



JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING
November 13th, 2025; 10 a.m.

Present: Sarah Mitchell, Chair
Samuetta Drew
Chris Dorris
Sid McNeal

Staff: Jaylon Jackson
Nicole Standridge

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

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- Call to Order:** Sarah Mitchell, Committee Chair, opened the meeting at 10:05 a.m. No additional opening comments. All Committee members were present in the office.
- Agenda:** The Committee reviewed the November 13th agenda.
- Motion:** A motion was made (McNeal), seconded (Drew), and passed to approve the agenda for the November 13th meeting.
- Agenda:** The Committee reviewed the minutes from the August 21st meeting.
- Motion:** A motion was made (McNeal), seconded (Dorris), and passed to approve the minutes from the August 21st meeting.
- Old Business:** The Committee reviewed a request from Bagley Elementary and Rep. Wadsworth to use funds awarded on February 28th, 2022, for general purposes being that funds are no longer needed for the original purpose.
- Motion:** A motion was made (Drew), seconded (McNeal), and passed to reclassify the use of funds for Bagley Elementary to general purposes.
- New Business:** The Committee discussed the new Committee positions for 2025-26. Sarah Mitchell has moved to Chair, and Sid McNeal has moved to Vice-Chair, per the scheduled rotation.
- Motion:** A motion was made (Drew), seconded (McNeal), and passed to approve Chris Dorris as the Committee's secretary.
- Motion:** A motion was made (Dorris), seconded (McNeal), and passed to approve Samuetta Drew as the Committee's treasurer.
- New Business:** Committee members completed conflict of interest forms.
- New Business:** The Committee reviewed 10 complete requests that were submitted in response to the SNAP crisis. The administrator noted that if approved, checks for these grants would be paid by 11/20/2025 and sent directly to the recipient.

- Motion:** After discussion, the Committee agreed to approve these with other completed requests.
- New Business:** The Committee reviewed 21 requests that were submitted late (17 complete and 4 incomplete).
- Motion:** A motion was made (McNeal), seconded (Drew), and passed to accept the late requests and review them in their designated category.
- New Business:** The Committee reviewed 170 complete requests totaling \$1,347,006.5, including the 10 SNAP emergency requests and 17 late requests.
- Motion:** A motion was made (Drew), seconded (McNeal), and passed to approve all completed requests.
- Motion:** A motion was made (McNeal), seconded (Dorris), and passed to pay all SNAP-related requests by November 20th and provide checks directly to recipients.
- New Business:** The Committee reviewed 21 incomplete requests totaling \$149,000, including the 4 late requests.
- Motion:** A motion was made (McNeal), seconded (Dorris), and passed to approve the incomplete requests, including late requests, pending submission of the proper documentation if received by December 15, 2025. If documentation is not received by this time, the request will be denied.
- New Business:** The Committee reviewed 5 requests totaling \$31,000 that were marked for Committee Review.
- Motion:** After discussion, individual motions were made for each request:
- **Item #1:** A motion was made (McNeal), seconded (Dorris), and passed to approve the request.
 - **Item #2:** A motion was made (McNeal), seconded (Dorris), and passed to approve the request.
 - **Item #3:** A motion was made (McNeal), seconded (Dorris), and passed to deny the request.
 - **Item #4:** A motion was made (McNeal), seconded (Dorris), and passed to deny the request.
 - **Item #5:** A motion was made (McNeal), seconded (Dorris), and passed to deny the request.
- 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 (Dorris), seconded (McNeal), and passed to close the meeting at 11:57 a.m.



JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING
November 20, 2025 | 9 AM

Present: Sarah Mitchell, Chair
Samuetta Drew

Staff: Jaylon Jackson
Gus Heard-Hughes

Guest: None

Call to Order: Sarah Mitchell, Committee Chair, opened the meeting at 9:00 AM. No additional opening comments. Attending committee members were present in the office.

Call to Order: The Committee reviewed the November 20th meeting agenda.

Motion: A motion was made (Mitchell), seconded (Drew), and passed to approve the agenda for the November 20th meeting.

New Business: Committee members completed conflict of interest forms.

New Business: The Committee reviewed 1 complete request totaling \$25,000 that was mistakenly not included in the regular Q1 meeting.

Motion: A motion was made (Mitchell), seconded (Drew), and passed to approve the complete request.

Public Comments: None.

Adjournment: With no further business, a motion was made (Drew), seconded (Mitchell), and passed to close the meeting at 9:05 AM.



Jefferson County
COMMUNITY SERVICE FUND

JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING
January 6, 2026 | 10 a.m.

Present: Sarah Mitchell, Chair
Samuetta Drew

Staff: Jaylon Jackson
Gus Heard-Hughes
Nicole Standridge

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

Call to Order: Sarah Mitchell, Committee Chair, opened the meeting at 10:10 AM. No additional opening comments. Attending committee members were present in the office.

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

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

Call to Order: The Committee reviewed the minutes of the November 13th meeting.

Motion: A motion was made (Drew), seconded (Mitchell), and passed to approve the minutes of the November 13th meeting.

Call to Order: The Committee reviewed the minutes of the November 20th meeting.

Motion: A motion was made (Drew), seconded (Mitchell), and passed to approve the minutes of the November 20th meeting.

Old Business: The Committee reviewed a cancellation request from a legislator for a grant that was approved at the first quarter meeting.

Motion: A motion was made (Drew), seconded (Mitchell), and passed to approve the cancellation request.

Old Business: The Committee reviewed a delegate's request to adjust a grant approved at the first quarter meeting from \$15,000 to \$10,000.

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

- Old Business:** The Committee reviewed an amended grant request from the first quarter meeting that was considered incomplete. An additional, related request was submitted by the legislator.
- Motion:** A motion was made (Drew), seconded (Mitchell), and passed to approve the \$34,000 request.
- Motion:** A motion was made (Drew), seconded (Mitchell), and passed to approve the additional \$2,000 request.
- Old Business:** The Committee reviewed two requests that were considered incomplete at the first quarter meeting but had since submitted all required documentation.
- Motion:** After discussion, a motion was made (Drew), seconded (Mitchell), and passed to approve request #1.
- Motion:** After discussion, a motion was made (Drew), seconded (Mitchell), and passed to approve request #2.
- New Business:** The Committee reviewed 1 complete request for \$10,000 that was mistakenly not included in the regular first quarter meeting.
- Motion:** A motion was made (Drew), seconded (Mitchell), and passed to approve the complete request.
- New Business:** The Committee received a fund status update and reviewed the remaining schedule.
- Public Comments:** None.
- Adjournment:** With no further business, a motion was made (Drew), seconded (Mitchell), and passed to close the meeting at 10:37 AM.