

Minutes – Meeting July 25, 2024

Brooks County Development Authority

Regular Meeting

Chairman Derren Yearby presided over the meeting and called the meeting to order at 6:01pm. Board members Erin McKenzie, Marie Horne, John LaHood, 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 May 23, 2024 and June 27, 2024, meeting minutes. John LaHood made a motion to accept the minutes. Tyler Hart seconded. Unanimously approved.

Financials

Chairman Derren Yearby moved to the acceptance of the February, March, & April, May, & June 2024. BCDA accountant Juan Turner with the Tax and Accounting Professionals addressed the board explaining his role previously handling the withholding tax services for the BCDA office employees. He is now taking on the role of payroll services, bookkeeping, accounts payable and receivable, and the BCDA monthly reports. Mr. Jerome Tucker also spoke on separating the responsibilities. Jayme Coody will place the orders needed, & approve payments, then Juan will issue payment. This process will have much more accountability with taxpayer funds. Juan Turner stated he will go back and reconcile January 2024- current, he will also provide the board with a pay schedule based on the new duties. The board agreed for Mr. Turner to get the financials current under Mr. Tucker's direction and will reassess at next months meeting. John LaHood made a motion. Erin McKenzie seconded. Unanimously approved.

Old Business

1. Ratification of D&D Repairs to submit estimate for State Farm and complete repairs. Erin McKenzie made a motion to approve, Tyler Hart seconded, unanimously approved.
2. Ratification of personnel documentation Re: previous BCDA Executive Director. This motion was made to accept the resignation letter, and severance package details. John LaHood made a motion to accept, Tyler Hart seconded, unanimously approved.
3. Project Dustpan Update: Will be addressed at next meeting to have more information for the board. Doc Marie Horne made a motion to approve, Erin McKenzie seconded, unanimously approved.

New Business

1. Selling BCDA 2018 Chevy Malibu- Tyler Hart made a motion to approve, Doc Marie Horne seconded, unanimously approved.

2. Ameris Bank Maturity Loan- After thorough discussion between Juan Turner the accountant, and the BCDA board a decision was made to withdraw the money from this maturity loan (CD) until accountant Juan Turner further advises the BCDA from a financial perspective on different options. Will discuss at next meeting. Doc Marie Horne made a motion to approve, Tyler Hart seconded, unanimously approved.

Executive Session

John LaHood made a motion to enter executive session, Tyler Hart seconded, unanimously approved. Tyler Hart, John LaHood, Derren Yearby, Erin McKenzie, Doc Marie Horne, and Jayme Coody attended. During Executive Session it was discussed that the interim director supplies the BCDA with a resume and proposal for action with the BCDA to possibly offer a full-time position as the Executive Director. Erin McKenzie made a motion to approve the request from interim director, John LaHood seconded, unanimously approved. The board moved on to discuss paying the employees mileage since the board approved to sell the 2018 Chevy Malibu. The board agreed to pay the BCDA employees the standard mileage rate that is current (\$0.67) for any mileage on personal vehicles regarding the BCDA. Doc Marie Horne made a motion to approve, Tyler Hart seconded, unanimously approved. John LaHood made a motion to end executive session, Erin McKenzie seconded, unanimously approved.

Reports

update on audit completion, community heart and soul meeting, office changes and updates.

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