

Development Authority of Butts County
Monthly Board Meeting Minutes

The Development Authority of Butts County held its monthly meeting on Friday, August 9, 2024 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. There were also several 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. Chairman Harkness advised that the Agenda would need to be amended to add an Executive Session to discuss a Legal matter. On a motion by Mr. Head, seconded by Mr. Fisher, the Board voted unanimously to approve the agenda as amended.

II. Approval of the Minutes

a) July 12, 2024 – Monthly Meeting

On a motion by Mr. Burden, seconded by Mr. Head, the Board unanimously approved the Minutes of the July 12, 2024, monthly meeting.

III. Board Items for Discussion and Action

a) Financial Reports July 2024

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

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

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IV. Old Business

- a) **FY2024 End of Year Budget Amendment:** Executive Director Bob White provided an updated comparison of the FY2024 Budget, as previously approved, versus an amended budget report that reflected actual EOY expenditures with increases in some budget categories as previously reported, and that the FY2024 Budget would need to be amended prior to the submitting of fiscal year documents to the auditors. On a motion by Ms. Washington, seconded by Mr. Fisher, the Board voted unanimously to amend the FY2024 Budget, as presented.
- b) **Public Officials Liability Insurance Policy Renewal:** The Executive Director provided copies of the renewed Public Officials Insurance Policy that had been approved at the June meeting. No further action was required.

V. New Business:

- a) **Upcoming Meetings, Conferences and Events:** Bob White provided information on upcoming meetings or conferences to be attended by staff including the GEDA Development Authority Executive Summit on August 14th in Macon, the GEDA Annual Conference, September 18-20 in Savannah, both of which would be attended by Mr. White, and the Georgia Workforce Conference, November 12-13 in Athens at the University of Georgia Center for Continuing Education to be attended by Ms. Griffin . Mr. White noted that the GEDA Executive Summit had no registration cost or other budget implication, and attendance at the GEDA Annual Conference had been anticipated in the FY2025 Budget; however, attendance at the Georgia Workforce Conference had not specifically been listed as a planned event in the FY2025 Budget, but that the approved Budget Category for meetings and conference were sufficient to cover the conference registration and lodging for one staff member to attend. On a motion by Mr. Head, seconded by Mr. Fisher, the Board voted unanimously to approve such Budget expenditures when sufficient funding had been allocated in the Budget, and that individual line-item approvals were not necessary going forward.

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

- VII. Executive Session- Legal Matter:** On a motion by Mr. Fisher, seconded by Mr. Burden, the Board voted unanimously to enter Executive Session to discuss a legal matter.

Following discussion, there was a motion by Mr. Fisher, seconded by Mr. Head, to reconvene the Open Meeting. On a motion by Mr. Fisher, seconded by Mr. Head, the Board voted unanimously to allow the Chairman and Executive Director to proceed with the matters as discussed in Executive Session.

- VIII. Adjournment:** On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to adjourn.

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The Minutes will be officially approved by the Board on: September 13, 2024

Executive Director

Chairman