

Development Authority of Butts County

Monthly Board Meeting

Minutes

The Development Authority of Butts County held its monthly meeting on Friday, September 8, 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				

Staff Present: Executive Director Bob White; Existing Industry/Workforce Development Coordinator, Melissa Griffin, and Authority Legal Counsel, Mr. Kevin Brown. There were also a number of 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. Arthur White, the Board voted unanimously to approve the Agenda.

II. Approval of the Minutes

a) August 2023 – Monthly Meeting

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

III. Board Items for Discussion and Action

a) Financial Reports August 2023

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

Executive Director, Bob White, asked the Board to consider applying for a credit card with United Bank, the Authority's local banking institution, in lieu of the current credit card, with a suggested credit limit of \$5,000 and with two cards to be utilized by staff. On a motion by Mr. Head, seconded by Mr. Arthur White, the Board voted unanimously to authorize the executive director to submit a credit card application through United Bank and to request a \$5,000 credit limit with two cards. On a motion by Ms. Washington, seconded by Mr. Head, the Board unanimously approved the August Financial Reports as submitted.

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- IV. Old Business** – There were no items for discussion
- V. New Business**
- a) **Letter of Engagement with Haisten & Johnston, P.C. for FY2023 Audit** – Executive Director White shared Letters of Engagement with Haisten & Johnston to conduct the FY2023 at a cost not to exceed \$4,200. Mr. White also provided a Letter of Engagement for audit services for the Butts County Industrial Development Authority’s (IDA) FY2023 audit, noting that no action could be taken on the Letter for the IDA audit until the next quarterly meeting of the IDA in October. On a motion by Mr. Burden, seconded by Mr. Head, the Board voted unanimously to authorize the executive director to execute the Letter of Engagement on behalf of the Authority.
- b) **Industry Appreciation Day** - Executive Director White presented information on the upcoming Butts County Industry Appreciation Day Luncheon to be hosted by the Development Authority on October 6th at the Central Georgia EMC Annex, noting that invitations would be sent to 15 local industries, as well as local leaders and economic development allies. Details are being finalized, but a cost estimate has been provided for catering at a cost of \$14 per head by Piggly Wiggly Catering. Mr. White also acknowledged and expressed his appreciation for the extensive planning done for the event by Existing Industry & Workforce Development Coordinator, Melissa Griffin
- VI. Staff Reports and Information** – In the interest of time, Executive Director White did not present a separate Staff Report.
- VII. Executive Session: Personnel and Legal Matters** – On a motion by Mr. Head, seconded by Mr. Arthur White, the Board voted unanimously to enter Executive Session to discuss Personnel and Legal Matters. Following discussion and on a motion by Mr. Head, seconded by Mr. Arthur White, the Board voted unanimously to exit the Executive Session and reenter the public portion of the meeting. On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to authorize the Chair to proceed with the matters as discussed in Executive Session.
- VIII. Adjournment:** On a motion by Mr. Head, seconded by Mr. Arthur White, the Board voted unanimously to adjourn.

The Minutes were officially approved by the Board on: October 13, 2023

Executive Director

Chairman