

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
June 1, 2023**

A meeting of the DeKalb County Board of Assessors was held on Thursday, June 1, 2023. Participating were the following:

**Robert A. Burroughs, J.D., Chair
James Vernor, Ph.D., MAI, Vice-Chair
Vivian R. Ingersoll, MA, Assessor
Charlene Fang, Assessor
Joseph Kusmik, MA, 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
Brentnol Baker, Deputy Chief Appraiser – Commercial
Teresa H. Nealey, Recording Secretary**

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chair stated that the 6/1/23 Agenda had been received and he called for a motion for Approval of the 6/1/23 Agenda, made by Jim Vernor, and seconded by Joe Kusmik. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair asked if there were any additions or corrections to the Minutes of our last meeting, and after hearing none, he called for a motion to approve the Minutes of 5/18/23. Jim Vernor made a motion to Approve the Minutes of 5/18/23, seconded by Joe Kusmik and Vivian Ingersoll. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

STAFF SPOTLIGHT

The Chair amended the Agenda and called for a motion to recognize two outstanding individuals in the department, made by Jim Vernor, and seconded by Joe Kusmik. The motion carried. William Starnes, who will be retiring soon, and Tracy Brawner who has exemplified exceptional customer service. Brian Jennings gave a brief introduction of Mr. Starnes and he spoke further about his time in the department. He stated that “superior customer service” is what he strives for! He said that he empathizes with taxpayers and he appreciates the opportunity that was given to him. The Chair thanked him for his service to the department and wished him well on his retirement. Brian Jennings also spoke on Tracy Brawner’s behalf. He cited a time when she stayed past 5:00 pm on a Friday afternoon to assist a taxpayer. Ms. Brawner further explained how she helped this taxpayer. The Chair stated that he is grateful for what she contributes to the department and the Board thanked her for her efforts!

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a discussion of Staff Recommendations on batches 1 through 18. After discussion, Brian Jennings pulled parcel 18 265 02 003 on batch 6. The Chair called for a motion to approve Staff Recommendations, made by Jim Vernor, and seconded by Joe Kusmik and Vivian Ingersoll. The motion carried unanimously.

STAFF REPORTS

See attached.

Vance Clements, who is Tracy Brawner’s supervisor, added that Ms. Brawner is always going over and above to assist taxpayers. He stated that she is really good with customer service.

Brian Jennings thanked the Board and Calvin Hicks for allowing him to attend the CAVEAT Conference this year in Athens, GA.

CHIEF APPRAISER’S REPORT

See attached.

Calvin Hicks stated that he appreciates all the help that Donna Rosser contributes to the department.

Mr. Hicks also gave highlights regarding CAVEAT discussions of what changed on HB 916 in the area of Petition for Review. He has asked the Law Department for their review and recommendation.

Mr. Hicks also stated that he has seen his first news article from Eleven Alive regarding the Notices of Assessments that were mailed recently.

OTHER BUSINESS

The Board reviewed the updated Property Review Forms from the Commercial Division. The Chair stated that this completes the record on the property forms from the 5/18/23 meeting and he called for a motion to add as supplied by 299c; made by Jim Vernor and seconded by Vivian Ingersoll and Charlene Fang. The motion carried.

ADJOURNMENT

There being no further business, the Chair called for a motion to adjourn, made by Jim Vernor and Vivian Ingersoll, and seconded by Joe Kusmik. The meeting adjourned at 10:26 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:

6-15-23