

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
November 18, 2021**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, November 18, 2021 through Zoom Conferencing.**

**Vivian R. Ingersoll, MA, Chair  
Charlene Fang, Vice-Chair  
Robert A. Burroughs, J.D., Assessor  
James Vernor, PhD, MAI, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Teresa H. Nealey, BTA Recording Secretary  
Donna Rosser, Assistant Chief Appraiser  
Brian Jennings, Deputy Chief Appraiser – Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Eugene Roberts, Appraiser IV – Business Personal Property**

**Absent: Vance Clements, Supervisor – Business Personal Property**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:44 a.m. There was a late start due to technical issues.**

**The Chair wished the Chief Appraiser a Happy Birthday! His birthday was Tuesday, November 16<sup>th</sup>.**

**APPROVAL OF AGENDA**

**The Chair stated that the amended 11/18/21 Agenda had been received and also the BOA Agenda Update had been received showing Account #5480429 pulled from Batch 2. She asked if there were any additional corrections or additions; hearing none, she declared the Agenda approved.**

**APPROVAL OF MINUTES**

**The Chair asked if there were any updates to the Minutes of 11/4/21; hearing none she declared the Minutes approved.**

**CITIZEN TIME**

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

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair stated that 23 batches had been received and also the BOA Agenda Update had been received. She called for a motion to approve batches 1 through 23 as amended, made by Robert Burroughs and seconded by Jim Vernor. After discussion, the motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**EXECUTIVE SESSION**

At 10:30 a.m. the Chair called for a motion to adjourn into Executive Session to discuss personnel matters or potential litigation, made by Jim Vernor and seconded by Charlene Fang. The motion carried. Following a discussion at 11:02 a.m. the Chair called for a motion to adjourn back into the General Session – made by Jim Vernor and seconded by Robert Burroughs.

The Board reconvened to General session and the Chair reported that the Board voted unanimously to adopt the advice of counsel.

This session was conducted in accordance with O.C.G.A. 50-14-4 (The Open Meetings Act.)

**OTHER BUSINESS**

Jim Vernor stated that the Swearing In ceremony for him and Charlene Fang will take place on Thursday, January 6, 2022 at 8:30am in the Board room in person with Judge Alvin T. Wong, officiating. Limited staff and guests will attend in person. Teresa Nealey will also set up Zoom conferencing for this ceremony in order for other Board members and staff to view. This will be a regular Board meeting day and at 9:30am the Board meeting will start on Zoom as usual and Jim Vernor and Charlene Fang will be placed in the office on computers to attend the meeting on Zoom.

**ADJOURNMENT**

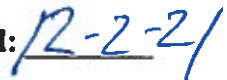
There being no further business, at 11:02 a.m. the Chair declared the meeting adjourned.

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:



**11/18/21 BOA AGENDA UPDATE**

**BATCHES MAILED 1 – 22**

**Batch 2 Account pulled - #5480429**

**Additional Batch 23**