

Development Authority of Butts County

Monthly Board Meeting

Minutes

The Development Authority of Butts County held its monthly meeting on Friday, March 10, 2023 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				

Guests: Ms. Betty Eskew and Joe Reed-Brushy Creek Homeowners Association; Authority Legal Counsel, Kevin Brown.

Staff Present: Executive Director Bob White; Existing Industry/Workforce Development Coordinator, Melissa Griffin.

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order and amended the Agenda to add comments from Ms. Betty Eskew-Brushy Creek Homeowners Association, and to add a Personnel matter to Executive

II. Approval of the Minutes

a) February 17, 2023 – Monthly Meeting

On a motion Mr. Head, seconded by Mr. Fisher, the Board unanimously approved the Minutes as presented.

III. Board Items for Discussion and Action

a) Financial Reports February 2023

- Checking IDA
- Checking DABC
- MasterCard Credit Card
- Joint Development Authority of Butts & Spalding

On a motion by Mr. Head, seconded by Mr. Fisher, the Board voted unanimously to approve the Financial Reports as presented.

Development Authority of Butts County

Monthly Board Meeting

Minutes

IV. **Old Business**

- a) **Intergovernmental Planning Retreat Update** – Executive Director shared a summary of the Intergovernmental Planning Retreat held on February 9, 2023 at the Idlewilde Event Center at Indian Springs State Park. A follow-up meeting is being planned with a date to be determined.
- b) **Brushy Creek Homeowners Association Comments** – Ms. Betty Askew, president of the Brushy Creek Homeowners Association, asked for clarification on the status of the Authority-owned property in Monroe County. It had been her understanding that the Authority had considered conveying the property to the Homeowners Association for the use of the residents around High Falls Lake. Chairman Harkness offered an apology if there had been miscommunication of the Authority's intent noting that the Authority could not donate that property, but would consider fair market offers to purchase the property. Ms. Eskew acknowledged the clarification and noted that she thought that some residents might be considering making an offer on the property.

V. **New Business**

- a) **FY2024 Budget Discussion** – Executive Director White provided a fiscal year-to-date update on the Authority's FY2023 expenditures and advised that the Budget meeting to discuss the Authority's proposed FY 2024 Budget would be held on February 21. He noted that a draft budget will be submitted on February 15th that is very similar to the FY2023 Budget, but with slight increases in several budget areas, but most notably in projected Legal expenses. However, he noted that Chairman Harkness was attempting to meet with the County Manager to discuss ongoing financial support for the Authority's operations, and any revisions to the submitted proposal might be made subject to those discussions and any actions by the Board.

VI. **Staff Reports and Information**

- a) **2022-2023 Industry Need Assessment Report** – Bob White and Melissa Griffin presented the final summary Industry Needs Assessment and noted that copies of the report would be sent to the 13 companies that had responded to the Needs survey.
- b) **Breakfast & Business Industry Roundtable** – Mr. White and Ms. Griffin shared copies of the Save the Date and the Agenda for the Breakfast & Business Roundtable to be held on March 14th, and invited Board members to attend. Southern Crescent Technical College President, Dr. Irvin Clark, is the featured speaker for the event.

Development Authority of Butts County

Monthly Board Meeting

Minutes

VII. Executive Session – Real Estate and Personnel Matters

On a motion by Mr. McDaniel, seconded by Mr. Head, the voted voted unanimously to enter Executive Session to discuss real estate and personnel matters. Following discussion and on a motion by Mr. Fisher, seconded by Mr. Head, the Board voted unanimously to adjourn the Executive Session and re-enter the public meeting.

On a motion by Mr. Fisher, seconded by Mr. Head, the Board authorized the Chair to proceed with the real estate matters as discussed in Executive Session. Regarding the personnel matter, Chairman Harkness noted that the Board unanimously approved awarding a performance bonus to Executive Director White for 15% of his current base salary, and that discussions were ongoing regarding any future contract and salary extensions.

Executive Director White expressed his appreciation for the bonus and for the ongoing support for the Authority's program of work.

IV. Adjournment – On a motion by Mr. Head, seconded by Ms. Washington, the Board voted to adjourn.

The Minutes were officially approved by the Board on: April 14, 2023

Executive Director

Chairman