

SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

October 16, 2024 – 1:00 PM

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

1. Call to Order

Jesslan Wilson, Deputy County Manager, called the meeting to order at 1:02 pm, and chaired the meeting until Chad Scroggins, County Manager, arrived.

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	Jesslan Wilson

A written Roll Call was taken via sign-in sheet with 15 Policy Board attendees representing 11 member municipalities and Shelby County; 5 Shelby County staff; and 2 visitors 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.]*

7 Representatives Present

Connie Payton	Roberta Stamp
Rick Harley	Deborah Hudson
David King	Chad Scroggins
Michael Simon	

8 Alternates Present

Mark Frey	Steve Gilbert
Charlene Tucker	Darryl Wood
Janet Gill	Scotty Morris
Dale Elliott	Jesslan Wilson

Shelby County Staff Present

Christie Hester, Director of Development Services
Josh Osborne, Manager of Planning & Community Development
Eric Womack, Community Development Programs Specialist
Shelli Davis, Director of Grants Management
Brenda Hungerford, Office Administrator, Planning

2 Visitors Present

LaToya Chappell, Wilton Town Council
JoAnn Hamm, Wilton Town Council

2. Approval of the Minutes of the May 22, 2024, Policy Board Meeting (Vote Required)

Roberta Stamp made a motion to approve the meeting minutes; Rick Harley seconded the motion. The Policy Board unanimously approved the meeting minutes of May 22, 2024.

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

3. Approval of the Minutes of the June 5, 2024, Policy Board Meeting (Vote Required)

Mark Frey made a motion to approve the meeting minutes; Janet Gill seconded the motion. The Policy Board unanimously approved the meeting minutes of June 5, 2024.

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

4. Program Year 2024 Review

Christie Hester led the Policy Board through a review of the Program Year 2024 that resulted in Shelby County receiving \$858,304 in CDBG HUD funds for two approved projects in Wilsonville and Columbiana. Ms. Hester briefly discussed the environmental review process related to the Wilsonville and Columbiana projects and expressed appreciation for everyone working together through the Policy Board.

5. Program Year 2025 Discussion

Eric Womack led the Policy Board through a discussion on the following Program Year 2025 items.

a. Low- and Moderate-Income Summary Data (LMISD) (HUD FY24) / Exception Grantee

Eric Womack explained the Exception Grantee, stating that Shelby County is the only exception grantee urban county in Alabama; with Shelby County's top quartile rated 39.6%, Vincent (50.6%) and Wilsonville (40.30%) both qualify for area benefit projects as low and moderate based on the exception criterion, even though their populations are below the low- and moderate-income threshold of 51 percent.

b. Application Basics (Vote Required)

- i. Application Limit (Primary/Secondary)*
- ii. Application Type (Capital/Public Service)*
- iii. CDBG Funds Requested (Maximum/Minimum)*

Eric Womack asked if there were suggested changes for the new program year related to the above Application Basics. The Policy Board discussed the practicality of a municipality submitting a primary and a secondary application; capital versus public service projects; criticality of infrastructure projects in the first few years; and concern related to \$100,000 minimum funding request as it relates to public service projects, particularly, due to limited resources in preparing applications for eligible projects based on applicant feedback. Christie Hester explained the Shelby Urban County's Consolidated Plan allows public service projects so they need to be an option for applicants; however, the next meeting will include a discussion regarding potential changes to the scoring criteria for Program Year 2025.

Jesslan Wilson shared information about Shelby County's new Community Service Grant Program, which has a budget of \$250,000 with a maximum grant award of \$50,000; this grant program will meet some of the smaller community service needs throughout Shelby County.

Chad Scroggins discussed the efficiency of managing smaller community service grants through Shelby County; federal grants needing to be completed and closed out before the end of a program year; and communication related to the new grant program, including key application/approval dates for this first year. He stressed that Shelby County will be able to meet more community needs outside of the CDBG program because of the County Commission's commitment to funding the Park and Recreation Grant Program with a \$500,000 budget and the new Community Service Grant Program with a \$250,000 budget in this first year.

