

Development Authority of Butts County

Monthly Board Meeting Minutes

June 26, 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, June 26, 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 and Melissa Griffin, Director of Business Retention & Expansion. Also present were Joe Reed, a Brushy Creek resident, and Haley Edwards and Paige Kurtz from the community.

I. Welcome and Approval of the Agenda

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

II. Approval of the Minutes

Chairman Harkness called for approval of the minutes of May 8, 2026. On a motion by Ms. Washington, seconded by Mr. Head, the Board unanimously approved the minutes as submitted.

III. Board Items for Discussion and Action

a. Financial Reports – May 2026

- 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. Burden, seconded by Mr. McDaniel, the Board voted unanimously to approve the Financial Reports as presented.

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IV. **Old Business-** There was no old business to discuss

V. **New Business**

a. Public Officials Liability Insurance Policy Renewal

Executive Director White stated that the Public Officials Liability Insurance Policy was coming up for renewal at the same cost as last year. On a motion from Mr. Burden, seconded by Mr. McDaniel, the Board voted unanimously to authorize the Executive Director to pay the renewal.

b. Central Georgia EMC Annual Meeting.

Chairman Harkness announced that while the Development Authority was a member of the Central Georgia EMC, it was not a traditional member, meaning the Board needed to appoint someone to attend the Central Georgia EMC Annual Meeting and to vote on the Development Authority's behalf. On a motion by Mr. Burden, seconded by Mr. McDaniel, the Board voted unanimously for Chairman Harkness to represent the Board and to vote on their behalf.

VI. **Staff Reports and Information**

Executive Director White provided the Board with a copy of a Butts County Update flyer that was emailed to the State Project Managers and which contained information on available buildings. Director Griffin updated the Board on her workforce development initiatives for the month of May and provided a copy of her Director's Update Report

VII. **Executive Session**

On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to convene to Executive Session to discuss a personnel matter.

On a motion by Mr. McDaniel, seconded by Mr. Head, the Board voted to reconvene from Executive Session. Upon reconvening and on a motion by Mr. Burden, the Board voted unanimously to allow Attorney Brown to revise the Executive Director job description and for Executive Director White to post the job vacancy and job description on the GEDA website, the Butts County Development Authority website, and to request that the Butts County Manager post on the County website.

VIII. **Adjournment-**

On a motion by Mr. Burden, seconded by Mr. White, the Board voted to adjourn.

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The Minutes will be officially approved by the Board on July 10, 2026

Executive Director

Chairman