

# SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

January 17, 2024 – 1:00 PM

Shelby County Administration Building – Commission Chambers  
200 West College Street, Columbiana, AL 35051

1. Call to Order

Chad Scroggins, Chairman, called the meeting to order at 1:00 pm.

2. Welcome

Chad Scroggins welcomed everyone. He briefly reviewed the meeting agenda and summarized the work to be prepared for October 1, 2024, when CDBG funding will begin.

The Shelby Urban County Policy Board (Policy Board) has representation from 13 municipalities and Shelby County, with each municipality appointing a representative and an alternate to the Board as follows:

<b>Member Municipality</b>	<b>Representative</b>	<b>Alternate</b>
Alabaster	Brian Binzer	Mark Frey
Calera	Connie Payton	Jon Graham
Chelsea	Chris Grace	Tony Picklesimer
Columbiana	Ricky Ruston	Charlene Tucker
Harpersville	Theoangelo Perkins	Janet Gill
Helena	Brian Puckett	Amanda Traywick
Indian Springs Village	Rick Harley	Dale Elliott
Montevallo	David King	Steve Gilbert
Pelham	Michael Simon	Gretchen DiFante
Vincent	Jim Latimer	Darryl Wood
Westover	Roberta Stamp	Larry Riggins
Wilsonville	Christa Henderson	Scotty Morris
Wilton	Deborah Hudson	Glenn Dabbs
Shelby County	Chad Scroggins	

Roll Call was taken via sign-in sheet with 17 Policy Board attendees representing 12 member municipalities and Shelby County; 4 Shelby County staff; and 3 visitors as shown below. Chad Scroggins reminded the Policy Board that each municipality will cast one vote for all Policy Board action items, whether there are one or two individuals present at the meeting. *[Clarifying note: Either the Representative or Alternate can make a motion; but just one vote is counted.]*

**10 Representatives Present**

Brian Binzer	Rick Harley
Chris Grace	David King
Ricky Ruston	Michael Simon
Theoangelo Perkins	Roberta Stamp
Brian Puckett	Chad Scroggins

**7 Alternates Present**

Mark Frey	Darryl Wood
Tony Picklesimer	Scotty Morris
Charlene Tucker	Glenn Dabbs
Janet Gill	

**Shelby County Staff Present**

Christie Hester  
Josh Osborne  
Eric Womack  
Brenda Hungerford

**Visitors Present**

John Vanderford, Shelby County Extension  
Jessica Evans, Shelby County Extension  
Helen Thweatt, Vincent City Clerk

### 3. Approval of the Minutes of the November 8, 2023, Policy Board Meeting

Roberta Stamp made a motion to approve the meeting minutes; Ricky Ruston seconded the motion. The Policy Board unanimously approved the meeting minutes of November 8, 2023, with one abstention from Brian Puckett who did not attend the meeting.

**Note:** The signed minutes retained by the Shelby County Development Services Department will have a complete meeting information packet attached.

### 4. Review Needs Assessment Results and Discuss Outcomes

Eric Womack, using a PowerPoint presentation, led the Policy Board's review of the Needs Assessment survey results. Mr. Womack reported that 275 surveys were completed as of January 16. The Policy Board reviewed results related to the top capital needs, top public service needs, top housing issues/needs, awareness of rights under the Fair Housing Act, housing discrimination, and barriers to fair housing. They also reviewed information collected from local government consultations regarding an assessment of their capital needs (accessibility improvements, community centers, parks, senior centers, sewer systems, sidewalks, storm shelters, stormwater drainage, street lighting, streets, and water systems).

Christie Hester reviewed information in the PowerPoint presentation regarding a Community Assessment of Social Services for Shelby County conducted in 2019/2020 with the University of Alabama and included outreach to various service partners such as ClasTran, Safe House, Family Connection, and Central Alabama Wellness. Eric Womack highlighted similarities such as mental health services, senior services, and affordable recreational services between the 2019/2020 data and the current survey results/local government consultations.

Referring to the 275 surveys received, Christie Hester explained that each municipal packet distributed at this meeting had the specific needs assessment results for each respective municipality. She encouraged the Policy Board to reach out if they had questions or wanted additional information.

