

Development Authority of Butts County
Monthly Board Meeting Minutes

The Development Authority of Butts County held its monthly meeting on Friday, April 11, 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, Workforce Development Coordinator. Also attending was Mr. Joe Reed, a High Falls area resident.

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. Head, seconded by Mr. McDaniel, the Board voted unanimously to approve the agenda, as presented...

II. Approval of the Minutes

- a) March 3, 2025 Called Meeting
- b) March 14, 2025 Monthly Meeting

On a motion by Mr. Burden, seconded by Mr. Head, the Board unanimously approved the Minutes of both the March 3, 2025 Called Meeting and the March 14, 2025 monthly meeting.

III. Board Items for Discussion and Action

- a) Financial Reports – March 2025
 - Checking IDA
 - Checking DABC
 - Credit Cards
 - Joint Development Authority of Butts & Spalding

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

IV. Old Business: There were no Old Business items for discussion

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V. New Business:

a) **FY2024 Audit** —Executive Director Bob White shared the results of the FY2024 Audited Financial Statement prepared by the firm of Mauldin & Jenkins. Mr. White noted that this was the first year that Mauldin & Jenkins had served as the Authority’s auditor after our former auditing firm, Haisten & Johnston, had ceased to provide auditing services, and so there was necessarily an increased amount of interaction with staff.

The Authority’s assets exceeded its liabilities by \$3,988,241 (net position). The firm noted that the Authority had not properly reconciled certificate of deposit balances for FY2024 requiring an audit adjustment to increase the certificate of deposit and revenues recognized in the General Fund as of June 30, 2024. This was noted as a deficiency, but not considered to be a material weakness. Mr. White advised that the previous firm had monitored the CD balances in the past, but that he concurred with the recommendation to implement procedures to reconcile the certificate of deposit on a periodic basis going forward. A full copy of the Audited Financial Statement is available for review at the Development Authority’s offices.

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

VII. Executive Session- Personnel: On a motion by Ms. Washington, seconded by Mr. Head, the Board voted unanimously to enter into Executive Session to discuss a Personnel matter. Following their discussion and on a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to return to the Open Meeting. Following the return to the Open Meeting, there was a motion by Mr. McDaniel, seconded by Mr. Burden, as follows:

- 1) To extend the employment contract with Executive Director, Bob White, for one year beginning July 1, 2025; and,
- 2) To request that a one-page proposal be prepared to transition the current Existing Industry and Workforce Development position to a full time position to be presented at the May 9, 2025 meeting.

The motion was approved unanimously.

VIII. Adjournment: On a motion by Mr. Burden, seconded by Mr. McDaniel, the Board voted unanimously to adjourn.

The Minutes were officially approved by the Board on: May 9, 2025

Executive Director

Chairman