



JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING
November 14th, 2024; 10 a.m.

Present: Chris Dorris, Chair
Samuetta Drew
Sarah Mitchell

Staff: Jaylon Jackson
Nicole Standridge
Gus Heard-Hughes

Guests: Michael Brymer, Legal Counsel, Massey, Stotser & Nichols, PC

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- Call to Order:** Chris Dorris, Committee Chair, opened the meeting at 10:10 a.m. No additional opening comments. All Committee members were present in the office except Mr. Sid McNeal.
- Agenda:** The Committee reviewed the November 14th agenda.
- Motion:** A motion was made (Drew), seconded (Mitchell), and passed to approve the agenda for the November 14th meeting.
- Agenda:** The Committee reviewed the Minutes from the August 22nd meeting.
- Motion:** A motion was made (Mitchell), seconded (Drew), and passed to approve the minutes from the August 22nd meeting.
- New Business:** The Committee discussed the new Committee positions for 2024-25. Chris Dorris has moved to Chair, and Sarah Mitchell has moved to Vice-Chair, per the scheduled rotation.
- Motion:** A motion was made (Mitchell), seconded (Dorris), and passed to approve Samuetta Drew as the Committee's secretary.
- Motion:** A motion was made (Drew), seconded (Mitchell), and passed to approve Sid McNeal as the Committee's treasurer.
- New Business:** Committee members completed conflict of interest forms.
- New Business:** The Committee reviewed 29 requests that were submitted late (18 complete, 8 incomplete, and 3 committee review).
- Motion:** A motion was made (Drew), seconded (Mitchell), and passed to accept the late requests and review them in their designated category.
- New Business:** The Committee reviewed 96 complete requests totaling \$745,000, including the 18 late requests.
- Motion:** A motion was made (Mitchell), seconded (Drew), and passed to approve all completed requests, including the late requests.

- New Business:** The Committee reviewed 18 incomplete requests totaling \$164,000, including the 8 late requests.
- Motion:** A motion was made (Mitchell), seconded (Drew), and passed to approve the incomplete requests, including late requests, pending submission of the proper documentation if received by January 17, 2025. If documentation is not received by this time, the request will be denied.
- New Business:** The Committee reviewed 6 requests totaling \$33,000, including 3 late requests, that were marked for Committee Review.
- Motion:** After discussion, individual motions were made for each request:
- **Item #1:** A motion was made (Mitchell), seconded (Drew), and passed to approve the request pending a change of purpose to public athletic facilities.
 - **Item #2:** A motion was made (Mitchell), seconded (Drew), and passed to deny the request.
 - **Item #3:** A motion was made (Mitchell), seconded (Drew), and passed to approve the request pending new documentation.
 - **Item #4:** A motion was made (Drew), seconded (Mitchell), and passed to deny the request.
 - **Item #5:** A motion was made (Mithcell), seconded (Drew), and passed to deny the request.
 - **Item #6:** A motion was made (Mitchell) seconded (Dorris), and passed to approve the request pending new documentation and updated project description. Ms. Drew abstained.
- New Business:** The Committee received a fund status update and reviewed the remaining schedule.
- Adjournment:** With no further business to discuss, a motion was made (Mitchell), seconded (Drew), and passed to close the meeting at 11:43 a.m.



Jefferson County

COMMUNITY SERVICE FUND

JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING March 6, 2025 | 10 a.m.

Present: Chris Dorris
Sarah Mitchell
Sid McNeal

Staff: Jaylon Jackson
Nicole Standridge
Gus Heard-Hughes

Guest: Michael Brymer, Legal Counsel, Massey, Stotser & Nichols, PC
Josh Bowen, Warren Averett

Call to Order: Chris Dorris, Committee Chair, opened the meeting at 10:06 AM. No additional opening comments. All attending Committee members were present in the office except Sarah Mitchell (joined virtually).

Call to Order: The Committee reviewed the March 6th agenda.

Motion: A motion was made (McNeal), seconded (Mitchell), and passed to approve the agenda for the March 6th meeting.

Call to Order: The Committee reviewed the minutes from the November 14th meeting.

Motion: A motion was made (McNeal), seconded (Mitchell), and passed to approve the minutes from the November 14th meeting.

Old Business: Mr. Josh Bowen from Warren Averett presented the 2023-24 audit results to the committee. There were no material findings.

Motion: After discussion, a motion was made (McNeal), seconded (Mitchell), and passed to approve the 2023-24 audit report.

Old Business: The Committee received an update on incomplete requests from the November 14th meeting. 13 incomplete requests were completed by the January 17th deadline.

New Business: Committee members completed conflict of interest forms.

New Business: The Committee reviewed 1 request that was submitted late (1 incomplete request - \$10,000).

