

**MINUTES**  
**DEKALB COUNTY BOARD OF ASSESSORS**  
**November 17, 2022**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, November 17, 2022. Present were the following:**

**Charlene Fang, Chair**  
**Robert A. Burroughs, J.D., Vice-Chair**  
**James Vernor, PhD, MAI, Assessor**  
**Vivian R. Ingersoll, MA, Assessor**  
**Joseph Kusmik, Assessor**  
**Calvin C. Hicks, Chief Appraiser/BTA Secretary**  
**Donna Rosser, Assistant Chief Appraiser**  
**Brian Jennings, Deputy Chief Appraiser – Residential**  
**Brentnol Baker, Deputy Chief Appraiser – Commercial**  
**Vance Clements, Supervisor – Business Personal Property**  
**Gwenneth Willoughby, Tax Appraisal Clerk**

**ABSENT**

**Teresa H. Nealey, Recording Secretary**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:32 a.m.**

**APPROVAL OF AGENDA**

**The Chair stated that the 11/17/22 Agenda had been received along with the BOA Agenda Update showing (2) pulled parcels: 15 211 02 153 and 16 151 02 020 both from Batch 25. She asked if there were any additional corrections or additions. Hearing none, she called for a motion for Approval of the Agenda of 11/17/22, made by Jim Vernor, seconded by Joe Kusmik. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the Minutes of 11/3/22. Jim Vernor made a motion for Approval of the Minutes of 11/3/22, seconded by Robert Burroughs. 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 discussion of Staff Recommendations batches 1 through 31, excluding parcels 15 211 02 153 and 16 151 02 020 both from batch 25. After discussion the Chair called for a motion to approve Staff Recommendations, made by Robert Burroughs and seconded by Joe Kusmik and Jim Vernor. The motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

No other business was discussed.

**ADJOURNMENT**

There being no further business, the Chair called for a motion to adjourn, made by Robert Burroughs and seconded by Jim Vernor. The meeting adjourned at 10:46a.m.

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: 12-1-22