

# OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

## Meeting Minutes

October 30, 2023, 2:00 PM

City Hall, 1<sup>st</sup> Floor, Lynwood Roberts Room

Chair: Dr. Lantie Jorandby

Vice-Chair: Dr. Richmond Wynn (not present)

Secretary: Antonio Nichols (elected during this meeting)

Committee Meeting Attendance	
X	Dr. Lantie Jorandby - Chair
	Dr. Richmond Wynn - Vice-Chair
X	Antonio Nichols - Secretary
X	Heather Rios
X	Dr. John Tanner
X	Nancy Rice
X	Sarah Smith

**Quorum Present: Yes**

### Staff:

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

### City Council Liaison:

- City Council President Ronald Salem (not present)

#### I. Call to Order

The meeting was called to order at 2:04 PM by Dr. Jorandby, Chair.

#### II. Welcome and Introductions

Staff members introduced themselves, and each OSUD Grants Committee member in attendance introduced themselves.

#### III. Update from Opioid Abatement Office

Madelaine Zarou, Manager of Opioid Abatement, provided an update to the committee members. Ms. Zarou informed the Committee that Ordinance 2023-0723 passed on October 24<sup>th</sup>. This ordinance amended the grants application timeline and included additional minor procedural changes to 2023-0350-E.

Ms. Zarou also provided an update on the Mandatory Application Workshops. She noted that 64 individual attendees from 46 different agencies had attended at least one of the two Mandatory Application Workshops that were hosted by the Opioid Abatement Office. She stated that there was representation from various agency types including non-profits, advocacy, faith-based, universities, and health care.

#### **IV. Public Comment**

Dr. Jorandby opened the floor to public comment. There were no public comments.

#### **V. Vote on Meeting Minutes**

Dr. John Tanner put forth a motion to vote to approve the meeting minutes from the September 25 meeting. Sarah Smith seconded the motion. The motion passed unanimously.

#### **VI. Elect Secretary**

Ms. Zarou explained that it was recommended that a secretary position be elected to serve as the Committee Chair in the event that neither the Committee Chair nor Vice-Chair are present at a meeting. She clarified that the Secretary would not be responsible for keeping meeting minutes and that responsibility would remain with the staff. Ms. Zarou further explained that the process for voting for this position would be the same as electing the Chair and Vice Chair and that Dr. Wynn and Dr. Jorandby would not be considered for the position as they are already Vice Chair and Chair.

Ms. Smith and Antonio Nichols offered to be considered for the position. Dr. Tanner made a motion to elect Mr. Nichols as Secretary. Heather Rios seconded the motion. The motion passed unanimously.

#### **VII. Vote on January 2024 Meeting Date**

Ms. Zarou noted that an additional meeting would need to take place in the second week of January 2024 to announce the tentative rankings and allocations and allow for an appeals period prior to the final rankings and allocations being announced at the meeting on January 29. She proposed January 8 at 2:00 PM in a location to be announced. Ms. Smith introduced a motion to accept the additional meeting on January 8. Mr. Nichols seconded the motion. The motion passed unanimously.

#### **VIII. Vote on Amended Timeline for FY 2023-2024 Grant Cycle**

Ms. Zarou described the proposed amended timeline as described below:

- Application opens November 1, 2023
- Application closes November 30, 2023
- Optional interviews conclude December 22, 2023
- Score sheets submitted December 31, 2023
- OSUD Grants Committee announces tentative application rankings and funding allocations January 8, 2024 (the meeting that was just voted on to accept)
- OSUD Grants Committee announces final application rankings and funding allocations January 29, 2024
- OGC to draft and execute contracts with awarded agencies between February and March 2024

- Awarded agencies receive funding from March to September 2024, when the City's fiscal year concludes

Ms. Smith made a motion to accept the amended timeline. Dr. Tanner seconded the motion. The motion passed unanimously.

#### **IX. Opioid Settlement Proceeds Grants Application Overview**

Ms. Zarou provided an overview of the Opioid Settlement Proceeds Grants Application. She stated that for the inaugural grant cycle, Ordinance 2023-0350-E allocated 34% to the prevention funded category, 33% to prevention, and 33% to recovery support. She went on to note that Ordinance 2023-0570-E, enacted on September 29, 2023, appropriated \$4,133,922 from the Opioid Settlement Special Revenue Fund to fund the following amounts in each funded category: approximately \$1.4 million for prevention, approximately \$1.36 million for treatment, and approximately \$1.36 million for recovery support.

Next, Ms. Zarou described the basic eligibility requirements for agencies seeking to apply for these funds, and noted that agency programs that are already receiving City funding are ineligible to receive an Opioid Settlement Proceeds Grant.

She explained the maximum amount of an OSP Grant allocation on a per program and per agency basis.

Ms. Zarou described the application submission options for agencies and explained the Courtesy Review process and deadline.

She then listed some examples of eligibility documents that requesting agencies must submit and described the eligibility notification process.

Laura Viafora Ray, Program Coordinator of Opioid Abatement, took over the presentation and listed the seven sections of the grant application. Next, Ms. Viafora Ray went over the eight evaluation criteria for application scoring including the maximum points for each criterion. She then noted that during the application scoring period, from December 1, 2023 to December 31, 2023, a requesting agency is prohibited from communicating with Committee members, the Manager, and other City employees involved in this grants process (including OGC). She went on to say that there are exceptions to this prohibition - agency representatives may communicate with Committee members and staff during a publicly noticed meeting, for example.

Ms. Viafora Ray then informed the Committee that they may decide to conduct interviews with requesting agencies, but that if the committee decides to interview one agency, it is required to also interview all other agencies in the same funded category. She explained that the purpose of the interviews is for the requesting agency to verbally explain, clarify, or justify any information in the

application, but that requesting agencies are not permitted to submit any additional written materials. The deadline to conduct interviews is December 22, 2023, and committee members were informed that if they wish to conduct an interview, they should contact staff right away so that the interviews can be coordinated with the applicable agencies and committee members. Ms. Viafora Ray noted that the interviews are an option, not a requirement.

Next, Ms. Viafora Ray described how applications were ranked based on the average of the score for each application in its corresponding funded category, also noting that Ordinance 2023-350-E includes a process to remove outliers. She stated that the Committee will announce tentative rankings and funding allocations at the meeting on January 8, 2024, and that agencies would also be notified of their score and ranking in writing. Ms. Viafora Ray described how the high score model would work in the funding allocation process.

Finally, she described the appeals procedure as outlined in Ordinance 2023-350-E, noted the deadlines to file a Notice of Appeal, and described the composition and functions of the Appeals Board.

**X. New Business**

None

**XI. Adjournment**

The meeting was adjourned by Dr. Jorandby at 2:28 PM.

**Next Meeting Date - Monday, December 4, 2023 at 2:00 PM**