  
Genet Hopewell, J.D., Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Donna Rosser, Assistant Chief Appraiser  
Vance Clements, Supervisor – Business Personal Property  
Brian Jennings, Deputy Chief Appraiser – Residential  
Gwenneth Willoughby, Tax Appraisal Clerk**

**ABSENT**

**Brentnol Baker, Deputy Chief Appraiser – Commercial  
Teresa Nealey, Recording Secretary**

**CALL TO ORDER**

**The Chair declared a quorum and called the meeting to order at 9:30 a.m.**

**APPROVAL OF AGENDA**

**The Chair stated that the Agenda for 6/5/25 had been received. He called for a motion to approve it, made by Robert Burroughs and seconded by Genet Hopewell. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the Minutes of 5/15/25. Robert Burroughs made a motion for Approval, seconded by Charlene Fang. The motion carried unanimously.**

**CITIZEN TIME**

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

**INTRODUCTION OF INTERNS**

**Calvin Hicks introduced our five WorkSource DeKalb high school interns to the Board. Their names are: Zaniya Brown, Artrez Fambro, Chloe Taylor, Da'ne Lawrence and Chelsea Tan and they further introduced themselves. The Board members welcomed them, gave them words of wisdom, and thanked them for coming. Charlene Fang asked that after their time here, they come back and share what they learned.**

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

The Chair called for a motion to approve Staff Recommendations for batches 1 through 13. After the discussion, Robert Burroughs made the motion, which Genet Hopewell seconded. The motion carried unanimously.

### **APPROVAL OF 2025 PERSONAL PROPERTY BATCHES AND VALUES**

The 2025 Personal Property reports and spreadsheets were sent to the Board Members before this meeting. Vance Clements reviewed the Personal Property Assessment Change List as presented with the Board and gave a summary of the following reports:

- a) 2025 Personal Property Taxable Assessment
- b) 2025 Accounts under Taxable Threshold
- c) 2025 vs 2024 Taxable Assessments
- d) 2025 Personal Property Exempt Property

The Chair called for a motion to approve Staff Recommendations for batches 14 through 16. After the discussion, Robert Burroughs made the motion, which Genet Hopewell seconded. The motion carried unanimously.

After discussion, the Chair called for a motion to approve the above reports and authorized the 2025 Personal Property Notices to be mailed, made by Robert Burroughs, and seconded by Genet Hopewell. The motion carried unanimously.

### **STAFF REPORTS**

See attached.

### **CHIEF APPRAISER'S REPORT**

See attached.

### **ADJOURNMENT**

There being no further business, the Chair called for a motion. Robert Burroughs motioned to adjourn, seconded by Charlene Fang. The motion carried. The meeting adjourned at 11:02 am.

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: 6-20-25