

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
June 11, 2020**

A meeting of the DeKalb County Board of Assessors was held on Thursday June 11, 2020 through Zoom Conferencing.

**James Vernor, PhD, MAI, Chair  
Vivian R. Ingersoll, MA, Assessor, Vice-Chair  
John W. Lawson, J.D., LL.M.  
Charlene Fang, Assessor  
Robert A. Burroughs, J.D.  
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**

**OBSERVER**

**Ms. Isabel Ford**

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

The Vice-Chair stated the 6/11/20 Agenda of 18 batches and recognized Ms. Isabel Ford as an observer. She gave a short description of what occurs when a citizen provides his/her information during citizen time. She asked for any additions to the Agenda, hearing none she declared this Agenda approved.

**APPROVAL OF MINUTES**

The Vice-Chair called for a motion to approve the 5/26/20 Minutes, made by Jim Vernor and seconded by John Lawson. The motion carried unanimously.

**CITIZEN TIME**

Ms. Isabel Ford did not request time to address the Board. She only wanted to observe at this time.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Vice-Chair made a motion to approve batches 1 through 18 of this agenda, seconded by John Lawson. After discussion, the Vice-Chair called for a vote which passed unanimously.

**STAFF REPORTS**

See attached.

Prior to this meeting, staff reports were sent electronically to Board members. On behalf of the Board, the Vice-Chair stated that the staff has done absolutely fantastic work under these circumstances.

**CHIEF APPRAISER'S REPORT**

See attached.

Prior to this meeting, the Chief Appraiser's report was sent electronically to Board members.

Calvin Hicks recognized Donna Rosser and Charlene Fang who supplied masks for staff use. The County supplied 60 masks for the department.

**APPROVAL OF 2020 COMMERCIAL 299c REPORT**

This report along with the field review sheets were sent to Board Members prior to this meeting. Calvin Hicks gave a summary of this report stating that this process normally occurs when the values are approved but he wanted to make sure that this list only contained parcels where there had been a physical change. Brentnol Baker thanked his staff and senior staff for their hard work and diligence on this project. John Lawson made a motion to approve this report, seconded by Jim Vernor. The motion carried unanimously.

**APPROVAL OF 2020 PERSONAL PROPERTY VALUES**

This report was sent to Board Members prior to this meeting and Allen Alford gave a summary of the report stating he was pleased with the numbers as shown. John Lawson made a motion to approve this report, seconded by Jim Vernor. The motion carried unanimously.

**EXECUTIVE SESSION**

There was no session today.

**ADJOURNMENT**

The Vice-Chair declared the meeting adjourned at 10:29 a.m.

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

Signed by:

  
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Calvin C. Hicks, Jr.

Chief Appraiser/BTA Secretary

Date Approved:

6-25-20