

SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

November 12, 2025 – 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 1:04 pm and briefly reviewed the 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	James Fuller	Stacey Walkup
Chelsea	Cody Summers	Crystal Etheredge
Columbiana	Lisa Davis	Charlene Tucker
Harpersville	Theoangelo Perkins	?
Helena	Jeff McDaniels	Billy Rosener
Indian Springs Village	Dale Elliott	Rick Harley
Montevallo	David King	Steve Gilbert
Pelham	Justin Smith	Gretchen DiFante
Vincent	Jim Latimer	?
Westover	Roberta Stamp	Bobby Pardue
Wilsonville	Larry Lowe	?
Wilton	Deborah Hudson	Glenn Dabbs
Shelby County	Chad Scroggins	Jesslan Wilson

The Policy Board held a written roll call via a sign-in sheet with 17 Policy Board attendees representing 11 member municipalities and Shelby County; five Shelby County staff; and one visitor as shown below. **Note:** Three alternates had not yet been appointed prior to this meeting. *[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

Brian Binzer	Dale Elliott
James Fuller	David King
Cody Summers	Justin Smith
Lisa Davis	Roberta Stamp
Theoangelo Perkins	Larry Lowe
Jeff McDaniels	Deborah Hudson

7 Alternates Present

Mark Frey	Bobby Pardue
Charlene Tucker	Jesslan Wilson
Rick Harley	
Steve Gilbert	

5 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

1 Visitor Present

Helen Thweatt, Vincent Town Clerk

2. Introductions and Welcome

Everyone introduced himself or herself since there were many new members to the Policy Board.

3. Approval of the Minutes of the April 16, 2025, Policy Board Meeting (Vote Required)

Mark Frey made a motion to approve the meeting minutes; David King seconded the motion. Jesslan Wilson called for a motion and the Policy Board unanimously approved the meeting minutes of April 16, 2025.

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

4. Policy Board Housekeeping

A. Responsibilities

Christie Hester led a review of the following responsibilities of the Policy Board:

- Oversight of the Shelby Urban County’s administration of the HUD-funded Community Development Block Grant (CDBG) program;
- Formulating strategies and establishing goals, objectives, and priorities to address needs identified;
- Developing the Five-Year Consolidated Plan and Annual Action Plans for recommendation to the Shelby County Commission; and
- Reprioritizing goals and amending plans as needed over time.

Jesslan Wilson explained that Shelby County staff would facilitate the process, while the community representatives on the Policy Board set the program details.

B. Review/Update Bylaws

Christie Hester explained staff in HUD’s Birmingham office requested some changes. She led a discussion on proposed amendments related to:

- Individuals who qualify as either a representative or alternate, and their appointment to the Policy Board;
- Motions by either the representative or alternate;
- One vote for each municipality on all Policy Board action items if both representative and alternate are present;
- Following the Shelby County Citizen Participation Plan, as amended, concerning public notices for public meetings;
- Using “program” year instead of “fiscal” year;
- Requiring no less than three (instead of four) regular meetings annually and using “may” instead of “will” related to holding public hearings;
- Under Duties, adding “eligible” to project applications under the Board’s evaluation; and
- Changing the Board *creates* the proposed annual action plan to the Board *selects projects for* the proposed annual action plan.

Following discussion, particularly related to Policy Board appointments, the Policy Board concurred with Jesslan Wilson’s suggestion for County staff to update proposed amendments to the Bylaws for consideration and a vote at the December meeting, rather than voting on individual amendments now.

5. Program Year 2024 Consolidated Annual Performance & Evaluation Report (CAPER)

Christie Hester reviewed the 2024 Program Year project status, noting that the Columbiana Sports Complex Baseball Fields Relight project is completed and the Wilsonville Wastewater Treatment Plant project is underway. She also reviewed the timeline for the CAPER public comment period and public hearing prior to submitting the PY 2024 CAPER to HUD that is due 90 days after the close of a program year.

6. Program Year 2025 Review

Josh Osborne led the Policy Board's discussion on a review of Program Year 2025.

