

Development Authority of Butts County
Monthly Board Meeting Minutes

The Development Authority of Butts County held its monthly meeting on Friday, May 9, 2025 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 and Melissa Griffin, Workforce Development Coordinator. Also attending was Authority Counsel, Kevin Brown.

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order and determined that a quorum was present. On a motion by Mr. Fisher, seconded by Mr. Head, the Board voted unanimously to approve the agenda, as presented.

II. Approval of the Minutes

a) April 11, 2025 Monthly Meeting

Mr. Fisher noted that he was not present at the April meeting as incorrectly reflected in the Minutes, and Bob White acknowledged the error and will amend the Minutes to reflect his absence. On a motion by Mr. Head, seconded by Mr. Fisher, the Board unanimously approved the Minutes of the April 11, 2025 monthly meeting, as amended.

III. Board Items for Discussion and Action

- a) Financial Reports – April 2025**
- Checking IDA
 - Checking DABC
 - Credit Cards
 - Joint Development Authority of Butts & Spalding

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

IV. Old Business:

- a) Website Update:** Executive Director Bob White reported that the updating of the Authority website had been completed and was now live, and he gave a brief demonstration of the website revisions.

Development Authority of Butts County
Monthly Board Meeting Minutes

V. New Business:

a) **Office Artwork and Furnishings** —Executive Director Bob White reported that Board member, Alicia Washington, is assisting staff in procuring artwork and other new furnishings for the Authority offices. The artwork will consist of various local Butts County scenes and landmarks printed on canvas, and the artwork has been ordered. Other office furnishings will be forthcoming.

VI. Staff Reports and Information – Bob White and Melissa Griffin provided a brief update on project activity since the last meeting.

VII. Executive Session- Personnel: On a motion by Mr. Head, seconded by Mr. Fisher, the Board voted unanimously to enter into Executive Session to discuss a Personnel matter. Following their discussion and on a motion by Mr. Burden, seconded by Mr. Head, the Board voted unanimously to return to the Open Meeting. Following the return to the Open Meeting, there was a motion by Mr. Burden, seconded by Mr. Fisher, as follows:

- 1) To restructure the existing part-time Existing Industry/Workforce Development position held by Ms. Melissa Griffin to a full-time Director of Business Retention & Expansion position, effective July 1, 2025. The revised job description will include assisting the executive director with certain administrative tasks and business development activities.
- 2) Compensation will be an annual salary of \$70,000, with a total of four weeks combined personal and sick leave.

The motion was approved unanimously.

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

The Minutes were officially approved by the Board on: July 11, 2025

Executive Director

Chairman