

Development Authority of Butts County

Monthly Board Meeting

Minutes

The Development Authority of Butts County held its regularly scheduled meeting on Friday, September 9, 2022. The meeting was held in the conference room of the Historic Butts County Courthouse at 25 Second Street, Jackson, GA 30233.

Development Authority Members present and comprising a quorum were:

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

Guests: Brad Johnson-Butts County Manager, Michael Brewer-Deputy County Manager

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order and confirmed that a quorum of the Board Members was in attendance. On a motion Ms. Washington, seconded by Mr. Head, the Agenda, as amended, was unanimously approved.

II. Approval of the Minutes:

a) **August 12, 2022 Minutes:** On a motion by Mr. Head, seconded by Mr. Arthur White, the Board unanimously approved the Minutes of the August 12, 2022 meeting as submitted.

III. Board Items for Discussion and Action:

a) **Financial Reports – August 2022:** On a motion by Ms. Washington, seconded by Mr. McDaniel, the Board voted unanimously to approve the August 2022 Financial Statements as presented.

IV. Old Business

a) **MasterBrand Cabinets REBA Grant Update:** Executive Director Bob White reported that the MasterBrand Cabinets REBA Grant had been approved by the Georgia Department of Community Affairs, and that the \$1,000,000 Grant funds had been wired to the REBA checking account at United Bank and, as required in the Grant provisions, the full Grant amount was conveyed to MasterBrand Cabinets.

b) **Project Oak (Procter & Gamble) Update:** Executive Director White advised that the Authority is still awaiting the Performance & Accountability Agreement for the proposed \$750,000 REBA Grant allocation, but that he anticipated the document would be forwarded soon.

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- c) **FY2022 Budget Amendment:** Executive Director Bob White provided a revised FY2022 Budget to reflect unanticipated Dues/Subscriptions, Legal Services, Marketing expenses and utility increases. On a motion by Ms. Washington, seconded by Mr. Head, the Board voted unanimously to amend the FY2022 Budget with the items as presented.

V. **New Business**

- a) **FY2022 Audit & Letter of Engagement:** Executive Director White presented a Letter of Engagement with the firm of Haisten & Johnston, LLC for preparation of the FY2022 Audited Financial Statement. On a motion by Mr. Head, seconded by Ms. Washington, the Board voted unanimously to authorize the Executive Director to execute the Letter of Engagement as presented.
- b) **Statewide Project Managers Lunch & Learn:** Executive Director White reported that the Authority would host a Lunch & Learn for statewide economic development project managers on Wednesday, October 5th, in the Electric Cities of Georgia conference room at 75 Fifth Street, Suite 850, in Atlanta. Mr. White noted that "Save the Date" emails had been sent to the project managers, and that formal invitations to the group would be forthcoming. The event will be catered by Jason's Deli in Atlanta and will be the first such event since just before the COVID-19 pandemic disruptions. Mr. White noted that Board members were invited to attend as their schedules permitted.
- c) **ACCG Training:** County Manager, Brad Johnson, provided an overview of an upcoming training session on September 23rd from 9 a.m.-11:00 a.m. to be facilitated by staff from the Association of County Commissioners of Georgia (ACCG). Invitees include the Development Authority, the Board of Commissioners, the Butts County Board of Assessors and the Butts County School Board, and the purpose of the training is to provide guidance on the respective organizations' roles in economic development.

- VI. **Staff Reports and Information:** Authority staff provided an update on staff activities since the past 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 meeting.

The minutes were officially approved by the Board on October 14, 2022

Executive Director

Chairman