

**OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE**  
**Meeting Minutes**  
**September 25, 2023, 2:00 PM**  
**City Hall, 1<sup>st</sup> Floor, Lynwood Roberts Room**  
**Chair: Dr. Lantie Jorandby (elected during this meeting)**  
**Vice-Chair: Dr. Richmond Wynn (elected during this meeting)**

<b>Committee Meeting Attendance</b>	
<b>X</b>	<b>Antonio Nichols</b>
<b>X</b>	<b>Heather Rios</b>
<b>X</b>	<b>Dr. John Tanner</b>
<b>X</b>	<b>Nancy Rice</b>
<b>X</b>	<b>Dr. Richmond Wynn</b>
<b>X</b>	<b>Sarah Smith</b>
	<b>VACANT (At the time of the meeting, Dr. Lantie Jorandby was not a confirmed OSUD Grants Committee member. Her appointment legislation passed City Council on 9/26/2023 and was enacted on 9/29/2023.)</b>

**Quorum Present: Yes**

**Staff:**

- Madelaine Zarou and Laura Viafora Ray - Jacksonville Fire and Rescue Department
- Jeremy Brown and Lawsikia Hodges - Office of General Counsel, City of Jacksonville

**City Council Liaison:**

- City Council President Ronald Salem

**I. Call to Order**

The meeting was called to order at 2:01 PM by Madelaine Zarou, Manager of Opioid Abatement.

**II. Welcome and Introductions**

Ms. Zarou introduced herself. Council President Salem, the City Council Liaison, introduced himself and made opening remarks. Staff members introduced themselves, and each OSUD Grants Committee member introduced themselves. Dr. Jorandby introduced herself, and Ms. Zarou noted that the legislation to appoint Dr. Jorandby to the OSUD Grants Committee passed the Rules Committee last week and should be confirmed by City Council tomorrow.

**III. Public Comment**

Ms. Zarou opened the floor to public comment. Kim Kelly introduced herself and showed a picture of her son and shared that three years ago she lost him to fentanyl, and since then she has been advocating for laws and action. She expressed thanks for being invited and noted that she wants to be a part of

prevention with action, and that starts with youth as young as fifth or sixth grades.

**IV. Opioid-Related Overdose Data - Laura Viafora Ray**

Laura Viafora Ray, Program Coordinator - Opioid Abatement, presented opioid-related overdose data including the number of suspected opioid-related overdose patients Jacksonville Fire and Rescue Department responded to by year from 2014 to August of 2023, and the percentage of suspected opioid-related overdose patients by race/ethnicity, gender, and age range. Ms. Viafora Ray also presented on opioid-related overdoses by count and rate by zip code as presented on a heat map. Next, Mrs. Viafora Ray presented on the trend of opioid-involved non-fatal overdose emergency department visits from 2015 to 2021, the trend of opioid overdose deaths in Duval County from 2015 to 2021, and Duval County's opioid overdose annual age-adjusted death rate compared to Florida. Finally, she presented on opioid-related data among youth including the percentage of high school students who reported ever misusing prescription pain medicine by region (Duval, Florida, and the U.S.) from 2017 to 2021 and the reported lifetime use of heroin among Duval County high schoolers as reported in two surveys in 2021 and 2022.

**V. Election of OSUD Grants Committee Officers (Chair and Vice Chair)**

Ms. Zarou put forth a motion to begin the election of Committee leaders. Lawsikia Hodges, Deputy General Counsel, clarified the process for electing a Chair and Vice Chair pursuant to Ordinance 2023-350-E and Chapter 50. Ms. Hodges noted that the Committee could discuss at this meeting who they would like the Chair and the Vice Chair to be. Pursuant to the ordinance, the Committee is required to have a Chair and per Chapter 50, a Vice Chair and Secretary can be elected as well. Ms. Zarou noted that Dr. Jorandby could not introduce a motion, but she could still be nominated and elected for either position, and her term would begin upon her appointment legislation being confirmed.

Dr. Jorandby expressed her interest in being Vice Chair. Dr. Tanner asked if she is on the fence for the Chair position, to which she said "Probably". Dr. Tanner then said he'd like to nominate her. Heather said she would support Dr. Jorandby and Dr. Wynn as Chair and Vice Chair. Dr. Wynn expressed interest in being Vice Chair.

