

Minutes – Meeting August 22, 2024

Brooks County Development Authority

Regular Meeting

Chairman Derren Yearby presided over the meeting and called the meeting to order at 6:03pm. Board members Erin McKenzie, Ulysses Marable, Marie Horne, Tyler Hart, and Derren Yearby attended, along with Interim Director Jerome Tucker and Small Business Director, Jayme Coody. The meeting was held at 610 S. Highland Dr. Quitman GA.

Minutes

After thorough review of the July 25, 2024, meeting minutes. Erin McKenzie made a motion to approve the minutes. Tyler Hart seconded. Unanimously approved.

Financials

Chairman Derren Yearby moved to the acceptance of the February, March, & April, May, June, July 2024. After a thorough review of the financials provided by accountant Juan Turner. Juan has been working on financials and balance sheets for each account, but still has limited access to 3/5 banks. He presented the board with Citizens National Bank acct info which was thoroughly reviewed. The board agreed to accept these financials and will approve when all accounts have financials and balance sheets. Erin McKenzie made a motion, Seconded by Tyler Hart. Unanimously approved.

Old Business

1. Interim Director Position Requests-

Mr. Jerome Tucker presented a list of duties for the Executive Director position, List of accomplishments/ resume, and a proposal of a 2-year contract, \$7500 monthly pay, & \$350 monthly for personal vehicle usage for the board to review to decide on hiring Tucker as Executive Director of the Brooks County Development Authority. After thorough discussion between the board, and Mr. Tucker- the BCDA hired him as Executive Director. Erin Mckenzie made a motion to hire. Seconded by Tyler Hart. Unanimously approved.

2. Tax and Accounting Professionals update:

Juan Turner addressed the board with a fee schedule he was asked to present at the last meeting. He explained the services offered, and prices.

The board agreed to the following services:

- Monthly Bookkeeping and financial statements service
- Budgeting and forecasting service (Annual)
- Accounts Payable
- Accounts Receivable
- Federal Withholding Tax Returns 941 (Quarterly)
- Federal Withholding Tax Payment Service
- Quarterly State Withholding Tax Return (G7)
- GA Unemployment Tax Return
- W-2/W-3 Filing Service
- W-2 Each Employee

- G-1002 Filing Service
- Payroll Service
- 1099 Filing Service
- 1099 (each Contractor) includes print, and mail

For a monthly total of \$1753.33. The board approved hiring The Tax and Accounting Professionals. Tyler Hart made a motion. Ulysses Marable seconded. Unanimously approved.

3. Project Dustpan:

Mr. Tucker advised the board he was not ready to give a report on this company, still researching documents and financials.

New Business

Executive Session

Reports

Interim Director- Jerome Tucker

1. Updated the board on recent meetings with City and County directors
2. Importance of taking care of established businesses- meeting scheduled with Aviagen.

Director of Small Business- Jayme Coody

1. Update on CH&S- corresponding/ meeting with Jenny Robbins on ways to "kickstart" community involvement.

Marie Horne made a motion to adjourn, seconded by Erin McKenzie; unanimously approved.