

Development Authority of Butts County

Monthly Board Meeting

Minutes

The Development Authority of Butts County held its monthly meeting on Friday, May 12, 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: Authority Legal Counsel, Kevin Brown, participated by conference call

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. On a motion by Mr. Head, seconded by Mr. Arthur White, the Board voted unanimously to approve the Agenda.

II. Approval of the Minutes

a) April 14, 2023 – Monthly Meeting

On a motion by Mr. Head, seconded by Mr. White, the Board unanimously approved the Minutes of the April 14, 2023, meeting.

III. Board Items for Discussion and Action

- a) Financial Reports April 2023
- Checking IDA
 - Checking DABC
 - MasterCard Credit Card
 - Joint Development Authority of Butts & Spalding

Following the presentation of the Financial Reports, Executive Director White and Treasurer, Ms. Alicia Washington, noted that with the deposit of the \$200,000 proceeds of the land sale of Authority-owned property in Monroe County, there was a substantial excess in the checking account beyond an amount necessary to fund normal operations expenses. Ms. Washington noted that CD and money market rates continue to be at rates of 4.88% and above, and she recommended investing the land sale proceed in an interest bearing CD or money market.

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Executive Director White noted that – although two signatures have been required on Authority-issued checks – he is not currently an authorized signer on checks, but that he felt adding him as a signatory would be more efficient than having to “track down” an additional signer on checks. There was a motion by Mr. Head, seconded by Mr. McDaniel, to approve the April Financial Statements; to authorize the Treasurer, Ms. Washington, to invest \$200,000 from the Authority checking account into interest bearing instruments at United Bank; to add the Executive Director as a signatory on checks; and, to reduce the number of check signers necessary for amounts less than \$500 to one authorized signature. The Board members present – with Ms. Washington abstaining as she is employed by United Bank - voted to approve the motion as presented.

IV. Old Business

- a) **Monroe County Property Sale Update** – Executive Director Bob White reported that the sale of the 15.72 acre +/- parcel in Monroe County to Mr. Robert House and Mrs. Andrea House for \$200,000 had been completed, and the funds deposited in the Development Authority checking account.

V. New Business

- a) There were no New Business items to discuss.

VI. Staff Reports and Information

- a) Executive Director Bob White and Workforce Development Coordinator, Melissa Griffin, provided an update on staff activity since the last meeting, and Ms. Griffin provided an overview of the numerous workforce development initiatives underway.

VII. Executive Session – Real Estate Matters

On a motion by Ms. Washington, seconded by Mr. McDaniel, the Board voted unanimously to enter Executive Session to discuss real estate matters. Following discussion, the Board adjourned the Executive Session and re-enter the public meeting.

On a motion by Ms. Washington, seconded by Mr. Head, the Board voted unanimously to authorize the Chair to proceed with the matters as discussed in the Executive Session.

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- IV. **Adjournment** – On a motion by Mr. Arthur White, seconded by Mr. McDaniel, the Board voted to adjourn.

The Minutes were officially approved by the Board on: June 9, 2023

Executive Director

Chairman