SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

February 14, 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 and briefly reviewed the meeting agenda.

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:

Member Municipality	Representative	Alternate
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	

A written Roll Call was taken via sign-in sheet with 19 Policy Board attendees representing 13 member municipalities and Shelby County; 4 Shelby County staff; and 1 visitor as shown below. *[Clarifying note: Either the Representative or Alternate can make a motion; but each Member Municipality has just one vote counted for all Policy Board action items.]*

10 Representatives Present

Connie Payton	Michael Simon
Chris Grace	Roberta Stamp
Brian Puckett	Christa Henderson
Rick Harley	Deborah Hudson
David King	Chad Scroggins

9 Alternates Present

Mark Frey	Steve Gilbert
Tony Picklesimer	Darryl Wood
Charlene Tucker	Scotty Morris
Janet Gill	Glenn Dabbs
Dale Elliott	

Shelby County Staff Present

Christie Hester
Josh Osborne
Eric Womack
Brenda Hungerford

Visitors Present

Helen Thweatt, Vincent City Clerk

2. **Approval of the Minutes of the January 17, 2024, Policy Board Meeting**

   Mark Frey made a motion to approve the meeting minutes; David King seconded the motion. The Policy Board unanimously approved the meeting minutes of January 17, 2024.

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

3. **Recap Application Process Basics**

   Christie Hester led the Policy Board through a PowerPoint presentation to review decisions made in the previous meeting related to the Application Process Basics (Category Designations, Application Limit per Entity, Maximum/Minimum CDBG Funds Requested, CDBG Match, Shelby County Funding Support).

4. **Application Evaluation and Scoring Process (Vote Required)**

   Josh Osborne led the Policy Board through a PowerPoint presentation related to the application evaluation and scoring process. Christie Hester noted that staff's recommendation is based on a 100-point scoring system, which is very commonly used by other Urban Counties. Josh Osborne reviewed staff's recommendation for the three over-arching scoring criteria, along with subcategories, to make up the total possible points as follows:

   - 60 points – Project Management (Capital Project or Public Service)
   - 20 points – Performance Goals (Numbers and Percentages)
   - 20 points – Priority Need (Capital Facility or Public Service)

   Chad Scroggins reminded the Policy Board they had previously set the scoring criteria and now needed to determine the specific points structure related to the evaluation scoring process; making any changes to the recommendation prior to voting on the final scoring criteria to be used in this first year. Eric Womack explained the scoring criteria can be amended in subsequent years.

   The Policy Board then reviewed and discussed the smaller components of each scoring criteria with Chad Scroggins leading them through the process of finalizing the criteria.

   The Policy Board discussed using a population number versus population percentage for the Performance Goals category when determining the benefit to the low-and-moderate-income population. The consensus was to calculate both the number and percentage of the population in order to balance out differences between large and small total populations.

   Eric Womack confirmed the Policy Board identified the Priority Needs at its January meeting, with the six highest capital facility projects and the three highest service needs listed. Christie Hester confirmed that either the local government or a nonprofit agency is able to submit an application.

   ## CAPITAL PROJECT APPLICATION 100-POINT SCORING CRITERIA

   Following discussion, Brian Puckett made a motion to set the total 100-point scoring criteria for a capital project application; Rick Harley seconded the motion. The Policy Board unanimously approved the total 100-point scoring criteria for a capital project application as follows:

   Capital Project Management – 60 points
   - 30 points   Timeliness (One Year Completion; Itemized Budget; Itemized Project Plan)
   - 5 points   Workshop Attendance

- 5 points   Error-Free Application
- 10 points   Project Evaluation (Scope of Work)
- 10 points   Project Maturity (Funding in Place; Completed Architectural Plans/Engineering Design; Architect/Engineer; Project Manager)

Performance Goals Using Numbers for LMI Persons/Households Benefiting – 10 points

- 10 points   100 or more
- 8 points   99-50
- 6 points   49-20
- 4 points   <20

Performance Goals Using Percentage for LMI Persons/Households Benefiting – 10 points

- 10 points   100% to 85%
- 8 points   84.99% to 75%
- 6 points   74.99% to 65%
- 4 points   64.99% to 51%

Priority Need for Capital Facility – 20 points

- 20 points   Sewer System
- 20 points   Water System
- 16 points   Community Center
- 16 points   Senior Center
- 10 points   Parks/Recreational Facility
- 10 points   Streets