- A. Application Process—County staff encouraged everyone to prepare multiple letters of intent for any potential project request, since a letter of intent was required prior to the mandatory attendance at the applicant workshop. County staff was available for onsite consultations during the application process.
- B. Annual Action Plan—Two projects were submitted for 2025 (City of Vincent Sewer Project – \$634,152 and Town of Harpersville Fire Protection Project – \$224,152). As of this meeting, Shelby County had not yet received HUD's official response related to the projects. County staff has held an orientation with both municipalities related to the requirements and process.
- C. CDBG Funds—Prior to the project selection process, the 2025 Program Year Allotment was \$858,304. After the project selection, the Program Year funding increased by \$20,348. The County hopes for additional funding in future years as the Shelby Urban County population increases.

Josh Osborne mentioned there were seven Letters of Intent submitted for the 2025 Program Year. He reported that one letter was for a public service project to provide a senior center van, and the Shelby County Commission was able to accommodate that request outside of the CDBG Program. Jesslan Wilson added that the County Commission tries to look for other ways to fund needs that are not eligible for CDBG funding.

7. Program Year 2026 Overview

Eric Womack led the Policy Board discussion on an overview of Program Year 2026.

- A. Citizen Participation Plan—HUD required this Plan to be updated; a 30-day public comment period is required because it was a substantial amendment. Policy Board members will receive a copy of the draft. Jesslan Wilson explained this is required for any HUD funding since they want to see how the community is actively engaged and have their voices heard, since HUD funding is to enhance the quality of life for low- and moderate-income areas. Christie Hester explained that public meetings are held by the local entity prior to submitting a project. She noted the local entity is not required to do a legal advertisement, but the Shelby Urban County is required to advertise in the Shelby County Reporter.
- B. CDBG Potential Funding Available—Eric Womack explained how the total available funding of \$944,808.12 is broken down, as follows:

a. Program Year 2026 Allotment	\$878,552.00
b. Program Year 2025 Unobligated	\$20,248.00
c. Program Year 2024 Obligated	\$46,008.12

Jesslan Wilson explained the Policy Board needs to determine how they want to unobligate funding from a prior year to make it available for the current program year; this will be a discussion item in December. The Policy Board discussed social service funding versus infrastructure funding through the CDBG Program.

C. Shelby County Scheduled to Requalify in FY2026 for FYs 2027–29

Eric Womack gave a brief explanation of the requalifying process required in 2026 to continue as an Urban County for 2027-2029. The Policy Board discussed the detrimental impact if a larger municipality dropped out of the Urban County since there is a minimum population requirement, and the population determines the funding allocation. Josh Osborne reminded the Policy Board that every CDBG dollar received from HUD funds a CDBG project since Shelby County does not charge an administrative fee to manage the Shelby Urban County Program, although it is allowed and other entities charge a fee.

D. PY2026 Policy Board Meeting Calendar

The Policy Board reviewed the meeting dates suggested by County staff. Following discussion, Roberta Stamp made a motion to set the Program Year 2026 meeting dates as presented; David King seconded the motion. 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 17, 2025
- Wednesday, January 14, 2026
- Wednesday, May 20, 2026 [*Applicant Presentations & Project(s) Selection / Recommendation*]

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

Important Dates for 2026

Letter of Intent Due	February 25
RSVP to Workshop	March 9
Application Workshop	March 11
Applications Due	May 4
Presenters Notified	May 11
Policy Board Application Presentations & Project Selection	May 20
Shelby County Reporter Legal Advertisement	June 3
15-Day Public Notice Begins	June 7
Annual Action Plan – Shelby County Commission Public Hearing	June 22
30-Day Public Comment Period	June 23 through July 24
Annual Action Plan Due Date for HUD Submission	August 1

OTHER BUSINESS

There was no other business.

David King made a motion to adjourn; Jeff McDaniels seconded the motion, which passed unanimously. Jesslan Wilson thanked the Policy Board for their time and commitment, and adjourned the meeting at 2:00 p.m.


 Jesslan Wilson, Chairman Pro Tem
 Shelby Urban County Policy Board