

<p><b>Development Authority of Butts County</b>  <b>Monthly Board Meeting</b>  <b>Minutes</b></p>
---

The Development Authority of Butts County held its monthly meeting on Friday, March 8, 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 Griffin;. 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. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to approve the Agenda.

**II. Approval of the Minutes**

a) February 9, 2024 – Monthly Meeting

On a motion by Mr. McDaniel, seconded by Mr. Head, the Board unanimously approved the Minutes of the February 9, 2024 monthly meeting.

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

- a) Financial Reports February 2024
  - Checking IDA
  - Checking DABC
  - MasterCard Credit Card
  - Joint Development Authority of Butts & Spalding

On a motion by Ms. Washington, seconded by Mr. Head, the Board voted unanimously to accept the Financial Reports as presented.

Development Authority of Butts County

Monthly Board Meeting

Minutes

**IV. Old Business** – There were no items for discussion.

**V. New Business**

- a) **FY2025 Budget Discussion:** Executive Director Bob White advised that the Butts County Administration had requested a proposed FY2025 Development Authority budget in advance of a scheduled departmental budget team meeting to be held on March 25<sup>th</sup>. Mr. White shared information on FY2024 year-to-date Budget expenditures noting that FY2024 expenditures were tracking closely with the approved Budget on a percentage basis; however, he noted that some budget categories – most notably Legal expenses – had exceeded initial projections due to unanticipated legal expenses while other planned expenditures – especially funds allocated for a branding and marketing study – had been determined to not be feasible at this time and so would be unspent.

He then presented a proposed FY2025 Budget totaling \$236,790 which exceeded the most recent modified FY2024 Budget by less than \$1,000. Mr. White advised that the annual County Budget allocation for the Development Authority had been \$115,000 for the past several years, and that he did not expect an increase for FY2025, and that the difference between the budget allocation and Authority operating expenses would be provided from the Authority's other financial resources. Chairman Harkness noted that the annual contribution from Central Georgia EMC's Unclaimed Capital Credits (UCC) disbursements wouldn't be known until later in the year, but he suggested adding \$12,800 – the amount presented in 2023 to the Authority, Chamber of Commerce and School Board – to the anticipated allocation from the County. On a motion by Ms. Washington, seconded by Mr. McDaniel, the Board voted unanimously to approve the proposed FY2025 as presented, and to submit the proposed budget to the County.

- b) **Quarterly Industry Roundtable:** Executive Director White and Existing Industry/Workforce Development Coordinator, Melissa Griffin, presented information on the upcoming Industry Roundtable to be held on March 13, 2024 at the Southern Crescent Technical College (SCTC) Butts Center. The focus of the meeting will be a briefing from SCTC on their new Pre-Apprenticeship Summer Program wherein students could earn industry-recognized college credit and technical skills through paid internship opportunities with local businesses.

**VI. Staff Reports and Information** – Executive Director Bob White and Ms. Griffin presented a brief update on staff activities since the last meeting.

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

Development Authority of Butts County  
Monthly Board Meeting  
Minutes

VIII. Adjournment: On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to adjourn.

The Minutes will be officially approved by the Board on: April 12, 2024

---

Executive Director

Chairman