PUBLIC SERVICE APPLICATION 100-POINT SCORING CRITERIA

Following discussion, Mark Frey made a motion to set the total 100-point scoring criteria for a public service application; Rick Harley seconded the motion. The Policy Board unanimously approved the total 100-point scoring criteria for a public service application as follows:

Public Service Project Management – 60 points

- 20 points   Project Evaluation (Specific, Measurable, Achievable, Relevant, and Time-Bound [SMART] Goal Used)
- 5 points   Workshop Attendance
- 5 points   Error-Free Application
- 20 points   Proposed Activity (New; Expansion; Continuation)
- 10 points   Agency Capacity (Past Performance; Expertise/Experience; Documented Financial Capacity; Clean Audit)

Performance Goals Using Numbers for LMI Persons/Households Benefiting – 10 points

- 10 points   100 or more
- 8 points   99-50
- 6 points   49-20
- 4 points   <20

Performance Goals Using Percentage for LMI Persons/Households Benefiting – 10 points

- 10 points   100% to 85%
- 8 points   84.99% to 75%
- 6 points   74.99% to 65%
- 4 points   64.99% to 51%

Public Service – 20 points

- 20 points   Mental Health
- 16 points   Senior Services
- 16 points   Youth Services

BONUS POINTS

The Policy Board discussed a bonus point option that might be helpful in the event of a tiebreaker after the scoring is completed using the 100-point scoring criteria approved for either capital project or public service applications.

Following discussion, Rick Harley made a motion to set a bonus point option to only be used as a tiebreaker; Mark Frey seconded the motion. The Policy Board unanimously approved the 10-point bonus tiebreaker scoring criteria as follows:

Bonus Points (Only Used for Tiebreaker) – 10 Points Available

- 5 points   Documented Public Health Issue
- 5 points   Multiple Agency Coordination

5. **Review and Approve the Application Handbook and Application(s) Format**

Eric Womack confirmed the application deadline of Wednesday, May 8, at 12:00 noon; the applications will be time-stamped upon receipt. Chad Scroggins encouraged early submittal of applications, and noted the primary contact could be the city manager or someone who works for the city and would be handling the project.

The Policy Board discussed the possibility of the top two projects exceeding the funding allocation; potential for a lower-scored project being selected to ensure every dollar allocated can be spent; and applications not selected being resubmitted the following year. Eric Womack explained that staff will score the applications according to the 100-point scoring criteria and present applications at the May 22nd meeting for the Policy Board to identify the application(s) for the Policy Board's recommendation to the Shelby County Commission.

APPLICATIONS

Eric Womack presented drafts of the Capital Project application and Public Service application. Following review, Tony Picklesimer made a motion to approve the applications as presented; David King seconded the motion. The Policy Board unanimously approved the Capital Project application and Public Service application.

2024 APPLICATION HANDBOOK

Eric Womack presented the 2024 Application Handbook. Christie Hester noted staff needed to make edits to the Application Handbook to remove the reference of bonus points for workshop attendance on page 9, update the funding source information, and to add the 100-point scoring criteria for Capital Project and Public Services applications.

Following review and discussion, Brian Puckett made a motion to approve the 2024 Application Handbook with the modifications discussed; David King seconded the motion. The Policy Board unanimously approved the 2024 Application Handbook as modified.

6. **Review the Funding Allotment (if HUD has made available)**

Christie Hester reported that HUD has not yet provided the funding allotment; Eric Womack noted some urban counties proceed through the application process without having the exact funding amount known.

7. **Next Meeting Proposed – May 22, 2024**

The next meeting of the Policy Board was set for Wednesday, May 22, 2024, at 1:00 pm in the Commission Chambers at the Shelby County Administration Building in Columbiana.

Chad Scroggins stated the Policy Board would receive an email with the revised scoring criteria, applications, and handbook from staff shortly following the meeting. He thanked everyone for their commitment and then adjourned the Policy Board meeting at 2:19 pm.
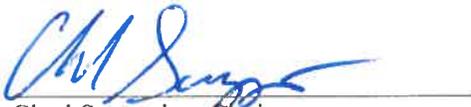
Chad Scroggins, Chair
Shelby Urban County Policy Board