

Development Authority of Butts County

Monthly Board Meeting

Minutes

The Development Authority of Butts County held its monthly meeting on Friday, January 12, 2024 at the Historic Butts County Courthouse, 25 Third Street, Jackson, GA.

Development Authority Members present and comprising a quorum were:

Members	PRESENT	ABSENT	Members	PRESENT	ABSENT
Zach Burden	X		Roger McDaniel	X	
John Fisher	X		Alicia Washington	X	
John Harkness	X		Arthur White	X	
Fred Head	X				

**Staff Present:** Executive Director Bob White; Existing Industry/Workforce Development Coordinator, Melissa Griffi; and Ms. Rae Johnston-Haisten & Johnston P.C.. There were also several attendees from the High Falls Lake residential communities.

**I. Welcome and Approval of the Agenda**

Chairman Harkness called the meeting to order and confirmed that a quorum was present. Chairman Harkness asked that the Agenda be amended to move the presentation of the FY2023 Audited Financial Statement forward in the Agenda and, on a motion by Mr. Arthur White, seconded by Mr. Head, the amended Agenda was approved.

**II. Board Items for Discussion and Action**

- a) **Presentation of FY2023 Audited Financial Statement** – Ms. Rae Johnston, Haisten & Johnston, P.C.: Ms. Johnston noted that there were no negative findings in their review. The Authority’s assets exceed its liabilities by \$4,094,160 (net position) for fiscal year 2023 as compared to \$3,926,509 last fiscal year end. Of this amount, \$591,295 (unassigned net position) may be used to meet the government’s ongoing obligation to citizens and creditors. The Authority’s net position increased by \$167,651 from the previous fiscal year. A full copy of the Financial Statement is available for review at the Development Authority’s offices.

Ms. Johnston acknowledged that their firm had decided to discontinue performing audits in the future, but that the firm had appreciated the opportunity to be of service to the Authority. Chairman Harkness thanked Ms. Johnston for their assistance.

- III. Approval of the Minutes - December 8, 2023 Monthly Meeting:** On a motion by Mr. Burden, seconded by Mr. Fisher, the Board unanimously approved the Minutes of the December 8, 2023, monthly meeting.

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**IV. Election of Officers**

- a) Chair
- b) Vice Chair
- c) Secretary
- d) Treasurer

Chairman Harkness opened the floor for nominations. Mr. Head offered a motion to re-elect the current slate of officers for 2024, seconded by Mr. Fisher. The motion was unanimously approved with John Harkness returning as Chair, Arthur White as Vice Chair, Roger McDaniel as Secretary, and Alicia Washington as Treasurer.

**IV. Financial Reports November 2023**

- a. Checking IDA
- b. Checking DABC
- c. MasterCard Credit Card
- d. Joint Development Authority of Butts & Spalding

On a motion by Mr. Arthur White, seconded by Mr. Burden, the Board unanimously approved the Financial Reports as presented.

**IV. Old Business**

- a) **Copier Proposal** – Executive Director Bob White presented an update on the copier proposal previously provided by Tri-Copy Office Equipment, clarifying that the company's maintenance program would work the same for purchases as well as for leases and, as long as the maintenance program was continued by the Authority, that Tri-Copy will guarantee the copier for a period of five years. The base maintenance agreement would cost \$37.50 per month and would include toner cartridges and would provide for 2,500 pages (B&W) per month at no additional cost. Additional black and white copies would be at a cost of \$0.015, while color copies would be billed at the rate of \$0.07 per copy. The purchase price would be \$6,950 plus applicable taxes.

On a motion by Mr. Fisher, seconded by Mr. Head, the Board voted unanimously to purchase the proposed copier from Tri-Copy Office Equipment at the stated price, as well as the monthly maintenance agreement.

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**V. New Business**

- a) **Georgia 2024 Job Tax Credit Update:** Executive Director Bob White advised that the Georgia Job Tax Credit tiers had been announced, and that Butts County would have a Tier 2 level for 2024; however, that three Census tracts within Butts County were designated as “Less Developed Census Tracts” which carry a higher level of incentives when compared to the County’s Tier 2 status.

- VI. Staff Reports and Information** – Executive Director Bob White and Existing Industry/Workforce Development Coordinator, Ms. Melissa Griffin, provided an update on ongoing staff activities since the last meeting.

- VII. Executive Session:** There were no items for discussion in Executive Session

- VIII. Adjournment:** On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to adjourn.

The Minutes will be officially approved by the Board on February 9, 2024

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**Executive Director**

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**Chairman**