

## **CLAYTON COUNTY BOARD OF ASSESSORS MINUTES**

The Regular Business Meeting

Wednesday, August 11, 2021

### **Present**

William Lawson, Chairman; Benjamin Paschal, Board Member; Ronald Baker, Board Member; Emitte George, Chief Appraiser; Kenneth Pettaway, Deputy Chief Appraiser; Norbert Washington, Appraisal Manager; Twana Hudson, Appraisal Manager; April Parker, GIS/Mapping Manager; Yolanda Barber, Office Manager

### **Absent**

Khelsey Daniels, Appraisal Manager

### **Order of Meeting**

Ted Lawson called the Regular Board of Assessors Meeting to order at 9:12 a.m. Board members reviewed the Minutes from the previous meeting.

Ted Lawson called for a motion to approve the Minutes from July 28, 2021. Benjamin Paschal motioned to accept the Minutes, second by Ronald Baker. Ted Lawson asked, "All in favor, board members, "Aye,"

### **Old Business & Deferrals**

Staff had nothing to report.

### **New Business**

Staff recommended exhibits for Personal Property, Residential and Commercial for approval as presented.

Ted Lawson called for a motion to approve recommendations. Ronald Baker, motioned to approve exhibits, second by Benjamin Paschal. Ted Lawson asked, "All in favor," board members, "Aye".

**Other Matters**

Emitte George provided the Board the Department of Audit results for the 2020 audit, and the overall median is 38.45, with residential, commercial, agricultural, and industrial meeting the Department of Revenue standards . The Tax Assessors office has completed all documentation for the Digest. The Digest submission date is August 25, 2021. Emitte George also informed the board that the telework policy is still in place.

**Announcements**

Emitte George announced that Tracie McGee has been promoted to GIS Mapping Technician Senior position.

Ted Lawson announced the next Board of Assessors meeting Wednesday, August 25, 2021, Work Session 9:00 a.m., the Regular Board Meeting to follow.

**Adjournment**

There being no further business to discuss, Ted Lawson adjourned.

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Signature William "Ted" Lawson, Chair

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Signature Benjamin Paschal, Board Member

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Signature Ronald Baker, Board Member

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Norbert Washington, Board Secretary

## **CLAYTON COUNTY BOARD OF ASSESSORS MINUTES**

The Regular Business Meeting

Wednesday, August 25, 2021

### **Present**

William Lawson, Chairman; Benjamin Paschal, Board Member; Ronald Baker, Board Member; Emitte George, Chief Appraiser; Kenneth Pettaway, Deputy Chief Appraiser; Twana Hudson, Appraisal Manager; April Parker, GIS/Mapping Manager; Yolanda Barber, Office Manager

### **Absent**

Khelsey Daniels, Appraisal Manager  
Norbert Washington, Appraisal Manager

### **Order of Meeting**

Ted Lawson called the Regular Board of Assessors Meeting to order at 9:25 a.m. Board members reviewed the Minutes from the previous meeting.

Ted Lawson called for a motion to approve the Minutes from August 11, 2021. Benjamin Paschal motioned to accept the Minutes, second by Ronald Baker. Ted Lawson asked, "All in favor, board members, "Aye,"

### **Old Business & Deferrals**

Staff had nothing to report.

### **New Business**

Staff recommended exhibits for Personal Property, Residential and Commercial for approval as presented.

Ted Lawson called for a motion to approve recommendations. Ronald Baker, motioned to approve exhibits, second by Benjamin Paschal. Ted Lawson asked, "All in favor," board members, "Aye".

**Other Matters**

Emitte George informed the Board that the Tax Commissioner will submit the Digest on August 25, 2021. Emitte George will present the Board with an updated copy of the employee handbook at the next Board of Assessors meeting.

**Announcements**

Emitte George announced that the office may potentially be closed the week of September 6, 2021 and the Board of Assessors meeting for September 8<sup>th</sup> may be rescheduled.

Emitte George announced the Tax Assessors office will have an end of summer cookout on September 18, 2021 at the International Park, St. Thomas pavilion from 12pm to 6pm.

Ted Lawson announced the Board voted to retain Emitte George as Chief Appraiser.

Ted Lawson announced the next Board of Assessors meeting Wednesday, September 15, 2021, Work Session 9:00 a.m., the Regular Board Meeting to follow.

**Adjournment**

There being no further business to discuss, Ted Lawson adjourned.

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Signature William "Ted" Lawson, Chair

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Signature Benjamin Paschal, Board Member

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Signature Ronald Baker, Board Member

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Norbert Washington, Board Secretary