- Motion:** A motion was made (McNeal), seconded (Mitchell), and passed to accept the late, incomplete request and move it to the incomplete list for consideration.
- New Business:** The Committee reviewed 100 complete requests totaling \$766,756.93.
- Motion** After discussion, a motion was made (McNeal), seconded (Dorris), and passed to approve the complete requests.
- New Business:** The Committee reviewed 24 incomplete requests totaling \$177,800.
- Motion:** After discussion, a motion was made (McNeal), seconded (Dorris), and passed to approve the incomplete requests pending submission of the proper documentation. If the required documentation is not received by March 28, 2025, then the request will be denied.
- New Business:** The Committee reviewed 4 requests totaling \$15,500 that were marked for Committee Review.
- Motion:** After discussion, individual motions were made for each request:
- A motion was made (McNeal), seconded (Dorris), and passed to approve Committee Review item #1 under the Public Parks purpose.
 - A motion was made (McNeal), seconded (Dorris), and passed to move Committee Review item #2 to incomplete and approve pending updated documentation. If the required documentation is not received by March 28, 2025, then the request will be denied.
 - A motion was made (McNeal), seconded (Dorris), and passed to move Committee Review item #3 to incomplete and approve pending updated documentation. If the required documentation is not received by March 28, 2025, then the request will be denied.
 - A motion was made (McNeal), seconded (Dorris), and passed to move Committee Review item #4 to incomplete and approve pending updated documentation. If the required documentation is not received by March 28, 2025, then the request will be denied.
- New Business:** The Committee reviewed 4 requests designated as non-permissible from the November 14th first quarter meeting.
- Motion:** A motion was made (McNeal), seconded (Dorris), and passed to deny the requests.
- New Business:** The Committee reviewed 3 requests designated as non-permissible for the March 6th second quarter meeting.
- Motion:** A motion was made (McNeal), seconded (Dorris), and passed to deny the requests.
- New Business:** The Committee reviewed 9 requests totaling \$98,500 that were submitted by Representative Datcher for House District 52's 2023-2024 JCCSF allocation. If approved, requests will be submitted in a grant application to the Jefferson County Commission. The Jefferson County Commission will

then review the requests and, once approved, send funds to the JCCSF who will distribute the funds to the recipients as requested.

Motion: A motion was made (McNeal), seconded (Dorris), and passed to approve the requests, pending the Jefferson County Commission's approval and return of funds.

New Business: The Committee reviewed a fund status update for all delegate members and reviewed the remaining schedule.

New Business: Michael Brymer updated the Committee on payment received as part of a 2024 restitution from the federal criminal actions involving former Rep. Rodgers, former Rep. Plump, and Ms. Kindall-Johnson.

Motion: After discussion, a motion was made (McNeal), seconded (Dorris), and passed to accept restitution payments and have the JCCSF administrator deposit checks and separate from other funds, pending further clarification as to how the funds are to be distributed or returned to the County.

Public Comments: None.

Adjournment: With no further business, Chris Dorris closed the meeting at 12:16 PM.



Jefferson County

COMMUNITY SERVICE FUND

JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING May 15, 2025 | 10 a.m.

Present: Chris Dorris
Samuetta Drew
Sid McNeal

Staff: Jaylon Jackson
Nicole Standridge
Gus Heard-Hughes

Guest: Michael Brymer, Legal Counsel, Massey, Stotser & Nichols, PC

Call to Order: Chris Dorris, Committee Chair, opened the meeting at 10:04 AM. No additional opening comments. All attending Committee members were present in the office.

Call to Order: The Committee reviewed the May 15th agenda.

Motion: A motion was made (Drew), seconded (McNeal), and passed to approve the agenda for the May 15th meeting.

Call to Order: The Committee reviewed the minutes from the March 6th meeting.

Motion: A motion was made (McNeal), seconded (Dorris), and passed to approve the minutes from the March 6th meeting.

Old Business: The Committee received an update on incomplete requests from the March 6th meeting. 11 incomplete requests were completed by the January 17th deadline.

Old Business: The Committee received an update on two requests approved at the March 6th meeting that cannot be completed.

Motion: A motion was made (McNeal), seconded (Drew), and passed to cancel the requests and return the funds back to the districts that requested the grants.

Old Business: The Committee reviewed an update to the administrative procedure and will review an updated draft of the operating procedure at the July meeting.

New Business: The Committee reviewed an audit engagement letter from Warren Averett for the 2024-25 audit.

