



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 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

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.



JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING
March 5th, 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 5th agenda.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the agenda for the March 5th meeting.
- Agenda:** The Committee reviewed the minutes of the January 6th meeting.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the minutes from the March 6th 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 27th. 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 27th.
 - **Item #2:** A motion was made (Dorris), seconded (Drew), and passed to approve the request, pending submission of an updated worksheet by March 27th.
- 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 27th.
 - **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 19th, 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 19th agenda.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the agenda for the May 19th meeting.
- Agenda:** The Committee reviewed the minutes of the March 5th meeting.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the minutes from the March 5th 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 2nd. 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 1st, 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.



JEFFERSON COUNTY COMMUNITY SERVICE COMMITTEE MEETING
July 16th, 2026; 10 a.m.

Present: Sarah Mitchell, Chair
Chris Dorris
Samuetta Drew

Staff: Jaylon Jackson
Nicole Standridge

Guests: Dan Wisiniewski, Legal Counsel, Massey, Stotser & Nichols, PC
Ashley Murph, Jefferson County Commission

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- Call to Order:** Sarah Mitchell, Committee Chair, opened the meeting at 10:05 a.m. No additional opening comments. All attending Committee members were present in the office.
- Agenda:** The Committee reviewed the July 16th agenda.
- Motion:** A motion was made (Drew), seconded (Dorris), and passed to approve the agenda for the July 16th meeting.
- Agenda:** The Committee reviewed the minutes of the May 19th meeting.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve the minutes from the May 19th meeting.
- Old Business:** The Committee reviewed item #1 under Old Business, a pending request from Quarter 2.
- Motion:** After discussion, a motion was made (Dorris), seconded (Drew), and passed to approve the request. Ms. Mitchell abstained due to a conflict of interest.
- Old Business:** The Committee reviewed item #2 under Old Business, a pending request from Quarter 3.
- Motion:** After discussion, a motion was made (Drew), seconded (Dorris), and passed to deny the request based on a lack of documentation.
- Old Business:** The Committee reviewed item #3 under Old Business, a previously approved request from Quarter 1.
- Motion:** After discussion, a motion was made (Dorris), seconded (Drew), and passed to cancel the request and return the funds back to the district, based on the request of the delegate and due to the organization closing.
- Old Business:** The Committee received an update on incomplete requests from Quarter 3.
- New Business:** Committee members submitted conflict of interest forms for Quarter 4 requests.

- New Business:** The Committee reviewed 26 requests (\$188,928.98) that were submitted late and considered complete.
- Motion:** A motion was made (Dorris), seconded (Mitchell), and passed to approve item #3 from the late requests. Ms. Drew abstained due to a conflict of interest.
- Motion:** A motion was made (Drew), seconded (Dorris), and passed to approve items #1-2 and #4-26 from the late requests.
- New Business:** The Committee reviewed 47 complete requests (\$444,075.51).
- Motion:** A motion was made (Drew), seconded (Dorris), and passed to approve item #39 from the complete requests. Ms. Mitchell abstained due to a conflict of interest.
- Motion:** A motion was made (Drew), seconded (Dorris), and passed to approve items #1-38 and #40-47 from the complete requests.
- New Business:** The Committee reviewed 8 incomplete requests (\$109,362.12).
- Motion:** A motion was made (Drew), seconded (Dorris), and passed to approve the incomplete requests, pending submission of the proper documentation if received by July 24th. If documentation is not received by this time, the requests will be denied. Delegates are to be sent an additional email, separate from the Q4 notification email, to explain the deadline.
- New Business:** The Committee reviewed 4 requests (\$27,333.33) marked for Committee Review.
- Motion:** After discussion, individual motions were made for each request:
- **Item #1:** A motion was made (Drew), seconded (Dorris), and passed to deny the request based on the lack of 501c3 public charity status verification.
 - **Items #2 & 3:** A motion was made (Dorris), seconded (Drew), and passed to deny both requests based on lack of documentation.
 - **Item #4:** A motion was made (Dorris), seconded (Drew), and passed to deny the request.
- New Business:** The Committee reviewed 3 alternate requests submitted by delegates to be considered if other requests were denied.
- Motion:** After discussion, individual motions were made for each request:
- **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 approve the incomplete request, pending submission of the proper documentation if received by July 24th. If documentation is not received by this time, the request will be denied.
- 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 (Drew), seconded (Dorris), and passed to close the meeting at 11:07 a.m.