

# SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

December 17, 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 1:02 p.m., briefly reviewed the agenda, and had everyone introduce himself or herself.

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	James Fuller	Stacy Walkup
Chelsea	Cody Sumners	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	Helen Thweatt
Westover	Roberta Stamp	Bobby Pardue
Wilsonville	Larry Lowe	Christa Henderson
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 15 Policy Board attendees representing 11 member municipalities and Shelby County; and seven Shelby County staff. **Note:** One alternate 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.]*

### 8 Representatives Present

Brian Binzer	Dale Elliott
James Fuller	David King
Cody Sumners	Roberta Stamp
Jeff McDaniels	Deborah Hudson

### 7 Alternates Present

Charlene Tucker	Christa Henderson
Rick Harley	Glenn Dabbs
Steve Gilbert	Jesslan Wilson
Helen Thweatt	

### 7 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  
Mindy Dent, Manager of Community Services  
Jennifer Leopard, Coordinator, Community Services  
Brenda Hungerford, Office Administrator, Planning

## 2. Approval of the Minutes of the November 12, 2025, Policy Board Meeting (Vote Required)

David King made a motion to approve the meeting minutes; Roberta Stamp seconded the motion. Jesslan Wilson called for a vote and the Policy Board unanimously approved the meeting minutes of November 12, 2025.

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

## 3. Policy Board Bylaws – Revision

Christie Hester led the Policy Board through a review of proposed amendments that were presented in the meeting information packet.

Following discussion, David King made a motion to approve the amendments as presented; Deborah Hudson seconded the motion. The Policy Board unanimously approved the amended Policy Board Bylaws.

A redlined version and a clean copy of the amended Policy Board Bylaws will be attached to the approved/signed minutes of this meeting.

## 4. Public Services in Shelby County

Jennifer Leopard, Coordinator for Shelby County's Community Services, gave a presentation of Shelby County's public service related to the County's Community Services Grant Program that was established in Fiscal Year 2025 and HUD's Emergency Solutions Grant Program, as well as sharing information on the County's non-profit partners regarding federal funding and transportation/housing needs.

- Community Services Grant Program
  - FY25 with a budget of \$500,000, 14 projects were funded out of 28 applications received.
  - FY26 with a budget of \$375,000, 16 projects will be funded out of 36 applications received.

Jesslan Wilson explained the Community Services Grant Program does not require a match and the range of grants awarded are from \$2,000 to the maximum of \$50,000. Shelby County also funds a Park and Recreation Grant Program.

- Emergency Solutions Grant Program through ADECA
  - For FY26, Shelby County applied for a grant amount of \$179,864 and we are waiting for a response from the Alabama Department of Economic and Community Affairs (ADECA).

## 5. Consolidated Plan / Annual Action Plans Primer

Christie Hester led the Policy Board's review and discussion related to the Consolidated Plan that was adopted in July 2024.

Eric Womack reviewed the Annual Action Plans as follows:

- Program Year 2024 – Adopted July 2024
  - Columbiana Sports Complex Baseball Fields Relight Project is completed.
  - Wilsonville Wastewater Treatment Plant Project is well underway, and is anticipated to be completed in the next few months.

- Program Year 2025 – Adopted July 2025
  - City of Vincent Sewer Project
  - Town of Harpersville Fire Protection Project

Eric Womack explained we were waiting to receive approval from HUD for Program Year 2025 projects, noting that a signed agreement with HUD is required prior to commencement of work. During the meeting, Christie Hester announced she had just received an email from HUD granting approval for the Program Year 2025. (TALK ABOUT A SET-UP.... 😊)

## 6. Application Handbook Discussion

Eric Womack led the Policy Board's review and discussion related to the Application Handbook for Program Year 2026. The Policy Board reviewed the Goal and Strategies, Prioritized Needs, Existing Approved Application Guidelines; Criteria Factors; and Presentation Points Threshold.

In its review of the information, the Policy Board discussed and took action on various components—no action was taken if the Policy Board determined changes were not necessary.

- CDBG Funds Request Limits – Minimum \$100,000 (Capital & Public Service)
  - David King made a motion to maintain the \$100,000 minimum limit for Capital project requests and reduce the minimum limit to \$50,000 for Public Service requests; Steve Gilbert seconded the motion. The Policy Board unanimously approved this change.
- Criteria Factors – Community/Senior Center, Senior Services, & Youth Services (65 points)
  - David King made a motion to increase the Prioritized Need points from 65 to 75 points for the Community/Senior Center, Senior Services & Youth Services; James Fuller seconded the motion. The Policy Board unanimously approved this change.
- Criteria Factors – Public Hearing (50 points)
  - Eric Womack explained the public hearing is now being required after HUD's review of the public participation under Community Engagement/Alignment, so the 50 points can be deleted from the criteria factors since the public hearing is no longer optional.