- Motion:** A motion was made (McNeal), seconded (Drew), and passed to accept and approve the audit engagement letter as presented.
- New Business:** Committee members completed conflict of interest forms.
- New Business:** The Committee reviewed 3 requests that were submitted late (1 complete request - \$5,000; 2 incomplete requests - \$20,000).
- Motion:** A motion was made (McNeal), seconded (Drew), and passed to accept the late requests and move and move them to the appropriate category for consideration.
- New Business:** The Committee reviewed 50 complete requests totaling \$424,373.40.
- Motion** After discussion, a motion was made (McNeal), seconded (Drew), and passed to approve the complete requests.
- New Business:** The Committee reviewed 15 incomplete requests totaling \$164,900.
- Motion:** After discussion, a motion was made (McNeal), seconded (Drew), and passed to approve the incomplete requests pending submission of the proper documentation. If the required documentation is not received by May 29, 2025, then the request will be denied.
- New Business:** The Committee reviewed 1 request designated as non-permissible.
- Motion:** A motion was made (Drew), seconded (McNeal), and passed to deny the request.
- New Business:** The Committee reviewed a fund status update for all delegate members and reviewed the remaining schedule.
- Motion:** After discussion, a motion was made (Drew), seconded (McNeal), and passed to change the fourth quarter meeting date from July 17th to July 23rd.
- Public Comments:** None.
- Adjournment:** With no further business, Chris Dorris closed the meeting at 11:37 AM.



Jefferson County

COMMUNITY SERVICE FUND

JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING July 23, 2025 | 10 a.m.

Present: Chris Dorris
Samuetta Drew
Sid McNeal
Sarah Mitchell

Staff: Jaylon Jackson
Nicole Standridge
Gus Heard-Hughes
Chris Luketic

Guest: Michael Brymer, Legal Counsel, Massey, Stotser & Nichols, PC

Call to Order: Chris Dorris, Committee Chair, opened the meeting at 10:10 AM. No additional opening comments. All attending Committee members were present in the office.

Call to Order: The Committee reviewed the July 23rd agenda.

Motion: A motion was made (McNeal), seconded (Drew), and passed to approve the agenda for the July 23rd meeting.

Call to Order: The Committee reviewed the minutes of the May 15th meeting.

Motion: A motion was made (McNeal), seconded (Drew), and passed to approve the minutes from the May 15th meeting.

Old Business: The Committee received an update on incomplete requests from the May 15th meeting. 9 incomplete requests have since been completed.

Old Business: The Committee discussed \$10.77 remaining from House District 52's 2023-2024 allocation.

Motion: A motion was made (McNeal), seconded (Drew), and passed to return the remaining \$10.77 back to the Jefferson County Commission, as required by statute.

Old Business: The Committee reviewed and discussed an updated draft of the Committee Operating Procedures. The Committee will review a final draft at the August Committee meeting.

New Business: Committee members completed conflict of interest forms.

New Business: The Committee reviewed a resolution authorizing the Jefferson County Community Service Fund Committee by and through its attorney to request an opinion from the Attorney General of the State of Alabama regarding the use of restitution funds.

Motion: A motion was made (Drew), seconded (McNeal), and passed to approve the resolution.

New Business: The Committee reviewed 6 requests that were submitted late, totaling \$27,816.54. Of the 6 requests, 5 were complete, and 1 was incomplete.

Motion: A motion was made (McNeal), seconded (Mitchell), and passed to accept the 5 complete requests and move them to the appropriate category for consideration.

Motion: A motion was made (Mitchell), seconded (McNeal), and passed to reject the incomplete request that was submitted late.

New Business: The Committee reviewed 140 complete requests totaling \$1,143,525.68.

Motion After discussion, a motion was made (McNeal), seconded (Mitchell), and passed to approve the complete requests.

New Business: The Committee reviewed 15 incomplete requests totaling \$82,416.93.

Motion: After discussion, a motion was made (McNeal), seconded (Mitchell), and passed to approve the incomplete requests pending submission of the proper documentation. If the required documentation is not received by August 1st, then the request will be denied.

New Business: The Committee reviewed 3 requests marked for Committee review. Individual motions were made following discussion.

Motion: A motion was made (McNeal), seconded (Mitchell), and passed to approve item #1 under Committee review.

Motion: A motion was made (Mitchell), seconded (McNeal), and passed to deny item #2 under Committee review.

Motion: A motion was made (Mitchell), seconded (McNeal), and passed to move item #3 under Committee review to incomplete. If the required documentation is not received by August 1st, then the request will be denied.

New Business: The Committee reviewed a fund status update and reviewed the remaining schedule. Requests for the August 21st Committee will be due by August 8th.

New Business: The Committee reviewed a proposed fee schedule presented by the Fund Administrator.

Motion: After discussion, a motion was made (McNeal), seconded (Mitchell), and passed to authorize the Fund Administrator to submit a contract renewal with the proposed fee schedule for review at the August 21st Committee meeting.

Public Comments: None.

Adjournment: A motion was made (Mitchell), seconded (McNeal), and passed to close the meeting.