

Development Authority of Butts County
Monthly Board Meeting Minutes

January 9, 2026
Historic Butts County Courthouse
25 Third Street, Jackson, GA 30233
9:00 a.m.

The Development Authority of Butts County held its monthly meeting on Friday, January 9, 2026 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, Melissa Griffin, Director of Business Retention & Expansion, and two Brushy Creek Homeowners Association representatives, Joe Reed and Danny Smith, were also in attendance.

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to approve the agenda.

II. Election of Officers

On a motion by Mr. Burden, seconded by Mr. Head, the Board voted unanimously to retain the current Board Officers as follows:

- Chairman-John Harkness
- Vice Chair-Arthur White
- Secretary-Roger McDaniel
- Treasurer-Alicia Washington

III. Approval of the Minutes

Chairman Harkness called for approval of the minutes of November 14, 2025. On a motion by Mr. Burden, seconded by Mr. McDaniel, the Board unanimously approved the minutes as submitted.

IV. Board Items for Discussion and Action

a. Financial Reports – November 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. On a motion by Mr. Arthur White, seconded by Ms. Alicia Washington, the Board voted unanimously to approve the Financial Reports as presented.

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V. **Old Business**

a. **FY 2025 Audited Financial Statement**

Executive Director Bob White presented the audit results. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted to accept the audit.

VI. **New Business**

a. **Project Lighthouse/ADS PILOT Fund:** Chairman Harkness and Executive Director White reminded the Board that, according to the terms of the ADS PILOT agreement, the Development Authority is responsible for collecting and disbursing the payments-in-lieu of taxes. On the recommendation of Board attorney Kevin Brown, who had previously conferred with board Treasurer, Alicia Washington, and executive director, Bob White, Chairman Harkness recommended – for the purposes of transparency - entering an agreement designating United Bank as the custodian of the ADS PILOT funds and to manage the disbursement of the funds, with Ms. Washington noting that United Bank similarly serves as custodian of the Butts County SPLOST funds. On a motion by Mr. McDaniel, seconded by Mr. Head, the Board voted to designate United Bank as the custodian for the ADS PILOT Fund, with Ms. Washington abstaining from the vote as she is an employee of United Bank.

b. **Butts County Day at the Capitol-**Chamber President McKoon updated the Board on plans for the upcoming Day at the Capitol.

VII. **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. On January 8, 2026, the Butts Development Authority hosted the first meeting of the Tri-County Workforce Alignment Committee. The committee consists of representatives from the chambers of commerce, development authorities, and school systems from Butts, Pike, and Spalding Counties. Also, Southern Crescent Technical College and the Three Rivers Regional Commission were represented. The purpose of the committee is to align and collaborate workforce efforts within the region. The action step resulting from the meeting will be to host a Regional Job Fair in April 2026 at SCTC in Griffin. The next meeting will be held in February to continue with planning.

VIII. **Executive Session-**An executive session was not needed.

IX. **Adjournment-** On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted to adjourn.

The Minutes will be officially approved by the Board on February 13, 2026

Executive Director

Chairman