



## JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING

November 13<sup>th</sup>, 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 13<sup>th</sup> agenda.
- Motion:** A motion was made (McNeal), seconded (Drew), and passed to approve the agenda for the November 13<sup>th</sup> meeting.
- Agenda:** The Committee reviewed the minutes from the August 21<sup>st</sup> meeting.
- Motion:** A motion was made (McNeal), seconded (Dorris), and passed to approve the minutes from the August 21<sup>st</sup> meeting.
- Old Business:** The Committee reviewed a request from Bagley Elementary and Rep. Wadsworth to use funds awarded on February 28<sup>th</sup>, 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 20<sup>th</sup> 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 FUND

### 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

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**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 20<sup>th</sup> meeting agenda.

**Motion:** A motion was made (Mitchell), seconded (Drew), and passed to approve the agenda for the November 20<sup>th</sup> 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

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**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 6<sup>th</sup> meeting agenda.

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

**Call to Order:** The Committee reviewed the minutes of the November 13<sup>th</sup> meeting.

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

**Call to Order:** The Committee reviewed the minutes of the November 20<sup>th</sup> meeting.

**Motion:** A motion was made (Drew), seconded (Mitchell), and passed to approve the minutes of the November 20<sup>th</sup> 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.



JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING  
March 5<sup>th</sup>, 2026; 10 a.m.

**Present:** Sarah Mitchell, Chair  
Samuetta Drew  
Chris Dorris

**Staff:** Jaylon Jackson  
Nicole Standridge  
Chris Luketic

**Guests:** Michael Brymer, Legal Counsel, Massey, Stotser & Nichols, PC  
Joshua Bowen, Warren Averett

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- Call to Order:** Sarah Mitchell, Committee Chair, opened the meeting at 10:04 a.m. No additional opening comments. All Committee members were present in the office.
- Agenda:** The Committee reviewed the March 5<sup>th</sup> agenda.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the agenda for the March 5<sup>th</sup> meeting.
- Agenda:** The Committee reviewed the minutes of the January 6<sup>th</sup> meeting.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the minutes from the March 6<sup>th</sup> meeting.
- Old Business:** Mr. Josh Bowen from Warren Averett presented the 2024-25 audit results to the committee. There were no material findings.
- Motion:** After discussion, a motion was made (Drew), seconded (Dorris), and passed to approve the 2024-25 audit report.
- Old Business:** The Committee received an update on the vacant JCCSF committee seat. There has not been a formal nomination for the vacancy.
- Old Business:** The Committee reviewed a request from Corner High School to use previously awarded funds for General Support – Softball rather than for the Softball Hitting Facility Project. Funds were originally approved from Senate District 5 at the November 13, 2025, committee meeting.
- Motion:** A motion was made (Dorris), seconded (Drew), and passed to update the use of funds for Corner High School, pending Senator Woods' approval.
- New Business:** Committee members completed conflict of interest forms.
- New Business:** The Committee reviewed 10 requests (\$180,355.62) that were submitted late and considered complete.

- Motion:** A motion was made (Drew), seconded (Dorris), and passed to accept and approve the late, complete requests.
- New Business:** The Committee reviewed 81 complete requests (\$585,606.50).
- Motion:** A motion was made (Dorris), seconded (Drew), and passed to approve all complete requests.
- New Business:** The Committee reviewed 1 incomplete request (\$5,000) and 2 late, incomplete (\$28,000) requests.
- Motion:** A motion was made (Drew), seconded (Dorris), and passed to approve the incomplete requests, including late requests, pending submission of the proper documentation if received by March 27<sup>th</sup>. If documentation is not received by this time, the request will be denied.
- New Business:** The Committee reviewed 7 requests (\$37,000) marked for Committee Review and 2 late requests (\$5,500) marked for Committee Review.
- Motion:** After discussion, individual motions were made for each request:  
*Late Committee Review Requests*
- **Item #1:** A motion was made (Dorris), seconded (Drew), and passed to approve the request, pending submission of a 2023 audit report by March 27<sup>th</sup>.
  - **Item #2:** A motion was made (Dorris), seconded (Drew), and passed to approve the request, pending submission of an updated worksheet by March 27<sup>th</sup>.
- Committee Review Requests*
- **Item #1:** A motion was made (Drew), seconded (Dorris), and passed to approve the request.
  - **Item #2:** A motion was made (Dorris), seconded (Drew), and passed to approve the request.
  - **Item #3:** A motion was made (Drew), seconded (Dorris), and passed to deny the request.
  - **Item #4:** A motion was made (Dorris), seconded (Drew), and passed to approve the request, pending submission of an updated budget and financial information by March 27<sup>th</sup>.
  - **Item #5:** A motion was made (Drew), seconded (Dorris), and passed to deny the request.
  - **Item #6:** A motion was made (Dorris), seconded (Drew), and passed to deny the request.
  - **Item #7:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the request.
    - o Ms. Drew recused herself due to a conflict of interest.
- 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 (Drew), and passed to close the meeting at 11:52 a.m.



JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING  
May 19<sup>th</sup>, 2026; 10 a.m.

**Present:** Sarah Mitchell, Chair  
Chris Dorris

**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 10:06 a.m. No additional opening comments. All attending Committee members were present in the office.
- Agenda:** The Committee reviewed the May 19<sup>th</sup> agenda.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the agenda for the May 19<sup>th</sup> meeting.
- Agenda:** The Committee reviewed the minutes of the March 5<sup>th</sup> meeting.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the minutes from the March 5<sup>th</sup> meeting.
- Old Business:** The Committee reviewed a pending request from Quarter 2.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to table the discussion until the next Committee meeting due to Ms. Mitchell's conflict of interest and needing a majority to vote on the request.
- New Business:** Committee members submitted conflict of interest forms for Quarter 3 requests.
- New Business:** The Committee reviewed 13 requests (\$85,355.62) that were submitted late and considered complete.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to accept and approve the late, complete requests.
- New Business:** The Committee reviewed 2 requests (\$7,000) that were submitted late and marked for committee review.
- Motion:** After discussion, a motion was made (Dorris), seconded (Mitchell), and passed to deny the first request, based on the organization's private, non-operating status.
- Motion:** After discussion, a motion was made (Dorris), seconded (Mitchell), and passed to deny the second request due to it not meeting Performing Arts criteria.

- New Business:** The Committee reviewed 52 complete requests, including the 12 late requests (\$449,566.86).
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve all complete requests.
- New Business:** The Committee reviewed 3 incomplete requests (\$35,000).
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the incomplete requests, pending submission of the proper documentation if received by June 2<sup>nd</sup>. If documentation is not received by this time, the requests will be denied.
- New Business:** The Committee reviewed 3 requests (\$42,500) marked for Committee Review.
- Motion:** After discussion, individual motions were made for each request:
- **Item #1:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the request pending an updated worksheet and audit, to be submitted by July 1<sup>st</sup>, or the request will be denied.
  - **Item #2:** A motion was made (Dorris), seconded (Mitchell), and passed to deny the request based on the private, non-operating status of the organization.
  - **Item #3:** A motion was made (Dorris), seconded (Mitchell), and passed to deny the request, due to it not meeting Performing Arts criteria and not being located in, or having a chapter in, Jefferson County.
- 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 (Mitchell), and passed to close the meeting at 11:26 a.m.