

**Development Authority of Butts County**  
**Monthly Board Meeting Minutes**

The Development Authority of Butts County held its monthly meeting on Friday, September 12, 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, Director of Business Retention & Expansion. Brad Johnson, County Manager, and two Brushy Creek Homeowners Association representatives were also in attendance.

**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, which was amended to include real estate and legal matters in the Executive Session section.

**II. Approval of the Minutes**

Chairman Harkness called for approval of the August 8, 2025, minutes. On a motion by Mr. Burden, seconded by Mr. Head, the Board unanimously approved the Minutes of August 8, 2025, monthly meeting, as presented.

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

**a. Financial Reports – August 2025**

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

Executive Director Bob White presented the Financials, including current bills to be paid. He also explained that the reconciliation statements were not printed due to United Bank changing the computer system, which was disrupting customer accounts. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to accept the Financial Reports as presented.

**Development Authority of Butts County**  
**Monthly Board Meeting Minutes**

- IV. **Old Business:** No old business was presented for discussion.
- V. **New Business:** No new business was presented for discussion.
- VI. **Staff Reports and Information** – Executive Director Bob White and Melissa Griffin, Director, Business Retention and Expansion, provided an update on business retention and expansion efforts. The Development Authority partnered with Jackson High School and Procter & Gamble to host the Region 4 Work-Based Learning (WBL) meeting. Ms. Griffin and CTAE Director, Dr. McKibben, will visit the Troup County Development Authority in October to learn more about workforce efforts in Troup County. Ms. Griffin, in collaboration with Dr. McKibben, has created the 2025-2026 Workforce Events Calendar, highlighting all workforce events planned for students this school year.
- VII. **Executive Session - Legal and Real Estate Matters:** On a motion by Mr. White, seconded by Mr. Fisher, the Board voted unanimously to enter Executive Session to discuss Legal and Real Estate matters. Following their discussion and on a motion by Mr. McDaniel, seconded by Mr. Arthur White, the Board voted unanimously to return to the Open Meeting.
- a) **Legal Matters:** No action was needed by the Board.
- b) **Real Estate Matters:** No action needed by the Board.
- VIII. **Adjournment:** On a motion by Mr. Head, seconded by Mr. Arthur White, the Board voted unanimously to adjourn.

**The Minutes will be officially approved by the Board on October 10, 2025**

---

**Executive Director**

---

**Chairman**