

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
December 18, 2025**

A meeting of the DeKalb County Board of Assessors was held on Thursday, December 18, 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
Teresa Nealey, Recording Secretary
Donna Rosser, Assistant Chief Appraiser
Vance Clements, Supervisor – Business Personal Property
Brian Jennings, Deputy Chief Appraiser – Residential
Brentnol Baker, Deputy Chief Appraiser – Commercial**

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 12/18/25 had been received. He called for a motion to approve, made by Robert Burroughs, and seconded by Genet Hopewell and Charlene Fang. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the Minutes of 12/4/25. Robert Burroughs made a motion for Approval, seconded by Genet Hopewell. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve Staff Recommendations for batches 1 through 32. After discussion, Robert Burroughs made the motion, which Genet Hopewell seconded. The motion carried unanimously.

APPROVAL OF 2026 MOBILE HOME VALUES

Zoe Sanchez presented the 2026 Mobile Home Values report to the Board. After the discussion, the Chair called for a motion to approve the 2026 Mobile Home Values, which was made by Robert Burroughs and seconded by Genet Hopewell. The motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

See attached.

After discussion, Calvin Hicks asked that Donna Rosser update the website with the information pertaining to changes to the postmark date system that is effective December 24, 2025.

Mr. Hicks informed the Board members that the CEO will be issuing a \$1,000 retention bonus to staff tomorrow. Also, she has signed an Executive Order transitioning employees to return-to-work that will be effective January 5, 2026 to those employees currently working remotely.

Mr. Hicks commended Donna Rosser on the work that she is doing on the development of data for attorneys regarding a refund request.

Robert Burroughs said that this is the last meeting of the year and he thanked staff for the great job they do and continue to do each, and every year and he thanked Calvin Hicks for his leadership.

Mr. Hicks also reminded the Board of the staff Christmas gathering to be held tomorrow from 5pm to 9pm here in the office. Mr. Burroughs asked that supervision from our office be provided.

ADJOURNMENT

There being no further business, The Chair made the motion to adjourn at 10:38 am, seconded by Charlene Fang. The motion carried.

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:

1-8-26