The Policy Board discussed the possibility of adding two additional Criteria Factors.

- Criteria Factor - Limited CDBG Funding Request (100 total possible points)
  - If approved, this criteria would award points based on the requested funding amount, with a lesser amount requested being scored higher. Following discussion, James Fuller made a motion to not add this scoring provision; David King seconded the motion. The Policy Board unanimously approved the motion to not include this additional scoring provision.
- Criteria Factor – Risk Aversion (CDBG Experience) (100 total possible points)
  - Christie Hester explained the various components of this criteria related to ensuring a project remains in compliance with HUD. Jesslan Wilson explained this criteria is not intended to disadvantage any community but it is needed to be good stewards of the funds.
  - Twenty-five (25) points can be awarded each for having a Project Manager with previous CDBG experience, a Project Engineer with previous CDBG experience, the entity (municipality or agency) having completed a past CDBG project, and the entity having adopted Financial Policies & Procedures.
  - Shelli Davis explained that there are so many different things HUD looks for in monitoring us, and we are then charged with monitoring the projects, so County staff feels it is important for every

municipality to have adopted financial policies and procedures, and when there is an understanding of the CDBG program because of previous experience, it helps move a project through the compliance review much quicker.

- Following discussion, David King made a motion to include the Risk Aversion (CDBG Experience) criteria as presented; Steve Gilbert seconded the motion. The Policy Board unanimously approved the motion to include this criteria.
- This additional criteria changed the total possible points without the bonus to 850.

## 7. Program Year(s) CDBG Funds Discussion

Following up the discussion in November, Jesslan Wilson explained the Policy Board needs to determine how they want to allocate funding from a prior year to make it available for the current program year. The total CDBG potential funding available is \$944,808.12, as follows:

- Program Year 2026 Allotment      \$878,552.00
- Program Year 2025 Unobligated      \$20,248.00
- Program Year 2024 Obligated      \$46,008.12

With the excess funding of \$66,256.12 available, Christie Hester explained this amount could be (1) allocated for Program Year 2026; (2) rolled into Wilsonville’s current project for 2024; (3) split between the Vincent/Harpersville projects for 2025; (4) used to create a public service account; or (5) used to create an economic development account.

Following discussion, the Policy Board concurred with the suggestion to create a public service account, noting today’s discussion related to homelessness and lack of permanent or transition housing throughout Shelby County.

Mindy Dent reiterated that Shelby County does not have any transitional housing run by an agency, although Shelby Emergency Services has ‘boots on the ground’ and Family Connection served more truly homeless/runaway youth through June than the entire year before.

Jennifer Leopard stressed the need for prevention—noting people with much higher incomes cannot be helped with the Emergency Services Grant although things happen that put them in a situation of being just weeks away from being truly homeless. Mindy Dent added their hope is to help before eviction or last notice of utilities being cut off since it is so much more difficult to help after that happens.

Jesslan Wilson stated that staff can prepare some information for the next month such as creating an application to apply for this public service funding, request guidelines, and dollar limits—all of which the Policy Board can determine once staff presents information for discussion and consideration.

Following discussion, David King made a motion to annually rollover any excess funding from the CDBG allocation into a Public Service Account; James Fuller seconded the motion. The Policy Board unanimously approved the motion to create the Public Service Account to be funded with unobligated funds.

County staff will prepare information to be presented at the January meeting.

## OTHER BUSINESS

There was no other business.

**Remaining Policy Board Meetings and Important Dates for Program Year 2026**

<b>Policy Board Meeting</b>	<b>January 14</b>
Letter of Intent Due	February 25
RSVP to Workshop	March 9
Application Workshop	March 11
Applications Due	May 4
Presenters Notified	May 11
<b>Policy Board Meeting - Application Presentations &amp; Project Selection</b>	<b>May 20</b>
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
Shelby County Commission Adoption of Annual Action Plan	July 27
Annual Action Plan Due Date for HUD Submission	August 3

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Jesslan Wilson thanked the Policy Board for their time and commitment, and adjourned the meeting at 2:35 p.m.

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Jesslan Wilson, Chairman Pro Tem  
 Shelby Urban County Policy Board