### 5. Establish Goals and Strategies of the Five-Year Consolidated Plan (Vote Required)

Chad Scroggins led the Policy Board's discussion and review of a PowerPoint presentation regarding suggested goals and strategies to consider in establishing a five-year consolidated plan for the CDBG program. In its discussion, the Policy Board agreed to establish broad goals to be voted on that would enable flexibility over the five-year period and to then identify supporting detail to further define each goal. The Policy Board discussed various services they want to provide, the difference between infrastructure and public facilities, natural disaster impacts, the inability to spend public funds on private property, examples of fair housing projects, and the ability to only fund projects through the application process.

With no further discussion on the broader goals, Scotty Morris moved and David King seconded the motion to establish seven Goals as (1) Infrastructure, (2) Public Facilities, (3) Public Services, (4) Affordable Housing, (5) Fair Housing, (6) Economic Development, and (7) Administration, Planning and Technical Assistance. The Policy Board unanimously approved the Goals as presented.

The Policy Board then reviewed suggested strategies related to each goal. The Policy Board discussed CDBG being more focused on low/moderate income than environmental; an entity being responsible for ongoing maintenance; repairs or upgrades being an improvement; qualifying programs/services; mental health services; a member municipality submitting an application on behalf of a program such as a safe house; owner-occupied requirement for affordable housing applications; and public funding not being used on private properties.

Eric Womack offered to provide printed information and online information related to Fair Housing; municipalities can customize the information to highlight their local contacts.

Chad Scroggins explained that 58 INC would be involved in anything related to economic development. He gave an example of a possible application from a municipality having a new manufacturer with a need to train low/moderate income employees.

When discussing the suggested strategy of Provide Oversight related to the Administration Goal, Christie Hester explained that while the County could impose an administrative fee to recoup costs, the Shelby County Commission would not accept any money associated with the CDBG program so that 100 percent of the funds received will be applied to projects.

With no further discussion, Ricky Ruston moved and Brian Puckett seconded the motion to adopt the Suggested Strategies for each goal as presented. The Policy Board unanimously approved the following Suggested Strategies:

<u>Goal</u>	<u>Strategy</u>
Infrastructure	<ul style="list-style-type: none"> <li>• Expand/improve public infrastructure within low and moderate areas.</li> <li>• Expand/improve public infrastructure that benefits low and moderate or special needs populations.</li> </ul>
Public Facilities	<ul style="list-style-type: none"> <li>• Develop and improve public facilities within low and moderate areas.</li> <li>• Develop and improve public facilities that benefit low and moderate or special needs populations.</li> </ul>
Public Services	<ul style="list-style-type: none"> <li>• Support programs that provide essential services to low and moderate income populations.</li> <li>• Support programs that provide essential services to special needs populations.</li> </ul>
Affordable Housing	<ul style="list-style-type: none"> <li>• Eliminate and prevent the spread of blight on a spot basis in low and moderate income neighborhoods.</li> <li>• Rehabilitate existing owner-occupied housing stock for low and moderate income or special needs populations.</li> </ul>
Fair Housing	<ul style="list-style-type: none"> <li>• Educate the public on the Fair Housing Act.</li> <li>• Promote fair housing practices.</li> </ul>
Economic Development	<ul style="list-style-type: none"> <li>• Target economic activities that promote job creation and retention within low and moderate income areas.</li> <li>• Target economic activities that promote job creation and retention for low and moderate and special needs populations.</li> </ul>
Administration, Planning & Technical Assistance	<ul style="list-style-type: none"> <li>• Provide oversight to the CDBG Program.</li> </ul>

6. Identify Priority Needs and Assign Priority Levels (High/Low) for Each

Eric Womack explained this exercise to provide the Policy Board with a collective snapshot of the perceived community needs at this time. The Policy Board was provided a list of the top Capital Needs and a list of the top Social Service/Housing Needs as determined from the Needs Assessment and Local Government Consultations. The Policy Board was tasked with noting if each need from the two lists was a Priority Need or not. Then they were tasked with noting whether their affirmatively selected Priority Needs were a High or Low Level Priority. The Policy Board took time to complete the handout from their own municipality’s perspective; Christie Hester and Josh Osborne then tabulated the results while the Policy Board addressed Agenda topic #7. *This agenda item was continued later in the meeting.*

## 7. Review and Approve Application Process Basics

The Policy Board discussed each of the following application process topics before voting on each individually as follows:

### a. Category Designations

Eric Womack discussed the options of concentrating only on Capital Projects the first year or allowing both Capital and Public Service Projects in the first year, noting that if the latter was selected Public Service Projects could use up to 15 percent of the CDBG funds received.