Following discussion, Scotty Morris made a motion to maintain the same Application Basics for Program Year 2025 without any changes; Rick Harley seconded the motion. The Policy Board unanimously voted to maintain the same Application Limit, Application Type, and CDBG Funds Requested for Program Year 2025.

c. Application Submission Requirements

- i. Intent to Submit Application*
- ii. Application Workshop*
- iii. Application Tier I Consultations*
- iv. Application Delivery – Digital Online*
- v. Application Deadline*

Eric Womack reviewed the application submission timeline and some changes were made to the submission requirements in an effort to make it easier for everyone involved. He reminded the Policy Board that the Consolidated Plan adopted last year is good for five years. Christie Hester added that the changes in the submittal process provide more guidance on the front end with a Letter of Intent to submit an application and an applicant's presentation to the Policy Board; this revised process will provide better customer service throughout the application process.

The Policy Board reviewed the following submission requirements that did not require a vote.

- i. **Intent to Submit Application** – Potential applicants will be required to submit a Letter of Intent to be sure their proposed project is qualified for CDBG funding; this letter must be submitted no later than January 15, 2025. Early submission of this letter will enable staff to verify if it is an eligible project with HUD prior to the time and expense of preparing an application for a project that might not qualify. Chad Scroggins explained that while an entity can only submit one primary and one secondary application, they might submit several letters of intent regarding different projects since this is more of a 'clearing house' to confirm an application is eligible. This requirement will prevent an application from dedicating time and sometimes expense for a project without realizing it is not eligible.
- ii. **Application Workshop** – The workshop, scheduled for February 5, 2025, will be required this year, as opposed to being voluntary and receiving bonus points for attendance in 2024. Eric Womack encouraged applicants to bring anyone who might be involved in the application process to the workshop. Chad Scroggins noted the County will set up a CDBG email address for communication throughout the application process; Christie Hester stated an announcement will be sent out shortly with the details related to both the Letter of Intent and the Application Workshop.
- iii. **Application Tier I Consultations** – Eric Womack discussed an additional new requirement for applicants to meet with County staff to review their application information against the application checklist in an effort to ensure a complete application package is submitted. Christie Hester added that staff will be flexible and will make sure they are available to answer questions throughout the application process. Michael Simon expressed support for this great addition to the application process. Scotty Morris mentioned meeting with staff as Wilsonville prepared its 2024 application and appreciated the guidance provided by Eric Womack. The consultations need to be held prior to

application submission and they are encouraged to schedule the consultation as soon as the application is ready for review. Early scheduling of the consultation is suggested to ensure there is ample time for staff to meet with every applicant; the applicant can determine the meeting location.

- iv. **Application Delivery – Digital Online** – This year all applications must be submitted digitally; there is not a hardcopy option. County staff will present information on the process of uploading during both the workshop and the one-on-one consultations.
- v. **Application Deadline** – The submission deadline for applications to be uploaded is Friday, April 4, 2025, at 11:59 pm CST. The application presentations to the Policy Board will be on April 16, 2025.

d. Set Program Year 2025 Policy Board Meeting Calendar (Vote Required)

The Policy Board reviewed the meeting dates suggested by County staff; the November meeting date conflicts with mandatory municipal election training for several members.

Following discussion, David King made a motion to set the Program Year 2025 meeting dates as presented minus November 20; Michael Simon seconded. The Policy Board unanimously approved the meeting schedule at 1:00 pm in the Shelby County Administration Building, Room 104 on the following dates:

- Wednesday, December 18, 2024
- Wednesday, January 15, 2025
- Wednesday, April 16, 2025
- Wednesday, May 21, 2025
- Wednesday, June 4, 2025, if needed

Christie Hester confirmed staff would send out calendar invitations for the Policy Board meetings.

Other Important Dates for 2025

Application Workshop	Wednesday, February 5
Application Tier I Consultations	Monday, March 31, through Thursday, April 3
Applications Due	Friday, April 4
Application Presentations to Policy Board	Wednesday, April 16
Shelby County Reporter Legal Advertisement	Wednesday, June 25
30-Day Public Comment Period	Sunday, June 29 through Monday, July 28

Chad Scroggins thanked everyone for their commitment and time, and he adjourned the Policy Board meeting at 1:56 pm.

Chad Scroggins, Chair
Shelby Urban County Policy Board