

The Regular Business Meeting  
Wednesday,  
October 12, 2022

**Present**

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

**Absent**

Kenneth Pettaway, Deputy Chief Appraiser

**Order of Meeting**

Ted Lawson called the Regular Board of Assessors Meeting to order at 9:14 a.m. Board members reviewed the Minutes from the previous meeting.

Ted Lawson called for a motion to approve the Minutes from September 28, 2022. Susanne Henry motioned to accept the Minutes, second by Benjamin Paschal. 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 provided two memorandums for the Board to review, update the late return policy and implement a policy on Obsolescence.

Emitte George gave an update to Board on the Just Appraised software. It is now in the development phase.

**Announcements**

Emitte George congratulated Mr. Paschal on his reappointment to the Board of Assessors.

Ted Lawson announced the next Board of Assessors meeting Wednesday, October 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.

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Signature William "Ted" Lawson, Chair

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Signature Benjamin Paschal, Board Member

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Signature Susanne Henry, Board Member

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Signature Norbert Washington, Board Secretary

The Regular Business Meeting  
Wednesday,  
October 26, 2022

**Present**

William Lawson, Chairman; Benjamin Paschal, Board Member; Susanne Henry, Board Member; Kenneth Pettaway, Deputy Chief Appraiser; Norbert Washington, Appraisal Manager; Stephanie Davis, Appraisal Manager; Paul Pugh, Appraisal Manager; April Parker, GIS/Mapping Manager; Yolanda Barber, Office Manager

**Present**

Raymona Gary, Personal Property Appraiser

**Absent**

Emitte George, Chief Appraiser  
Twana Hudson, Appraisal Manager

**Order of Meeting**

Ted Lawson called the Regular Board of Assessors Meeting to order at 9:17 a.m. Board members reviewed the Minutes from the previous meeting.

Ted Lawson called for a motion to approve the Minutes from October 12, 2022. Susanne Henry motioned to accept the Minutes, second by Benjamin Paschal. Ted Lawson asked, "All in favor, board members, "Aye,"

**Old Business & Deferrals**

Kenneth Pettaway informed the Board that the Department of Audits have reached a decision on the appeal of the sales ratio study. The overall ratio is now 38.13.

**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**

Kenneth Pettaway informed the Board that Interviews for the Appraiser I position will be Thursday October 27, 2022 and Friday October 28, 2022.

The Board of Assessors meetings for November have been changed to Wednesday, November 2, 2022 and Wednesday, November 16, 2022. The December dates have been changed to Friday, December 2, 2022 and Friday, December 16, 2022. The first meeting in January has been changed to Wednesday, January 4, 2023.

**Announcements**

Kenneth Pettaway announced that Connie Whittaker will be retiring on December 23, 2022, and Ayana Bethea submitted her resignation effective November 4, 2022. The Board wished them both well.

Ted Lawson announced the next Board of Assessors meeting Wednesday, November 2, 2022, 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 Susanne Henry, Board Member

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Signature Norbert Washington, Board Secretary