

Development Authority of Butts County  
Monthly Board Meeting  
Minutes

The Development Authority of Butts County held its regularly scheduled meeting on Friday, February 12, 2021. The meeting was held in the conference room of the newly renovated 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				

**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 Mr. McDaniel, seconded by Mr. Head, the Agenda was unanimously approved.

**II. Approval of the Minutes:**

**January 10, 2021 Minutes:** On a motion by Mr. McDaniel, seconded by Mr. Head, the Board unanimously approved the Minutes of the January 10, 2021 meeting as submitted.

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

**a) FY2020 Audit:** Ms. Rae Johnston, Haisten & Johnston, P.C., reviewed the FY2020 Audit. The Authority's assets exceed its liabilities by \$4,079,698 (net position) for fiscal year 2020 as compared to \$4,108,992 last fiscal year end. Of this amount, \$254,276 (unassigned net position) may be used to meet the government's ongoing obligations to citizens and creditors. The Authority has \$21,342 in restricted net position that is restricted for the Project Buffalo Project. The Authority's net position decreased by \$29,294 from the previous fiscal year. Ms. Johnston also noted that the Development Authority had migrated its financial reporting to QuickBooks Online, and had realigned its Chart of Accounts to mirror that of the County, and both administrative changes had streamlined the reporting process.

On a motion by Mr. McDaniel, seconded by Mr. Arthur White, the Board voted unanimously to accept the FY2020 Audit as presented.

**b) Financial Reports – January 2021:** On a motion by Ms. Washington, seconded by Mr. McDaniel, the Board voted unanimously to approve the January 2021 Financial Statements.

Development Authority of Butts County

Monthly Board Meeting

Minutes

IV. Old Business

a) **DDS Project Update:** Executive Director Bob White provided an update on the proposed Georgia Department of Driver Services (DDS) Customer Center in Jackson. Mr. White reported that all updated Bid documents for the re-submittal of the Sealed Bid process had been placed on the Georgia Procurement Registry website as well as the Development Authority's website, and that a mandatory Offerors Conference would be held on February 22, 2021. Sealed bids would be due by COB on Friday, March 12<sup>th</sup>, and the Bid Opening would be on Monday, March 15, in the Development Authority offices. Mr. White will provide an update at the March meeting.

b) **MasterBrand Cabinets, Inc. Update:** Mr. Bob White provided an update on the MasterBrand Cabinets, Inc. project, noting that the company had a second hiring event on February 9<sup>th</sup> at the Central Georgia EMC Annex with approximately 135 prospective applicants attending. He also noted that fully executed State Performance & Accountability Agreements had been received and forwarded along with other requested documentation to the Authority's grant consultants, Allen-Smith Consulting for the preparation of the REBA Grant application.

c) **Planning Retreat Follow Up:** Bob White distributed copies of the Summary Report on the January 8, 2021 Authority planning session prepared by Georgia EMC which contained Priority Goals and Action Steps for the four main Authority Program of Work areas. Mr. White also noted that, immediately following the Authority Board meeting, that he and a team of Board members consisting of Ms. Washington, Mr. Burden and Mr. Crowe, would be receiving virtual presentations from the two Website Project vendors, GIS Planning and GIS WebTech, and the team would make a recommendation on vendor selection at the March meeting.

V. New Business

a) **Development Authority Policies and Procedures:** One of the goals identified during the planning session segment on Organizational Improvement was to research other development authorities' policies and procedures guidelines, and to prepare a compilation of specific Development Authority historical documents and guidelines for distribution to Authority Board members. Mr. White reported that copies of the enabling legislation for both the Butts County Industrial Development Authority and the Development Authority of Butts County, the By Laws of both authorities, Butts County ethics policies and other documents had been assembled, and would be distributed to Board members by e-mail following the Development Authority meeting.

b) **Part-time Staff Position Discussion:** Bob White noted that he, Board member Mr. Fred Head and Chairman Harkness had reviewed job descriptions from other development authorities around the state, and had prepared a job description specifically for the proposed Existing Industry and Workforce Development Coordinator position. A copy of the job description was provided to Board members for discussion, and Mr. White noted that the position opening would be posted in the very near future. An update will be provided at the March meeting.

Development Authority of Butts County

Monthly Board Meeting

Minutes

c) **Butts County Chamber of Commerce Membership Renewal:** Mr. White presented the annual membership renewal for the Butts County Chamber of Commerce at the \$100 membership level. The Development Authority enjoys a strong working relationship with the Chamber of Commerce and, since the membership fee was included in the approved FY2021 Budget, no formal Board action was required.

d) **I-75 Central Corridor Coalition Annual Membership Renewal:** The Development Authority was a founding member of the regional economic development alliance of local governments, development authorities and strategic partners and, like the Chamber of Commerce membership, the annual membership fee of \$500 was included in the approved FY2021 Budget, so no formal action was required.

VII. **Director's Report and Information:** Bob White provided a brief report on activity since the last meeting.

VIII. **Executive Session:** No Executive Session was required.

IX. **Adjournment:** On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to adjourn the meeting, and begin the planning session.

**The minutes were officially approved by the Board on March 12, 2021**

---

Executive Director

---

Chairman