David King moved and Chris Grace seconded a motion to allow both Capital Projects and Public Service Projects the first year. The Policy Board unanimously approved allowing both Capital Projects and Public Service Projects up to the CDBG imposed maximum 15 percent funding allowance in the Program's first year.

### b. Application Limit per Entity

Tony Picklesimer moved and Roberta Stamp seconded a motion to allow each municipality to submit one primary and one secondary application. The Policy Board unanimously approved the ability for a municipality to submit two applications, identifying one as primary and the other as secondary.

### c. Maximum / Minimum CDBG Funds Requested

Brian Puckett moved and Ricky Ruston seconded a motion to set a minimum project requirement of \$100,000. The Policy Board unanimously approved a project minimum funding request of \$100,000.

Scotty Morris moved and David King seconded a motion to determine the maximum project requirement is set at the maximum project funds available. The Policy Board unanimously approved eliminating any project maximum funds request, up to the annual maximum CDBG funds allotted.

### d. Match

The Policy Board discussed various matching scenarios that included no match, fixed match, graduated match, based on population versus project cost. Chad Scroggins reiterated that it can be good to have "skin in the game" but the County would not want a match requirement to inhibit a vital project. As previously discussed in the first Policy Board meeting, he stressed the Shelby County Commission's intent is to remove a matching barrier from any project if necessary.

Chris Grace moved and Darryl Wood seconded a motion to set a funding match of 10 percent for projects up to \$250,000 and 15 percent for projects greater than \$250,000. The Policy Board unanimously approved a funding match of 10 percent for project requests up to and including \$250,000 and a funding match of 15 percent for project requests greater than \$250,000.

### e. Consideration of Shelby County Funding Support (New business added to the meeting agenda)

Chad Scroggins presented a funding scenario for the Policy Board to consider. He offered the Shelby County Commission to include \$1,000,000 or the official funding allotment for the CDBG program in its annual budget to make funds available at the beginning of the fiscal year for the approved projects. Mr. Scroggins explained that rather than municipalities paying the expenses and waiting for reimbursement from the CDBG Program, Shelby County would provide the funding upfront and then be reimbursed through the grant process. He confirmed that County staff will assist municipalities with reviewing bids and documents, and the County would take zero administration fee to help our communities.

Following discussion, Ricky Ruston moved and Theoangelo Perkins seconded a motion to request Shelby County Commission provide the funding upfront for the HUD CDBG allotment with the County being repaid as each project is reimbursed through the CDBG Program grant process. The Policy Board unanimously approved requesting this funding scenario through the Shelby County Commission.

6. Identify Priority Needs and Assign Priority Levels (High/Low) for Each (*Discussion continued*)

The Policy Board reviewed the collective rankings after tallying the 12 municipality ranking sheets completed (Calera was not represented).

After reviewing the results, Brian Puckett moved and Ricky Ruston seconded a motion to set nine Priority Needs — six being Capital Needs and three being Social Service Needs. The Policy Board unanimously approved Parks, Community Center, Sewer System, Streets, Senior Center, Water System, Mental Health Services, Senior Services, and Youth Services as the Prioritized Needs.

8. Discuss Application Rating and Ranking System

Eric Womack led the Policy Board through a review of the Application Rating and Ranking System. This will be on the next meeting agenda for consideration of approval. Chad Scroggins asked everyone to ponder this information in preparation for a discussion and vote at the next meeting.

Eric Womack also talked about various information requirements that will be reviewed as part of the application process; this information will be discussed in more detail at the next meeting.

9. Next Meeting Proposed – February 14, 2024

The next meeting of the Policy Board was set for Wednesday, February 14, 2024, at 1:00 pm in the Commission Chambers at the Shelby County Administration Building in Columbiana. Shelby County will include a meeting information packet with the next meeting agenda related to the following:

- i. Approve Application Rating and Ranking System
- ii. Review and Approve the Format of the Application(s)
- iii. Review the Funding Allotment (if HUD has made available)

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Brian Puckett moved and Roberta Stamp seconded a motion to adjourn; the Policy Board unanimously approved and the meeting adjourned at 2:54 p.m.



Chad Scroggins, Chair  
Shelby Urban County Policy Board