

The Regular Business Meeting
Friday,
January 14, 2022

Present

William Lawson, Chairman; Benjamin Paschal, Board Member; Susanne Henry, Board Member; Emitte George, Chief Appraiser; Kenneth Pettaway, Deputy Chief Appraiser; Norbert Washington, Appraisal Manager; Khelsey Daniels, Appraisal Manager; Twana Hudson, Appraisal Manager; Stephanie Davis, Appraisal Manager; April Parker, GIS/Mapping Manager; Yolanda Barber, Office Manager

Introduction & Elections

The staff welcomed Mrs. Susanne Henry, newly appointed board member.

Ted Lawson opened the floor to the board members for chair nominations. Benjamin Paschal nominated Ted Lawson for re-appointment.

Ted Lawson called for a motion to approve re-appointment, Benjamin Paschal motion to approve, second by Susanne Henry. Ted Lawson asked "All in favor" board members, "Aye".

Ted Lawson opened the floor for 2022, board secretary nominations. Benjamin Paschal nominated Norbert Washington for re-appointment.

Ted Lawson called for a motion to approve re-appointment, Benjamin Paschal motioned to approve second by Susanne Henry. Ted Lawson asked "All in favor" board members, "Aye"

Order of Meeting

Ted Lawson called the Regular Board of Assessors Meeting to order at 9:21 a.m. Board members reviewed the Minutes from the previous meeting.

Ted Lawson called for a motion to approve the Minutes from December 15, 2021. Benjamin Paschal motioned to accept the Minutes, second by Susanne Henry. Ted Lawson asked, "All in favor, board members, "Aye,"

Old Business & Deferrals

Emitte George provided the Board with an updated copy of the Employee Handbook for their review.

New Business

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

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

Other Matters

Emitte George informed the Board that the Tax Commissioners office will mailout 3,119 mobile home tax bills at an overall 100% value of 38, 076,258 on January 14, 2021.

Emitte George informed the Board that the Business Personal Property returns are schedule for mail out on Friday, January 21, 2022. There are 11,406 Personal Property returns, 256 Freeport, 1,555 Marine, 9,591 Businesses, and 4 aircraft returns.

Emitte George informed the Board that we will post the Appraiser I position for Personal Property and Residential. We also have an Appraiser Technician position that will be filled.

Announcements

Ted Lawson welcomed Mrs. Susanne Henry to the Board of Assessors, and congratulated Ms. Stephanie Davis on her promotion to Residential Manager.

Ted Lawson announced the next Board of Assessors meeting Wednesday, January 26, 2022, Work Session 9:00 a.m., the Regular Board Meeting to follow.

Adjournment

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

Signature William "Ted" Lawson, Chair

Signature Benjamin Paschal, Board Member

Signature Susanne Henry, Board Member

Norbert Washington, Board Secretary

The Regular Business Meeting
Wednesday,
January 26, 2022

Present

William Lawson, Chairman; Benjamin Paschal, Board Member; Susanne Henry, Board Member; Emitte George, Chief Appraiser; Kenneth Pettaway, Deputy Chief Appraiser; Norbert Washington, Appraisal Manager; Khelsey Daniels, Appraisal Manager; Twana Hudson, Appraisal Manager; Stephanie Davis, Appraisal Manager; April Parker, GIS/Mapping Manager; Yolanda Barber, Office Manager

Order of Meeting

Ted Lawson called the Regular Board of Assessors Meeting to order at 9:11 a.m. Board members reviewed the Minutes from the previous meeting.

Ted Lawson called for a motion to approve the Minutes from January 14, 2021. Benjamin Paschal motioned to accept the Minutes, second by Susanne Henry. 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. Benjamin Paschal, motioned to approve exhibits, second by Susanne Henry. Ted Lawson asked, "All in favor," board members, "Aye".

Other Matters

Emitte George informed the Board that the Appraiser I position has been posted.

Emitte George informed the Board that the marine returns for Personal Property will be mailed out on Wednesday, January 26, 2022. There are 1,555 marine returns.

Ted Lawson called for a motion to approve the handbook Adoption. Benjamin Paschal motion to approve the handbook adoption, second by Susanne Henry. Ted Lawson asked "All I favor," board members, "Aye".

Announcements

Emitte George announced that Sharmen Chaney has been promoted from Lead Appraiser Technician to Personal Property Appraiser I.

Ted Lawson announced the next Board of Assessors meeting Wednesday, February 9, 2022, Work Session 9:00 a.m., the Regular Board Meeting to follow.

Adjournment

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

Signature William "Ted" Lawson, Chair

Signature Benjamin Paschal, Board Member

Signature Susanne Henry, Board Member

Norbert Washington, Board Secretary