

# SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

November 8, 2023 – 1:00 PM

Grande Hall at Old Mill Square  
105 West College Street, Columbiana, AL 35051

1. Call to Order

Chad Scroggins, County Manager, called the meeting to order at 1:00 pm.

2. Welcome and Introductions

Mr. Scroggins welcomed everyone to the inaugural meeting of the Shelby Urban County Policy Board (Policy Board). This 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	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	

Roll Call was taken via sign-in sheet with 20 attendees as shown below and everyone introduced themselves.

**Representatives Present**

Brian Binzer  
Connie Payton  
Chris Grace  
Theoangelo Perkins  
Rick Harley  
David King

Michael Simon  
Roberta Stamp  
Christa Henderson  
Deborah Hudson  
Chad Scroggins

**Alternates Present**

Mark Frey  
Tony Picklesimer  
Charlene Tucker  
Dale Elliott  
Steve Gilbert

Darryl Wood  
Scotty Morris  
Glenn Dabbs

**Others Present**

Eric Womack, Shelby County Community Development Programs Specialist

Before reviewing the meeting agenda items, Chad Scroggins explained that as Shelby County staff prepared draft documents for this new Policy Board to review, edit, and consider for adoption, their intent was for the County Manager to serve as Chair of the Policy Board in order to facilitate the meetings. He stressed there is no desire to put funds into Unincorporated Shelby County above and beyond any municipality. Referring to a matching fund requirement, Mr. Scroggins stressed that if a community did not have the matching funds, the Shelby County Commission would help with the match because their goal is to use every dollar available through the CDBG program. With each municipality appointing a Policy Board representative and alternate, Chad Scroggins encouraged both to attend the meetings when possible, particularly as the Policy Board finalizes documentation to guide the CDBG Program.

### 3. Urban County Area

Mr. Scroggins described the process involved for Shelby County to obtain the designation of Urban County and reviewed the urban county area and population requirement of 200,000.

### 4. Responsibilities

The Policy Board reviewed the draft Responsibilities distributed in the meeting information packet. Chad Scroggins led the discussion on items the Policy Board will need to finalize at its next meeting (i.e., matching fund requirement, scoring guidelines, a focus on capital projects vs. delivery of services, developing a multi-year plan to maximize the available funds). Eric Womack provided examples of the types of capital projects that could be funded through the CBDG Program and discussed the ongoing effort related to a needs assessment, public surveys, and outreach through year-end.

### 5. Bylaws

Prior to leading a discussion on the Bylaws, Chad Scroggins noted that the County's Attorney, Butch Ellis, reviewed the draft bylaws distributed in the meeting information packet. The Policy Board discussed its membership; importance of keeping each city council and mayor informed; the ability to vote on your own municipality's project without it being a conflict of interest; the ranking/scoring process and criteria; the challenge of identifying shovel-ready projects in the initial year; and working collectively for the County as a whole.

Chad Scroggins reiterated the Shelby County Commission's commitment to ensuring any required match would not be a problem for the smaller communities.

With no further discussion, Chad Scroggins called for a motion. Rick Harley made a motion to adopt the Urban County Policy Board Bylaws as presented; the motion was seconded and the Policy Board unanimously adopted the Urban County Policy Board Bylaws.

### 6. CDBG Program Overview/Timeline

The Policy Board reviewed the draft Citizen Participation Plan that will be on the Shelby County Commission public hearing agenda for November 24, 2023. Chad Scroggins stated the County Commission would pay all administrative and advertising costs related to the CDBG Program.

The Policy Board also reviewed the proposed Timeline culminating with the Shelby County Commission considering proposed projects for the first year at its regularly scheduled meeting on June 20, 2024.

## 7. Needs Assessment Surveys/Public Meetings

The Policy Board reviewed the timeline of public meetings scheduled from November 27 to December 22; if any municipality wanted an additional meeting in their community, it could be scheduled through year-end.

Eric Womack gave a summary of the needs assessment surveys (on-line and in person); the informal format of the public meetings with brief presentations and staff on hand to speak with residents; and the differing meeting times and locations to, hopefully, accommodate more people.

Chad Scroggins asked Eric Womack to provide everyone with a link to the survey; he encouraged the municipalities to use the link on their websites and emails. There will be both paper and ipad options to take the survey at each public meeting.

## 8. Needs Assessment Consultations

Eric Womack stressed that he and other County staff were available to meet with municipal staff in order to learn more about each municipality's needs and to gain a better understanding of local interests/issues to develop a better countywide consolidation plan. County staff can also meet with nonprofit agencies to learn more about the low-moderate income needs at the local level.

## 9. Next Meeting Proposed – January 17, 2024

The next meeting of the Policy Board was set for Wednesday, January 17, 2024, at 1:00 pm in the Commission Chambers at the Shelby County Administration Building in Columbiana. A meeting information packet will be sent with the meeting agenda related to the following:

- i. Review the Needs Assessment Results
- ii. Create Goals, Objectives, and Priorities for the Consolidated Plan
- iii. Review the Funding Allotment
- iv. Review and Approve the Application Process
- v. Review and Approve the Criteria for Scoring/Ranking

In closing, Chad Scroggins expressed appreciation for everyone working to ensure all of Shelby County benefits from this new endeavor as an Urban County under the CBDG Program.

The meeting adjourned at 2:23 p.m.



Chad Scroggins, Chair  
Shelby Urban County Policy Board