

SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

December 18, 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 1:04 pm and chaired the meeting on behalf of Chad Scroggins, County Manager.

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 10 Policy Board attendees representing 9 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.]*

6 Representatives Present

Brian Binzer	Michael Simon
Connie Payton	Roberta Stamp
David King	Christa Henderson

4 Alternates Present

Janet Gill	Glenn Dabbs
Darryl Wood	Jesslan Wilson

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

2 Visitors Present

Helen Thweatt, Vincent Town Clerk
JoAnn Hamm, Wilton Town Council

2. Approval of the Minutes of the October 16, 2024, Policy Board Meeting (Vote Required)

David King made a motion to approve the meeting minutes; Michael Simon seconded the motion. Jesslan Wilson called for a motion and the Policy Board unanimously approved the meeting minutes of October 16, 2024.

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

3. Application Handbook for Program Year 2025 (Vote Required)

Christie Hester led the Policy Board through a review of the Program Year 2025 Handbook, discussing proposed changes from the previous year related to the CDBG Program's Overview, Eligibility and the Application Process for the Policy Board's consideration. She reminded everyone the Consolidated Plan approved last year was for five years (through PY 2028) while the Application handbook can be updated annually. The Policy Board discussed the following changes for the 2025 application process:

- A Letter of Intent (LOI) will be required by January 15, 2025, for each potential project; an applicant can submit more than one LOI since the purpose of this letter is to ensure potential funding requests are eligible under the HUD guidelines. This new requirement will enable County staff to provide better customer service by engaging with applicants earlier in the application process and giving ample time to consult with HUD before the application submission if there is any question regarding a proposed project's eligibility for CDBG funding.
- Attendance at the Application Workshop will be a requirement for 2025, as opposed to last year when voluntary attendance added bonus points to the scoring.
- The application process will also include a requirement for a Tier 1 consultation. County staff will meet with applicants closer to the application deadline. This will enable staff to provide more guidance and to review information to ensure an application is complete prior to the deadline.
- Online application submission is the only way to apply for CDBG funding this year. The County is still working with the consultant to finalize the software for digital submission, but this will streamline the application process.

Christie Hester explained some of the changes reflect feedback from the first year; it is common among CDBG urban county programs to make adjustments each program year, particularly in the first few years.

Following discussion, Janet Gill made a motion to approve the Application Handbook for Program Year 2025 as presented; David King seconded the motion. Jesslan Wilson called for a motion and the Policy Board unanimously approved the Application Handbook for Program Year 2025. *[Note: A copy of the approved Handbook will be attached to the signed meeting minutes.]*

4. Scoring Criteria for Program Year 2025 (Vote Required)

Josh Osborne introduced the scoring criteria for Program Year 2025 and explained that staff reviewed the scoring criteria and will present changes for consideration in an effort to make the scoring criteria more objective; the intent is to review the scoring criteria annually to discuss and make adjustments as a group to make the Program better.

Eric Womack explained that in preparation for proposing the scoring criteria for Program Year 2025, he reviewed various scoring criteria from plans across the nation as staff determined more objective and specific

criteria would improve the scoring process, noting the proposed criteria totaled 900 possible points. He then led the Policy Board’s discussion and review of the following scoring criteria categories:

- Community Benefit (Long Term) 100 points
- Community Benefit (Cost Effectiveness) 100 points
- Community Benefit (Low-Moderate Income) 100 points
- Community Benefit (Geographical Impact) 100 points
- Prioritized Need 100 points
- CDBG Aggregated Funding Program Years 2024-2028 100 points
- Leverage/Match 100 points
- Community Engagement/Alignment 200 points

The Policy Board discussed each criteria separately and agreed to the following changes.

- Community Benefit (Geographical Impact) – This was deleted from the scoring criteria after a discussion regarding the challenge of providing an objective apples-to-apples comparison of the benefit of different kinds of projects from a geographical perspective. This deletion reduces the total possible points from 900 to 800.
- Community Engagement/Alignment – The Policy Board agreed with the proposed points for holding a public hearing and aligning with a Comprehensive Plan goal. The Board determined points for community support letters or prior resident letters regarding a need related to the proposed project should be flexible based on the number of letters received (5 points per letter up to a maximum of 50 points) rather than a flat point value, as noted on the approved detail shown below.
- The Policy Board discussed the potential of two entities teaming up on a joint project and agreed to add an opportunity for 50 bonus points for multi-jurisdiction/agency cooperation for a proposed project.

Christie Hester reminded everyone that County staff would review the applications and determine the scoring based on the criteria approved by the Policy Board; applicants with a minimum score of 400 points will present their project proposal to the Policy Board on April 16, 2025. Following the presentations, the Policy Board will select the project(s) to recommend to the Shelby County Commission for CDBG funding.

Following discussion, David King made a motion to approve the Scoring Criteria; Michael Simon seconded the motion. Jesslan Wilson called for a motion and the Policy Board unanimously approved the Scoring Criteria for Program Year 2025 as follows:

CRITERIA	POINTS	MAX
Community Benefit (Long Term)		100
Benefit Last 25+ Years	100	
Benefit Last 11-25 Years	65	
Benefit Last 5-10 Years	30	
Benefit Last < 5 Years	0	
No Documentation	0	
Community Benefit (Cost Effectiveness)		100
CDBG Funds Requested / LMI Persons Benefitting		
\$1 - \$1000 per Beneficiary	100	
\$1001 - \$5000 per Beneficiary	65	
\$5001 - \$10,000 per Beneficiary	30	
> \$10,000 per Beneficiary	0	

CRITERIA	POINTS	MAX
Community Benefit (LMI)		100
<i>LMI % of Population Served (39.5-100% Only)</i>		
<39.5%	0	
<i>Incomplete Documentation of Beneficiary Calculations will NOT receive points</i>		
Prioritized Need		100
Water & Sewer	100	
Mental Health	100	
Community / Senior Center	65	
Senior Services	65	
Youth Services	65	
Streets, Storm Drainage, & Sidewalks	30	
Parks	30	
CDBG Aggregated Funding Program Years 2024-2028		100
\$0	100	
\$1-\$250,000	65	
\$250,001-\$500,000	30	
> \$500,000	0	
Leverage / Match		100
<i>{{(Local or Other Funds / Total Project Cost)} x 150</i>		
Community Engagement / Alignment		200
Public Hearing	50	
Community Support Letters (5 Pts per Letter up to 50 Pts)	5 to 50	
Comprehensive Plan Goal Alignment	50	
Prior Resident Letters (5 Pts per Letter up to 50 Pts)	5 to 50	
SUB-TOTAL		800
BONUS		50
Multi-Agency Cooperation	50	
TOTAL		850

OTHER BUSINESS

Eric Womack provided a new email address for the CDBG program: CDBG@shelbyal.com; this email is included on the Letter of Intent form.

Josh Osborne provided a brief update on the environmental review process related to the Program Year 2024 projects.

The Policy Board reviewed upcoming meeting dates and other important dates for 2025. The next meeting will be January 15, 2025, to discuss guidelines regarding the applicant presentations.

Other Important Dates for 2025

Letter of Intent Submission Deadline	Wednesday, January 15
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

Connie Payton made a motion to adjourn; Roberta Stump seconded the motion. Jesslan Wilson thanked the Policy Board for their time and commitment, and adjourned the meeting at 2:23 pm.

Jesslan Wilson, Chair Pro Tem
 Shelby Urban County Policy Board