Before Dr. Tanner introduced a motion to elect Chair and Vice Chair, he wanted to hear if anyone else on the Committee had any interest. No one indicated interest. Dr. Tanner introduced a motion to elect Dr. Jorandby as the Chair and Dr. Wynn to be the Vice Chair. Heather seconded the motion. Dr. Jorandby asked if Dr. Wynn wanted to be Chair and he said he was fine with Vice Chair. Dr. Jorandby said that she was fine with it.

Ms. Hodges noted that Dr. Jorandby's term as Chair, if elected Chair, would begin upon the date that the mayor signs her nomination legislation. The motion

to elect Dr. Jorandby as the Chair and Dr. Wynn as Vice Chair passes. Ms. Hodges noted that since Dr. Jorandby could not yet preside over the meeting, Dr. Wynn would preside over the rest of the meeting.

**VI. Vote on Future OSUD Grants Committee Meeting Dates**

Ms. Zarou clarified the meeting attendance expectations and quorum rules per Ordinance 2023-350-E and Chapter 50. The Ordinance states that Committee members must meet once monthly with the exception of one meeting between the months of November and December. Dr. Wynn asked the Committee if everyone had an opportunity to review the proposed dates. Ms. Zarou also clarified that a majority (four members out of the seven) of Committee members constitute a quorum for the purposes of votes. She also noted that if any member of the Committee fails to attend two of three successive meetings without cause and without prior approval of the Chair then the committee would declare the member's office vacant, and the vacancy would be filled.

Dr. Wynn made a motion to accept the proposed dates and times for six future OSUD Grants Committee meetings (10/30/2023, 12/4/2023, 1/29/2024, 2/26/2024, 3/25/2024, and 4/29/2024 all at 2:00 PM). Dr. Tanner seconded and the motion carried.

**VII. Vote on Process for Awarding Opioid Settlement Proceeds Grants**

Ms. Zarou explained that pursuant to 2023-350-E, one of the functions of the OSUD Grants Committee is to recommend the process by which recipients of Opioid Settlement Proceeds Grants are selected each year - a request for proposal pursuant to Chapter 126 of the Ordinance Code or through a grants application process outlined in 2023-350-E.

Ms. Zarou presented on the grants application process as described in 2023-350-E. She noted that if this process was selected, it would require legislation to amend the timeline originally outlined for the inaugural grant cycle. She then listed the sections of the application (application contents), described how awards would be allocated via the high score model, and listed the evaluation criteria and the number of points associated with each criterion.

Annette Burney, Manager of Procurement Services, presented on the request for proposal (RFP) process including the steps in the process: pre-solicitation, solicitation, pre-award, award/procurement contract, and legal contract, as well as the estimated timeframes for these stages.

There was discussion and questions from Committee members, staff, and Council President Salem with regards to the RFP process. Ms. Burney addressed those questions.

Ms. Zarou noted that this process is voted on each year, so the Committee can vote on a different process in the future.

Additional questions were posed by Committee members and staff and addressed by Ms. Burney.

Ms. Zarou noted that the timeline for the grants application process as listed in 2023-350-E would need to be amended and she summarized the proposed amended timeline for Committee members - application could open 11/1/23, application deadline would be 11/30/23, and the second week in January 2024 would be when the Committee members would announce tentative rankings. Award allocations would occur by 1/31/24.

There was further discussion and comments by staff and Committee members regarding the two processes.

Council President Salem noted that it was his goal to have the best programs in the community submit their proposals. He recommended that the Public Service Grants process is the process the Committee should start with, and they can re-evaluate that in the future.

Sarah Smith made a motion to move forward with the Grants Application Process as outlined in the legislation. Dr. Tanner seconded, and the motion carried.

Ms. Hodges noted that the legislation would need to be amended to adopt a new timeline and Council President Salem agreed to a one cycle emergency.

Ms. Zarou summarized the proposed timeline: on 11/1/2023, the application would open with a 30-day window to submit. The Committee would have one month to score applications, and score sheets would be due 1/1/2024. Application rankings would be announced the second week in January. In February of 2024, staff would work with OGC to draft contracts and scopes of services.

#### **VIII. New Business**

None

**A 23-minute break was announced to end at 3:27 PM, and Ethics Training will begin at 3:30 PM.**

#### **IX. Ethics Training**

Kirby Oberdorfer, Director, and Andrea Myers, Ethics Program and Training Manager, with the Office of Ethics, Compliance and Oversight provided training on government ethics for boards and commissions.

#### **X. Adjournment**

The meeting was adjourned by Dr. Wynn at 4:37 PM.

**Next Meeting Date - Monday, October 30, 2023 at 2:00 PM**